



Constitution and By-Laws (last updated 27th June 2011)

Constitution

Article I NAME

The name of this organisation shall be Rotary Club of Leicester.

Article II PURPOSES

The purpose of the club shall be to promote the fundamental principles and objects of Rotary as laid down by Rotary International.

Article III FIVE AVENUES OF SERVICE

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club:

1. **Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. **Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. **International Service**, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. **New Generations Service**, the fifth Avenue of Service, recognises the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programmes that enrich and foster world peace and cultural understanding.

Article IV MEMBERSHIP

Section 1. General Qualifications

This club shall be composed of adult persons of good character and good business and professional reputation.

Section 2. Kinds

This Rotary club shall have two kinds of membership, namely: active and honorary.

Section 3. Active Membership

A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Article 5, section 2 (a) of the Constitution of RI states "A club shall be composed of active members who are adult persons of good character and good business and professional reputation, (i) engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognised business or profession: or (ii) hold an important position in any worthy and recognised business or profession or any agency thereof and have executive capacity with discretionary authority; or (iii) having retired from any position listed in sub-section (i) or (ii) of this subsection, or (iv) being a community leader who has demonstrated through personal involvement in community affairs a commitment to service and the Object of Rotary; or (v) having the status of Rotary Foundation alumnus as defined by the board". It also lays down locality limits for their place of residence or of business.

Section 4. Transferring or Former Rotarian

A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

Section 5. Dual Membership

No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6. Honorary Membership

- a) *Eligibility for Honorary Membership*
Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals, and those persons considered friends of Rotary for their permanent support of Rotary's cause, may be elected to honorary membership of this club. The term of such membership shall be as determined by the council. Persons may hold honorary membership in more than one club.
- b) *Rights and Privileges*
Honorary members shall be exempt from payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in this club; shall not be considered as representing a classification, but shall be entitled to attend all meetings and enjoy all other privileges of the club. No honorary member of this club is entitled to any rights or privileges in any other clubs without being the guest of a Rotarian.

Section 7. Holders of Public Office

Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges or other institutions of learning or to persons who are appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members during the period in which they hold such office.

Section 8. Rotary International Employment

This club may retain in its membership any member employed by RI.

Throughout this Constitution & By-laws references to officers, members of committees or employees of Rotary International shall also include officers, members of committees or employees of Rotary International in Great Britain and Ireland.

Article V CLASSIFICATIONS

Section 1. General Provisions

(a) *Principal Activity*

Each member shall be classified in accordance with the member's business or profession. The classification shall be that which describes the principal and recognised activity of the firm, company or institution with which the member is connected or that which describes the member's principal and recognised business or professional activity.

(b) *Correction or Adjustment*

If the circumstances warrant, the council may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2. Limitations

This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10% of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in the club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article VI DURATION OF MEMBERSHIP

Section 1. Period

- a) Active membership shall endure for life unless terminated as hereinafter provided.
- (b) Honorary Members shall be elected for a period of twelve months and shall be eligible for re-election.

Section 2. Termination – Loss of qualification

The membership of any Active member who has ceased to be personally engaged within the territorial limits of the club in the classification of business or profession under which that member is classified in the club, or whose

connection with that member's business establishment is severed, shall automatically terminate.

Section 3. Termination – Misconduct

- a) The membership of any members who fail to conduct themselves or their business in accordance with the principles and ethics of Rotary may be terminated by a two-thirds vote of the Council, at a meeting called for the purpose, provided that any such member shall have been given at least ten days' notice in writing of such pending action. Service of such notice shall be made by personal delivery or by registered letter posted to the member's last known address.
- b) In case of such termination of membership such former member may, within thirty (30) days after the date of the Council's action, submit a written notice of his or her intention to appeal to the club. The Council shall thereupon fix the date for such hearing, which shall be an extraordinary general meeting of the club, held within thirty (30) days after the receipt of such written notice of appeal.
- c) Where the Council has terminated a membership as provided for in this section, the club shall not elect a new member under such classification until the time for hearing the appeal, if any, has expired and the club's decision announced.

Section 4. Termination – Non-payment of Dues

Any members failing to pay their dues within thirty (30) days after the prescribed time shall be notified in writing by the Secretary at their last known address, and if the said dues are not paid on or before ten (10) days from the date of such notification, the said membership shall automatically terminate. Such former member, at the discretion of the Council, may be reinstated to the membership upon his or her petition and upon the payment of all the member's indebtedness to the club, provided that his or her former classification has not been filled meanwhile by the election of a new member.

Section 5. Termination – Non-attendance

- a) The membership of any member, other than an Honorary member, who is absent from four consecutive meetings of this club, shall automatically terminate unless such absence is made up as hereinafter provided, or the member is excused by the Council for good and sufficient reason. Absence from a regular meeting of this club may be made up by attendance at a regular meeting of any other Rotary Club on any of the fourteen (14) days immediately preceding the day of absence, on the day of absence itself, or on any of the fourteen (14) days immediately following the day of absence, provided notice of such attendance is given to this club, but no member shall be credited with more than one attendance in the same week.
- b) The membership of any member, other than an Honorary member, whose percentage of attendances is less than fifty percent during the first or second six-monthly period of the club's fiscal year shall automatically terminate, unless the member is excused by the Council for good and sufficient reason.
- c) The membership of any member, other than an Honorary member, whose percentage of attendances at the member's own club has been less than thirty during the first or second six-monthly period of the club's fiscal year, shall automatically terminate unless he or she be excused by the Council for good and sufficient reason. A member's absence shall be excused if the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the council has approved.

Section 6. Termination – Resignation

- a) The resignation of any member from the club shall be in writing (addressed to the President or Secretary), and shall be accepted by the Council provided that all indebtedness of the said member to the club has been paid.
- b) Any members failing to send or hand to the President or Secretary their resignation prior to the 30th June shall be held liable for their subscription for the ensuing year.

Section 7. Termination – Good Cause

The Council may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the Council members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 1V, section 1, and The Four-Way Test.

Section 9. 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.

Section 9. Renewal of membership

Where the membership of an Active member of the club has terminated as provided in the foregoing Section 2, such person may make new application for membership, and whether under the same classification or another classification, that application shall be considered, in advance of any other, for membership under the classification in which the member now applies and, if elected to membership, the member shall not be required to pay a second admission fee provided the application be made within six months of the termination of the previous membership.

Section 10. Arbitration

Should any dispute at any time arise between any member or members or a past member or members and the club or any officer or the Council 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 matters in difference shall be settled by arbitration in the usual manner, each party to appoint an arbitrator and the arbitrators to appoint an umpire. The arbitration shall be conducted in the manner prescribed by law and 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 VII TERRITORIAL LIMITS

The territorial limits of this organisation shall be as follows:-
The County of Leicester, except the areas for the time being allocated to other clubs.

ARTICLE VIII MEETINGS

Section 1.

The club shall meet regularly once each week, unless otherwise provided to meet special circumstances, such meetings being called regular meetings.

Section 2.

Two Annual Meetings of the club shall be held as provided in the By-Laws.

Section 3.

Extraordinary General Meetings may be convened at any time by the Council.

Section 4.

Business Meetings shall be held at such times as may be determined by the Council. All matters affecting the welfare of the club may be considered and decided at such meetings, other than such matters as may only be dealt with at an extraordinary general meeting or at an annual meeting. All matters arising for determination at any business meeting shall be determined by a bare majority of those voting.

ARTICLE IX ADMISSION FEES AND DUES

Each Active member of the club shall pay as an entrance fee and as annual dues such sums as may be prescribed in the By-Laws of the club. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

ARTICLE X GOVERNING BODY AND OFFICERS

Section 1.

The governing body of this club shall be a Council and be constituted as the By-Laws of the club may provide.

Section 2.

The decision of the Council in all club matters shall be final, subject only to an appeal to the club. The Council 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 Council to the club and on such appeal the decision appealed from shall be reversed only by a two-thirds vote of the members present at an extraordinary general meeting, a quorum being present, notice of such appeal having been given by the Secretary to all members of the club at least seven days in advance of such meeting.

Section 3.

The officers of the club shall be a President, the Immediate Past President, a Vice-President/President-Elect for the following Rotary year, Second Vice-President, a Secretary, an Assistant Secretary, and a Treasurer, all of whom shall be members of the Council. The Vice-President shall take the title of President-Elect on 1 July in the year prior to taking office as President.

Section 4.

These officers, other than the Immediate Past President, shall be elected annually in the month of November in the manner prescribed in the By-Laws. They shall take office on the first day of July following their election and shall hold office for one year or until their successors are elected and have qualified.

Section 5.

Each officer and Council member shall be a member in good standing of this club. The President-Elect shall attend the District Presidents-Elect Training Seminar and the District Assembly unless excused by the Governor-Elect. If so excused, the President-Elect shall send a designated club representative who shall report back to the President-Elect. If the President-Elect does not attend the Presidents-Elect Training Seminar and the District Assembly and has not

been excused by the Governor-Elect or, if so excused, does not send a designated club representative to such meetings, the President-Elect shall not be able to serve as club President. In such event, the current President shall continue to serve until a successor who has attended a Presidents-Elect Training Seminar and District Assembly or training deemed sufficient by the Governor-Elect has been duly completed.

Section 6.

All obligations undertaken by the Council on behalf of the club shall be the obligations of the club.

ARTICLE XI AVOIDANCE OF POLITICS

Section 1.

The 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 2.

The merits of any public question involving the social, economic, moral or physical welfare of the people may be fairly and intelligently studied and discussed before a club meeting for the enlightenment of its members, but the club shall not take any action endorsing or condemning any measure which is to be submitted to the vote of the people.

ARTICLE XII DISSOLUTION OF THE CLUB

- 1) The club may be dissolved at a special business meeting duly called for the purpose, and of which at least one month's notice in writing shall have been given to the members, provided that, on a motion to that effect being duly moved and seconded, not less than two-thirds of members present shall vote in support of the motion. Such resolution to have effect two months from the date thereof, during which time an extraordinary general meeting shall be convened to consider the disposal of the surplus funds and effects.
- 2) On a requisition being signed by at least five (5) members of the club, an extraordinary general meeting shall be summoned by the Secretary for the purpose of this Article.

ARTICLE XIII AMENDING THE CONSTITUTION

The Constitution may be amended at the general meeting held in June, or at an extraordinary general meeting called for that purpose alone, a quorum being present, by a two-thirds majority of the members voting, provided that notice of such proposed amendment shall have been posted to each member at least seven days before such meeting.

Note: RIBI Constitution Article 13 (2) provides: A Rotary Club admitted to membership before June 5, 1922 shall not change any provision in its constitution except to make such provision conform to the standard Club constitution.

ARTICLE XIV ACCEPTANCE OF OBJECTS AND COMPLIANCE WITH THE CONSTITUTION AND BY-LAWS

A member, by payment of the entrance fee and subscription, thereby accepts the principles of Rotary as expressed in its Objects and submits to, and agrees to comply with and be bound by, the Constitution and By-laws of the 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 or she has not received a copy of them.

By-Laws

BY-LAW I. THE COUNCIL

The Council shall consist of the President, Immediate Past President, Vice-President/President-Elect for the following Rotary Year, Second Vice-President, Secretary, Assistant Secretary, Treasurer, and six other members elected by ballot of the members, together with such members of the club as are members of the District Council.

Note: A member of the Council becoming a member of the District Council forfeits membership of the Council.

There shall be an additional member of the Council known as the Speaker Finder, whose duty shall be to arrange for speakers at club meetings. The Speaker Finder shall act in consultation with the Topics Committee. The Speaker Finder shall be appointed by the Council from time to time to hold office for such a period as the Council may determine, not exceeding a period of three years consecutively.

BY-LAW II. ELECTION OF THE COUNCIL

Section 1.

The election of the Council, other than the Speaker Finder, shall be by ballot of the members at the November annual meeting. The Immediate Past President shall be, ipso facto, a member of the Council. The newly-elected President and Officers shall take office and assume their duties on July 1st. No member shall hold the same office for more than three years consecutively.

Section 2.

At least fourteen (14) days previous to the November annual meeting the Secretary shall send to each member of the club the possible and actual attendance of each member of the Council, at the meetings of the Council, and also the possible and actual attendances of all the club members at the meetings of the club including evening meetings.

Section 3.

All nominations for the various offices and for membership of the Council shall require the consent of the member so nominated, and such consent shall be obtained by the member making the nomination. Such nominations shall be made in writing to the Secretary and shall be in the Secretary's hands at least fourteen (14) days preceding the date of the November annual meeting of the club. No other names than those properly nominated under this clause shall be submitted to the meeting for ballot to be eligible for election. Any member nominated for one of the offices and not elected shall be eligible to be elected as a member of the Council. Ballot papers shall not bear any mark of identification. Before proceeding to ballot, the presiding officer shall appoint scrutineers from the members of the club who have not been nominated for office or membership of the Council.

The Immediate Past President of the club shall not be eligible for election to the Council for two years in succession, reckoned from the end of the year that that member has served as Immediate Past President. Of the elected members of the Council, two shall retire annually by rotation and shall not be eligible for re-election until after the expiry of one year. The two members to retire annually shall be the two who have served longest on the Council and when more than two of equal standing, the two to retire shall be the two who have made the lowest attendance at Council meetings during the year.

Any vacancies occurring in the Council shall forthwith be filled by the Council from the members of the club, and the member selected to fill the vacancy shall be entitled only to serve until the end of the club year. Any member so appointed to fill a casual vacancy shall be eligible for election at the next election.

BY-LAW III. MEETINGS OF THE COUNCIL

Section 1.

Meetings of the Council shall be held at least once a month at a time and place to be decided by the Council. Special meetings of the Council shall be called by the President when necessary, or upon the request of two members of the Council, at least twenty-four hours' notice having been given.

Section 2.

One third of the total membership of the Council shall constitute a quorum.

BY-LAW IV. DUTIES OF OFFICERS

Section 1. President

It shall be the duty of the President to preside at all meetings of the club and the Council, and to perform such other duties as ordinarily pertain to that office.

Section 2. Vice-President

It shall be the duty of the Vice-President to preside at meetings of the club and the Council in the absence of the President, and to perform such other duties as ordinarily pertain to that office.

Section 3. Immediate Past President

It shall be the duty of the Immediate Past President to preside at meetings of the Council of the club in the absence of both the President and the Vice-President, and to perform such other duties as ordinarily pertain to that office.

Section 4. Secretary

The Secretary shall:

- a) Keep the records of membership of the club and attendances at meetings
- b) Issue all notices of meetings of the club and Council.
- c) Be responsible for the proper recording and preserving of the minutes of all meetings of the club and Council
- d) On the first day of January and July of each year make the half-yearly reports of membership of the club to the Secretary of the Association.
- e) Make all other reports, proposals and nominations from the club which are prescribed, or from time to time required, by the Association to the Secretary of the Association.
- f) Within fourteen days of the end of the first and second six-monthly periods of the club year, the Secretary shall send to each member the possible and actual attendances of each member at the regular meetings of the club for the previous six months.
- g) Perform such other duties as usually pertain to the office of Secretary.

Section 5. Assistant Secretary

It shall be the duty of the Assistant Secretary to assist the Secretary in his or her duties when and as required and to take up the duties of Secretary when the Secretary is absent.

Section 6. Treasurer

It shall be the duty of the Treasurer to have custody of all club funds, to account for the same to the club at its June annual meeting and at any other time upon demand by the Council, and to perform such duties as usually pertain to that office.

Section 7.

Upon retirement from office, the Secretary or Treasurer shall hand over to his or her successor or the President, all funds, books of accounts, or any other club property in his or her possession.

BY-LAW V. MEETINGS AND QUORUMS

Section 1. Annual Meetings

Two annual meetings of the club shall be held in each year at a time and place to be decided by the Council.

Section 2.

The first annual meeting shall be held between November 1st and 17th inclusive.

Business: At this meeting the following elections shall take place:

- a) Officers and other members of the Council for the ensuing year
- b) Confirmation, if so desired, of honorary members of the club
- c) Election of the District Councillors to fill the number of places allocated to the Club for the following year by the District Council.
- d) The voting delegates at the Annual Conference of the Association to fill the number of places allocated to the Club by RIBI
- e) Election of Auditors
- f) Election of Selection Committee

A further annual meeting shall be held between June 15th and 30th inclusive.

Business:

- a) To receive the list of appointments to the club committees made by the Selection Committee
- b) Reports of club committees
- c) To receive Financial Reports, and Budget proposed for the following Rotary year
- d) To determine the Subscription and Entrance Fee for the following Rotary year
- e) Any other business that may legitimately be brought forward.

Section 4.

One third of the membership shall constitute a quorum at all meetings of the club.

BY-LAW VI. ENTRANCE FEE AND SUBSCRIPTION

Section 1.

The entrance fee shall be such sum as the members at a general meeting shall, from time to time determine, and

shall be paid before the applicant can be admitted and inducted as a member.

Section 2.

The annual subscription shall be such sum as the members at a business meeting shall from time to time determine, and shall be payable in advance on 1st July. Any member joining the club between 1st October and 31st December in the Rotary year, shall pay three-quarters of the annual subscription; any member joining between 1st January and 31st March shall pay one half, and any member joining between 1st April and 30th June shall pay one quarter of such subscription in addition to the full entrance fee, except as stated in Section 1 above.

BY-LAW VII. METHOD OF VOTING

At annual, business and extraordinary general meetings, all voting shall be by viva voce vote or by show of hands, except for the election of the Officers, Council and committees, or appeals against any decision of the Council, which shall be by ballot.

The election of new members by the Council shall be by ballot, two black balls to exclude. At all meetings the chairman shall have a casting vote in addition to his ordinary vote.

BY-LAW VIII. COMMITTEES

Section 1

- a) The standing committees of the club shall be as follows: Rotary Foundation, Club Service, Community Service, Vocational Service, International Service, Youth Opportunities, Membership, Fellowship, Visiting, Benevolent, Topics, and a Selection Committee.
- b) The club may, in general, set up other committees or sub-committees as from time to time it may see fit.
- c) The Selection Committee shall be composed of the Officers of the club and eight members (of whom at least two shall be Past Presidents) elected by the club at the November annual meeting. Members of the Council shall be eligible for election to the Committee.

Section 2.

All committees shall consist of not less than six elected members. The Officers shall be ex-officio members of all committees. No member (other than an ex-officio member) may serve in any capacity on more than one standing committee at a time.

Section 3.

The Selection Committee shall appoint the members of all other Committees for the following Rotary year no later than the end of February, and the decisions of the Committee shall be reported to the Council and then to all members before the date of the District's official Presidents-Elect Training Seminar (PETS).

Section 4.

- a) Each committee after appointment, shall meet during the month of July and elect a secretary, except the Selection Committee which shall meet as soon as possible after the November annual meeting and elect a chairman and secretary.
- b) Each committee shall transact such business as is prescribed in these By-Laws and such other business as may be referred to it by the club or by the Council. Except where special authority is given by the Council, each committee shall not

take final action until a report shall have been made to the Council and approved.

Section 5.

Subject to the foregoing By-Laws, any committee may co-opt additional members up to a limit of one third of the elected membership, such members to serve for the remainder of the year, but no member may be co-opted to a committee from which he has retired until 12 months shall have elapsed from the date of such retirement.

Section 6.

Each committee shall send a report to the Council at least once in each four months.

BY-LAW IX. DUTIES OF COMMITTEES

Section 1. Rotary Foundation Committee

This committee shall develop and implement plans to support The Rotary Foundation through both financial contributions and programme participation.

Section 2. Club Service Committee

To promote a fraternal feeling within the club; to foster its social life; to devote special attention to the absorption of new members into the life of the club; to welcome visiting Rotarians and to encourage, in every possible way, a spirit of good fellowship and goodwill amongst the members and to encourage attendance at conferences and inter-club meetings.

Section 3. Community Service Committee

To devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in their community relationships; to supervise and co-ordinate the activities of any committee dealing with young people's work and any other sub-committees which may be appointed on particular phases of Community Service.

Section 4. Vocational Service Committee

To devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations.

Section 5. International Service Committee

To devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in matters relating to International Service.

Section 6. Youth Opportunities Committee

To devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in matters relating to Youth Opportunities.

Section 7. Membership Committee

To consider all proposals for membership from the personal side and thoroughly investigate the character, business, social and community standing and general eligibility of all persons proposed for membership, and to report its decision on all applications to the council.

Section 8. Fellowship Committee

- a) To welcome and attend to visiting Rotarians and to introduce them to members holding similar classifications
- b) To assist new members into the life and membership of the club.
- c) At each meeting of the club two members shall be on duty.

Note: The Fellowship Committee is a special committee peculiar to Rotary Club of Leicester.

Section 9. Visiting Committee

To review attendance of members; to visit or arrange for visitation of absentees; to keep in touch with members who are sick or in trouble; to encourage members who miss luncheons to send apologies to the Secretary; to impress upon irregular attenders the importance of the attendance rule in Rotary.

Section 10. Benevolent Committee

To maintain contact with charity movements in the district and to carry out any scheme approved by the club for the benefit of any charitable object.

Section 11. Topics Committee

To arrange for the speakers and for the addresses to be given at the club meetings; to secure that the addresses delivered to the club are widely varied in character; that the addresses, in general, serve the purpose of Rotary and, in particular, than an adequate representation of definitely Rotary subjects be given to the club.

Section 12. Selection Committee

To appoint the members and select the chairman of all committees other than the Selection Committee and the Aims and Objects Committee; to act for the ensuing year, regard being had to the special qualifications or fitness of members of the club for service on any particular committee or to the desirability of appointing new and untried members. Any member of the Selection Committee may be appointed to serve on any one committee provided the appointment is made with the unanimous approval and consent of every member of the Selection Committee attending and voting when such appointment is made.

BY-LAW X. LEAVE OF ABSENCE

Upon written application to the Council 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.

Note: Such leave of absence operates to prevent a forfeiture of membership, but it does not alter, in any way, the member's attendance record.

BY-LAW XI. FINANCES

Section 1.

The Treasurer shall collect all monies due to the club and lodge the same intact to the credit of the banking account specified by the Council. All payments shall be made by cheque signed by the President and the Treasurer, or the Vice-President and Treasurer, after the accounts have been passed by the Council.

Section 2.

The Treasurer shall prepare a statement of the club accounts and of any club charity accounts annually at the end of May. An audit of all the club's financial transactions shall be made once each year by a professional accountant or two other qualified persons to be appointed at the preceding annual meeting. A financial statement shall be sent to each member before the June annual meeting.

Section 3.

A payment of such per capita dues as shall have been fixed at the preceding annual conference shall be made to the Secretary of the Association in half-yearly payments within twenty-one (21) days of the 1st July and 1st January on the basis of the membership of the club on those dates. The per capita tax includes a sum payable annually by every Rotarian in RIBI to the funds of Rotary International.

BY-LAW XII. METHOD OF ELECTING MEMBERS

Section 1. Active Members

- (a) Subject to the provisions of Article V section 2 of the constitution of this club, any member of the club except an honorary member may propose for membership any person who has the qualifications as specified in the constitution.
- (b) Membership of the club is by invitation only, at the discretion of the members. The administration of this process shall be the responsibility of the secretary on behalf of the council. The club will not limit membership in the club on the basis of gender, race, colour, creed, national origin or sexual orientation.
- (c) The procedure for election to active membership shall be in the following sequence:
 - (i) A proposal for membership shall be made on the Association's official form which after being completed and signed by the proposer and candidate shall be delivered by the proposer to the secretary.
 - (ii) The Information Committee and the proposer (or representative) shall meet the candidate. After the meeting a report shall be submitted to the Membership Committee which shall then enquire into all aspects of the suitability and eligibility of the candidate.
 - (iii) If the result of the investigation is unfavourable this shall be reported to the council and, if the council accept, the secretary shall so advise the proposer and the candidate.
 - (iv) If the result of the enquiry is favourable the chairman of the Membership Committee shall assign a proposed classification following which the secretary will issue a written notice of the membership proposal to each member of the club except honorary members. Any member objecting to the election of the candidate shall deliver such objection stating reasons in writing signed by the member to the secretary within ten days from the issue of the written notice.
 - (v) Following the expiration of the ten days from the issue of the notice referred to in the preceding sub-paragraph the Council shall at its next meeting consider the proposal and report of the Membership Committee and in the absence of any objections complying with sub paragraph (iv) hereof the candidate shall be invited into membership.
 - (vi) If any objection complying with sub paragraph (iv) hereof shall be made a vote of the Council shall be held requiring a majority of the members of the council present and voting. The decision of the Council whether or not to invite a candidate into

membership is final and shall not be subject to appeal.

- (vii) The secretary shall inform the proposer and the candidate of the result. If the proposal has been approved and the candidate satisfies all the financial commitments to the club the proposer shall introduce the candidate to the club at the first convenient meeting when the candidate shall be inducted into membership of the club.

Section 2. Honorary members

The names of proposed candidates for Honorary Membership shall be submitted to the Council in writing. Any recommendation from the Council shall be unanimous and shall be submitted for confirmation to an ordinary meeting of the club.

BY-LAW XIII. RESOLUTIONS AND SUBSCRIPTIONS

Section 1.

No resolution or motion to commit the club in any matter of public policy shall be discussed by the club until it has been considered by the Council. Such resolutions or motions, if proposed at a club meeting, shall be referred, without discussion, to the Council which, after having given consideration to the matter, shall submit its recommendations to the club with whom the ultimate decision shall rest, provided always that such policy be not contrary to the general policy of the Association.

Section 2.

Any appeal to the club for charitable or other subscriptions shall conform to the procedure prescribed in Section 1 of this By-Law.

BY-LAW XIV. AMENDMENTS

These By-Laws may be amended at the annual general meeting or at an extraordinary general meeting of the club called for that purpose, a quorum being present, by a two-thirds majority of the members voting, providing that notice of such proposed amendment shall have been posted to each member at least seven (7) days before such a meeting. No amendment or addition to these By-Laws can be made which is not in harmony with the Club Constitution and the Constitution and By-Laws of the Association, nor until such amendment or addition has been approved by the Board of the Association.

[PJB: 27.06.2011]