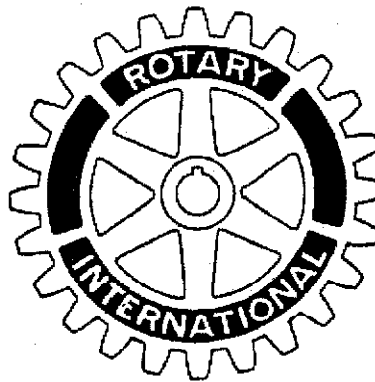


**Rotary Club of Everett
Massachusetts, Inc.**

**CONSTITUTION
BY-LAWS
MANUAL OF PROCEDURE
&
CHARITABLE FUND TRUST**



Adopted 20 May 1976

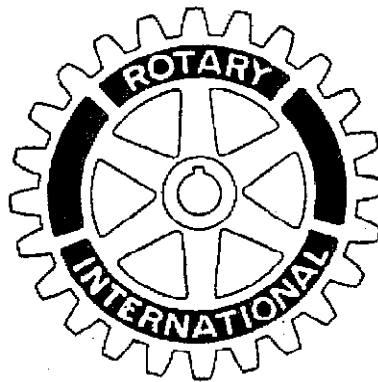
Revised 4 May 1978

Revised 25 June 1981

Revised 4 October 1990

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ROTARY CLUB OF EVERETT MASSACHUSETTS, U.S.A.

Contents:

Preamble
Constitution
By-laws

WHITE PAPER 5
CANARY PAPER 7
BLUE PAPER 9
GOLDENROD PAPER 19

Manual of Procedure:

President 25
President-Elect 27
Vice-President 28
Secretary 29
Treasurer 34
Board of Directors 36
Definitions and Explanations 37

WHITE
PAPER

Committees:

Club Service 43
 Attendance 44
 Auditing 44
 By-laws 44
 Classifications 45
 "Gears" & Rotarian" 46
 Fellowship 47
 Good Cheer 48
 Luncheon 48
 Membership 49
 Membership development 51
 Music 51
 Public Relations 52
 Rotary Information 52
 Sergeant-at-Arms 53
 Special Events 53
Vocational Service 54
International Service 55
 Rotary Foundation 55
Community Service 57
 Youth Activities 57
 Scholarships & Awards 58
 Program 59

BUFF
PAPER

Charitable Fund Trust
Emergency Notification Chart

GREEN PAPER 60
PINK PAPER 62

Constitution and By-laws
of the
ROTARY CLUB OF EVERETT
MASSACHUSETTS, U.S.A.

PREAMBLE

The members of the Rotary Club of Everett, Massachusetts, U.S.A., acting by and through their officers and directors, recognize and affirm as follows:

That the identity of a Rotary club is established by its membership in Rotary International;

That accomplishment of the Object of Rotary can best be achieved through planned activity authorized through orderly deliberation;

That the fellowship of Rotarians is fundamental to the effectiveness of the service Rotary represents;

That the coordination of activities of members, officers, directors and committees is essential to the advancement of club performance;

That any club within the framework of the international organization has individual and collective needs distinct and apart from those of other clubs; and

That a definite plan of action is necessary for the smooth transition into a more effective framework of club administration, operation and planning

AND THEREFORE do hereby:

- (1) ADOPT the Standard Club Constitution in conformance with the policies of the international organization; and
- (2) ORDAIN and establish these By-laws for The Rotary Club of Everett, Massachusetts, U.S.A. to take effect on 1 July 1976; and
- (3) ESTABLISH the Charitable Fund Trust of The Rotary Club of Everett, Massachusetts, for the dispensation of benevolence, and furthermore
- (4) ORDAIN and establish The Club Manual of Procedure to take effect concurrently with the club By-laws, except that the sections dealing with the 1st vice-president and the 2nd vice-president shall not take effect until 1 July 1977 for the Rotary Club of Everett, Massachusetts, U.S.A.

Constitution of the Rotary Club of Everett, Massachusetts, U.S.A.

Article I

Name

The name of this organization shall be Rotary Club of Everett, Massachusetts, U.S.A. (Member of Rotary International)

Article II

Territorial Limits

Section 1- The territorial limits of this club are as follows: the city boundaries of Everett, Massachusetts, U.S.A.

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 develop of acquaintance as an opportunity for service;

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

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

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

Article IV

Meetings

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

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

Article V

Membership and Classification

*Section 1- Membership in a Rotary club shall be as set forth in Article IV, Section 3 of the Constitution of Rotary International and Article III of the By-laws of Rotary International.

Section 2- *Classifications.* (a) Each active member of this club shall be classified in accordance with his business or profession.

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

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

Section 3- *Limitations.* The active membership shall consist of but one man from each classification of business or profession, excepting the religion, news media and diplomatic services classifications, which may have more than one man in each such classification, and excepting the provision for additional active members as provided in Article III of the By-laws of Rotary International.

Article VI

Directors and Officers

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

Section 2- Except as herein otherwise specifically provided the decision of the board in all club matters shall be final, subject only to an appeal to the club. The board shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeal from the rulings of all officers and actions of all committees. Appeal may be taken from any decision of the board to the club. On such appeal the decision appealed from shall be reversed only by a two-thirds vote of the members

present, at a regular meeting specified by the board, a quorum being present, notice of such appeal having been given by the secretary to all members of the club at least five days previous to such meeting.

*Section 3- The officers of this club shall be a president, 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 by-laws of the club shall provide.

*Section 4- Each officer shall be elected as provided in the by-laws 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 his election and shall serve for the period of his election or until his successor shall have been elected and qualified.

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 one year prior to the day on which he shall take office as president. He shall be a director of the board and shall serve as president-elect for the year immediately preceding the year in which he has to serve as president. The president shall take office on the first day of July in the Rotary year for which he is elected to serve as president, provided he has attended the district assembly (or if for good reason he cannot attend he sends an official replacement), and shall serve for the period of his election or until his successor shall have been elected and qualified.

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

Article VII

Admission Fees and Dues

Section 1- Every active, senior active, and past service member of this club shall pay as an admission fee and as annual dues such sums as may be prescribed in the by-laws of this club except that a senior active or past service member who has held active membership in this club shall not be required to pay a second admission fee.

Article VIII

Duration of Membership

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

*Section 2- *How Terminated.* (a) Active membership shall automatically terminate if, and when, an active member ceases to be personally and actively engaged in the classification of business or profession under which he is classified in the club or ceases to have his place of business or residence located within the territorial limits of the club, or his connection with his business establishment is severed, except that by an active member moving from the territorial limits of the club, may be given special leave of absence for a period not exceeding one year to enable him to visit and become known to a Rotary club in the community to which he moves, providing he is still active in the same classification of business or profession and continues to comply with the attendance and all other conditions of Rotary membership; or (2) an active member who would be losing his classification without default on his part may retain his classification and be given special leave of absence for a period not exceeding one year to enable him to obtain new employment in this classification or in a new classification providing he continues to comply with the attendance and all other conditions of Rotary membership. The termination of his membership would take effect only at the end of the period of leave granted to him.

In the event an active member of a club ceases to have his place of business or residence within the territorial limits of the club, he may retain his membership in the club provided his new place of business or residence is located within the corporate limits of the city in which the club is located or within the territorial limits of an immediately adjoining club.

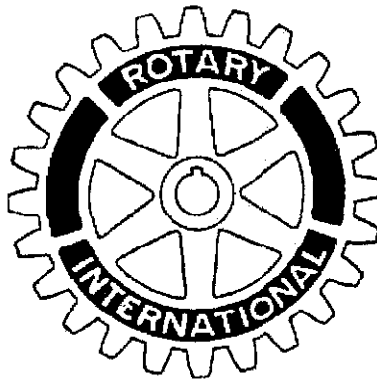
*(b) (1) The membership of an additional active member elected under the provisions of Article III, Section 3(a) of the By-laws of Rotary International shall automatically terminate with the termination of the membership of the active member who proposed him, or in the event such active member becomes a senior active member of this club. If such additional active member is promptly re-elected to active membership in this club, he shall not be required to pay a second admission fee.

*(2) An additional active member elected under Article III, Section 3(b) of the By-laws of Rotary International shall cease to be a member when the classification becomes vacant provided that when the classification is again filled he may (without prejudice to the right of the holder of the classification to propose an additional active member under Article III, Section 3(a) of the By-laws of Rotary International) then be re-elected.

*(c) Past service membership shall automatically terminate if, and when, a past service member re-enters active business or professional life, or if, and when, he ceases to reside within the territorial limits of this club or within the surrounding area or, if, and when, he becomes a senior active member under the provisions of Article III, Section 4(a) of the By-laws of Rotary International. The second

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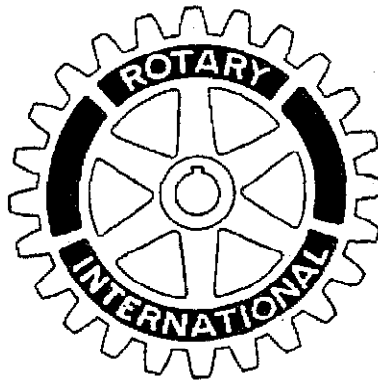
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Contents:

Preamble
Constitution
By-laws

WHITE PAPER 5
CANARY PAPER 7
BLUE PAPER 9
GOLDENROD PAPER 19

Manual of Procedure:

President	25
President-Elect	27
Vice-President	28
Secretary	29
Treasurer	34
Board of Directors	36
Definitions and Explanations	37

WHITE
PAPER

Committees:

Club Service	43
Attendance	44
Auditing	44
By-laws	44
Classifications	45
"Gears" & Rotarian	46
Fellowship	47
Good Cheer	48
Luncheon	48
Membership	49
Membership development	51
Music	51
Public Relations	52
Rotary Information	52
Sergeant-at-Arms	53
Special Events	53
Vocational Service	54
International Service	55
Rotary Foundation	55
Community Service	57
Youth Activities	57
Scholarships & Awards	58
Program	59

BUFF
PAPER

Charitable Fund Trust
Emergency Notification Chart

GREEN PAPER 60
PINK PAPER 62

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of the
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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.

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Admission Fees and Dues

Section 1- Every active, senior active, and past service member of this club shall pay as an admission fee and as annual dues such sums as may be prescribed in the by-laws of this club except that a senior active or past service member who has held active membership in this club shall not be required to pay a second admission fee.

Article VIII

Duration of Membership

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

*Section 2- *How Terminated.* (a) Active membership shall automatically terminate if, and when, an active member ceases to be personally and actively engaged in the classification of business or profession under which he is classified in the club or ceases to have his place of business or residence located within the territorial limits of the club, or his connection with his business establishment is severed, except that by an active member moving from the territorial limits of the club, may be given special leave of absence for a period not exceeding one year to enable him to visit and become known to a Rotary club in the community to which he moves, providing he is still active in the same classification of business or profession and continues to comply with the attendance and all other conditions of Rotary membership; or (2) an active member who would be losing his classification without default on his part may retain his classification and be given special leave of absence for a period not exceeding one year to enable him to obtain new employment in this classification or in a new classification providing he continues to comply with the attendance and all other conditions of Rotary membership. The termination of his membership would take effect only at the end of the period of leave granted to him.

In the event an active member of a club ceases to have his place of business or residence within the territorial limits of the club, he may retain his membership in the club provided his new place of business or residence is located within the corporate limits of the city in which the club is located or within the territorial limits of an immediately adjoining club.

*(b) (1) The membership of an additional active member elected under the provisions of Article III, Section 3(a) of the By-laws of Rotary International shall automatically terminate with the termination of the membership of the active member who proposed him, or in the event such active member becomes a senior active member of this club. If such additional active member is promptly re-elected to active membership in this club, he shall not be required to pay a second admission fee.

*(2) An additional active member elected under Article III, Section 3(b) of the By-laws of Rotary International shall cease to be a member when the classification becomes vacant provided that when the classification is again filled he may (without prejudice to the right of the holder of the classification to propose an additional active member under Article III, Section 3(a) of the By-laws of Rotary International) then be re-elected.

*(c) Past service membership shall automatically terminate if, and when, a past service member re-enters active business or professional life, or if, and when, he ceases to reside within the territorial limits of this club or within the surrounding area or, if, and when, he becomes a senior active member under the provisions of Article III, Section 4(a) of the By-laws of Rotary International. The second

of these provisions shall not apply to a past service member who has been an active member of this club. Such member may reside and continue to reside in the locality of his residence at the time he ceased to be an active member of this club.

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

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

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

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

**Section 5- Termination- Non-attendance.* (a) The membership of any active, senior active, or past service member except as provided in this Article, who is absent from four consecutive regular weekly meetings of this club shall automatically terminate, unless such absence is made up as hereinafter provided, or he is excused by the board for good and sufficient reason.

Any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotary club or a provisional Rotary club at any time between the usual time of the regular meeting of this club immediately preceding the day of absence and the usual time of the regular meeting of this club immediately preceding the day of absence and be given full credit for attendance in this club for the regular meeting from which he was absent, provided notice of such attendance is given to this club by the secretary of the club visited or the member may make his own report, and provided, however, the member shall have put in at least 30 percent of his attendance during each half year at his home club, unless exempted by the board of directors of the club for good reasons upon written request from the member concerned.

Any active, senior active, or past service member of this club absent from a regular meeting of this club who attends a regular meeting of a Rotaract club or provisional Rotaract club or Interact club or provisional Interact club at the direction of this club at any time between the usual time of the regular meeting of this club immediately preceding the day of absence and usual time of the regular meeting of this club immediately following the day of absence, shall be given full credit for attendance in this club for the regular meeting from which he was absent, provided notice of such attendance is given to this club by the member.

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

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

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

Any active, senior active, or past service member of this club absent from a regular meeting of this club who attends a convention of Rotary International, a Council on Legislation, an international assembly, a Rotary institute for past and present officers of Rotary International, a Rotary institute for present, past, and incoming officers of Rotary International, convened with the approval of the Board, the president acting for the Board of Rotary International, a Rotary regional conference, a Rotary International committee meeting, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the Board of Directors of Rotary International, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs, at any time between the usual time of the regular meeting of this club immediately preceding the day of absence and the usual time of the regular

meeting of this club immediately following the day of absence shall be credited with attendance at such regular meeting of this club, provided notice of such attendance is given to this club by the member.

Any Rotarian who is absent from his club meeting due to his being directly and actively engaged in a district-sponsored service project in a remote area where the opportunity of making-up his attendance is completely impossible shall be credited with attendance at such meeting.

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

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

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

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

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

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

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

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

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

SECTION 7—*Resignation.* The resignation of any member from this club shall be in writing (addressed to the president or secretary) and shall be accepted by the board, provided that all indebtedness of said member to the club has been paid.

SECTION 8—*Property Interest—Forfeiture of.* Any person whose membership in this club has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club.

Article IX

Community, National and International Affairs

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

SECTION 2—This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

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

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

Article X

Rotary Magazines

***SECTION 1**—Unless this club is excused by the Board of Directors of Rotary International from complying with the provisions of this article in accordance with the By-laws of Rotary International, every active, senior active, or past service member of this club, by acceptance of such membership, voluntarily subscribes to the official magazine prescribed for this club by the Board of Directors of Rotary International. His subscription shall be handled in six month periods and shall continue as long as he is a member of the club and to the end of any six month period during which he may cease to be a member of the club.

SECTION 2—The amount of the subscription shall be collected by the club from each member semi-annually in advance and remitted to the Secretariat of Rotary International or to the office of such regional publication as may be determined by the Board of Directors of Rotary International.

Article XI

Acceptance of Object and Compliance with Constitution and By-Laws

A member by payment of his admission fee and dues thereby accepts the principles of Rotary as expressed in its object and submits himself to and agrees to comply with and be bound by the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that he has not received a copy of them.

Article XII

Arbitration

Should any dispute arise between any member or members, or a former member or members, and the club, or any officer or the board of the club, relative to membership or to any alleged breach of the constitution or by-laws, or the expulsion of any member from the club, or on any account whatsoever which cannot be satisfactorily settled under the procedure already provided for such purpose, the matter in difference shall be settled by arbitration. Each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only members of a Rotary club may be appointed as umpire or as arbitrators. The decision arrived at by the arbitrators, or, in the event of their disagreement, by the umpire, shall be final and binding on all parties.

Article XIII

By-Laws

SECTION 1—This club shall adopt by-laws not inconsistent with the constitution and By-laws of Rotary International (and the rules of procedure for an area administration where established) and with this constitution, embodying additional provisions for the government of this club. Such by-laws may be amended from time to time as therein provided.

Article XIV

Amendments

SECTION 1—*Time*. This constitution, except in an emergency as provided in Article VI, Section 2 of the By-laws of Rotary International, and except as provided in Section 4 of this Article, may be amended only by action of the Council on Legislation, and except that in the event a sufficient number of votes are filed with the general secretary by clubs recording their opposition to action by the council in adopting any proposed enactment to amend this Constitution, which will require action by the convention, as provided in Article IX, Section 10(g) of the By-laws of Rotary International, this Constitution may be amended by the convention in the year following the meeting of the Council on Legislation by a majority vote of the electors present and voting at the time such amendments are submitted to the convention.

SECTION 2—*Who May Propose*. Amendments to this Constitution, except as provided in Section 4 of this Article, may be proposed only by a club, by a district conference, by the general council or the conference of Rotary International in Great Britain and Ireland, by the Council on Legislation, or by the Board of Directors of Rotary International.

SECTION 3—*Procedure*. Any proposal to amend this Constitution shall be delivered to the general secretary of Rotary International not later than the first day of August in the Rotary year in which the Council on Legislation is to meet.

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

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

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

SECTION 4—Article I (Name) and Article II (Territorial Limits) of this Constitution may be amended at any regular meeting of this club 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 Rotary International for its approval and shall become effective only when so approved.

See: Excerpts of "The Constitution of Rotary International," and "The By-laws of Rotary International" on pages 15 and 16 which follow.

The By-laws of Rotary International provide that each Rotary club admitted to membership in R.I. subsequent to 6 June, 1922, shall adopt this prescribed standard club constitution.

* As amended by 1980 Council on Legislation

Excerpts from the "Constitution of Rotary International" and "By-laws of Rotary International"

The Council on Legislation in 1980 amended the "Standard Rotary Club Constitution" by deleting portions dealing with membership in a Rotary club. The portions deleted were made because they duplicated the same provisions as recorded in the "Constitution of Rotary International" and "By-laws of Rotary International." These portions of these two documents, as they are applicable to the "Standard Rotary Club Constitution" are reprinted as follows:

CONSTITUTION OF ROTARY INTERNATIONAL

Article IV Membership

*Section 3—*Composition of Clubs.*

(a) A Rotary club shall be composed of men with the qualifications hereinafter provided and no club shall be qualified for membership in Rotary International unless the qualification of its active members are as follows:

They are adult male persons of good character and good business or professional reputation, and

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

or

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

or

(3) acting as the local agent or branch representative of any worthy and recognized business or profession having charge of such agency or branch in an executive capacity;

and

personally and actively engaged in the respective business or professions in which they are classified in the club and having their places of business or residence located within the territorial limits of the club.

In the event an active member of a club ceases to have his place of business or residence within the territorial limits of the club, he may retain his membership in the club provided his new place of business or residence is located within the corporate limits of the city in which the club is located or within the territorial limits of an immediately adjoining club.

(b) There shall not be more than one active member in each classification of business or profession, excepting the religion, news media and diplomatic service classifications, and excepting the provision for additional active members as provided in the by-laws.

(c) The by-laws of Rotary International may provide for kinds of membership in addition to active membership in Rotary clubs to be designated as senior active, past service, and honorary membership and shall prescribe the qualifications for each.

BY-LAWS OF ROTARY INTERNATIONAL

Article III Membership in Clubs

*SECTION 1—*Kinds.* A Rotary club shall have four kinds of membership, namely: active, senior active, past service and honorary.

*SECTION 2—*Active.* A person possessing the qualifications set forth in Section 3 of Article IV of the Constitution of Rotary International may be elected to active membership in a Rotary club.

*SECTION 3—*Additional Active Member.* (a) Any active member of a club may propose for and the club may elect to active membership one additional man who is actively engaged in the same classification of business or profession as that of the proposer, whose

classification shall be the same as that of the proposer, whose classification shall be the same as that of the proposer. The qualifications of such additional active member shall be the same as set forth in Section 3 of Article IV of the Constitution of Rotary International for active membership. Such additional active member is in all respects an active member except that he may not propose an additional active member under this paragraph, and the membership of an additional active member elected under the foregoing provisions of this section shall automatically terminate with the termination of the active membership of the proposer, or in the event the proposer becomes a senior active member.

(b) The club may, subject to the approval of the holder of the classification, elect to additional active membership in the club any former active member of a Rotary club whose place of business whereat he is actively engaged or whose residence is within the territorial limits of the club and who is otherwise qualified for membership provided:

(1) that there shall, in no case, be more than one additional active member elected under this paragraph of this section in respect of any one classification, and

(2) that any member so elected shall have terminated membership of his former club only because he ceased to be actively engaged within the territorial limits of that club in the classification of business or profession under which he was classified in that club, and

(3) that an additional active member elected under this paragraph of this section shall cease to be a member when the classification becomes vacant, provided that when the classification is again filled, he may (without prejudice to the right of the holder of the classification to propose an additional active member under paragraph (a) of this section) then be re-elected.

SECTION 4—*Senior Active Membership.* (a) Any active member of a club or past service member whose combined active and past service membership in one or more clubs conforms with the service requirements as hereinafter set forth

(1) who has been a member of one or more clubs for a total of fifteen or more years,

or

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

or

(3) who is of the age of sixty-five or more after having been a member of one or more clubs for a total of five or more years,

or

(4) who is a present or a past officer of Rotary International shall automatically and forthwith become a senior active member.

(h) Any club may, at its option, elect to senior active membership in the club any former member of any club who was a senior active member or was a senior active member or was eligible to become a senior active member at the time he ceased to be a member of a club, provided such former member resides or whose place of business whereat he is actively engaged is within the territorial limits of the club or within the surrounding area.

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

(1) he shall not be considered as representing any business or professional classification; and

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

A 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 5—*Past Service.* (a) A former active member of a club, whose active membership was terminated because of his retirement from active business or professional life, may be elected a past service member in the club in which he held active membership or in any other club provided that he has been an active member in one or more clubs for five or more years. Such former member may be elected to past service membership at the time of, or at any time after, the termination of his active membership, provided he has all the other qualifications of a past service member. If his retirement from business or professional life occurs after he has ceased to be a member of a club, he is not eligible to past service membership. A past service member shall be required to pay an admission fee unless he is elected a member of the club in which he has been an active member, in which case he shall not be required to pay a second admission fee. A past service member must reside and continue to reside within the territorial limits of the club in which he holds past service membership, or

within the surrounding area, unless he is elected a past service member of the club in which he has been an active member in which case he may reside in the locality of the residence at the time he ceased to hold active membership.

(b) A Past service member shall have all the rights, privileges and responsibilities of an active member except that he shall not be considered as representing any business or professional classification nor may he become a senior active member (except as provided in Section 4 (a) of this Article), nor shall he have the right to propose an additional active member.

SECTION 6—Dual Membership. No person shall simultaneously hold active, senior active, or past service membership in more than one club.

SECTION 7—Honorary Membership. A male person who resides within or more has resided within the territorial limits of the club and who has distinguished himself by meritorious service in the furtherance of Rotary ideals there or elsewhere, may be elected to honorary membership in the club.

Honorary member 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 the club; shall not be considered as representing a classification, but shall be entitled to attend all meetings and enjoy all the other privileges of the club. No honorary member of a club is entitled to any rights or privileges in any other club.

***SECTION 8—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 Constitution and these By-laws.

SECTION 9—Public Office. Persons elected or appointed to public office for a specified time only shall not be eligible to active membership in a club under the classification of such office. This shall not apply to persons holding a position or office in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary.

An active member in a club who is elected or appointed to public office for a specified period may during the period in which he holds such office continue as such active member in the club under the classification represented by him in the club immediately prior to such election or appointment.

SECTION 10—Rotary International Employment. Any club may retain in its membership any member thereof who enters the employment of Rotary International, so long as he remains in such employment.

617-381-7805

**BY-LAWS
of the
ROTARY CLUB OF EVERETT
MASSACHUSETTS, U.S.A.**

Article I. Election of Officers and Directors.

Section 1. At the third regular meeting in October, the president shall appoint a Nominating Committee consisting of three past president of this club, and charge them with responsibility to present to the club at the last regular meeting in November, nominations for president-elect, vice president, secretary, treasurer and four directors, one of whom may be the immediate past-president, each to serve for one year beginning on July 1st, next. (At the expiration of the specified term, the president-elect assumes office for the year then beginning.) The president shall ask for nomination from the floor, if any. Nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted on at the annual meeting. The candidates for president-elect, vice president, secretary, treasurer, receiving a majority of votes cast shall be declared elected to their respective office. The four candidates for director receiving the highest number of votes cast shall be declared elected directors.

Section 2. The officers and directors so elected 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 directors-elect.

Section 5. A director must make at least four regular meetings of the board in every six month period. (July-December and January-June) to remain a member of the board. A director who misses more than two such meetings in either six month period shall automatically be dropped from the board of directors, causing a vacancy to exist.

ARTICLE II. BOARD OF DIRECTORS.

Section 1. The governing body of this club shall be the board of directors, consisting of nine members of this club, namely four directors elected in accordance with Article I. Section 1, of these BY-LAWS, the president, president-elect, vice president, secretary and treasurer.

ARTICLE III. Duties of Officers.

Section 1. President. It shall be the duty of the president to preside at meetings of the club and the board of directors, and to perform other such duties as outlined in detail under "President" in the Club Manual of Procedure.

Section 2. President-Elect. It shall be the duty of the president-elect to preside at meetings of the club and board of directors in the absence of the president, and to perform other such duties as outlined in detail under "President-Elect" in the Club Manual of Procedure.

Section 3. Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and board of directors in the absence of the president and president-elect, and to perform other such duties as outlined in detail under "Vice-President" in the Club Manual of Procedure.

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 at the club, board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the secretary general of Rotary International on January 1st and July 1st of each year, the report of changes in membership, which shall be made to the secretary general of R.I., 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 R.I. subscriptions to the Rotarian; these and to perform other such duties as outlined in detail under "Secretary" in the Club Manual of Procedure.

Section 5. Treasurer. It shall be the duty of the Treasurer to have custody of all funds, except any and all funds pertaining to the Charitable Fund Trust. The Treasurer shall give an accounting of each and all funds in his custody to the club annually, and at any other time on demand by the Board and to perform other such duties as outlined in detail under "Treasurer" in the Club Manual of Procedure. Upon his retirement from office, he shall turn over to his successor or to the president, all funds, books of accounts and any other club property in his possession.

ARTICLE IV. MEETINGS.

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

Section 2. The regular weekly of this club shall be held on Thursday, at 12:15 p.m., except that in an emergency, or for good cause, the board of directors may

(a) change the regular meeting of any week to a different day of the same week, or to different hour of the regular day, or to a different location (See Art. IV C.C.)

(b) cancel the regular meeting of any week because it falls on a legal holiday, or because of the death of the club president, or an epidemic, or a disaster affecting the entire community.

Due notice of any such changes in, or cancellation of the regular meeting shall be given to all members of the club. In the event of any such change, or cancellation for other than legal holidays, provision shall be made to give make-up credit to visiting Rotarians.

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

Section 4. The Board of Directors shall meet regularly on the first Thursday of every month, at 11:00 a.m. sharp, at the usual meeting place of the regular weekly meeting. By vote, the board may elect to meet in the evening at the same place, or other suitable place, on the same day, or another day of the same week. 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. The admission fee shall be \$35.00, to be paid before the applicant can qualify for membership.

Section 2. The membership dues shall be \$82.00 per annum. Dues are payable quarterly, in advance, on the first day of July, October, January and April. Club dues shall include each member's subscription to the Rotarian Magazine.

Section 3. Upon reinstatement, 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 VI. Method of Voting

Section 1. The business of this club shall be transacted by viva voice vote, except the election of officers and directors which shall be by ballot.

ARTICLE VII. Committees

Section 1. (a) The president shall, subject to the approval of the board of directors, appoint the following principal and standing committees:

Community Service Committee
International Service Committee
Vocational Service Committee

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

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

(d) The president shall also appoint the vice-president as chairman in charge of all club service activities, and who shall supervise and coordinate the work of all committees appointed on particular phases of club service.

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

Attendance Committee
Fellowship Committee
Membership Committee
Membership Development Committee
Program Committee
Classifications Committee
Public Relations Committee
Rotary Information Committee

and appoint any other committees that he may deem necessary for the internal administration of club affairs, and as outlined in the Club Manual of Procedure. Also, the president shall appoint the president-elect to serve as chairman of the program committee listed above, and the special events committee described in the Club Manual of Procedure.

(f) Where feasible and practicable in the appointment of club committees there should be provision for continuity of membership, either by appointing one or more members for a second term, or by appointing one or more members to a two year term. No member shall be eligible to serve more than two years in succession on the same committee.

(g) The classifications and Rotary information committees shall each consist of three members.

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

(i) Each committee shall transact such business as is delegated to it in the by-laws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

ARTICLE VIII. Duties of Committees.

Section 1. Community Service Committee.

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activity of the club and shall supervise and co-ordinate the work of any committee that may be appointed on particular phases of community service.

Section 2. International Service Committee.

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and co-ordinate the work of any committees that may be appointed on particular phases of international service.

Section 3. Vocational Service Committee.

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and co-ordinate the work of any committees appointed on particular phases of vocational service.

Section 4. Club Service Committees.

(a) *Attendance committee.* This committee shall devise means for encouraging attendance at all Rotary meetings - including attendance at district conferences, intercity meetings, regional conferences and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club, and attendance at regular meetings of this club, and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove conditions which contribute to unsatisfactory attendance.

(b) *Classification Committee.* This committee shall, as early as possible, but no later than 30 September of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, using the guide to classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

(c) *Fellowship Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.

(d) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

(e) *Membership Development Committee.* This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill open classifications.

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

(g) *Public Relations Committee.* This committee shall devise and carry into effect, plans (1) to give the public generally information about Rotary, its history, object and scope; and (2) to secure proper publicity for the club.

(h) *Rotary Information Committee.* This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary club, (2) to give the members, especially the new members adequate understanding of the privileges and responsibilities of members, (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of Rotary International.

Article IX. Leave of Absence.

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

Article X. Finance.

Section 1. The treasurer shall deposit all funds of the club in a bank or other institution and in a manner consistent with the objectives of the club with the approval of the board of directors.

Section 2. All invoices and obligations shall be paid only by checks signed by the treasurer upon vouchers signed by any member so authorized by the board and any officer and only after prior approval by the board. A thorough audit by a certified public accountant or other qualified person shall be made at the close of each Rotary year of all the club's financial transactions.

Section 3. Officers having charge or control of funds shall give bond as may be required by the board of directors for the safe custody of the funds of the club, cost of the bond to be borne by the club.

Section 4. The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of member's dues and luncheon fees, shall be divided into four quarterly periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st and April 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of membership of the club on those dates.

Section 5. In the execution of his duties, the treasurer shall be guided by the details outlined in the Club Manual of Procedure.

Section 5. At the beginning of each fiscal year of the board of directors shall have prepared or caused to be prepared a budget of estimated income and estimated expenditures for the year, which having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XI. Method of Electing Members.

Section 1. Active Members (including Additional Active Members).

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

(2) The name of the prospective active member to fill an open classification, having been proposed by the membership development committee or by an active, senior active, or past service member in good standing, shall be submitted first to the board, through the secretary, on a standard form known as the proposal card. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(3) The board shall request the classifications committee to consider and report to the board on the eligibility of the proposed member

from the standpoint of classification, and shall request the membership committee to investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing and general eligibility.

(4) The board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall notify the proposer, through the club secretary, of its decision.

(5) If the decision of the board is favorable, the proposer, together with one or more members of the Rotary information committee, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership and to give his permission for his name and proposed classification to be published to the club.

(6) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within ten (10) days following publication of the name of the prospective member shall be considered qualified for membership and upon payment of his admission fee, as prescribed in Article V of these by-laws, shall be considered eligible for election to membership.

(7) If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the board and shall ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board, the proposed member upon payment of the prescribed admission fee, shall be considered elected to membership.

(8) Following the member's election to membership as herein provided, the club secretary shall issue a membership card and shall report his name to the general secretary of Rotary International.

(9) The member shall be formally introduced and inducted as a new member at a regular meeting of the club.

Section 2. Senior Active, Past Service and Honorary Members.

The name of a proposed candidate for any of these three kinds of membership shall be submitted to the board of directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this article and proceed to ballot on the proposed member. If not to exceed two (2) negative votes are cast by the members of the board, the proposed member shall be considered duly elected, provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become senior active member of this club, no application for or election to such senior active membership being required.

Section 3. Re-election of Former Additional Active Members.

(1) The application of a former additional active member of this club who was elected as such member under Article III, Section 2(a) of the by-laws of Rotary International and whose membership was terminated as provided in Article VIII, Section 2(b) (1) of the constitution of this club shall be considered promptly by the board and in advance of any other application or proposal under the same classification or another classification.

(2) When the membership of an additional active member elected under the provisions of Article V, Section 5(b) of the constitution of this club has ceased as a result of the classification becoming vacant, then when the classification is again filled, he may (without prejudice to the right of the holder of the classification to propose as additional active member under Article V, Section 5(a) of the constitution) then be re-elected.

(3) At its discretion the board may refer any application to the classifications and membership committees and the board may provide for a ten (1) day period during which any member objecting to the election of any proposed member shall notify the board in writing stating reasons for his objection. At any regular or special meeting, the board shall proceed to ballot on any application taking into account, where applicable, reports from the classifications and membership committees and any objections filed. If not to exceed two (2) negative votes are cast by members of the board, the former additional active member or members shall be considered duly elected to membership and shall be so notified by the secretary. In the event any application is rejected the applicant shall be so notified by the secretary.

Article XII. Resolutions and Subscriptions.

Section 1. No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board of directors, except as provided in Section 2 of this Article. Such resolutions or motions, if offered at a club meeting shall be referred to the board without discussion.

Section 2. Any appeal to the club, or to its members as Rotarians, for charitable subscriptions shall be handled by the trustees of the charitable fund in accordance with its declaration of trust.

Article XIII. Order of Business.

Meeting called to order.
Opening song and salute to flag.
Invocation.
Luncheon.
Introduction of visiting Rotarians and guests.
Correspondence and announcements.
Committee reports, if any.
Any unfinished business.
Any new business.
Address or other program feature.
Adjournment.

Article XIV. Amendments.

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

Article XV. Club Manual of Procedure.

The Club Manual of Procedure with its detailed outlines of duties, responsibilities, definitions and explanations is to be considered as an integral part of these By-laws with full force and effect.

MANUAL OF PROCEDURE

Administration

President

I. Qualifications.

- A. Must be an active, senior active, additional active, or past service member in good standing. Integrity of his classification (if active or additional active) should be unquestioned.
- B. Should possess ability to assume leadership of club and the esteem and confidence of fellow members.
- C. Should be prepared to give the time and effort necessary to lead, and to discharge the duties of his office.
- D. Has served in his club as board member, chairman, or member of one or more major committee, or secretary. In previous year, must have prepared himself in every way possible for the presidency.
- E. Must have attended the District Assembly prior to assuming office as president, and at least one District Conference in its entirety, or equivalent.
- F. Must have a working knowledge of the constitution, by-laws, manual of procedure, and the Object of Rotary.
- G. If possible, has attended at least one Rotary International Convention before assuming office.

II. Responsibilities.

A. General

- 1. Supervises all activities of the club, its committees and its officers.

Areas of responsibility:

(a) Preparation of club budget by the end of July. Budget must include a commitment to make monthly contributions to the Charitable Fund Trust, within his term of office.

(b) Proper accounting of all funds and audit by July 15th.

(c) Quarterly check-up of committee activity, more often if required to monitor progress.

(d) Revision of club's Manual of Procedure.

B. Coordinates all activity, matters, and materials involving the district, the district governor, and/or R.I. offices with the club.

C. Announces plans and purposes for his administration at the time of induction, and reports on progress in early January, and accomplishments at end of year.

D. Inducts new members.

E. Weekly meetings

1. Presides

- 2. Plans each meeting, opening and closing on time.
- 3. Follows plan in President's book for division of time:

(a) Period I - Opening exercises

(b) Period II - Meal and fellowship

(c) Period III - President's time

(d) Period IV - Program

Administration
President - Continued

4. Levies fines (see section on fines: pg. 17, X.-C.)
5. Introduces visiting Rotarians and guests.
6. Calls on committee chairmen and officers for reports.
7. Makes all pertinent announcements.
8. Thanks guest speaker and presents token gift.

(Note: Prior to each meeting, he will designate members he will call on to deliver invocation, conduct singing and collect fines.)

F. Committees.

1. Assigns special duties to particular committees and clearly defines goals for all committees.
2. Urges designated chairmen to attend District Assembly.
3. Is ex-officio member of each committee with voting power.

G. Board of Directors.

1. Presides at monthly meetings, may call special meeting when necessary, in his opinion, and presides over same.
2. Provides each member with an agenda, prior to each meeting.
3. During the latter part of June, arranges with president-elect for a joint meeting between outgoing and incoming boards.
4. Early in July, convenes board to approve any action taken at previous meetings, elect honorary members, and to allocate fines for the year. Seeks final board approval for the immediate implementation of his program.

H. Club Assemblies.

1. Presides at all club assemblies.
2. The number of club assemblies to include:
 - (a) One in July, at which time committee chairmen will formally present written reports of goals for distribution to the district governor.
 - (b) On occasion for the district governor's official visit to the club.
 - (c) In January, for the mid-year review of progress and make projections for the second half, and recommendations for problem areas.

Time Schedule:

June	Prior to assuming office, *president attends the District Assembly together with officers, directors and chairmen, as directed by District Governor. Joint meeting of incoming and outgoing Boards. At the last meeting of the month, the incoming administration is formally inducted into office. Incoming president states his aims and objectives for his term of office.
July	First meeting of the new Board of Directors, now the official governing body of the club, followed by a Club Assembly. New administration launches program of action with timetable of progress and completion. President submits estimates of receipts and expenditures for the year. Board receives year-end accounting of club funds in complete detail and arranges for an audit.
Per District Governor's Schedule	Make arrangements for the District Governor's Official Visit on a date mutually agreeable. 1) Hold Club Assembly with full attendance. 2) Governor will confer with president and secretary (prior to meeting with club assembly). 3) Committee chairmen discuss reports previously submitted and approved (copies of reports sent to Governor by president two weeks before visit).
Monthly	Board of Directors meets.
November	At the first meeting, appoint a Nominating Committee to report a slate of officers, directors and trustees at the regular club meeting on the third Thursday in November.
December	Hold club's Annual Meeting on the second Thursday with election of officers, directors and trustees.
January	Hold Club Assembly to review progress on aims and objectives, and plan for second half of the year.
Every Meeting	Use every opportunity to announce Rotary achievements. Relate the weekly program content to some phase of Rotary.

* President's attendance at the District Assembly is a must.

Administration
President Elect

- I. Qualifications.
 - A. Same as for President. See page 1 under President.
- II. Administration.
 - A. President-Elect has the prime responsibility to use the twelve (12) months before him, to:
 1. Conceive an innovative and successful Rotary year.
 2. Select men for key chairmanships with due deliberation, before the end of September.
 3. Hold meetings, as may be judged desirable for the development of ideas and a plan for action, with potential chairmen, directors and/or others, starting in early October.
 4. Have organized, by early June, a well-informed and enthused team eager to implement a well-rounded plan to produce an outstanding Rotary year with superior leadership and record achievement.
 - B. Responsibility to cooperate with District Governor Nominee in the achievement of district goals, and attend meetings when asked.
 - C. Must be prepared to give of his time and energies to achieve the kind of leadership worthy of Rotary in Everett.
 - D. Preside at club meetings and meetings of the Board of Directors in the absence of the president.
 - E. Assumes the duties and responsibilities of the president, if the latter becomes incapacitated.
- III. Club Service.
 - A. Serves as chairman of:
 1. Special Events Committee
 2. Program Committee
 - B. Responsibility for the development and execution of special events and coordinates same with president and board.
 - C. Responsible for all programs at weekly meetings.
 - D. Serve as coordinator for the District Conference and attends same in its entirety.
- IV. Convention.
 - A. Make every effort to attend the Rotary International Convention.

Administration
Vice-President

I. Administration.

- A. Presides at luncheon meetings and meetings of the Board of Directors in the absence of the president and president-elect.
- B. Assume duties and responsibilities of the president in the event that both president and president-elect are incapacitated.

II. Club Service.

- A. Serves as chairman of Club Service Committee. Coordinates and supervises the activities of the various committees involved in Club Service, in order to assure smooth running meetings and good performance. Committees under this avenue of service involved are:
 - 1. Attendance
 - 2. Auditing
 - 3. By-Laws
 - 4. Classifications
 - 5. Fellowship
 - 6. Gears and Rotarian Magazine
 - 7. Luncheon
 - 8. Membership
 - 9. Membership Development
 - 10. Music
 - 11. Public Relations
 - 12. Rotary Information
 - 13. Sergeant-at-Arms
 - 14. Good Cheer
- B. Committee membership - shall be a member of:
 - 1. Program Committee
 - 2. Special Events Committee (vice-chairman)
- C. Shall be assistant coordinator for the Fall Conclave, and assistant coordinator for the District Conference.

Administration
Secretary

I. Weekly Meetings.

- A. Attendance. Records each meeting's attendance by checking attendance record sheet. Checks make-ups from other clubs. Checks electric attendance board for accuracy, making corrections when necessary. Notifies Attendance Committee and editor of the "Gears" of absentees. Opens the attendance board display before each meeting, and locks securely at the conclusion.
- B. Make-ups. Mails out make-up cards for visiting Rotarians. Give to editor of "Gears" list of members who made-up absences, with date and club visit.
- C. Attendance Credits. Attendance at a district assembly, conference, institute, meeting called by district governor and international convention are valid make-ups. Every member, unless excused, must attend at least 30% of home club's meetings.
- D. Exception from Attendance Requirements.
 - 1. Any member may be excused from attendance due to illness or impairment, upon notification to the board, and his absence shall not be computed in the club's attendance.
 - 2. Any senior active member who has been in Rotary 20 years and has reached the age of 65, or has been in Rotary 15 years and has reached the age of 70, may apply to the secretary in writing, to be excused from complying with the attendance requirements.
 - 3. Honorary members are not counted in the attendance requirements.
- E. Keeps Membership Record Book with attendance and make-ups.
- F. Attendance problems are brought to the attention of the board at the next monthly meeting.
- G. Announcements. Conveys to the president any correspondence which is of club concern. Informs club of any pertinent action by the board.
- H. Re: president. Informs president with out undue delay of any matter requiring prompt official action.
- I. Fines. Counts money collected. Fills out slip (see appended forms). Gives slip and money to treasurer. Treasurer signs secretary's copy.
- J. Resource material. Shall have available at each meeting:
 - 1. Club Constitution and By-laws.
 - 2. Club Manual of Procedure.
 - 3. R.I. Manual of Procedure.
 - 4. New member proposal cards.
 - 5. Visiting Rotarians make-up cards.
 - 6. Guest registration cards.
 - 7. Club rosters.
 - 8. Speaker's token gift.
- K. Notifies members of any change in time or place of meeting.
- L. Be familiar with telephone procedure for notifying members in emergency (see chart).

II. New members.

- A. Proposal Cards.
 - 1. Keeps new member proposal cards available.
 - 2. Upon receipt of a proposal, presents card to president for consideration by the board. Be sure to date card.
 - 3. Give accepted card to chairman of Classification Committee for consideration, and return.
 - 4. Send accepted proposal card to Membership Committee chairman for consideration and expeditious return.
 - 5. Upon return, presents card to board for disposition.

- B. If proposal is accepted:
1. Informs the proposer of acceptance. Proposer together with one or more members of the Rotary Information committee, shall inform the prospective member of the purposes of Rotary and, -the privileges and responsibilities of membership in the club, following which, the prospective member shall be requested to complete and submit an application for membership and, -give permission for his name and classification to be published to the club. (Club By-Laws. Article XI, Section 1(4))
 2. Notifies the membership in writing of the new member proposal, indicating ten day period for challenge.
- C. If there is a challenge:
1. Challenge is presented to Board of Directors as per club By-laws, Article XI, Section 1(5).
 2. If challenge stands, secretary notifies proposer.
- D. If no challenge:
1. Notifies board of member acceptance.
 2. Notifies proposer of acceptance and asks proposer to request payment of admission fee of \$35.00 by new member, who is then considered elected to membership in the club.
 3. Gives yellow proposal card to chairman of Rotary Information Committee, who will arrange for new member induction meeting.
 4. Provides new member with biographical sheet for completion and requests that this be returned to secretary on day of induction, or earlier.
 5. Arrange with sponsor for a date of induction.
 6. Informs president of the date of the induction.
- E. When new member is inducted:
1. Informs member of any additional items of expense which may be due, and of the club's billing schedule for dues, and luncheons, etc.
 2. Prepares packet for new member - to include:
 - (a) Badge
 - (b) Lapel pin
 - (c) The Rotary Foundation Story
 - (d) Brief facts about Rotary
 - (e) Membership identification Card
 - (f) Attendance Rules
 - (g) Four Way Test
 - (h) Club Roster
 - (i) Club Constitution and By-Laws
 - (j) Club Manual of Procedure
 - (k) other material approved by the board.
 3. Has new member sign the official roster roll in secretary's file, and arrange for delivery of wall plaque.
- F. Sends data on new member to Rotary International. Forms are available from R.I. in triplicate. (One copy for Rotary International, the district Governor, and the secretary's file).

III. Membership Identification Cards.

- A. Orders from R.I. and keeps an ample supply on hand.
- B. IN December and June supplies treasurer with filled in cards for entire membership in good standing.
- C. Cards delivered in December will show date of June 30; those delivered in June will date of December 31.

Aministration
Secretary - Continued

IV. Supplies

- A. The following firms and R.I. supply our current needs:
 - 1. Rotary International
 - One Rotary Center
 - 1560 Sherman Ave., Evansville, Illinois 60201-3698
 - (note: if no code number is used below, the item comes from R.I.)
 - 2. Russell Hampton Company
 - 2550 Wisconsin Ave., Downers Grove, Illinois 60515 Tel. 312-960-2400
 - 3. Wallbank Company
 - 1524 V.F.W. Parkway, Rte. 1., West Roxbury, Massachusetts 02132
- B. Following is a list of Materials to be kept in reasonable supply
 - 1. Membership Identification Cards
 - 2. How to Purpose a New Member
 - 3. Brief Facts About Rotary
 - 4. Attendance Rules
 - 5. Getting Acquainted with Rotary
 - 6. The Rotary Foundation
 - 7. Additional Active Members
 - 8. Membership Report Forms
 - 9. Visiting Rotarian Cards
 - 10. Guest Registration Cards
 - 11. Rotary Directory
 - 12. How to Prepare a Classification Talk
 - 13. Club Banners
 - 14. Gifts for Speakers
 - 15. Wall Plaques
 - 16. Lapel Buttons
 - 17. Identification Buttons
 - 18. Membership Application Cards

V. Relations with Rotary International

- A. Semi-Annual Report. In January and July, reports to go to R.I. on forms supplied.
 - 1. Sheet for reporting new members prior to January 1, or July 1, but not contained on computer report form forwarded by R.I.
 - 2. Sheet for summarizing membership and computing dues due R.I.
 - 3. Sheet to report subscriptions to honorary members and specials for Rotarian Magazine.
 - 4. Computerized report form (noted in 1. above), indicating membership of club according to R.I., records, is to be corrected, if necessary, to agree with club records. One copy to be returned to R.I., second for club files. Also district by-laws require a copy of semi-annual report be sent to the District Secretary.
- B. Notifies R.I. of member status changes on appropriate forms:
 - 1. Change of address
 - 2. Change of classification
 - 3. Termination of membership
 - 4. Data on new member

(Note: forms for the above supplied by R.I. in triplicate; one sent to R.I., one to District Governor and one for secretary's file.)

VI. Club Roster.

- A. Reviews Roster each year for deletions, changes and additions.
- B. Prepares list of the new officers, directors, committees and other information to be inserted.
- C. Keeps a supply of Roster at each meeting.

Administration
Secretary - Continued

VII. Club Manual Procedure.

- A. Keeps Manual up to date and annually distributes changes to the membership.
- B. Have copy available at all meetings of the club and directors.
- C. Makes it available to every officer, director and any member upon request.

VIII. Club Constitution and By-Laws.

- A. Keeps up to date copy at all meetings of the club and the Board of Directors.
- B. Each year brings it up to date and distributes changes to the membership.
- C. Gives each new member a copy.

IX. Records.

- A. Secretary shall keep a file of pertinent records including:
 - 1. Membership book in which all names of all members are inscribed and include:
 - (a) Name.
 - (b) Date of Admission.
 - (c) Date of Birth.
 - (d) Date and reason membership terminated.
 - 2. Record book which includes:
 - (a) Record of each luncheon meeting.
 - (b) Minutes of every meeting of the Board of Directors.
 - (c) Constitution and By-Laws of the club.

X. Miscellaneous.

- A. Fills out form (available from R.I.) for alerting club in area to which a local member moves.
- B. Orders president's badge (jewel) and past president's bar in time to be used at president's induction.
- C. Along with Sergeant-at-Arms, is responsible for club property at meeting place.
- D. Sends notices of club assemblies through the mail or the "Gears".
- E. At the close of the year, sees that chairman's folders go to incoming chairman.
- F. Has responsibility for club charter and other documents.
- G. Maintains a supply of stationary to meet needs of club.
- H. Maintains record of insurance policies and expiration dates.
- I. Buys postage stamps and supplies at club expense.

XI. Term of Office.

Club secretary to serve no more than five (5) consecutive one year terms.

References: R.I. #123 Keeping Club Records, #19 R.I. Catalogue, #35 Manual of Procedure

Rotary Club of Everett

Report of Monies Collected:

Guests \$ _____

Charities \$ _____

Fines \$ _____

Birthdays \$ _____

\$ _____

Received from Sergeant-at-Arms
to the Treasurer, the sum of \$ _____

Total \$ _____

_____ Secretary

Administration
Treasurer

I. Accounting.

- A. All funds, except any charitable fund under trustees, shall be the custody of the treasurer.
- B. Assists president in preparing budget for submission to Board of Directors for approval, by the end of July.
- C. Publishes annually an audited accounting of these funds by August 31. Turn over books to Auditing Committee by the second week in July.
- D. Publishes a semi-annual accounting to the board as of Jan. 1.
- E. In addition to the above, gives to the Board of Directors a list of anticipated income due and invoices to be paid as of January 1 and June 30.
- F. At each meeting of the board, gives a condensed report of the status of all funds reflecting the effect of income due and accounts payable as of that date (cash flow projection).
- G. Gives an audited report to the person designated by the Board of Directors to make a tax report to the government on Form 990.

II. Billing.

- A. With the assistance of the secretary, bills the members four times a year in advance, July 1, October 1, January 1 and April 1. The secretary will supply a list of make-ups for the prior three months, and the treasurer will allow a credit for each make-up at the club's luncheon rate. Each member is charged for one quarter of the yearly dues and 13 weeks luncheon charge in effect, plus any other charges or assessments applicable.
- B. Billing new members. Bills new members for Admission Fee before induction. After induction, the first billing will cover a prorated amount for the remaining portion of the quarter, in advance.
- C. When so ordered by the Board, senior active members who are 65 and in Rotary for 20 years, or 70 and in Rotary 15 years, who have requested in writing to be excused from attendance requirements, are billed for dues only.
- D. Arrears. Sends out a second billing notice to members who have not paid within 30 days from the start of the period.
 - 1. After 60 days, contacts the president to notify the member of the advance payment requirement.
 - 2. After 120 days notifies the Board of Directors.

III. Dues.

- A. Annual membership dues are distributed as follows:
 - Rotary International per capita dues:
 - Rotary Magazine subscription:
 - Rotary District 7930 per capita dues:
 - General Fund:

IV. Funds.

- A. The General Fund.
 - 1. The General Fund is used for the operation of the club.
 - 2. The Board of Directors may vote to transfer a portion of the General Fund to other funds duly established by the club.
- B. A Charitable Fund Trust may be established to finance grants as determined by the trustees of the fund after a vote of the Board of Directors.
- C. The Educational Fund is for the purpose of awarding scholarships and other educational uses as determined by the directors.
- D. Transfers funds collected for a charitable fund or any other fund within the year they are collected.

Administration
Treasurer - Continued

- E. Transfers any funds collected for the purpose of scholarship awards to the appropriate fund or facility after a vote of the board.
- F. Funds collected for the Rotary Foundation shall be disbursed within the year they are collected.

V. Receipts.

- A. The secretary and treasurer will sign a slip provided, for the amount of contributions and fines collected during the meeting.
- B. The signed slip and money will be turned over to the treasurer, the secretary retaining a copy of the slip.

VI. Expenditures.

- A. No expenditures shall be made without prior approval of the Board.
- B. At the club's expense, the treasurer shall be covered with a bond.

VII. Secretarial approval.

- A. The secretary shall approve all funds that are to be paid to Rotary International or Rotary District 793, after prior approval by the board.

VIII. Tax report.

- A. Gives an audited report of the year ending June 30th last, to a person designated by the board to file a tax report to the Federal government, using Form 990.

IX. Relation to special events.

- A. The luncheon fee may include a sum for special events when authorized by the board.
- B. The Special Events committee chairman must authorize all payments made in connection with special events.

X. Miscellaneous

- A. In the absence of the treasurer, the secretary, or a person designated by the president shall make deposits of money received, and shall give the treasurer an accounting of the money deposited. Deposits shall be made to the club's checking account.
- B. Prospective members invited by the Membership Development Committee to luncheon meetings shall be guests of the club.
- C. Distribution of fines collected shall be determined by the Board of Directors at the beginning of each year.

XI. Depositories for funds.

- A. The treasurer with the advice and approval of the Board of Directors shall deposit club funds in such accounts as is agreed provide safety with maximum return.

XII. Breakdown of accounts in General Fund.

<u>Receipts</u>	Rotary Foundation	<u>Disbursements</u>	Postage	Rotarian Magazine
Club Dues	Charities	Luncheons	R.I. Dues	Speakers' gifts
Luncheon Fees	Fines	Rent	District 793 Dues	Insurance
Visitors	Miscellaneous	Custodian Services	Rotary Foundation	Supplies
Admission Fees	Raffles	Printing	Special Events	Public Relations
Special Events			Educational Fund	Avenue of Service
				Miscellaneous

XIII. Term of Office.

- A. Club Treasurer to serve no more than five (5) consecutive one year terms.

Administration
Board of Directors

I. Purpose.

- A. The board is the governing body of the club and is responsible for all the business of the club.
- B. The board is the means of the smooth functioning and coordination of various committees of the club.

II. Membership

- A. Consists of five officers (president, president-elect, vice president, secretary and treasurer) as well as four members of the club, one of whom may be the immediate past-president.
- B. No director may serve more than two years in succession.

III. Duties.

- A. The president shall preside at all meetings.
- B. The vice-president shall serve as chairman of the Club Service Committee, and as a member of the Program Committee and the Special Events Committee.
- C. The president-elect shall serve as chairman of the Program committee and the Special Events Committee.
- D. A director, in each case, shall be appointed chairman of the Committees on Vocational Service, Community Service and International Service.
- E. The Board of Directors shall meet regularly once a month and, when necessary, on call by the president following a luncheon meeting. The regular monthly meetings may be held in the weekly meeting place, or at a board member's home on a rotating basis. (Refreshments may be provided by board member at whose home meeting takes place.)
- F. The board shall handle all business, authorize all expenditures, approve all committee plans and activity, and disseminate all decisions, etc., to the committees by the chairman of the four avenue of service.
- G. Board shall attend all club assemblies.

IV. Attendance.

- A. A member of the board must make at least four meeting in every six month period (July-December and January-June) to remain a member of the board. A board member who misses more than two meeting in the six month period shall automatically be dropped from the said board.

Administration
Definitions and Explanations

- I. Visitation by District Governor. Once a year the governor makes his Official Visit to our club. The visit is in two parts. He is the guest speaker at a scheduled luncheon meeting, which is preceded by a club assembly with the governor as a participant.
 - A. The purpose of the governor's visit is to give him the opportunity to counsel the club in the pursuance of its program and objectives for the year, and to address the members with an inspirational Rotary message, as an official representative of Rotary International.
 - B. All committee chairmen submit a report for their committee in triplicate on the form shown on page 21, or equivalent. Reports must be submitted in accordance with the president's timetable.
 - C. Club Assembly may be held in the evening at a dutch treat dinner.
 - D. Social hour prior to the dinner provided by the president.
 - E. Attended by officers, directors and all committee chairmen or vice-chairmen.
 - F. Submitted reports are discussed along with other pertinent material at the discretion of the district governor.
 - G. The governor, drawing on his experience, knowledge and training for his position, may be called upon to counsel the club on any problem or circumstance that may arise.
 - H. Throughout his visit, or visits, the governor is a guest of the club.

ROTARY CLUB OF EVERETT, DISTRICT 793

COMMITTEE

Chairman: _____ Director: _____

Other Committee Members: _____

Dates of scheduled committee meetings:

1) _____ 199_() 2) _____ 199_() 3) _____ 199_()

4) _____ 199_() 5) _____ 199_() 6) _____ 199_()

Progress report to club on _____ 199_ and _____ 199_

DESCRIPTION OF COMMITTEE'S PROPOSED OBJECTIVES AND PROGRAM FOR 199_-9_
(Give full information on purpose, costs, timing, etc.):

Approved by Board of Directors on _____ 199_

Date of this Report: _____, 199_ Signed: _____, Chairman

Please make this Report in Triplicate. Keep copy for yourself and give TWO to your President.

Administration
Definitions and Explanations-Continued

II. District Activity. Various members of the club are involved in three basic activities that are initiated by the governor for district wide involvement and participation.

A. District Assembly.

1. A business assembly, of full day duration, for incoming officers and committee chairmen, designed to inform them of their role and responsibilities in the ensuing year, and to acquaint them with Rotary's program, through the incoming district governor.
2. Convened usually in June by the district governor with the participation of the incoming governor. All participants are guests of the district.
3. Those who are required to attend: secretary, directors responsible for the four avenues of service, president-elect, and/or others as may be designated by the district governor.
4. Counts as a make-up meeting.

B. District Conference.

1. A gathering of delegates and members from all the clubs in the district usually in April or May, planned and convened by the district governor, and combines business, enlightenment and socializing. Average attendance: 1000.
2. A requirement for new members and wives to attend.
3. President should lead a good representation of club members, in addition to the new members and club delegates and compete for conference attendance honors.
4. President-Elect serves a club co-ordinator.
5. Club delegates are advised by board of directors with respect to the club's position in the voting on issues presented and elections held.
6. Hospitality room and refreshments, if any, may be at club's expense.
7. Counts as a make-up meeting.

C. District Conclave.

1. A gathering of members from the club in the district and their guests, usually in September or October. Emphasis at this gathering tends to be essentially recreational, entertaining and social. Average attendance: 300-400.
2. *Strongly recommended* for new members and wives.
3. President acts as club co-ordinator and plans to assure maximum club representation.
4. Special Events Committee may be called upon to plan a special activity to compete in the conclave.

III. Nominating Committee.

A. Purpose: to nominate a slate of nominees for:

1. President-Elect
2. Vice-President
3. Secretary
4. Treasurer
5. Four Directors, one of whom may be the immediate
6. Past-president
7. Trustee(s), if required for Charity Trust.

B. Membership. Composed of three members, including chairman, all of whom are past-president. Appointed by the president on the third Thursday in October.

C. Responsibilities.

1. Report slate of nominees by the fourth Thursday in November.
2. Be guided, in part, by the following considerations:
 - (a) Specific qualifications for the office.
 - (b) Considerations of former activities and performance therein.
 - (c) Preference for seniority
 - (d) For directors, consideration for those who have never served.
 - (e) Consideration for key chairmanships directors are to hold.
 - (f) Secretary and Treasurer may not serve more than five years in succession.
 - (g) No director to serve more than two years in succession.

Administration
Definitions and Explanations - Continued

3. Inform officers that if elected, they are expected to attend the District Assembly usually held in June. The same requirement exists for most directors.
4. Gain consent of each member to be proposed before name is placed on slate.

IV. Changing Administration.

- A. Joint board meeting. In latter part of June for outgoing and incoming boards. (Outgoing president makes the arrangements and the dinner is dutch treat.) At this meeting all pamphlets, data, etc., which have been used by the outgoing officers and committeemen are turned over to the incoming officers and avenue of service chairmen.
- B. Induction Luncheon Meeting.
 1. Last regular meeting in June.
 2. Conducted by outgoing officers and committeemen.
 3. Involves a number of items, including:
 - (a) Outgoing president's remarks.
 - (b) Outgoing president acknowledges cooperation received during his term.
 - (c) Secretary gives outgoing president the jewel with past-president bar.
 - (d) President introduces incoming president. Inducts him into office by presenting him the president's jewel and the gavel.
 - (e) Incoming president introduces his officers and board members.
 - (f) Incoming president outlines his program and objectives for the coming year.
 - (g) New president adjourns meeting.
- C. The official start. A board meeting and a club assembly are to be held immediately after induction, that is prior to the next regular club meeting.

V. Induction and Assimilation of New Members.

- A. Secretary, in consultation with sponsor, sets date for induction.
- B. Secretary notifies president of date.
- C. Sponsor and new member sit at head table on induction date.
- D. Near the close of the President's time of the luncheon meeting, the following procedure takes place:
 1. President introduces sponsor and announces new member to be inducted.
 2. Sponsor gives brief biography of new member, refers to his personal acquaintance with him, introduces member to the membership and turns the meeting back to the president.
 3. President welcomes new member, emphasizes the objectives and function of Rotary, and the duties and responsibilities of a Rotarian.
 4. Assigns new member to a committee and as an assistant sergeant-at-arms, and presents to him a membership kit.
- E. At the close of the meeting, the new member:
 1. Signs Constitution and By-laws.
 2. Turns in to secretary completed biographical sketch.
 3. Takes care of any obligation still due.

Administration
Definitions and Explanations - Continued

F. In the days that follow, the new member is:

1. Invited to the next club assembly.
2. Invited to the meeting of each of the four avenues of services.
3. Assigned to collect fines at luncheon meetings.
4. Given special invitation for self and wife for all special events and district conference and conclave.
5. Asked to sit at the head table for a specified period of several weeks after induction.

VI. Charitable Fund.

- A. Briefly stated, this is a fund set aside for good works through the distribution of money to worthy charitable enterprises or deserving individuals. The good works may be within or beyond the local community. The fund receives money from member assessments, donations, gifts, and the like. The fund is administered by three members elected from the club to serve as trustees. This committee should be on the lookout for worthy instances of need, and should initiate suggestions to them to make requests for aid. It is emphasized, however, that this committee should look for, personally investigate and screen worthy projects for the effective use of the monies of this fund.
- B. Since this fund has a duly constituted set of by-laws, further details on the fund and trustees may be gained by consulting the Charitable Fund By-Laws.

VII. Club Assemblies.

- A. Periodic gatherings throughout the year of the officers, directors and committee chairmen to develop and strengthen club activities and programs.
- B. In addition to the above, at a given assembly the president may invite the newer members and any others for whom he feels the meeting would be particularly pertinent.
- C. Necessity determines the total number of assemblies in a year. Normally, however, there would be a minimum of the following three:
 1. In July when committee chairmen preset written reports of plans and programs for the year just beginning.
 2. On the occasion of the district governor's official visit (see page 20).
 3. In January to provide for mid-year review of plans, aims, progress and problems.

(Note: the assemblies occur as dutch treat dinner meetings.)

VIII. Honorary Members. (Ref. Club Constitution, Art. V, Sect. 11)

- A. In any given year, by vote of the directors, a resident or former resident of the club territorial limits who has, it is felt, contributed in a meritorious fashion to the furtherance of Rotary ideals may be elected to honorary membership.
- B. The election may be renewed in the following years, as the directors deem fit.
- C. Such a member may attend meetings and enjoy the fellowship of the club without paying admission fees or dues. However, he will be charged for the luncheon fees.

IX. Fines.

- A. In a spirit of fun, and to gain additional funds, it is customary for the president to fine members during regular meetings. Fines are levied for media pictures; tardiness; interruptions; birthdays; anniversaries; forgotten badges or pins; early departures; unusual dress; out-of-order; etc.
- B. At its first meeting, the Board of Directors determines the allocation of the revenue from fines for that Rotary year (i.e., Rotary Foundation, Charity Fund, Scholarships, etc.)

Administration
Definitions and Explanations - Continued

X. Shoe and Stocking Collection.

- A. It is customary for the Sergeant-at-Arms to take up a collection of money from the membership at regular meetings, and each member is expected to contribute.
- B. On occasion a "Chinese Auction" may be held as another way to raise funds.
- C. The proceeds from such activity is intended to be used for the Charitable Fund.

Committees
Club Service Committees

I. Club Service Committee.

- A. Purpose. To coordinate and supervise the work of the various committees involved in club service in order to assure a high degree of member involvement and smooth running club meetings.
- B. Membership. Chairman is the 1st vice-president of the club. Vice-Chairman is the 2nd vice-president. Members of the committee will be the chairmen of the different committees under club services.

C. Duties:

- 1. A meeting to be held before the start of the Rotary year in order to review club policy and to acquaint chairmen with their various duties and responsibilities.
- 2. Chairman attends meetings of various committees involved and renders assistance if needed (except Membership Com.).
- 3. Take inventory of club supplies which pertain to club service. Notify committees of available materials and alert secretary when supplies are needed.
- 4. Any weekly program in the area of club service is the responsibility of the chairman of this committee.
- 5. In addition to the usual luncheon meetings, this committee (rather than the Special Events Committee, for instance) is responsible through its involved committees for such meetings as:

- (a) Ladies Night
- (b) Intercity Meeting

(Note: See Fellowship Committee and Program Committee in this connection.)

Reference: R.I. #19 Catalogue of Publications and Supplies.

- D. On the following pages are listed the committees under club service which expedite this avenue of service.

Committees
Club Service Committees - Continued

1. Attendance Committee.

A. Purpose: To promote regular attendance at all meetings of the Everett Rotary Club and to effectively encourage make-ups. To promote attendance at district conferences and other district meetings open to club membership.

B. Membership. Chairmen from the club and four members, which include two captains and two lieutenants.

C. Duties and Function.

(i) With club membership divided into two teams, the two group leaders of the committee will vie for attendance excellence. Losers buy winners lunches or the like.

(ii) Use chart to indicate which team is leading. Make it a lively contest to stimulate interest.

(iii) When feasible, try to 100% attendance.

(iv) To expedite your efforts:

(a) Get list of absent members each week from secretary.

(b) Send out reminders to make-up, or use telephone.

(c) Have older member invite newer member to make-up with him.

(d) Have one absent member call another to arrange a joint make-up.

(e) These are just a few ideas. Use new ideas whenever possible.

(f) Be sure you know the various rules governing attendance.

References: R.I. #21 Rotary Attendance Rules
#324 Attendance Promotion

2. Auditing Committee.

A. Purpose. To audit the books of all funds and trust funds of the club.

B. Membership. Three members of the club.

C. Duties. Incoming committee shall audit the books as of July 1st and prepare a report thereof to be submitted to the Board of Directors by the 15th of August.

References: R.I. #123 Keeping Club Records

3. By-Laws Committee.

A. Purpose. To keep By-laws of the club and trusts of the club pertinent and contemporary.

B. Membership. Three members of the club.

C. Duties:

(i) Review documents and propose amendments when need arises.

(ii) Distribute to membership copies of all amendments.

(iii) Serve as parliamentarians for club in matters pertaining to the By-laws.

Committees
Club Service Committees - Continued

(iv) Keep current, a copy of the Manual of Procedure and By-laws and be ready to interpret.

Reference: R.I. #12A Constitution of the Rotary Club
#12B Recommended Rotary Club By-laws
#35 Manual of Procedure

4. Classifications Committee.

A. Purpose. To assist the club and the board in all matters relating to classifications.

B. Membership. Three members of the club.

C. Duties and pertinent information:

(i) Classifications Survey.

- (a) As early as possible, but no later than September 30th, make a classifications survey of the city.
- (b) Compile from the survey a list of filled and unfilled classifications.
- (c) Review, where necessary, existing classifications in the club and recommend changes to board.

(ii) Membership Proposal.

- (a) On receipt of proposal card, check validity of classification.
- (b) Note requirement that an active member shall be classified in accordance with the principal activity of this firm.
- (c) Be guided by the recommended rule by R.I. that the number of active members, including additional active, which fall within any major group of related classifications, shall not exceed 10% of total club membership.

(iii) Potential New Members.

- (a) Work closely with Membership Development Com.
- (b) From time to time, publish open classifications in club bulletin (Gears).
- (c) An active member may propose another qualified as an additional active member holding the same classification.
- (d) A former active member of a Rotary club whose or residence moves into Everett, may be elected additional active with the consent of the active members holding that classification.
- (e) A senior active member may propose as additional member a former Rotarian who moves into Everett who qualifies on the basis of his having been a member of a Rotary club.

Committees
Club Service Committees - Continued

(iv) Relinquished Classifications.

- (a) An active member who has been in one or more clubs for 15 years, or who is 60 years of age, has been an active member for 10 years, or who has reached the age of 65 having been a member for 5 years, becomes an officer of Rotary International, shall automatically become senior active and his classification shall be declared unfilled.
- (b) One who has been an active member of a Rotary club for 5 or more years and who has retired from business shall automatically become a past service member and his classification shall be declared unfilled.

Reference: R.I. #284 Guide to Classifications.

5. The "Gears" and Rotarian Magazine Committee.

A. Purpose:

- (i) Stimulate interest in club activities.
- (ii) Improve attendance.
- (iii) Promote fellowship.
- (iv) Contribute to "Rotary Education" of all members.
- (v) Report the news of the club, its members, and the w___ activities of Rotary.

B. Membership.

- (i) One member, usually, serving as editor and expeditor. If necessary he may request assistance from other members.

C. Pertinent Facts for Publishing the Bulletin:

(i) Try to include material related to:

- (a) Program of forthcoming meeting.
- (b) Highlights of previous meeting.
- (c) Acknowledgements and credits.
- (d) Rotary information and references to "The Rotarian."
- (e) District affairs.
- (f) Biography of new members.
- (g) Absences and make-ups of members.
- (h) Announcements of future programs and special events.
- (i) Humor in good taste.

(ii) Relation with committees et al.

- (a) Work closely with Program and Fellowship.
- (b) Classifications and Membership Development to supply material to stimulate search for new members.
- (c) Secretary supplies absence and make-up information.
- (d) Receive from secretary bulletins from other clubs.
- (e) Receive from president material of special interest.

(iii) Circulation: Send copies to

- (a) Each club member.
- (b) Rotary International, 1600 Ridge Ave., Evanston, IL 60201
- (c) District Governor, and District Governor Nominee
- (d) Other clubs and individuals per action of the board.

Committees
Club Service Committees - Continued

(iv) Issued weekly throughout the year, unless suspended by the board. Edited, reproduced and mailed to reach members two days before next meeting.

(v) Materials, processes, etc. shall be the most economical consistent with good product quality.

Reference: R.I. pamphlet: #1 Brief Facts About Rotary;
#6 Ten Ways a Magazine Can Benefit;
#128 Tips for the Club Bulletin Editor;
#38 Getting Acquainted with Rotary

D. "The Rotarian." Make references to articles or features in the magazine which may be of timely interest to club members. Use excerpts which may increase to club members' awareness of the diversity of Rotary activities and accomplishments.

6. Fellowship Committee.

A. To promote acquaintance and fellowship among club members in such a manner that no one realizes there is a special committee for this purpose.

To make guests and visitors feel a home and at ease.

B. Membership: Three or more club members.

C. Duties and Areas of Responsibility:

(i) Guests and visitors.

- (a) Greet immediately and explain signing-in process.
- (b) Introduce to a member of similar interest or classification.
- (c) Present a copy of "Brief Facts About Rotary" to each non-Rotarian guest.
- (d) If visitor is from considerable distance, consider the presentation of a cub banner.

(ii) New members.

- (a) Arrange for short biographical sketch in the "Gears."
- (b) Remind president to have new member sit at head table after a month or so.
- (c) See that he is invited to a directors' meeting, and that he and his wife get special invitation (through president) to all special events.

(iii) Rotary Anns. When invited to a regular meeting:

- (a) Fellowship Committee will extend invitation.
- (b) Have charge of decorations, flowers, etc., if any.

(iv) Guest Speakers.

- (a) Be sure a group of members always extends thanks to the speaker at the end of the meeting.

(v) Birthdays and Anniversaries.

- (a) Keep president informed of current birthdays and anniversaries.
- (b) Send flower arrangement to Rotary Ann on five year anniversaries (i.e., 5th, 10th, 15th, etc.)
- (c) Remind president to announce these occasion (b) each week.
- (d) Send card to members on their birthdays.

Committees
Club Service Committees - Continued

(vi) Births. Remind members that when a child or grandchild is born, it is the custom to contribute to charity fund.

(vii) Absentees.

- (a) When a member, who has been absent for some time, reappears, inform the president.
- (b) Give president reason for the extended absence.

(viii) Intercity meetings.

- (a) Arrange for intercity meetings with adjacent Rotary club, upon president's approval.
- (b) Try to develop exchange program with out-of-state city of same name.

(ix) General.

Contact each member soliciting their assistance in reporting items of interest about themselves or other members.

Reference: R.I. #1 Brief Facts About Rotary;
#426 Ladies' Night Program Suggestions

7. Good Cheer Committee.

A. Purpose: To be in touch with members of the club, or their families, who suffer the misfortunes of ill health.

B. Membership: Three members of the club.

C. Duties:

(i) Solicit the help of club members in informing committee about the presence of illness, etc.

(ii) When members, or immediate family members, are ill:

- (a) Arrange to visit them, if feasible.
- (b) Keep in touch to know of their progress.
- (c) Keep the club informed.
- (d) Send cards signed by the membership to those ill.
- (e) Alert president about the return of a member who has been absent for health reasons.

(iii) In case of death of a member, or his wife:

- (a) Arrange for flowers to be sent.
- (b) See that membership is informed immediately (see telephone procedure chart for alerting members).
- (c) Carry out instructions from board, if so directed.

(iv) At Christmas time make a recommendation (by end of November) to the Charitable Fund Trustees to consider a specific grant of funds for gifts in worthy cases among the indigent, aged or infirm.

8. Luncheon Committee.

A. Purpose: To arrange and maintain satisfactory food service for the luncheon meetings.

B. Membership: Three members of the club.

C. Duties:

- (i) Secure caterer with board's approval, and supervise same.
- (ii) Notify caterer when either by virtue of no meeting, or altered arrangements, the catering service will either not be necessary, or altered in scope.
- (iii) Keep board informed of the cost of the luncheon and the guarantee involved.

Committees
Club Service Committees - Continued

- (iv) Take inventory of tableware, dishes, etc., at the beginning of the year and advise board of needs, if any.
- (v) Be sensitive to members' comments and evaluations of the meals and service.
- (vi) Strive to maintain best possible luncheon service.
- (vii) Report to board monthly. Report problems immediately.

9. Membership Committee.

A. Purpose: To investigate the qualifications and potential of proposed members when such are forwarded by the Board of Directors.

B. Membership: The identity of the members is known only to the president and the secretary to avoid any undue pressure on the committee in specific instances. Usually composed of three members.

C. Duties:

- (i) Investigate and weight applicant's standing and reputation in the community, within his firm and among his business associates, and ascertain if they meet Rotary standards.
- (ii) Seek to ascertain applicant's genuine interest in those things for which Rotary stands and works.
- (iii) Be guided by the following procedures:
 - (a) Questionnaire to be filled out by sponsor (see page 35).
 - (b) Applicant cannot have been a member of another service club in Everett within the last six months.
 - (c) Applicant cannot be a member of two Rotary clubs simultaneously.

Reference: R.I. #37 Guide to Rotary Club Membership Growth.
#5054 How to Propose a New Member.

Committees
Club Service Committees - Continued

The Rotary Club of Everett
Proposed Member's Information Profile (by Sponsor)

Name _____ Years _____

Home Address _____ Years _____

Previous Address _____

Wife's Name _____

Children and Ages _____

Name and Address of Business _____

Type of Business _____ Position _____

How Long at Present Address _____

Previous business or positions in last 10 years _____

Fraternal and Business Affiliations:

Name _____ Office Held _____

How Long a Member _____ Member Now _____

Name _____ Office Held _____

How Long a Member _____ Member Now _____

Name _____ Office Held _____

How Long a Member _____ Member Now _____

Previous Membership in Service Organizations:

Name _____ Period _____

Name _____ Period _____

What community activities have the applicant participated in in the last 5 years?

What has been your association with the applicant _____

Can he make the Rotary meetings every Thursday _____

Give a brief opinion as to how you believe applicant can contribute to club:

Sponsor's Name _____ Date _____

Committees
Club Service Committees - Continued

10. Membership Development Committee.

A. Purpose: To insure continued growth of club's membership.

B. Membership: Seven or nine club members.

C. Duties and Clarifications:

- (i) Meet soon after appointment so that the committee members may become familiar with the task before them.
- (ii) At the beginning of the Rotary year schedule a regular program announcing plans and to familiarize club members with procedure to propose new members.
- (iii) Committee has close correlation with Classification Committee. Plan joint meetings for better co-operation.
- (iv) Become knowledgeable about the different types of membership.
- (v) Understand the rules on additional active relative to former Rotarians moving into Everett.
- (vi) Review the roster of filled and unfilled classifications.
 - (a) Review immediately after the Classifications Committee has made its annual survey.
 - (b) Present a list of unfilled classifications to the board for its consideration.
- (vii) Augment committee activity with such devices as:
 - (a) Have one or two members of the committee on lookout for new businesses established in community.
 - (b) Gather lists such as - members of the Chamber of Commerce, boards of banks, hospital, etc.
 - (c) Use "Gears" to remind members of search for new men.
 - (d) Try to obtain roster of other service clubs in Everett to avoid confusion and wasted effort.
 - (e) Two candidates in the same classification who are equally qualified are best resolved by giving preference to the younger.
 - (f) Invite a possible candidate to a luncheon meeting (as a guest of the club) (and not to be informed he is a prospect).

Reference: #37 Guide to Rotary Club Membership Growth
 #355 Young Men Needed
 #284 Guide to Classifications

11. Music Committee.

A. Purpose: To provide for interlude at each meeting which will be enjoyable and different.

B. Membership: Three or more club members.

C. Duties:

- (i) Secure the services of a pianist, preferably a club member, but secure one.
- (ii) Each week select songs to be sung at the meeting, one at the opening and usually two at the end of the meal.
- (iii) Member to lead singing.
- (iv) Have emergency program available if there is no pianist.
- (v) Try to vary program by having groups render a number, or the like.
- (vi) Expand club's repertoire of songs. Lead club in new songs.
- (vii) If pianist is not a member, arrange for gift or compensation.

Committees
Club Service Committees - Continued

12. Public Relations Committee.

A. Purpose: To inform the public of the aims and purposes and, therefore, the activities of the Rotary Club of Everett, and thereby maintain our public image.

B. Membership: Three members of the club.

C. Duties and clarification:

- (i) The four avenues of service will provide the committee with material for dissemination.
- (ii) Send pertinent material to the Everett Leader-Herald, Everett News and:

- (a) Malden Evening News.
- (b) Radio station WHIL.
- (c) Boston newspapers.
- (d) Rotarian Magazine.

(iii) Supply photographs, if not taken by the press.

(iv) Suggested areas for publicity include:

- (a) Important Charitable Fund contributions.
- (b) Scholarship awards.
- (c) Rotary Foundation awards.
- (d) Program speakers and their remarks.
- (e) District activities, governor's visit, R.I. news.
- (f) Club's activities and programs in the community.
- (g) Anniversary of Rotary and of Everett club.

Reference: R.I. #36 Practicing Public Relations
#1 Brief Facts About Rotary

13. Rotary Information Committee.

A. Purpose:

- (i) Inform prospective members of privileges and responsibilities of membership in Rotary.
- (ii) To give members a picture of the history, scope, object and activities of Rotary.
- (iii) To give members information as to the administrative operation of Rotary International and the latest developments in policy.

B. Membership: Three members of the club.

C. Duties:

- (i) New members. This committee, or a member thereof, will meet with new members prior to their induction to:
 - (a) Inform them of responsibility to attend district conference and conclave, explaining what they are.
 - (b) Request that biographical sketch be presented to secretary on day of induction.
 - (c) Explain the importance to participate and attend all special events sponsored by the club, with his wife where applicable.
 - (d) Explain how to make up at other clubs.
 - (e) Explain responsibility to accept assignments to committees and collection of fines.
 - (f) Explain that he will be invited to attend various board and committee functions in order that he may gain an understanding about Rotary, and more specifically about our club.

Committees
Club Service Committees - Continued

(ii) Club.

- (a) Suggest to the president, Rotary information that may be inserted in weekly meetings.
- (b) Provide similar material for the "Gears."
- (c) Have one or more programs at regular meeting tied in to Rotary Information.

Reference: #1 Brief Facts About Rotary.
#38 Getting Acquainted with Rotary.
#3261 A Rotary Quiz.

14. Sergeant-at-Arms Committee.

- A. Purpose: To handle the material set-up for the regular meetings and to assist the president as he has need at meetings.
- B. Membership: Three plus new members during the year.
- C. Duties:

- (i) In charge of the supply closet at regular meeting place (under supervision of secretary).
- (ii) Set out accoutrements for each meeting, including:
 - (a) Club banner.
 - (b) Outdoor flag.
 - (c) Gong and gavel.
 - (d) Sound system.
 - (e) Song books.
 - (f) Lectern.
 - (g) Flags.
- (iii) Return above material to usual storage place after meeting.
- (iv) Be responsible for the maintenance and repair of above mentioned equipment.
- (v) Collect fines, as directed by president.

15. Special Events Committee.

- A. Purpose: To arrange and conduct a series of special events during the year, which have the board's approval and are of an essentially social and/or fund raising nature.
- B. Membership: Chairman and vice-chairman are the 2nd vice-president and 1st vice-president respectively. Members of the various committees necessary to develop the various activities shall be drawn from the membership at large as the situation warrants.
- C. Special Events.
 - (i) Arrange for two socials, one in the fall, and one in the spring on or about the anniversary of our club's charter in May, and which include members' wives and guests. The fall event may be designated as Ladies' Night and the other as Charter Night.
 - (ii) Arrange for other events as requested by president.
 - (iii) All events must be planned to be self supporting at the least, and may be planned also as fund raising projects.
 - (iv) All special events must have board approval.
 - (v) Take charge of hospitality room at district conference when so authorized.
 - (vi) Plan any additional events which seem appropriate and feasible in a given year.
- D. Check for available supplies in club's closet or storage facilities.
- E. Committee chairman must approve all bills for payment.

Committees
Vocational Service Committee

II. Vocational Service Committee.

- A. Purpose: To guide and assist members of the club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations.
- B. Membership: Chairman is a director, and about four additional club members with a reasonable spread of vocational interests.
- C. Duties and Activities.
 - 1. Deal with all matters related to vocational service as an avenue of Rotary.
 - 2. See that members are familiar with the Four-Way Test and possess copies of same.
 - 3. Encourage members to become active in trade associations and see that accomplishment in this direction is publicized.
 - 4. Develop different techniques and activities to make members aware of vocational standards of excellence and ethics in the Rotary spirit. Such as:
 - (a) Survey of members' activities in business and trade or professional associations.
 - (b) Use vocational questionnaire to stimulate thought and interest.
 - (c) Sponsor a "Secretaries' Day" or "Senior Employees' Day."
 - (d) Give an award to local businessmen in recognition of the exemplification of the principles of service.
 - (e) Develop a vocational guidance committee to be available to help in business and professional problems.
 - (f) Same (or similar) committee to assist local schools in vocational guidance.
 - (g) Sponsor programs to encourage the use of the Four-Way Test by school pupils and teachers.
 - (h) Have new members give classification talks.
 - (i) Develop a program around a current vocational problem.

Reference: R.I. #17 Let's Get Down to Cases.

#34 Services Is My Business.
#501 What Can We Do in Vocational Services.
#507 Typical Vocational Service Programs.
#509 Vocational Service - a Practical Approach.
#514 Vocational Service Awards
#516 How to Conduct a Courtesy Contest.
#519 What Is Vocational Service?
#573 How to Prepare a Classification Talk.
#6007 Vocational Service Scorecard.
Filmstrip: A day in the life of Joe.

Committees
International Service Committees

III. International Service Committee.

- A. Purpose: To devise and carry into effect plans which will guide and assist club members in discharging their responsibilities in matters relating to international service.
- B. Membership: Chairman is a director, plus about four additional club members including chairmen of sub-committees in this avenue of service.
- C. Avenues to international service:
 - 1. Have appropriate program for World Understanding Week.
 - 2. Investigate World Community Service projects and try to find one appropriate for club consideration.
 - 3. Consider a matched club relationship with a club in another country.
 - 4. Consider inviting foreign students studying at our local universities to our meeting.
 - 5. Investigate our district's Youth Exchange Program and inform the club about possible participation.
 - 6. Present the names of deserving charitable organizations in the international field to the trustees of the charitable fund.
 - 7. Take an active interest in Rotary Foundation by:
 - (a) Suggesting ways to increase our contributions.
 - (b) Discovering likely candidates for the various opportunities offered.
 - 8. Alert and encourage members to visit clubs in foreign lands, to exchange club banners and make use of "Your Passport to Friendship" made available by the committee.
 - 9. Be familiar with the various aspects of the Rotary Foundation so that you can disseminate such information (see Rotary Foundation Committee).

Reference: R.I. #World Community Service; #43 Seven Paths to Peace; #701 Program Ideas on International Service; #706 Projects on International Service; #708 Hospitality to Overseas Guests; #714 What We Can Do in International Service; #744 Guide to International Youth Projects; #6023 Your Passport to Friendship; Filmstrip: Toward a Better World.

- D. Regular committees related to this avenue of service may be set up to deal with specific areas, such as the following:

I. Rotary Foundation Committee.

- A. Purpose: To inform members of the Foundation, to raise funds for the support of its activities, and to find likely candidates for its program of awards and grants.
- B. Membership: Three members from the club with some emphasis on the classification of education, if possible.
- C. Explanation and attendant responsibilities.

(i) At present, we as a club, are 1200% contributors (see below method for computing). Devise method to keep a record of our contributions and status in relation to percentage, and have it for ready reference.

(ii) Funds.

- (a) In our club, the admission to membership fee includes the sum of \$10 for the Foundation. Thereafter, each member contributes \$1 per year.

Committees
International Service Committees - Continued

- (b) Additional funds can and should be raised through the efforts of this committee, such as:
- Sacrificial luncheon.
 - Gifts or fines related to members' birthdays.
 - Promote individual contributions with the intent to encourage Paul Harris Fellow awards.
Eligibility not limited to Rotarians, sex or age:

An individual who contributes or in whose behalf is contributed \$1000 or more in any one year, is recognized as a Paul Harris Fellow with plaque, etc.

An individual who agrees to contribute \$1000 over a period of years, with a minimum first contribution of \$100 is recognized with a pocket card as a Paul Harris Sustaining Member. When his contributions total \$1000, he is recognized as a Paul Harris Fellow.

An individual who in one year contributes \$100 in memory of a deceased person is recognized as a Memorial Contributor with a certificate.
(All contributions are deductible for Federal tax purposes.)

- (iii) Rotary Foundation Week is observed in November. Interest can be stimulated by a special program. Plan to have a Foundation Awardee as a speaker.

- (iv) Candidates for Foundation Awards.

Each year our club has the opportunity to seek candidates who may be qualified to compete for the following awards:

- (a) A year of graduate study in a foreign country.
- (b) A year of undergraduate study in a foreign country.
- (c) A year of technical training in a foreign country for a candidate who has been employed at least two years.
- (d) A year of related study in a foreign country for a teacher of the handicapped.

- (v) Other Awards: Group Study Exchange and Special Grant. These awards are made at district level and all clubs are expected to participate in the program. Our club will be so advised by the district governor.

(Note: Rotarians or members of a Rotarian's family cannot be eligible for Foundation awards.)

Reference: R.I. #1206 You and Your Rotary Foundation.

#1211 Outline for Address on Rotary Foundation.

#1300 Graduate Fellowships

#1400 Undergraduate Fellowships

#1500 Technical Training Fellowships

#1600 Group Study Exchange

Method for determining club's % plateau standing in Rotary Foundation:

$$\frac{10S}{N} = P$$

S = Total sum contributed by, or toward club credit.

N = Number of members reported by club to R.I. as of 31 December last.

P = Percentage which is to be rounded back to the nearest hundred to find club's % plateau (i.e., 1120 = 1100%; 1265 = 1200%)

$\frac{N(P+100)}{10} - S = AC$ = Additional contribution required to reach the next percentage plateau.

10

Committees
Community Service Committees

IV. Community Service Committee.

- A. Purpose: To devise and carry into effect plans which will guide and assist members of the club in discharging their responsibilities in their community relationships.
- B. Membership: The chairman is a director, and the chairmen of other committees in community service, the chairman of Public Relations Committee and the chairman of the Charitable Fund Trustees.
- C. Responsibilities:
 - 1. The committee, immediately after organization, conducts a survey of our community, enlisting the help of appropriate agencies, selects and proposes a project to be sponsored by the club, preferably one that can be completed within the Rotary year.
 - 2. Investigate worthy use for the educational funds beyond the usual scholarships and awards. Make evaluations of aid given.
 - 3. Make a survey of the participation and involvement by Everett Rotarians in civic activities.
 - 4. Encourage member support and participation in the Everett Chamber of Commerce.
 - 5. Consider inviting high school students as guests to our meetings and have them conduct a meeting later in the year.
 - 6. Consider gift subscriptions of the Rotarian for the libraries, hospital and secondary schools.
 - 7. Find and develop a community-based fund raising event which will involve the co-operation and efforts of all club members.
 - 8. Check with Public Relations Committee to get proper publicity for club's community involvement.
 - 9. Make requests to the Trustees of the Charitable Fund for deserving causes in the community.
 - 10. Consider providing a needed service for the people in the community and with the assistance of other agencies, such as clinics for blood pressure, hearing, etc.
 - 11. Assume responsibility for the placement and maintenance of Rotary road signs at the major approaches to Everett.

Reference: #15 Know Your Community
#632 Raising Funds for Community Service Activities.

D. Following are other committees in this avenue of service.

1. Youth Activities Committee.

A. Purpose: To explore ways and means that Everett Rotary can best make a meaningful contribution toward the welfare of the community's youth, and particularly in exemplifying and promoting the values leading to responsible adulthood and citizenship.

B. Membership: Three members of the club, preference given to residents of Everett, if possible.

C. Duties:

- (i) Explore areas where club's support would be most beneficial, such as, Little League Baseball, etc.
- (ii) Investigate the need, if any, for youth facilities.
- (iii) Consider giving a sportsmanship award to a high school athlete.
- (iv) Recognize superior achievement in scholastic, vocational and/or civic endeavors.
- (v) Develop a program for a regular meeting.
- (vi) Promote Interact when feasible.

Reference: R.I. #615 Community and Youth Centers.

#6050 Interact Facts.

Committees
Community Service Committees - Continued

2. Scholarship and Awards Committee.

A. Purpose: To provide scholarships and awards for deserving students.

B. Membership: Three members with provision for continuity. One member appointed each year. Senior member becomes chairman. No one serves more than three years.

C. Clarification.

- (i) No member of Rotary family may be a recipient of a scholarship or award.
- (ii) The committee is expected to explore all possibilities with regard to a scholarship or award which will be worthy of Everett Rotary and a contribution to the community.
- (iii) A determination should be made of the value of the scholarship or award to the student in the years that follow, by keeping in touch.
- (iv) Recipients are invited to a regular meeting and presented to the club members.
- (v) When a scholarship or award is developed, the committee will see that proper publicity accompanies it.

Committees
Program Committee

V. Program Committee.

- A. Purpose: To prepare and arrange for programs for the regular and special meetings of the club, making sure that such programs develop a balanced approach to the four avenues of service and of timely interest.
- B. Membership: Chairman is the president-elect, vice-chairman is a director, and other members include chairmen of the four avenues of service, the "Gears" and others as needed.
- C. Duties, Arrangements and Suggestions:
 1. By the end of August, a schedule of programs for the year is prepared for board approval. Such a schedule shall be characterized by reasonable flexibility. Final copy of full year's program schedule for directors only.
 2. Responsibility for structuring, arranging and conducting specific programs shall be delegated to the applicable avenue of service committee.
 3. Have emergency programs available in case the scheduled program fails to develop.
 4. See that a speaker receives a gift, a letter of thanks, a speaker's certificate and/or anything that may be pertinent to indicate the club's gratitude.
 5. If so arranged previously, be sure speaker is reimbursed for expenses or fee.
 6. Work with Public Relations Committee and editor of the "Gears" for advance publicity on programs.
 7. Suggested guidelines:
 - (a) Be sure it is a program that is worthy of Rotary.
 - (b) Remember, Rotary is not without its humor.
 - (c) Supply non-Rotarian speakers with pamphlet "Brief Facts About Rotary."
 - (d) Make sure the speaker understands the time limit.
 - (e) Avoid two meetings in a row of programs from the same avenue of service, or programs with our members as speakers.
 8. Suggested programs for the four avenues of service:
 - (a) Club Service.
 - Ladies' Night.
 - Meeting Conducted by Rotary Anns.
 - Anniversary of Rotary (Feb. 23, 1905).
 - Intercity joint meeting.
 - Father-son meeting.
 - Rotary Information meeting.
 - Report on R.I. Convention.
 - Anniversary of Everett Rotary (May 1, 1921).
 - Rotarian Magazine Week (January).
 - (b) Vocational Service.
 - Classification talks by members.
 - Case studies.
 - State-of-the art talks by members or others.
 - Secretaries' or senior employees' luncheon.
 - Visit to member's business.
 - (c) Community Service.
 - Youth Activities Week (October).
 - Student guest meeting.
 - Scholarship/awards meeting.
 - Senior citizens' luncheon.
 - (d) International Service.
 - Sacrificial luncheon.
 - World Understanding Week (September).
 - Rotary Foundation Week (November).

Reference: R.I. #39 Better Weekly Programs.
#311 A Guide to Club Programs.

THE CHARITABLE FUND TRUST
of the
ROTARY CLUB OF EVERETT

Article 1 - Purpose: "The purpose of the Charitable Fund Trust, (hereinafter called the TRUST) and its Trustees, shall be, subject to the policies contained herein, to review, and investigate, all requests made of the ROTARY CLUB OF EVERETT, MASSACHUSETTS, (hereinafter called the Club) for donations, contributions, scholarships, or financial assistance. After reviewing and investigating such requests, the Trustees may approve or reject the requests up to the dollar limits imposed by the Rotary Club of Everett Board of Directors (hereinafter called the Board of Directors). Any request which exceeds the established dollar limits shall be sent to the Board for action, at their next meeting, along with the recommendation of the majority of the Trustees, and any such recommendation may also include a minority report. From time to time, the Trustees may also refer to the Board requests, which in their opinion, should be reviewed by the Board, even though such requests may be within the Trustees limit of authority.

Article 2 - Objectives of the Trust: The major objectives of the Trust shall be to see that maximum Charitable benefits are obtained from the Trust funds which are disbursed, and to work toward the ultimate goal of a self-sustaining fund from which charitable contributions, donations and scholarship, or financial assistance may be disbursed from Trust income leaving the principal of the Trust intact.

Article 3 - Appointment of Trustees: There shall be three Trustees to be appointed by and serve at the pleasure of the Club President and approved by the Board of Directors. One will be appointed for one year, and one will be appointed for two years and one appointed for three years, and thereafter one trustee each year for a term of three (3) years. The Trustees shall take office on the first day of July following the appointment. The Club President may appoint any member as a Trustee, provided that said member may not jointly hold the position as a Club Officer or Board member while at the same time serving as Trustee.

(a) In addition to the three elected Trustees, a fourth Trustee who shall be an officer or Board member of the Club, shall be appointed by the Club. The appointee shall serve at the pleasure of the Club president, and his term shall run concurrently with the term of the President. The appointee may not hold any office of the Trust and he shall have no voting rights as a Trustee.

Article 4 - Election and Duties of Trust Officers: It shall be the prerogative of the Club President either to designate which of the appointed Trustees shall serve as Chairperson, Clerk or Treasurer, respectively or to permit the Trustees to assign these tasks amongst themselves.

(a) The Chairman shall preside at all meetings and shall make all required reports to the Board. In addition to other reports required by the Board, the Chairman shall submit a written report to the Board prior to each regular Board meeting which lists all requests for donations, contributions, and investigated by the Trustees, and what action, if any, the Trustees have taken on the requests. The Chairman shall also provide the Board with a written report on all requests which must be reviewed by the Board. Said report shall include, but is not limited to, a recommendation of the Trustees, and a summary of their investigation.

(b) The Treasurer shall be responsible for the safekeeping of all assets of the Trust. He shall with the approval of the majority of the Trustees, and within the guidelines established by the Board, place Trust funds on deposit in such accounts that provide safety, necessary liquidity, and maximum attainable yield. The Treasurer shall also disburse funds as voted by the Trustees and shall file a written report with the Board prior to regular Board meeting. Said report shall include, but is not limited to:

1. The opening balance of all Trust accounts.
2. A record of all receipts, disbursements, and transfers to, or from these accounts.
3. The most recent available balance of all Trust accounts.

Treasurer may also from time to time be requested to provide the Board with other financial reports. The Treasurer, or in the Treasurer's absence, the Clerk, shall have the authority to sign Trust checks, or withdraw funds from Trust accounts, up to the maximum amount approved by the Board for specific purposes. Any checks issued, or

withdrawals made, in excess of the amount authorized by the Board shall be signed by the Trust Treasurer or Clerk, and countersigned by the Club Treasurer.

(c) The Clerk shall take minutes of all Trust meetings and shall furnish a copy same to the same to the Club Secretary. He shall also maintain a permanent record of all correspondence, to or from the Trust, which shall include but is not limited to, all written requests for donations, contributions, scholarships, or financial assistance. He shall also keep on record all responses to said requests as well as a copy of all votes taken by the Trustees.

Article 5 - Requests for Donations, Contributions, Scholarships, or Financial Assistance: No requests for donations, contributions, scholarships, or financial assistance shall be acted upon unless such request has been made in writing. The results of any action taken on a request shall be stated in writing and communicated to the party making the request within a reasonable time. All requests received shall be read to the Trustees no later than the first meeting following the receipt of the request.

(a) Should the Trustees, after reviewing and investigating a request, decide that, in their opinion, the money to fund the request should come from the regular Club Treasury, they may so recommend such action to the Board, and the Board shall take action for or against, in accordance with Club By-laws.

(b) No money shall be paid out of the Trust for any purpose other than charitable or benevolent.

(c) The Trustees shall not expend any funds in excess of the amount which has been authorized by the Board to be used for charitable or benevolent purposes during the fiscal year.

(d) The Club President or the Chairman of the Charitable Fund Trust shall be authorized in situations where time does not permit a full review by the Trustees, to expend up to a level which shall be established by the Board of Directors, for charitable causes. A full accounting shall be made to the Trustees including the reasons for such action within ten (10) days after the transaction.

Article 6 - Trust Fiscal Year: The Trust shall operate on a fiscal year ending June 30th. The Treasurer of the Trust shall provide to the Board, no later than July 31st a fiscal year-end statement of condition of the Trust.

Article 7 - Trustee Vacancies: "Should a vacancy occur in the appointed Trustees, the Club President shall appoint a Club Member to fill the vacancy."

Article 8 - Amendments to the Trust: This Trust may be amended at any regular meeting of the Club, a quorum being present, by a two-thirds vote; shall have been mailed to each member at last ten days before such meeting. No amendment(s) or addition(s) to this Trust document shall be made which are not in harmony with the Club Constitution and with the Constitution and By-laws of Rotary International.

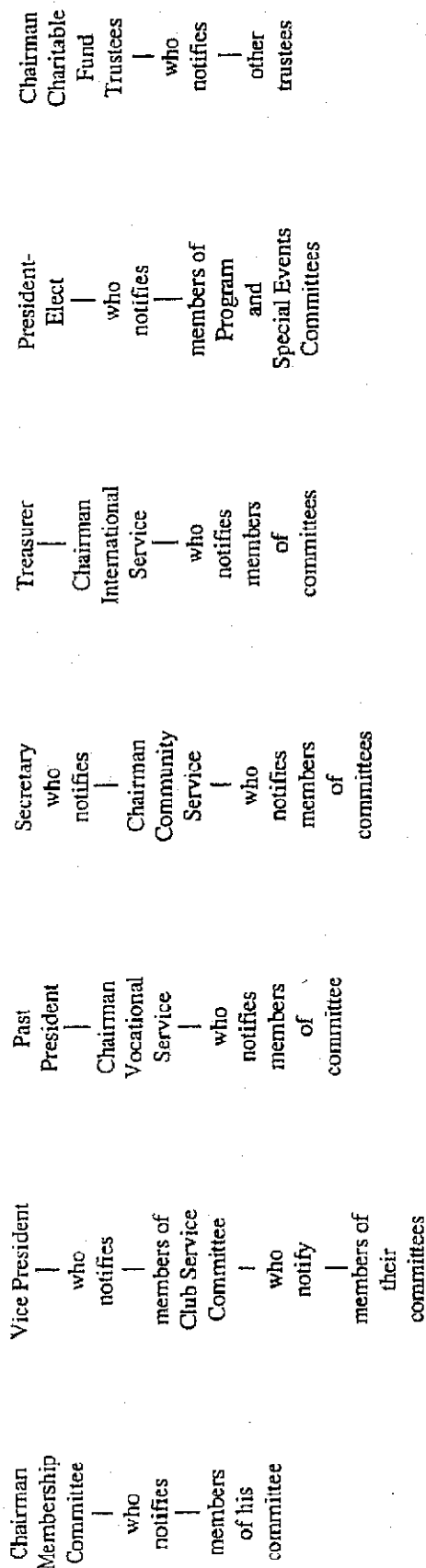
Article 9 - Dissolution of the Trust: By a majority vote of the Trustees or the Board, they may, at their discretion, propose to the Club membership that the Trust be dissolved stating their reasons for such action. The Club membership may vote to dissolve the Trust at any meetings, provided quorum is present, provided that notice of such dissolution shall have been mailed to each member at least ten days before such meeting. If the Trust is dissolved all net assets remaining shall be assigned or transferred to the Rotary Foundation, or other charitable and benevolent organizations, "as determined by the Board of Directors."

Article 10 - Funding of the Trust: The Trust shall be funded with contributions from the Club. The Trustees may also receive funds from voluntary individual donations, provided any terms and/or conditions are approved by a majority vote of the Board and the Trustees. The Trustees shall not actively engage in soliciting funds from the general public unless directed to do so by a majority vote of the Board. The article shall in no way prohibit a Trustee from participation in fund raising events or solicitation campaigns on Club's behalf.

Article 11 - Trust Meetings: The Trustees must meet no less than once per month. No votes be taken unless a quorum of two voting Trustees is present.

Chart for Emergency Notification of Club Membership

Notify the President
who then notifies



Note: Since members are sometimes out of town, or unavailable, the nearest concerned takes over for a missing member. Vice-president for president, vice-chairman for chairman, etc.

Also, there are areas of duplication, which may be eliminated by the individuals affected.

