

**BY-LAWS OF THE ROTARY CLUB OF  
EUGENE, OREGON  
As Amended June 22, 2004**

**ARTICLE I**

Election of Directors and Officers

SECTION 1. At the regular meeting of the club held on the first Tuesday of November the presiding officer shall appoint three nominating committees of three members each with at least one past president on each of the nominating committees. Each nominating committee shall nominate three candidates for directors, one candidate for vice-president/president-elect, and, depending upon which of the two offices is to become vacant on the following July 1, either a candidate for secretary or a candidate for treasurer.

At the regular meeting of the club held on the third Tuesday of November, the nominating committees shall report their nominations to the presiding officer, who shall report the nominations to the members attending the meeting and shall ask for any additional nominations from the floor.

SECTION 2. At the annual meeting on the first Tuesday in December the membership shall vote, by written ballot, for vice-president/president-elect, secretary, treasurer, and three directors. The nominee for each officer position voted on at that meeting who receives the highest number of the written votes cast at the meeting for each office shall be elected to that office. The three nominees for directors receiving the highest number of votes cast shall be elected.

SECTION 3. The vice-president/president-elect shall be elected for a one-year term or, if elected to fill a vacant office, for the remaining term of that office, and upon completion of this term of office shall automatically, without further election, become the president of the club, for the following one-year term. The secretary, treasurer, and the three directors shall be elected for a two-year term, except, however, in order to provide for the expiration of the terms for secretary and for treasurer occurring in alternate years, the term of the secretary for the fiscal year July 1, 2004 to June 30, 2005 shall be one year.

SECTION 4. A vacancy in the Board of Directors, or in any office, except that of vice-president/president-elect, shall be filled by appointment by a vote of a majority of the remaining members of the Board of Directors. A vacancy in the office of the vice-president/president-elect shall be filled by a vote of the club members with the nominations and election to be conducted in the same manner as the annual election with the date to be determined by the Board of Directors.

SECTION 5. All officers and directors shall be members of the club. Any director who has served on the Board of Directors for four consecutive years shall not thereafter be eligible for re-election to the Board of Directors for two years.

SECTION 6. The officers and directors as elected in December shall be installed at the last regular meeting in the following June and shall assume their duties for the year commencing July 1.

**ARTICLE II**

Board of Directors

SECTION 1. The governing body of this club shall consist of a Board composed of the elected club officers and directors plus the past president, for a total of eleven persons.

SECTION 2. A majority of the Board present at any meeting of the Board shall constitute a quorum for the transaction of business at that meeting and the assent of a majority of the quorum members so present on any matter shall constitute the action of the Board.

SECTION 3. A director or officer may be removed by a vote of the club members at a regular meeting, after at least one week's prior club notice of the intended vote, following a resolution of the Board of Directors calling for such a vote.

**ARTICLE III**  
Duties of Officers

SECTION 1.           PRESIDENT: The president shall preside at meetings of the club and Board of Directors and perform such other duties as directed by the Board of Directors and as ordinarily pertain to the office of a club president.

SECTION 2.           VICE-PRESIDENT/PRESIDENT-ELECT: The vice-president/ president-elect shall perform such duties as may be assigned by the president and shall perform the duties of the president in the absence of the president.

SECTION 3.           SECRETARY: It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board and committees; record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the General Secretary of Rotary International on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, and including pro-rated reports to the General Secretary on October 1<sup>st</sup> and April 1<sup>st</sup> of each member who has been elected to membership in the club since the start of the July or January semi-annual reporting period, the report of changes in membership, which shall be made to the General Secretary, and the monthly report of attendance to the District Governor immediately following the last meeting of the month; collect and remit to Rotary International subscriptions to the Rotarian; and perform such other duties as usually pertain to the office.

SECTION 4.           TREASURER: The treasurer shall have custody of all funds, deposit and disburse the same in accordance with Article X, and account for the same to the club annually and at any other time upon demand by the Board and perform such other duties as pertain to this office. Upon retirement from office, the treasurer shall turn over to the treasurer's successor or the president all funds, books of accounts or other club property in the treasurer's possession.

SECTION 5.           SERGEANT-AT-ARMS: The club shall not elect or regularly utilize the officer position of sergeant-at-arms. If and when the president, or the vice-president/president-elect in the president's absence, feels that the circumstances at a particular club meeting require the assistance of a sergeant-at-arms, that presiding officer shall appoint a club member who shall serve in the position of sergeant-at-arms but only for the meeting at which so appointed.

**ARTICLE IV**  
Meetings

SECTION 1.           ANNUAL MEETING: The annual meeting of the club shall be the first regular meeting of December each year at which time the election of directors and the vice-president/president-elect, the secretary and the treasurer, shall take place.

SECTION 2.           The regular weekly meetings of this club shall be held weekly on Tuesday at 12:00 noon at a place determined by the Board of Directors in the city of Eugene, Oregon. Due notice of any changes or cancellation of the regular meeting shall be given to all members of the club. All members excepting an honorary or life member (or members excused by the Board of Directors of this club, pursuant to Section 2 of Article VIII of the Club Constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent. Attendance of a club member must be evidenced by the member's being present for at least sixty percent (60%) of the time devoted to the regular meeting, either at this club or at any other Rotary club. Members must maintain any minimum club meeting attendance requirements applicable to their category of membership as specified by Rotary International.

SECTION 3.           One-third of the membership shall constitute a quorum at the annual and regular meetings of this club. A vote of a majority of members present at a meeting with a quorum present shall constitute an action by members on those matters for which a vote of the members is required.

SECTION 4. The regular meetings of the Board of Directors shall be held at a time and place determined by the Board each month; provided, however, that the Board or the president may set a regular meeting for any other day in that month, or call a special meeting, in which case the president shall announce the Board meeting date at the regular meeting of the club immediately preceding that meeting.

**ARTICLE V**  
Fees and Dues

SECTION 1. The admission fee shall be Two Hundred Dollars \$200.00, to be paid before an applicant can qualify as a member.

SECTION 2. The membership dues shall be THREE HUNDRED FIFTY DOLLARS (\$350.00) per annum except such dues shall be TWO HUNDRED NINETY-FIVE DOLLARS AND FIFTY CENTS (\$295.50) per annum for members who have attained sixty-five (65) years of age and have been members for fifteen (15) or more years. This class of dues shall apply only to those members who qualified prior to July 1, 1989. Dues shall be payable semi-annually on the first day of July and January. The necessary portion of each semi-annual payment shall be applied to each member's annual subscription to the Rotarian magazine. Those members who have been members of the Eugene Rotary Club for fifteen (15) years or more and who have attained the age of seventy (70) years shall pay as membership dues only the costs of International and District dues, subscription to the Rotarian, and a copy of the Eugene Rotary Club's Roster of Members. This class of dues shall apply only to those members who qualified prior to July 1, 1989. Notwithstanding any other provision of this section, the dues for any member of this club shall be increased by the amount of any per capita increase for members of this club instituted by Rotary International or by the District in which this club is included.

**ARTICLE VI**  
Method of Voting

SECTION 1. The business of the club that is to be carried out by vote of the members at a club meeting shall be transacted by voice vote except the election of officers and directors which shall be by secret written ballot.

**ARTICLE VII**  
Committees

SECTION 1. COMMITTEES

(a) The president shall, subject to the approval of the Board, appoint committees under the following committee groups, including but not limited to:

Club Service Committees  
Vocational Service Committees  
Community Service Committees  
International Service Committees  
Special Committees

(b) The president shall, subject to the approval of the Board, also establish such specific committees within each committee group for particular phases of club service, community service, vocational service and international service as the president may deem necessary. Subject to the approval of the Board, the president shall also appoint the members of each committee. Each committee so established and appointed shall consist of a chair or co-chairs and two (2) or more members, all appointed from the club membership, unless a smaller number shall be specified by the Board.

- (c) The groups of club service committees, vocational service committees, community service committees, international service committees and special committees shall each be headed by a director, who shall be named by the president from the membership of the Board, and who shall supervise and coordinate the work of the committees under that director's jurisdiction and make reports thereon to the president and the Board as requested.
- (d) The president shall, subject to the approval of the Board, establish the following committees on particular phases of club service and establish any other special committees deemed necessary by the president:

Attendance Committee  
 Club Bulletin Committee  
 Fellowship Committee  
 Membership Development Committee  
 Membership Committee  
 Program Committee  
 Public Relations Committee  
 Classification Committee  
 Rotary Information Committee

- (e) Whenever practicable the president shall provide for continuity of committee membership, either by appointing one or more members to a second term or by appointing one or more members to a two-year term.
- (f) The president shall be ex-officio a member of all committees with all the privileges of membership thereon.
- (g) 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 final action until a report has been made to the Board and approved by the Board.

## **ARTICLE VIII**

### Duties of the Committees in Each Committee Group

SECTION 1. COMMUNITY SERVICE COMMITTEES: These committees shall devise and carry into effect plans that guide and assist the members in discharging the club's responsibilities in the community.

SECTION 2. INTERNATIONAL SERVICE COMMITTEES: These committees shall devise and carry into effect plans that will guide and assist the members in discharging the club's responsibilities in matters relating to international service in accordance with the requirements for such service set out by Rotary International.

SECTION 3. VOCATIONAL SERVICE COMMITTEES: These committees shall devise and carry into effect plans that will guide and assist the members in discharging the club's responsibilities in vocational relationships and in improving the general standards of practice in the respective vocations of the members.

SECTION 4. CLUB SERVICE COMMITTEES: These committees shall devise and carry into effect plans that will guide and assist the members of this club in discharging the club's responsibilities for club service. Club service committees shall include but are not limited to the following committees:

- (a) ATTENDANCE COMMITTEE: This committee shall devise means for encouraging attendance at all Rotary meetings, including the District Assembly, District Rotary Information Seminar, and the District Conference. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when members are unable to attend meetings of this club; keep all members informed on attendance requirement; promote incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) CLASSIFICATION COMMITTEE: This committee shall on or before the first of September 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 unfilled classifications as have been declared open by the Board of Directors; shall review, where necessary, existing classifications represented in the club; and shall consult with the Board on all classifications problems.
- (c) FELLOWSHIP ACTIVITIES 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 objects of the club as may be assigned by the president or the Board.
- (d) PROGRAM COMMITTEE: This committee shall prepare and arrange the programs for the club meetings.
- (e) PUBLIC RELATIONS COMMITTEE: This committee shall devise and carry into effect, plans to (1) give the public general information about Rotary, its history, object and scope, and (2) secure proper publicity for the club.
- (f) 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.
- (g) CLUB BULLETIN COMMITTEE: This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.
- (h) MEMBERSHIP COMMITTEE: This committee shall consider all proposals for membership by thoroughly investigating 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.
- (i) MEMBERSHIP DEVELOPMENT COMMITTEE: This committee shall continually review the club roster as to filled and unfilled classifications and present to the Board the names of suitable persons to fill unfilled classifications.

**ARTICLE IX**  
Leave of Absence

SECTION 1. Upon written application to the Board, stating the reason for the request, a leave of absence may be granted in the complete discretion of the Board excusing a member from attending the meetings of the club for a specified length of time. Such leave of absence shall operate to prevent a forfeiture of membership, but it does not operate to give the club or the member credit for the excused member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of Section 2 of Article VIII of the Club Constitution is not computed in the attendance record of the club.

**ARTICLE X**  
Finances

SECTION 1. The treasurer shall deposit all funds of the club in a financial institution to be chosen by the Board.

SECTION 2. All bills shall be paid only by checks signed by the treasurer, or other authorized signer, approved by the Board of Directors. A thorough review by a certified public accountant or other qualified person shall be made once each 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 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 be July 1 to June 30. For the collection of members' dues, the year shall be divided into two semi-annual periods: July 1 to December 31, and January 1 to June 30. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

SECTION 5. At the beginning of each fiscal year the Board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the ensuing year. Expenditures may not exceed estimates without written Board approval.

**ARTICLE XI**  
Method of Electing Members

SECTION 1. ACTIVE MEMBERS

- (a) The name of a prospective member, proposed by a member of the club or by the membership development committee, shall be submitted to the Board in writing, through the club secretary. At this time, the proposal shall be kept confidential except as otherwise provided in this procedure.
- (b) The Board shall request the Classification 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.
- (c) The Board shall consider and approve or disapprove the recommendations of the Classification and Membership committees and shall then notify the proposer, through the club secretary, of its decision. The Board may approve an application subject to the approval of the Classification Committee and the Membership Committee.

- (d) If the decision of the Board is favorable, the proposer, together with a past president, shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club. At this meeting, the prospective member shall be requested to complete and submit an application for membership and to give the prospective member's permission for that person's name and proposed classification to be published to the club.
- (e) If no written objection to the proposal, stating reasons, is received by the Board from any member of the club within ten 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 By-Laws, 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. Unless a majority of 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 and applicable membership dues, 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 new member's name to the General Secretary of Rotary International.

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

## SECTION 2. HONORARY AND LIFE MEMBERS

- (a) The name of a proposed candidate for Honorary or Life 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 vote on the proposed member.
- (b) Honorary membership shall automatically terminate on the thirtieth day of June next after the date of election. However, the Board in its discretion may, by resolution, from year to year, continue such honorary membership for the ensuing year. Life membership shall be effective for the life of the member.

## ARTICLE XII Resolutions

SECTION 1. No resolution or motion binding this club on any matter shall be voted upon by the members until it has been considered by the Board. Resolutions or motions otherwise offered at a club meeting shall be referred to the Board without discussion by members.

**ARTICLE XIII**  
Order of Business

Meeting called to order  
Introduction of visiting Rotarians  
Correspondence and announcements  
Any unfinished business  
Any new business  
Address or other program feature  
Adjournment

**ARTICLE XIV**  
Amendments

SECTION 1. These By-Laws may be amended at any regular meeting with a quorum present, by an affirmative vote of two-thirds of all members in good standing 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 can be made which is not consistent with the Club Constitution and with the Constitution and By-Laws of Rotary International.

BY LAWS FINAL 2004