

By-laws of the Rotary Club of Los Alamos, NM, USA

Article I Election of Directors and Officers

Section 1. At a regular meeting one month before the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for vice-president/president-elect, secretary, treasurer, and one member-at-large of the board of directors. The nominations are to be presented by a nominating committee made up of the current president and the two most immediate past presidents available. In addition members may make nominations from the floor. The nominations duly made are voted on at the annual meeting (see art. IV §1) by voice vote unless the members present choose to vote by ballot, in which case the members present will vote by written ballot. The candidates for vice-president/president-elect, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices, and the candidate for member-at-large receiving a majority of the votes shall be declared elected as a member-at-large. If there is a plurality of candidates and no candidate receive a majority of votes, an immediate run off will take place between the two candidates receiving the most votes. The president-elect elected in such balloting shall assume office as president on the first day of July immediately following the year of service as vice-president/president-elect.

Section 2. The officers shall serve one-year terms and may be reelected. The two board members-at-large shall serve staggered two-year terms.

Section 3. The officers and directors so elected together with the most immediate past president available shall constitute the board of directors.

Section 4. A vacancy on the board of directors or in any office shall be filled by action of the remaining members of the board.

Article II Board of Directors

The governing body of this club shall be the board of directors, consisting of seven members

of this club, namely the president, vice-president/president-elect, secretary, treasurer, the immediate past president, and two members at large.

Article III Duties of Officers

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

Section 2. *Vice-President/President-elect.* It shall be the duty of the vice-president/president-elect to serve as a member of the board, to preside at meetings of the club and board in the absence of the president, and to perform such other duties as may be prescribed by the president or the board.

Section 3. *Secretary.* It shall be the duty of the secretary to keep the records of membership, attendance at meetings, record and preserve minutes of the board and regular weekly meetings, make the required reports to RI (Rotary International), including the semiannual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, send standard informational reports to RI immediately after induction of each new member and after termination of any membership, prepare and supply materials to the president (including Rotary pin, certificate of membership, Object of Rotary certificate, member badge, ABC's of Rotary booklet, etc.) for induction ceremonies of new members, and other reports as required.

Section 4. *Treasurer.* It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club monthly and at any other time upon demand by the board and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

Article IV Meetings

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

Section 2. The regular weekly meetings of this club shall be held on Thursday at 12:10 pm. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VII, section 3 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least 60 percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

Section 3. One-third of the membership shall constitute a quorum at the annual and regular meetings of this club, except as provided in subsection 2.020.4 of the RI bylaws, which establishes the quorum required for an existing club to reconsider its rejection of a proposal to organize a new club within the existing club's territorial limits.

Section 4. Regular monthly meetings of the board shall be held as directed by the president. Special meetings of the board shall be called upon reasonable notice by the president, whenever deemed necessary, or upon the request of two members of the board.

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 a monthly pro-rata portion of annual fees defined in Section 2, to be paid before the applicant can qualify as a member.

Section 2. The membership dues shall be set by the Club, and shall be payable on the first day of July, with the understanding that this payment covers the member's subscription to THE ROTARIAN magazine and the District dues.

Upon request, these dues can be paid on a semi-annual basis (payable on July 1 and January 1). The amount designated for dues shall be set by the same procedure necessary to change the By-Laws, as stated in Article XIV.

Article VI Method of Voting

The business of this club shall be transacted by voice vote unless otherwise requested by vote of the members at any meeting.

Article VII Committees

Section 1. The president shall appoint committees as deemed necessary to carry out club business in club, vocational, community and international areas of service. The president will provide guidelines for the functions and operations of these committees.

Section 2. The president shall be an ex-officio member of all committees and, as such, shall have all the privileges of membership thereon.

Section 3. Committees have the authority to transact club business only upon prior approval by the board.

Article VIII Duties of Committees

Section 1. *Club Service.* These committees shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. Examples of such committees are Attendance, Classification, Bulletin, Fellowship, Membership, Program, Web Site, and others deemed appropriate by the president and/or board.

Section 2. *Vocational Service.* These committees shall devise and carry into effect plans that 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. An example of such a committee is the Vocational Scholarship Committee.

Section 3. *Community Service.* These committees shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their community relationships. Examples of such committees are the Ryla, D. Beene Scholarship, Student-of-the-Month, and Service Award Scholarship Committees.

Section 4. *International Service.* These committees shall devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. Examples of these committees include the Youth Exchange and Rotary Foundation Committees.

Article IX Leave of Absence

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

In the matter of counting attendance of those granted leave of absence we will follow the guidelines set by the District.

Article X Finances

Section 1. The treasurer shall deposit all funds of the club in the Los Alamos County financial institution(s) designated by the board.

Section 2. All bills shall be paid only by checks signed by either the treasurer or president. A thorough audit by a certified public accountant or other qualified person will be made upon the request of the board.

Section 3. The fiscal year of this club shall extend from July 1st to June 30th. Payment to Rotary International and the District of per capita dues and magazine subscriptions shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates, and at the time of qualification for new members.

Section 4. At the beginning of each fiscal year the president or the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Article XI Method of Electing Members (For All Kinds of Membership)

Section 1. The name of a prospective member, proposed by a member of the club, shall be submitted to the board in writing, through the club secretary. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2. The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.

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

Section 4. If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and to permit the prospective candidate's name and proposed classification (if active membership) to be published to the club.

Section 5. If no objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven days following the second announcement of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6. Prior to the induction, the president shall arrange for the orientation of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information

committee shall arrange for orientation of the new member.

Section 7. New members shall be inducted into membership via a ceremony at a regular club meeting. The new member will be presented with a Rotary pin, certificate of membership, Object of Rotary certificate, member badge, ABC's of Rotary booklet, and other informational materials.

Article XII Resolutions

No action to commit this club on any matter shall be considered by the club until it has been considered first by the board. Such action, if offered at a club meeting, shall be referred by the presiding officer to the board without discussion.

Article XIII Order of Business

Subject to the presiding officer's discretion, the following is the nominal order of business:

Meeting called to order.

Introduction of visiting Rotarians and guests.

Correspondence and announcements.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article XIV Amendments

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