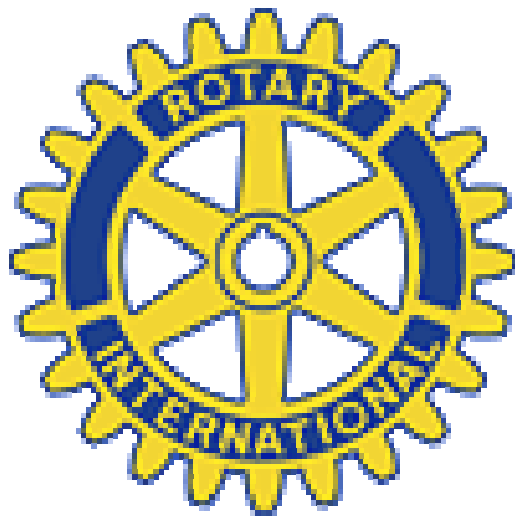


Rotary Club of Allentown West

Western Lehigh County
Club #5415



Member Information Guide.

Rotary International
District 7430
Zone 32

“Service Above Self”

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Member Information Guide updated/revised on 6/12/07 and approved by the Board of Directors on 6/19/07

PURPOSE

The purpose of this handbook is to provide the members of the Rotary Club of Allentown West-Western Lehigh County, Pennsylvania with a useful guide concerning the operation of our Club. For more information, please use the Rotary District 7430 Web site (www.rotarydistrict7430.org), the Allentown West Rotary Club Web site (www.rotaryofallentownwest.org), the Rotary International Web site (www.rotary.org), and the RI Manual of Procedure (M.O.P.).

OBJECT of ROTARY

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity of service;

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

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

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

THE ROTARY FOUR WAY TEST

IS IT THE TRUTH?

IS IT FAIR TO ALL CONCERNED?

WILL IT BUILD GOOD WILL AND BETTER FRIENDSHIPS?

IS IT BENEFICIAL TO ALL CONCERNED?

ABOUT ROTARY

The Rotary Club of Allentown West-Western Lehigh County is part of the worldwide Rotary International. Our membership ranges from 55 to 70 members in any given year. We generally cover the geographic area of Western Lehigh County but may extend our services beyond the area. Our members generally reside or work in the greater Lehigh Valley.

Rotary is an organization of business and professional leaders united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. Approximately 1.2 million Rotarians belong to more than 32,000 clubs in more than 200 countries and geographical areas.

Rotary club memberships represent a cross-section of the community's business and professional men and women. The world's Rotary clubs meet weekly and are nonpolitical, nonreligious, and open to all cultures, races, and creeds.

The main objective of Rotary is service - in the community, in the workplace, and throughout the world. Rotarians develop community service projects that address many of today's most critical issues, such as children at risk, poverty and hunger, the environment, illiteracy, and violence. They also support programs for youth, educational opportunities and international exchanges for students, teachers, and other professionals, and vocational and career development. The Rotary motto is "Service Above Self."

Although Rotary clubs develop their own service programs, all Rotarians worldwide are united in a campaign for the global eradication of polio. In the 1980's, Rotarians raised US\$240 million to immunize the children of the world. Rotary International is the spearheading member of the Global Polio Eradication Initiative and is the largest private sector donor. By the end of 2006 it had contributed more than US\$600 million to the polio eradication activities in 122 countries. In addition, tens of thousands of Rotarians have partnered with their national ministries of health, UNICEF, the World Health Organization, the U.S. Centers for Disease Control and Prevention, and with health providers at the grassroots level in thousands of communities. A polio-free world is within our grasp.

ADMINISTRATION

The Rotary Club of Allentown West was chartered on May 15, 1962, with twenty-one members and was sponsored by the Allentown Rotary Club, Lehigh County. We operate our club using the Standard Rotary Constitution originally adopted by Rotary International in 1922.

The constitution and bylaws of the Rotary Club of Allentown West are found in Appendix 'A' & 'B', herein for ready reference.

Rotary is organized at club, district, and international levels to carry out its program of service. Rotarians are members of their clubs, and the clubs are members of the global association known as Rotary International. Each club elects its own officers and directors and enjoys considerable autonomy within the framework of the standard constitution and the constitution and bylaws of Rotary International.

Clubs are grouped into 529 Rotary districts. Each district is included in one of 34 zones internationally. The district is led by a district governor who is an officer of Rotary International and represents the RI Board of Directors in the field. Though selected by the clubs of the district, a governor is elected by all of the clubs worldwide meeting at the RI Convention. Our club is in District 7430, Zone 32.

Every two zones have representatives on the RI Board of Directors who in turn elect the RI president. While the Rotary International president is the highest officer of RI, the chief administrative officer of RI is the general secretary, who heads a staff of about 600 persons working at the international headquarters in the Chicago suburb of Evanston, Illinois, USA, or in one of seven international offices around the world.

Membership Requirements

As is stated in Article VIII of the constitution of the Rotary Club of Allentown West-Western Lehigh County, the club members support the Rotary International guidelines which state that every club member should attend, at a minimum, sixty percent of regular club meetings, counting approved make-ups, and be current with dues payments to remain in good standing.

A club member will be considered *not* in good standing:

1. When dues are not paid by the due date
2. When attendance falls below the rate of twelve meetings in a six-month time period.

When a member fails to meet either of these two requirements, the member will be notified, in writing, that the member has been placed on probationary status. Dues payments and/or attendance will then be monitored during the subsequent three month period. If the deficiencies are not corrected, the member automatically will be dropped from the membership rolls at the end of the probationary period.

STANDING RULES OF ORDER

The Standing Rules of Order are the policies and procedures that govern the routine and recurring practices of the Club. They can be added to, deleted, or changed by the Board of Directors at any time. The purpose of the rules is to publish those Board decisions that are intended as long-term policies that would otherwise be forgotten after numerous Officer and Board turnovers. The Secretary shall be responsible for revising and redistributing the rules as future modifications are approved by the Board.

1. The Club will meet every Wednesday morning at 7:30 AM at the Luther Crest dining room unless otherwise planned to accommodate holidays or special events.
2. The Board of Directors meets the 3rd Tuesday of each month.
3. Effective July 1, 2007, the standing committees of the Club are Administration, Membership, The Rotary Foundation, Service Projects, Public Relations, and Fund Raising.
4. The sub-committees reporting to the foregoing are Auction, Club Foundation, Club Service, Community Service, Vocational Service, International Service, plus others that may be added at the discretion of the Board and/or the club President.
5. The dress for Club meeting shall be no less than tasteful informal attire as judged by the Sergeant-at-Arms.
6. The Club shall hold a minimum of two official social events annually (a Holiday party and a Changeover meeting). Monthly dining out and an annual picnic are also included.
7. The Rotary Club of Allentown West dues are established annually by the Board of Directors and are billed semiannually. As of July 1, 2007, the annual dues are \$170.00. A portion of these dues are forwarded to Rotary International and District 7430, as prescribed by their annual approved operating budgets.
8. The Rotary fiscal year commences 1 July. A proposed budget is prepared by the officers per Bylaws Article XI, Section 1. Category descriptions can be found on pages 7-9 of this Guide.
9. The Club plans to have a speaker of interest at every meeting not designated for special club business, e.g. assembly.
10. Club assemblies (business meetings) are called from time to time to discuss and develop coordination of programs within the club.

- 11. Regular club activities include :**
- a. Helping to maintain the Rodale Fitness and Cycling Park through a semi-annual cleanup project, and working on specific projects at Ontelaunee Park in New Tripoli.**
 - b. Conducting an annual charity auction to raise funds for local community youth service and organizations.**
 - c. Conducting at least one additional fund-raiser each year in addition to the auction.**
 - d. Sponsoring two students to attend Camp Neidig (RYLA) on an annual basis.**
 - e. Meeting socially several times a year.**
 - f. Having a summer picnic.**
 - g. Packing and delivering for Meals on Wheels of Lehigh County on or about Veterans Day - Nov. 11.**
 - h. Annually sponsoring the Parkland High School Choral Group for the enjoyment of the residents of the Luther Crest Retirement Community.**

The Rotary International activities our club participates in and supports are:

- 1. Polio Eradication through The Rotary Foundation.**
- 2. Foreign student exchange program: i.e. students coming to Northwestern Lehigh School District and/or Parkland School District as well as local students visiting other countries - usually for an academic year.**
- 3. Group Study Exchange for cultural and vocational learning.**
- 4. Rotaplast medical missions that provide free cleft palate and lip plastic surgery.**
- 5. Club members volunteering to serve on committees such as Rotaplast and making service trips to assist in Rotary International projects.**

Club Budget

The following is a brief description of the current budget categories used and the types of items each contain.

INCOME

Dues: Income for the year's dues collected from our club members. Each Rotary year it is calculated on an assumed average number of members at the current dues rate(s).

Induction fees: The income from induction fees for new members joining the club. Each year an assumed number of new members are estimated and the income calculated.

Sergeant-at-Arms: Income collected from meeting fees for the club, less the breakfast expense of guests attending the club meeting. For each person attending a meeting buying breakfast (full or partial), there is a small markup for the club. The club pays for breakfasts for the speakers, students-of-the-month and two family members, first time visits by potential members, and other special guests out of this money. The net remaining is turned in to the Treasurer.

Fines: The income from fines collected at the club meetings. This money is ear-marked for matching Rotary Foundation sustaining member gifts.

50/50: Net income collected at meeting from the 50/50 drawings. Half of that collected goes to the prize, the rest to the club. The money is ear-marked for matching Rotary Foundation sustaining member gifts.

Interest: Interest earned on our club's bank account balance.

Rotary Foundation-Paul Harris: This is the money collected from the club members who give \$500 to the Rotary Foundation to achieve Paul Harris recognition. This is the expected income from the two gifts the club will match a year. The number of \$500 members' contributions and matching funds can be changed by the club Board.

Rotary Foundation-Sustaining: This is the money collected from club members who give \$100 per year as sustaining members to the Rotary Foundation.

Club Functions: The money collected from members for attending club functions such as the Holiday party.

Fundraising-Entertainment Books: The gross money raised from the sale of entertainment books.

Fundraising-Other: Income from any other club fundraising activities.

Miscellaneous: Any other income that comes from other sources not accounted for in the above categories.

EXPENSES

Rotary Assessments: What the club has to pay the district and Rotary International on a per capita basis.

Printing, Postage, and Supplies: Normal club expenses. It does not include expenses for the auction.

Rotary Foundation-Paul Harris: The cost for two people per year to make a \$1,000 donation to The Rotary Foundation to qualify for Paul Harris recognition. Each person gives \$500 (see income) and the club matches that out of club funds. Total cost budgeted \$2,000. The total amount for matching funds can be changed by the club Board.

Rotary Foundation-Sustaining: The largest amount of funds the club has available for sustaining members to the Rotary Foundation. The club will match donations from sustaining members of \$100 a year, for a total donation of up to \$200 to the extent funds are available. The \$4,000 budgeted was based on the fines and 50/50 income budgeted, plus the income collected from sustaining club members. The total amount for matching funds can be changed by the club Board.

Rotary Contributions: Contributions to Rotary for such items as the Rose Bowl Float.

Local Contributions: This is money donated to local organizations such as "A Night in the Country."

Student Exchange: Money for an exchange student @ \$100/month plus costs for other events the club would fund for the exchange student.

Seminars/Assemblies: Cost for registration to PETS, District Assembly, Membership and Foundations Workshops for club officers, Committee Chairs and other Rotarians approved by the Board, and the cost for the President and spouse/guest to attend the District Conference.

Club Functions: The cost of functions such as the Holiday party, including entertainment, and for the Northwestern choir at Luther Crest. The extra amount of money budgeted as expense over the money collected from club members for club functions is taken from club funds to pay for the entertainment.

Fundraising-Auction: The expenses for the club auction.

Fundraising-Entertainment Books: The cost of the entertainment books.

Fundraising-Other: Other club fundraising cost such as A Night in the Country.

Camp Neidig: The cost of sponsoring two students to Camp Neidig usually in May-June.

Un-Dispersed Auction Proceeds: The net auction income after setting aside 10% for the club foundation to distribute to local charities and scholarships.

Dispersed Auction Proceeds: The amount of net auction income after setting aside 10% for the club foundation. This is the amount which has been distributed for the year. It should be subtracted from the un-dispersed auction proceeds.

Miscellaneous: Anything else that we spend, for instance, money to match funds for an international project.

FOUNDATIONS

THE ROTARY CLUB OF ALLENTOWN WEST FOUNDATION

The Club established a Foundation in 2002 known as the Rotary Club Foundation of Allentown West, Western Lehigh County, Pa. Its purpose is to provide a vehicle for members and friends to make donations and gifts that will be available for charitable activities as selected by the Club. (As a 501-C3 Foundation. Such donations are tax deductible). Per Article IX, Section 7 of the club Bylaws.

The identification of our Foundation is EIN 82-0589636. Ten percent of the net funds from club fundraisers are set aside for the club Foundation.

THE ROTARY INTERNATIONAL FOUNDATION

Rotary International has a worldwide Foundation. Its mission is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty. The Rotary Foundation is a not-for-profit corporation that is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

The Foundation was created in 1917 by Rotary International's sixth president, Arch C. Klumph, as an endowment fund for Rotary "to do good in the world." It has grown from an initial contribution of US\$26.50 to more than US\$117.9 million contributed in 2004-05. Its event-filled history is a story of Rotarians learning the value of service to humanity.

The Foundation's Humanitarian Programs fund international Rotary club and district projects to improve the quality of life, providing health care, clean water, food, education, and other essential needs primarily in the developing world. One of the major Humanitarian Programs is Polio Plus, which seeks to eradicate the polio virus worldwide. Through its Educational Programs, the Foundation provides funding for some 1,200 students to study abroad each year. Grants are also awarded to university teachers to teach in developing countries and for exchanges of business and professional people.

Paul Harris Fellow/Multiple Paul Harris Fellow

The Paul Harris Fellow recognition was created in memory of Paul Harris, the founder of Rotary. Anyone who contributes - or in whose name is contributed - a gift of \$1,000 or more to the Annual Programs Fund of the RI Foundation may become a Paul Harris Fellow. Each new Paul Harris Fellow receives a commemorative certificate, a Paul Harris Fellow pin and a medallion. Donors are eligible for Paul Harris Fellow recognition when their cumulative giving reaches \$1,000. All donations are tax deductible.

For additional gifts totaling \$1,000 or more, a Paul Harris Fellow:

- is recognized as a Multiple Paul Harris Fellow
- may also choose to honor someone else as a Paul Harris Fellow with their Foundation recognition Points, formerly called "available credit."

For related donation information, refer to page 11, Items 5 and 6, Board Policies.

Rotary Club of Allentown West Board Policies in Effect

- 1. The club will pay for the registration and housing for the Club President and spouse/partner to attend the annual District Conference, as long as the conference is held within the boundaries of the District. If the conference is outside of the District, the Board will have to review and take appropriate action. (Board approved 3/6/2002.)**
- 2. A member changing classification will be requested to pay \$10.00 for new badge. (Board approved 9/2/1984. Revised 6/17/2003.)**
- 3. Monies accumulated from fines and the club's share of 50/50 drawings shall be offered to members as a match for donations to the Rotary International Foundation. A record of these fines and the 50/50 drawing funds will be kept separate from the general funds. (Board approved 5/20/1993.)**
- 4. The Club will provide matching funds for two Paul Harris Fellowships each year. The members selected will contribute \$500.00 and the Club will match \$500.00 to complete a Paul Harris Fellowship for such members. (Board approved 5/20/1993.)**
- 5. The Club has established a budget for matching funds for sustaining members. A sustaining Foundation member makes a contribution to Rotary Foundation each year until that member has completed the \$1,000 for a Paul Harris Fellowship. (Board approved 5/20/1993)**
- 6. Policy Statement for Charitable Gifts by the Rotary Club of Allentown West follows as a separate section on pages 12-13 of this Guide. (Board approved 12/19/200. Last revision on 4/25/06.)**
- 7. Guidelines for Emergency Requests follow as a separate section on page 15 of this Guide. (Board approved 10/15/2002. Revised 2/15/05.)**
- 8. The nominating committee is comprised of the two immediate Past Presidents, and the President-elect, with the immediate Past President serving as Chair. The nominations and elections by ballot are conducted at the December annual meeting. (Club Bylaws, Article I, Section 1.)**
- 9. The club will be a "Sustaining Rotaplast Club" and will commit \$1,200 a year for District 7430 Rotaplast Medical Mission planned for every two years. (Board approved 5/22/2007.)**

CHARITABLE GIFTS & SCHOLARSHIPS

PURPOSE

We support the ideals of Rotary International by raising and distributing charitable gifts and scholarships to worthy individuals and non-profit organizations throughout our community.

MISSION

Our mission is to help persons become better educated, skillfully trained, socially adjusted, economically self-sufficient and integrated within the community.

We believe those we help will develop higher self-esteem, better health, a heightened sense of personal responsibility, and a greater capacity for personal fulfillment.

We further believe that support of nonprofit organizations within our community serving youth and elderly citizens will strengthen the community and help achieve Rotary's goal of peace through communication and understanding.

GRANT ELIGIBILITY REQUIREMENTS

Eligible programs should be:

- Beneficial to residents of (but not limited to) Lehigh County or to activities held within Allentown, preferably for Western Lehigh County.
- Conducted by an agency that holds current Federal IRS tax-exempt status as a 501(c) (3) organization.
- Operated by an organization registered with the Pennsylvania Bureau of Charitable Organizations, if such registration is required.

Scholarship eligible individuals should be:

- Pursuing a program of study that is beyond secondary education.

PREFERENCES

Given its limited financial resources, the club will give preference to programs and individual grant applications that meet eligibility criteria and address the purposes and beliefs in the following ways:

- Provides and expands opportunities for youth and elderly services and vocational activities.

- Provides for educational scholarships.

FUNDING LIMITATIONS

- 10% of net revenue from the Annual Auction may be set aside in an interest bearing account of the Rotary Club Foundation of Allentown West-Western Lehigh County for the purpose of awarding scholarships and agency grants.
- Revenue derived from Club fundraising efforts as describe in the previous paragraph will be granted to the above categories within the Club's fiscal year received.
- Generally, the Board will not make a single grant exceeding 10% of the total funds available for distribution in any fiscal year, and not less than \$500 for scholarships per individual and overall \$2,000 per one institution of higher learning. (Revised April 25, 2006)

EDUCATIONAL INSTITUTIONS

- Northwestern Lehigh School District
- Parkland School District
- Lehigh Carbon Community College
- Lehigh Career & Technical Institute

APPLICATION PROCEDURE

Organizations requesting funds from the club should submit the following:

A letter to the Committee Chairperson stating:

- The basic need or problem being addressed.
- How the grant will address the need or problem.
- The Objectives of the project.
- How the grant will address the club's goals (mission).
- A current copy of the Federal IRS tax-exempt status as a 501 (c) (3) organization.
- A copy of their state registration with the Pennsylvania Bureau of Charitable Organizations.

Criteria for Scholarship Recipients:

The student will:

- Be attending a school of higher education.
- Has achieved at least a 'B' average or equivalent.

- Participates in service to school and community.
- Has leadership qualities.
- Demonstrates integrity.

REVIEW AND DISTRIBUTION

For Organizations:

- Letters requesting funds must be received by at a date set annually by the Allocations Committee. The Allocations Committee will review applications and submit a report for final approval by both the Board of Directors of the Club and the Foundation. If an application is denied, the Allocations Committee will notify the applicant within 30 days after the decision.
- It is the intent of the club to make all distributions prior to June 30 of the same year. The checks for student scholarships will be made payable to the institution of higher learning.
- Recipients of approved grants will be notified and may be invited to attend a function of the club for presentation of the grant and scholarship funds and to briefly describe the project or program for which the grant will be used.
- The Board may request additional information and/or may request a representative of the applicant to make a presentation at a future meeting.

For Scholarships:

- It is the intent of the club to make all distributions prior to June 30 of the same year. The checks will be made payable to the institution of higher education.
- Recipients of approved scholarships will be notified and may be invited to attend a function of the club for presentation of the grant funds and briefly to describe their educational pursuits, for which the scholarship will be used.
- We may request additional information and/or may request a representative of the applicant to make a presentation to a future meeting.

The Board of Directors of the Rotary Club of Allentown West Rotary and the Board of Directors of the Rotary Club Foundation of Allentown West-Western Lehigh County may change this policy.

Policy adopted: December 19, 2000. Amended December 12, 2002. Revised: April 25, 2006. Revised: February 20, 2007

GUIDELINES FOR EMERGENCY REQUESTS FOR FUNDS

NOTE: These Guidelines are for the distribution of Funds designated for emergency use only. The committee determining the distribution of Auction Funds should designate a reserve fund which can be used for emergencies. They, however, are not to be involved in the distribution of funds for an emergency. The following are guidelines for the distribution of emergency funds.

- 1. Emergency requests may only come from members of the club to the Board.**
- 2. The Board of Directors' decision shall be final in all respects.**
- 3. When possible, the request should be made at a regular Board meeting.**
- 4. A special Board Meeting may be called by at least two days prior notice to ALL Board Members of the time, place and purpose of the meeting.**
- 5. The member making the request is to make the presentation, or request member to do so on their behalf.**
- 6. The request should be in writing and a copy given to the Secretary to be filed with the minutes of the meeting.**
- 7. Names of persons being assisted by the Fund are not to be given unless the person being helped gives specific permission to share his/her/their name(s).**
- 8. The emergency must be within the parameters of the Allentown West Club, as interpreted by the Board on a request-by-request basis at the time of the request.**
- 9. If a request is deemed outside of the parameters of the Club, a referral should be made to a club where the emergency exists.**

Guidelines for Emergency Requests For Funds Adopted by Board of Directors - 10/15/02 & Revised - 02/15/05

APPENDICES

**Constitution of the Rotary Club of
Allentown West – Western Lehigh County, PA**

Article I Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

Article II Name

The name of this organization shall be the Rotary Club of Allentown West, Western Lehigh County, Pa., and member of Rotary International.

Article III Locality of the Club

The locality of this club is as follows: The general geographic area of Western Lehigh County which includes Northwestern Lehigh and Parkland School Districts.

Article IV Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

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

Third. The application of the ideal of service in each Rotarian's personal, business and community life;

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

Article V Meetings

Section 1 – Regular Meetings.

This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.

(a) **Change of Meeting.** For good cause, the Board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

(b) **Cancellation.** The Board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The Board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2 – Annual Meeting. An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article VI 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 club shall have two kinds of membership, namely: active and honorary.

Section 3 – Active Membership. A person possessing the qualifications set forth in article V, section 2 of the RI constitution may be elected to active membership in this club.

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 the locality of the former club or the surrounding area, engaged in the formerly assigned classifications of business or profession within 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 of a club 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 may be elected to honorary membership in this club. The term of such membership shall be as determined by the Board. Persons may hold honorary membership in more than one club.

(b) **Rights and Privileges.** Honorary members shall be exempt from the payments of admissions fees and dues, shall have no vote and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit 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 elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications 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.

Article VII 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 recognized activity of the firm, company or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity.

(b) **Corrections or Adjustment.** If the circumstances warrant, the Board may correct or adjust the classifications 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 classifications, 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 member from a classification. If a member changes classification, the club may continue the member's membership under the new classifications notwithstanding these limitations.

Article VIII Attendance

Section 1 – General Provisions. Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60% of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the Board that such action was reasonable, or makes up for an absence in any of the following ways:

- a) **14 Days Before or After the Meeting.** If within fourteen (14) days before or after the regular time for that meeting, the member
- (1) attends at least 60% of the regular meeting of another club or of a provisional club; or
 - (2) attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps or of a provisional Rotaract or Interact club or Rotary Community Corps; or
 - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the Board of Directors of RI or the president of RI acting on behalf of the Board of Directions of RI, a Rotary multi-zone conference, a meeting of the committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the Board of Directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
 - (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time and place; or
 - (5) attends and participates in a club service projects or a club-sponsored community event or meeting authorized by the Board; or
 - (6) attends a Board meeting or, if authorized by the Board, a meeting of a service committee to which the member is assigned.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) **At the Time of the Meeting.** If, at the time of the meeting, the member is
- (1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
 - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundations; or
 - (3) serving as the special representatives of the district governor in the formation of a new club; or
 - (4) on Rotary business in the employ of RI; or

- (5) directly and actively engaged in a district-sponsored or a RI or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
- (6) engaged in Rotary business duly authorized by the Board which precludes attendance at the meeting.

(c) **Extended Absence on Outposted Assignment.** If the member, while working within the member's own country of residence for an extended period on an outposted assignment and with the mutual agreement of the member's club and a designated club, attends meetings of the designated club.

Section 2 – Excused Absences. A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the Board. The Board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) 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 Board has approved.

Section 3 – RI Officers' Absences. A member's absence shall be excused if the member is a current officer of RI.

Section 4 – Attendance Records. Any member whose absences are excused under the provisions of subsection (b) of section 2 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

Article IX Directors and Officers

Section 1 – Governing Body. The governing body of this club shall be the Board constituted as the bylaws may provide.

Section 2 – Authority. The Board shall have a general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 – Board Action Final. The decision of the Board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article XI, section 6, may either appeal to the club or request arbitration. If appealed, a decision of the Board shall be reserved only by a two-thirds vote of the members present, at a regular meeting specified by the Board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

Section 4 – Officers. The club officers shall be a president, a president-elect and one or more vice-presidents, all of whom shall be members of the Board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the Board as the bylaws shall provide.

Section 5 – Election of Officers.

- (a) **Terms of Officers other than President.** Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) **Term of President.** The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office. The president shall serve as president-elect for the year immediately preceding the year as president. The president shall take office on 1 July and shall serve for a period of one (1) year or until a successor has been duly elected and qualified.
- (c) **Qualifications.** Each officer and director 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.

Article X Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article VI, section 4 shall not be required to pay a second admission fee.

Article XI Duration of Membership

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

Section 2 – *Automatic Termination.*

- a) **Membership Qualifications.** Membership shall automatically terminate when a member no longer meets the membership qualifications, except that:
 - (1) the Board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to Rotary club in the new community if the member is still active in the same classification and continues to meet all other conditions of club membership;
 - (2) the Board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member remains active in the same classification and continues to meet all other conditions of club membership; and
 - (3) a member whose classification is lost without default of the member may retain such classification and be granted a special leave of absence not to exceed one (1) year to enable the member to obtain new employment in the current or a new classification. Such member must continue to meet all other conditions of club membership. Termination of membership would take effect only at the end of the period of leave granted to the member.
- b) ***How to rejoin.*** When the membership of a member has terminated as provided in subsection (a) of this section, such person may make new application for membership, under the same or another classification. A second admission fee shall not be required.
- c) ***Termination of Honorary Membership.*** Honorary membership shall automatically terminate at the end of the term for such membership as determined by the Board. However, the Board may extend an honorary membership for an additional for an additional period. The Board may revoke an honorary membership at any time.

Section 3 – *Termination- Non-Payment of Dues.*

- a) ***Process.*** Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the Board.
- b) ***Reinstatement.*** The Board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification has been filled.

Section 4 – Terminations – Non-Attendance.

- (a) **Attendance Percentages.** A member must
 - (1) attend or make up at least 60% of club regular meetings in each half of the year;
 - (2) attend at least 30% of this club's regular meetings in each half of the year. If a member fails to attend as required, the member's membership shall be subject to termination unless the Board consents to such non-attendance for good cause.
- (b) **Consecutive Absences.** Unless otherwise excused by the Board for good and sufficient reason or pursuant to article VIII, sections 2 or 3, each member who fails to attend or make up four consecutive regular meetings, shall be informed by the Board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the Board, by a majority vote, may terminate the member's membership.

Section 5 – Termination – Other Causes.

- (a) **Good Cause.** The Board 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 Board members, at a meeting called for that purpose.
- (b) **Notice.** Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the Board. The member shall have the right to appear before the Board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) **Filling Classification.** When the Board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators as been announced.

Section 6 – Right to Appeal or Arbitrate Termination.

- (a) **Notice.** Within seven (7) days after the date of the Board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention either to appeal to the club or to arbitrate as provided in article XV.
- (b) **Date for Hearing of Appeal.** In the event of an appeal, the Board shall set a date for hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meetings and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) **Arbitration.** In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.
- (d) **Appeal.** If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) **Decision of Arbitrators or Umpire.** If arbitration is requested, the decision reached by the arbitrators, or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 – Board Action Final. Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 – Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the Board if the member has no indebtedness to this club.

Section 9 – Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club.

Article XII Community, National and International Affairs

Section 1 – Proper Subjects. The merits of any public question involving the general welfare of the community, the nation and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 – No Endorsements. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 – Non-Political.

(a) **Resolutions and Opinions.** This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.

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

Section 4 – Recognizing Rotary's Beginning. The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements and focus on programs of peace, understanding and goodwill in the community and throughout the world.

Article XIII Rotary Magazines

Section 1 – Mandatory Subscription. Unless, in accordance with the bylaws of RI, this club is excused by the Board of Directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the Board of Directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2 – Subscription Collection. The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the Board of Directors of RI.

Article XIV Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article XV Arbitration

Section 1 - Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 - Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 - Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of Rotary International or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) **Mediation Outcomes.** The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s), and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.

(b) **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 - Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 – Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article XVI Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article XVII Interpretation

Throughout this constitution, the terminology "mail," "mailing" and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article XVIII Amendments

Section 1 – Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 – Amending Article II and Article III. Article II (Name) and Article III (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of a majority of members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment

shall be submitted to the Board of Directors of RI for its approval and shall become effective only when so approved.

Constitution revised on January 1, 2007.

Accepted/Approved by the Board of Directors on April 17, 2007.

Voted and Approved by club membership on May 30, 2007.

**BYLAWS OF THE ROTARY CLUB OF
ALLENTOWN WEST - WESTERN LEHIGH COUNTY, PA.**

Definitions:

1. **Board:** The Board of Directors of this club.
2. **Director:** A member of this club's Board of Directors.
3. **Member:** A member, other than an honorary member, of this club.
4. **RI:** Rotary International.
5. **Year:** The twelve-month period that begins on 1 July.

Article I Election of Directors and Officers.

Section 1 - At a regular meeting in November, one month prior to the meeting for election of officers, the presiding officer should ask for nominations by members of the Club for President, President-elect, Vice-president, Secretary, Treasurer, Sergeant-at-arms, and four Directors-at-large who, along with the Immediate Past President, will constitute the Board of Directors. One Director-at-Large will be elected to progress through the ranks of Vice-president, President-elect and President.

The nominations may be presented by a nominating committee or by members from the floor. The make-up of the nominating committee will be the two immediate Past Presidents, and the President-elect, with the immediate Past President serving as Chair. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the December annual meeting. Note that more candidates may be listed than positions available. The candidates for positions listed above receiving the majority of the votes, shall be declared elected to their respective offices.

The president elected in such balloting shall serve as a member of the Board as president-elect for the year commencing on the first day of July next following election, and shall assume office as president on the first day of July immediately following the year of service on the Board as president-elect.

Section 2 - The officers and directors, so elected, together with the immediate past president shall constitute the Board of Directors.

Section 3 - A vacancy in the Board of Directors or any office shall be filled by action of the remaining members of the Board.

Section 4 - A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the Board of Directors.

Section 5 - Any standing committee chairpersons, other than those named under Article II, shall be appointed by the President and if asked to attend Board meetings will have no voting privileges.

Article II Board of Directors

The governing body of the Club shall be the Board of Directors elected in accordance with article I, section 1, of these bylaws. The composition of the club's board of directors will be President, President-elect, Vice President, Secretary, Treasurer, Sergeant-at-Arms, the Immediate Past President and the four Directors-at-large who will be appointed to chair the Service Projects, The Rotary Foundation, Public relations and Fund Raising committees.

These are the eleven (11) voting members. Upon taking office the President-elect will be the chair of the club's Administration committee, the Vice President will be the chair of the club's Membership committee.

Article III Duties of Officers

The Officers and Directors of the club will ensure that the club operates within the guidelines of RI, the District 7430 Procedures & Guidelines, and its own constitution.

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 pertains to the office.

Section 2 - President-elect. It shall be the duty of the President-elect to serve as a member of the Board of Directors of the club, to preside at meetings of the club in the absence of the president, to be the chair of the club's Administration committee, and to perform such other duties as may be prescribed by the President of the Board.

Section 3 - Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and Board in the absence of both the President and the President-elect, to be the chair of the club's Membership committee, and to perform such other duties as ordinarily pertains to the office of vice-president.

Section 4 - Secretary. It shall be the duty of the secretary to keep membership records; record the attendance at meetings and report attendance status as requested by the Board; send an updated membership roster to club members when changes in membership occur; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and including prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5 - Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the Board and/or the President, 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.

Section 6 - Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the Board.

Article IV Meetings

Section 1 - Annual Meetings. An annual meeting of this club shall be held on the 2nd Wednesday in December in 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 WEDNESDAY at 7:30 AM.

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 VIII, section 2 (b) of the Club's 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 sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club, or as otherwise provided in the Club's constitution, article VIII, Section 1.

Section 3 - One third of the membership shall constitute a quorum at the annual and regular meetings of this club. Half of the membership plus one present at the annual or regular meetings shall constitute a quorum to amend these bylaws, per Article XV.

Section 4 - Regular meetings of the Board shall be held on a monthly basis. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the Board, due notice having been given.

Section 5 - A majority of the board members shall constitute a quorum of the Board.

Article V Fees and Dues

Section 1 - The admissions fee shall be set by the board and is to be paid before the applicant can qualify as a member.

Section 2 - The per annum membership dues shall be set by the board and be payable semiannually on the first day of July and of January, with the understanding that an amount established by RI of each semiannual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

Article VI Method of Voting

The business of this club shall be transacted by viva voce except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by viva voce vote.

(Note: Viva voce vote is defined as when club voting is conducted by vocal assent.)

Article VII Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service through the club committee and subcommittee structure.

Article VIII Committees

Section 1 - Club committees are charged with carrying out the annual and long-range goals of the club. The Nominations Committee composed of the president-elect, the two immediate past presidents and the Board should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure continuity and consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees of the Board should be appointed in accordance to Article II as follows:

- **Club Administration** -- chaired by the President-elect -- This committee should conduct activities associated with the effective operation of the club, including the administration, maintenance and regular update of the club's Web site.
- **Membership** -- chaired by the Vice President -- This committee should develop and implement a comprehensive plan for the recruitment and retention of members. Also, this committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object and activities of Rotary at all levels; and oversee the orientation of new members during the first year in the club. In addition, this committee shall devise means for encouraging attendance at all Rotary meetings including attendance at district conferences, inter-city meetings, regional

conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of 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. Furthermore, the committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club, and shall counsel with the Board on all classification problems.

- **Service Projects** -- chaired by a Board member and appointed by the president -- This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation** -- chaired by a Board member and appointed by the president -- This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
- **Club Public Relations** -- chaired by a Board member and appointed by the president -- This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Fundraising** -- chair appointed by the president -- This committee should develop and implement strategic fundraising activities and allocation plans to fund club service projects that address the needs of its community and communities in other countries.

[Note: Where the words "appointed by the president" appear, it is the president-elect who makes the appointment for the next Rotary year.]

Section 2 - Additional ad hoc committees, such as committees dealing with various aspects of youth activities may be appointed as needed.

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

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

(c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in The Club Committee Manual. A club may develop a different committee structure as needed.)

Section 3 – Term limits.

A club member elected or appointed to a position as a club officer, director, committee chair, or Allentown-west Foundation officer is expected to serve one year and may be continued for an additional two years, if re-elected or re-appointed. With the unanimous approval of every member of the board of directors, a fourth year of service may be allowed

Article IX Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The Service Projects committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, subcommittees, mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

Section 1 – Other subcommittees that may be appointed:

The Board, the President and the President-elect have the discretion to create any committees that are required to effectively meet its service and fellowship needs.. A club may develop a different committee structure as needed.

A sample listing of such optional committees includes the following:

(a) Newsletter Committee. This committee shall elicit Rotary-related articles for publication from the Board, committee chairs and club membership that are of interest to the club membership, and to compile, edit and publish the monthly Newsletter in the club's Web site . This committee is also responsible for ensuring that all club members receive a copy of the Newsletter.

(b) 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.

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

(d) Magazine Committee. This committee shall stimulate reader interest in THE ROTARIAN; sponsor a magazine month; 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 other 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-Rotarian.

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

(e) 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 the respective vocations

(f) Human Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing with the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

g) Community Development Committee. This committee shall devise and carry into effect plans which will seek input from the community to guide and assist the members of the club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(h) Environmental Protection Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.

(i) Partners in Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

Article X Leave of Absence

Upon written applications to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing the member from attending the meetings of the club for a specified length of time. Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the 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 article VIII, section 2 (b) of the club's constitution is not computed in the attendance record of the club.

Article XI Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person appointed and approved by the Board shall be made once each year.

Section 5 – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Section 7 - The Club established a Foundation in 2002 known as the Rotary Club Foundation of Allentown West, Western Lehigh County, Pa. Its purpose is to provide a vehicle for members and friends to make donations and gifts that will be available for charitable activities as selected by the Club. (As a 501-C3 Foundation. Such donations are tax deductible.)

Article XII Method of Electing Members

Section 1 - The name of a prospective member, proposed by an active member of the club, shall be submitted to the Board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The Board shall ensure that the proposal meets all the classifications 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, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 - If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within seven (7) days following publication 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 this admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 - Following the election, the President shall arrange for the induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary Membership committee shall provide appropriate literature for presentation at the induction as well as to assign the new member to a club project or function.

Section 7 – The club may elect, in accordance with its constitution, honorary members proposed by the board.

Article XIII Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the Board. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussions.

Article XIV Order of Business

Meeting called to order.
Introduction of visiting Rotarians and visitors.
Correspondence and announcements and Rotary information.
Committee reports if any.
Any unfinished business.
Any new business.
Address or other program features.
Adjournment.

Article XV Amendments

These bylaws may be amended at any regular meeting with a quorum of one third of the membership being present. A 50% plus one vote of all members present will be required, provided that a notice of such proposed amendment shall have been communicated to each member via electronic means, written notice or the Newsletter 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.

Article XVI Attendance

Article VIII of this Club's Constitution provides details of the attendance policy. The Club Secretary must maintain good attendance records for all members. The board is encouraged to audit the members' attendance performance at least quarterly. The board also is encouraged to take appropriate action to improve poor attendance keeping in mind the elements of the four-way test regarding being fair, building good will and friendships, and being beneficial to all concerned.

Article XVII Strategic Plan

It is recommended that the Board create and maintain an ongoing Strategic Plan looking forward three or more years to guide the club leaders. The board should appoint a board member to keep the plan current and to provide periodic status reports to the club members.

Revised February 19, 2007.

Accepted/approved by the AW RC Board of Directors on 2/27/2007.

Voted and Approved by AW RC membership on 5/30/2007.