

**BY-LAWS**  
**OF THE ROTARY CLUB**  
**OF**  
**SHREVEPORT, LOUISIANA**  
*Amended June 26, 2012*

**ARTICLE I**

Elections of Directors and Officers

**SECTION 1.** To be eligible to serve as a member of the Board of Directors a person shall have been a member of this club for a minimum of two years.

To be eligible to serve as an Officer of this club a person shall have served a term as a member of the Board of Directors of this club.

At the first regular meeting in December the nominating committee, composed of the past presidents of the club, who at that time hold membership in the club, and the present president shall submit to the club membership one nomination each for the following officers: President, President-Elect, Vice President, Secretary-Treasurer, and seven members of the Board of Directors. Prior to the meeting of the nominating committee, the president shall have appointed a screening committee consisting of four of the past presidents selected by the president and the incumbent president-elect.; the incumbent president shall serve Ex Officio and as chairman of the group. This screening committee shall meet and develop, for the convenience of the nominating committee, a list of potential officers and board members to be presented to the nominating committee for its use in making the selections to be presented to the general membership. The screening committee shall present the nominating committee with the names of not fewer than two persons to fill the position of secretary and vice president, and with names of not fewer than twelve persons to fill positions on the board of directors. The appointment and functioning of the screening committee shall not prevent the nominating committee from considering and/or nominating to the general membership a person not included in the suggestions provided by the screening committee. The nominating committee shall select one of their number to make these nominations from the floor of the club. After these nominations have been made the presiding officer shall ask if there are any other nominations, thus leaving the matter open to any active member in good standing to made additional nominations. If desired, however, no one member may make more than one nomination for each officer.

On the day of the annual meeting there shall be distributed to each member present a ballot on which the names of the candidates, in alphabetical order, shall follow the name of the particular office for which they have been respectively nominated., except that where one only has been returned as nominee for a particular office, that name shall be the only one placed on the ballot for such office. The members present shall immediately cast their ballot; the ballots shall be collected and counted by four tellers appointed by the presiding officer, and those receiving a plurality of the votes cast for the respective offices shall be elected. In voting for members of the board of directors, each member casting

a ballot shall vote for seven, otherwise that member's vote for directors shall not be counted. Nothing herein contained shall prevent any member from striking the name of a sole nominee from the ballot and inserting in lieu thereof the name of another member of the club, but where two or more are returned as nominees no substitutions shall be recognized. Members shall not be required to sign the official ballot.

**SECTION 2** The officers and directors, so elected, together with the immediate past president shall constitute the board of directors. They shall take office on the first day of July following their election and serve until their successors are elected and qualified.

At the first meeting of the newly elected board of directors they shall appoint one or more of the members of the club to act as sergeants-at-arms.

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

**SECTION 4** A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

## **ARTICLE II Board of Directors**

**SECTION 1** The governing body of this club shall be the board of directors, consisting of twelve members of this club, viz. seven directors, elected in accordance with Article 1, Section 1, of these by-laws, the president, president-elect, vice-president, secretary-treasurer and immediate past president.

## **ARTICLE III Duties of Officers**

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

**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 such other duties as ordinarily pertain to this office.

**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 such other duties as may be designated by the president and president-elect.

**SECTION 4 Secretary-Treasurer.** It shall be the duty of the secretary-treasurer to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including semi-annual reports of membership, which shall be made to the general secretary on October 1st and April 1st of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, to have custody of all funds, accounting for same to the board of directors at such-times as

required by the board and to perform such other duties as pertain to this office. Upon retirement from office the secretary-treasurer shall turnover to the successor or to the president all funds, books of accounts, or any other club property.

**SECTION 5 Sergeant-At-Arms.** The duties of the sergeant-at-arms shall be such as are usually prescribed for such office, and other such duties as may be prescribed by the president, or board of directors.

## **ARTICLE IV Meetings**

**SECTION 1 Annual Meetings.** The annual meeting of this club shall be held on the second Tuesday in December of each year, at which time 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 each Tuesday at 12:13 o'clock P.M. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

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

**SECTION 4** Regular meetings of the board of directors shall be held each month on a date set by the board. Special meetings of the board of directors shall be called by the president whenever deemed necessary, or upon request of two members of the board, due notice having been given. Routine business of the board between regular meetings may be conducted by electronic mail as outlined in article XVII of the Constitution.

**SECTION 5** A majority of the board members shall constitute a quorum of the board of directors.

**SECTION 6** A make-up for an absence at a regular weekly meeting of this club may be achieved through an electronic make-up medium approved by Rotary International or by the board of directors of this club.

## **ARTICLE V Fees and Due**

**SECTION 1** The admission fee shall be as set by the board of directors and shall be duly paid before the applicant can qualify as a member. The admission fee may be waived in whole or in part by the board of directors for members who are actively serving in the Armed Forces of the United States and whose residence is of a temporary nature.

**SECTION 2** Membership dues for the general membership shall be as set by the board of directors. The board of directors shall also set a reduced amount which members seventy (70) years of age or older may elect to pay. All dues are payable on the first of January and of July, or, if the board of directors mandates quarterly billing, then on the first of January, April, July and October.

## **ARTICLE VI Method of Voting**

The business of the organization shall be transacted by viva voce 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 of directors, also appoint such committees on particular phases of community service, inter-national service and vocational service as 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, subject to the approval of the board of directors, appoint the following committees on particular phases of club service:

Attendance Committee  
Classification/Membership Committee  
Fellowship Committee  
Magazine Committee  
Program Committee  
Public Information Committee  
Membership Development Committee  
Rotary Information Committee  
Club Publication Committee  
Music Committee  
Resolutions Committee

And any other committees that may be deemed necessary for the internal administration of club affairs.

(e) The president shall also appoint two members of the board of directors who shall be responsible for all club service activities assigned by the president and shall supervise and coordinate the work of those committees.

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

(g) Each committee shall transact such business as may be delegated to it in the by-laws and such additional business as may be referred to it by the president or board of directors; 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 advise 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 activities of the club and shall supervise and coordinate the work of any committees 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 coordinate 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 coordinate the work of any committees that may be appointed on particular phases of vocational service.

**SECTION 4 (a) Attendance Committee.** This committee shall devise means for encouraging attendance at all Rotary meetings with special emphasis on attendance at the regular weekly meetings of the club and attendance at regular meetings of other clubs when unable to attend meetings of this club, keep all members informed on attendance requirements; promote better incentives for good attendance, and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) Classifications Committee. This committee shall consist of three members, one member to be appointed each year for a term of three years. 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 decision on all applications to the Board.

(c) Fellowship Committee. This committee shall promote acquaintance and fellowship among the members and do such work in pursuance of the general object of the club as may be assigned by the President or the Board of Directors.

(d) Magazine Committee. This committee shall consist of three members, one member to be appointed each year for a term of three years, and wherever feasible, shall include the editor of the club publication and a local newspaper or advertising member of the club. This committee shall stimulate reader interest in the ROTARIAN and/or REVISTA ROTARIA; sponsor a magazine week; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine, and in other ways make the magazine of service to the club members and non-Rotarians.

(e) Membership Development Committee. This committee shall on or before the first of November of each year make a classifications survey of the community; shall compile from the survey a roster of filled and unfilled classifications, using the outline of classifications as a guide; shall urge upon the members the importance of proposing names for the unfilled classifications. This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action

to initiate and present to the board the names of suitable persons to fill unfilled classifications.

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

(g) Public Information 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 membership adequate understanding of the privileges and responsibilities of members, (3) to give the membership information as to developments in the administrative operation of RI.

## **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 Finances**

**SECTION 1** The secretary-treasurer shall deposit all funds of the club in some bank to be named by the board of directors.

**SECTION 2** All bills shall be paid only by checks signed by the secretary-treasurer and the president, president-elect or a vice-president. A thorough audit by a certified public accountant or other qualified persons shall be made once each year of the 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 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 members' dues shall be divided into two semiannual periods, extending from January 1st to June 30th and from July 1st to December 31st. The payment of per capita dues and magazine subscriptions shall be made on July 1st and Jan 1st of each year on the basis of the membership of the club on those dates.

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

## **ARTICLE XI Method of Electing Members**

**SECTION 1** Active Members (including additional active members)

(1) The name of a prospective member, proposed by an active member of the club or by the membership development committee, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise

provided in this procedure.

(2) The board shall request the classification/membership committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and 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. Former members of Rotaract, and of adult Rotary International programs (e.g. GSE, Ambassadorial Scholars, World Peace Scholars, etc.) shall be considered eligible under the classification of Rotary International Alumni, subject to all other requirements of eligibility.

(3) The board shall consider and approve or disapprove the recommendations of the classification/membership committee and shall then notify the proposer, through the club secretary, of its decision.

(4) 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 required 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.

(5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven (7) days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed in Article V of these bylaws, shall be considered to be elected to membership. 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 one (1) negative votes are cast by the members of the board in attendance at such regular or special meeting, the proposed member, upon payment of the prescribed admission fee, shall be considered to be elected to membership. Following the member's election to membership as herein provided, the club secretary shall issue a membership card to the member and shall report the name to RI.

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