

The bylaws of Rotary International provide that each club admitted 1 to membership in RI shall adopt this prescribed standard club constitution.

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ROTARY CLUB OF FORTUNA

P.O. Box 1002

Fortuna CA 95540

Chartered 1927

CONSTITUTION OF THE ROTARY CLUB OF FORTUNA CALIFORNIA DISTRICT 5130

[As adopted: November, 2007]

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 this begins on 1 July.

Article II - Name

The name of this organization shall be Rotary Club of Fortuna.

Article III - Locality of the Club

The locality of this club shall include the city limits of Fortuna and adjacent communities of Loleta on the North, Redcrest on the south and Peanut on the east.

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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 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.

Article V - Meetings

Section 1 – Regular Meetings.

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

(b) 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.

(c) 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.

Notwithstanding the provisions of article VI, section 2, no one who 2 was a member of a Rotary club as of 1

July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council on Legislation.

3 The 2001 Council on Legislation adopted an enactment which eliminated types of membership (senior

active, past service and additional active) and revised the classification principle. However, no one who is a

member of a Rotary club as of 1 July 2001 will lose membership by reason of the new provisions. All such persons

will be considered active members.

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Section 2 – Kinds. This club shall have two kinds of membership, namely: active and honorary².

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.

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 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 and those persons

considered friends of Rotary for their permanent support of Rotary's cause 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 club³.

(b) Rights and Privileges. Honorary members shall be exempt from the payment of admission 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. Notwithstanding the provisions of article 4 VII, section 2, no one who was a member of a Rotary club as of 1 July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council on Legislation.

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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) Correction or Adjustment. If the circumstances warrant, the board 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 ten percent [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 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 limitations⁴.

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 fifty percent [50%] 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:

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(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 fifty percent [50%] of the regular meeting of another club or of a provisional club; or

(2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; 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 directors of RI, a Rotary multizone conference, a meeting of a 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 or place; or

(5) attends and participates in a club service project 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; or

(7) participates through a club Web site in an interactive activity requiring an average of 30 minutes of participation.

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 Foundation; or

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- (3) serving as the special representative 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 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.

Section 2 – Extended Absence on Outposted Assignment. If a member will be working on an out posted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member’s club, provided there is a mutual agreement between the two clubs.

Section 3 – 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 4 – RI Officers’ Absences. A member’s absence shall be excused if the member is a current officer of RI.

Section 5 – Attendance Records. Any member whose absences are excused under the provisions of sections 3 or 4 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 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 11, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the

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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 and shall serve as president-nominee upon election. The nominee shall take the title of president-elect upon the election of a successor. The president shall take office on 1 July and shall serve 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 6, section 4 shall not be required to pay a second admission fee.

Article XI - Duration of Membership -Disciplinary Actions

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

Section 2 – Automatic Termination.

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(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 a Rotary club in the new community if the member continues to meet all 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 continues to meet all 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, provided such person's membership

was in good standing at the time of termination, 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 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 is in conflict with article 7, section 2.

Section 4 – Termination — Non-attendance.

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(a) Attendance Percentages. A member must

(1) attend or make up at least 60 percent of club regular meetings in each half of the year; provided however, a member shall attend or make up at least 50 percent of club regular meetings in each half of the year, effective July 1, 2008.

(2) attend at least 30 percent of this club's regular meetings in each half of the year; provided, however, a member shall attend at least 25 percent of this club's regular meetings in each half of the year, effective July 1, 2008.

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 8, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's nonattendance 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 has been announced.

Section 6 – Right to Appeal, Mediate, 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 to appeal to the club, request mediation, or to arbitrate as provided in article 15.

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(b) Date for Hearing of Appeal. In the event of an appeal, the board shall set a date for the 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 meeting and its special business shall be given to every member.

Only members shall be present when the appeal is heard.

(c) Mediation or Arbitration. The procedure utilized for mediation or arbitration shall be as provided in article 15.

(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.

Section 10 – Standards of Conduct and Disciplinary Action. Standards of Conduct and Disciplinary Action shall be as set forth in the Bylaws, as from time to time amended.

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 and Mediation

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.

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Section 2 – Amending Article 2 and Article 3. Article 2 (Name) and article 3 (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 not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed or emailed to or personally served upon 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.

Adopted this _____ day of November, 2007, by the Members of the Rotary Club of Fortuna, by the following vote:

Ayes: _____

Noes: _____

Abstentions: _____

Robert A. Zigler, President

ATTEST:

Kathleen Lanferman, Secretary

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ROTARY CLUB OF FORTUNA

P.O. Box 1002

Fortuna CA 95540

Chartered 1927

BYLAWS OF THE ROTARY CLUB

OF

FORTUNA CALIFORNIA DISTRICT 5130

[As adopted: November ____, 2007]

Article I - Definitions

The following words shall have the following definitions:

1. Club [or] this club: The Rotary Club of Fortuna, District 5130.
2. District: Rotary International District 5130.
3. RI: Rotary International.
4. TRF: The Rotary Foundation.
5. Board: The Board of Directors of this club.
6. Director: A member of this club's Board of Directors.
7. Member: A member, other than an honorary member, of this club.
8. Year: The twelve-month period that begins on 1 July.

Article II - Board

The governing body of this club shall be the board consisting of members of this club, namely, directors, elected in accordance with article 3, section 1 of these bylaws, and the president, vice president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the immediate past president.

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Article III - Election of Directors and Officers

Section 1 - At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice president, secretary, treasurer, and directors.

The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors.

The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

Section 2 - The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 - A vacancy in the board or any office shall be filled by action of the remaining directors.

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

Article IV - Duties of Officers

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

Section 2 - President-elect. It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 - Vice president. It shall be the duty of the vice president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice president.

Section 4 - Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; 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 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

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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 it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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 other duties as may be prescribed by the president or the board.

Article V - Meetings

Section 1 - Annual Meeting. An annual meeting of this club shall be held in November of each year, at which time the election of officers and directors to serve for the ensuing year shall

take place. Pursuant to Article 5, Section 2 of the Constitution of the Rotary Club of Fortuna said annual meeting for election of officers shall be held not later than December 31 of each year.

Election Procedure. The Election procedure shall be as follows:

Annually, in November, the Board of Directors shall elect a president, vice president (who shall be considered the president elect), secretary and a treasurer. The four immediate past presidents and the current president shall serve as a nominating committee and submit their nominees to the Board of Directors no later than the second Thursday of October. The list of nominees shall be published in the Club Newsie Notes covering the meeting of the second Thursday of October.

Additional persons may be nominated for any office by a petition signed by 20% of the active members. Such petition must be submitted to the Club secretary by the first Thursday of November. The names of the additional nominees shall be published in the issue of Newsie Notes

covering the meeting of the first Thursday of November. If the secretary does not receive a petition by the first Thursday in November the Board may act on the report of the nominating committee immediately. If a petition is received, the Board of Directors shall act upon the report of the nominating committee and the petition not sooner than one week after Newsie Notes for the first Thursday in November has been mailed.

Section 2 - Regular Meetings. The regular weekly meetings of this club shall be held at noon on Thursdays at Hunan's in Fortuna. 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 Rotary Club of Fortuna 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 fifty percent (50%) of the time devoted to

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the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the

Rotary Club of Fortuna Constitution, Article VIII, Sections 1 and 2.

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

Section 4 - Board Meetings. Regular meetings of the board shall be held on the day of the week to be determined by each president upon commencing office during the last week of every odd numbered month starting with July. 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 - Quorum. A majority of the directors shall constitute a quorum of the board.

Article VI - Fees and Dues

Section 1 - The initiation fee shall be \$50 to be paid before the applicant can qualify as a member. Fees may be waived at the discretion of the Board.

Section 2 - The membership dues shall be \$280 per annum, plus yearly assessments as approved by the Board of Directors, payable semiannually one-half on the first day of July and the other half on the first day of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine, THE ROTARIAN. Applicant's dues will be prorated based upon admission date.

Section 3 - Throughout the fiscal year fines will be paid in increments as recognition in weekly meetings totaling \$100 for membership in the Century Club, or in greater amounts with consent of the member, not to exceed \$200.

Article VII - Method of Voting

The business of this club shall be transacted by viva voce vote 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.

Article VIII - 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.

Article IX - Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When 1. 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.

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feasible, committee members should be appointed to the same committee for three years to ensure 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 should be appointed as follows¹ and the duties are as set forth in

Exhibit "B" attached hereto:

1. Membership.
2. Club Public Relations.
3. Club Administration.
4. Service Projects.
5. The Rotary Foundation.
6. President's Development Council

Subcommittees should be appointed as set forth in Exhibit "A" hereto. Additional ad hoc committees may be appointed from time to time as desired.

(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.

Article X - Duties of Committees

Section 1 - Duties in General. 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 reference appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year. Each committee shall have a specific mandate, clearly defined goals, and action plans

2. Note: 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 8, sections 3 and 4 of the Rotary Club of Fortuna Constitution is not computed in the attendance record of the club.

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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, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

All committee chairs shall familiarize themselves with manuals and other material developed by Rotary International for the benefit of such chairs.

Section 2 - Duties of Committees, subcommittees and ad hoc committees. The duties of the standing committees are as set forth in Article IX, above, and in Exhibit "B" attached hereto. The duties of the subcommittees and ad hoc committees shall be as set forth in Exhibit "B."

Article XI - Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.²

Article XII - 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. If the Board desires to make any disbursements over \$750.00 that have not been budgeted, the membership shall be advised of the proposal through Newsie Notes at least two weeks before the Board takes action.

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 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.

3. Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretary.

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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 dates³.

Section 7 - Scholarship funds may be managed by the Humboldt Area Foundation, by the Fortuna Foundation, by the planned and soon to be formed Rotary Club of Fortuna Foundation, or in limited situations, after due consideration of tax consequences, it is deemed best to maintain the funds in the Club's accounts in-house.

Article XIII - 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 shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The board shall ensure that the proposal meets all the classification and membership requirements of the Standard Rotary 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 the 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 new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI, and the president will assign a member

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to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 - New members must attend a meeting of one other club, one board meeting, and give their craft talk at a regular meeting before their membership with the club is vested.

Section 8 - The club may elect, in accordance with the Standard Rotary Club

Constitution, honorary members proposed by the board.

Article XIV - Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article XV - Standards of Conduct

Section 1 - Basic Standard. Each Member shall be responsible for maintaining the knowledge, skills, and abilities necessary to perform the duties and responsibilities for which he or she is assigned.

Section 2 - Training Reimbursement. Training which will be beneficial to the Club may be approved by the Board for tuition reimbursement, provided the operating budget of the Club includes funds set aside for such expenses.

Section 3 - Causes of Discipline or Removal from Assigned Duties. Grounds for discipline or removal from assigned duties of a Member shall include but not be limited to, the following:

1. Willful breach of any provision contained in the Constitution of this Club, these Bylaws, or rules and regulations established by Rotary International or District 5130.
2. Objectably disruptive conduct during club meetings or events.
3. Conduct adversely affecting the purpose or business of this Club.
4. Persists misconduct by a Member in pursuing a course of action that seriously injures the standing of the Club in the community after being requested by the Board to desist
4. Notoriously disgraceful conduct.
5. Fraud in securing membership.
6. Incompetency, inexcusable neglect, or inefficiency in the performance of assigned duties, including, but not limited to, excessive absenteeism.

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7. Insubordination constituting a serious breach of discipline.
8. Dishonesty.
9. Being under the influence of alcohol, narcotics, or illicit drugs or alcoholism, or drug addiction which affects performance of duty or the good standing of the Club in the community.
10. Conviction of a misdemeanor involving moral turpitude or of any felony.
11. Discourteous treatment of the public, the Club president, other members of the Club, or visitors at Club meetings or events.
12. Willful or negligent misuse, damage, or destruction of public or private property, or Club equipment.
13. Unauthorized use of Club equipment or use of position for personal advantage.
14. Misuse of Club identification cards, badges, or insignia.
15. Violation of health or safety procedures, policies, or rules established by the Club.

Article XVI - Disciplinary Action

Section 1 - General Authority. In addition to termination of membership as set forth in the Constitution of the Rotary Club of Fortuna, a Member may receive counseling, oral reprimand, written reprimand, temporary suspension from club membership, removal from committee assignments, or demotion from committee assignments for good and reasonable cause.

It is the purpose of this procedure to provide Members subject to disciplinary actions with

all the rights to which they are entitled under Rotary International, the Constitution of the United States, the Constitution of the State of California, and other applicable Local, State and Federal authority to provide an orderly procedure for notice, pre-action response meeting, and formal hearing on appeal after disciplinary action.

Section 2 - Warnings and Reprimands. Whenever Member performance of duties falls below the required level or when an Member's conduct falls under one of the causes for action listed in Article XV of these Bylaws, the Board, shall inform the Member promptly and specifically of such lapses. If appropriate and justified, a reasonable time for improvement or correction may thereafter be allowed before any further disciplinary action is initiated. In situations where an oral warning has not resulted in the correction of the condition or where more

severe initial action is warranted, a written reprimand shall be sent to the Member.

Section 3 - Suspensions. In those cases where one or more written reprimands has not proved to be effective, or where the seriousness of the events or conditions warrants it, a Member may be suspended from membership for a period not to exceed 30 calendar days for each offense.

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Section 4 - Removal from Assigned Duties. When other forms of disciplinary action have proved ineffective, or where the seriousness of the offense or condition warrants it, the Board may effectuate the removal from assigned duties of a Member.

Section 5 - Causes for Actions. Appropriate disciplinary action includes, but is not limited to, any causes listed in Article XV of these Bylaws.

Section 6 - Notice. Except in emergency situations, Members shall be entitled to prior notice of the intended written reprimand, removal from assigned duties, together with notice of any charges, copies of any materials on which the action is based, and a right to respond to the charges orally or in writing.

Written notice of intended disciplinary action shall be given by personal delivery or by certified mail. If there is a refusal to accept certified mail, notice shall be deemed to have been received on the date of refusal. Notice shall be given five (5) working days in advance of the date the action is proposed to be taken.

The notice shall contain:

1. The reasons for the proposed disciplinary action, including the specific rules or regulations allegedly violated, and an explanation of the reasons sufficient to inform the Member of the nature of the charges against him or her.
2. A complete copy of the charges and recommended disciplinary action.
3. A notice that copies of all written materials on which the charges and recommendations are based are available for review upon written request by the Member or his representative.
4. Notice that the Member is entitled to an opportunity to respond before the Board, to the charges orally or in writing, or both, personally or with a representative.
5. Notice that if no written request to respond is made by the Member within five (5) working days, the Board may proceed to order the disciplinary action and the Member shall be deemed to have waived all rights to a hearing from any action taken.

If a requested response meeting is held, at the meeting the Member shall be presented with copies of the materials on which the charges and recommendations are based unless the

Member otherwise requests such materials in advance. If the materials are too voluminous to copy easily or are confidential, a description of the materials and a reasonable opportunity to inspect, summarize, or make copies shall be provided unless, in the opinion of the Club's legal counsel, the copying of records would violate their confidentiality. In any event, a Member and/or his/her representative would have equal access to all materials which are the basis for disciplinary actions.

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If, during the five (5) day period, the Member does not request in writing an opportunity to respond, the Board may proceed to order disciplinary action and the Member shall be deemed to have waived all rights to a hearing of appeal from any action taken. Failure to request an opportunity to respond shall constitute a failure to exhaust administrative remedies.

If the Member requests an opportunity to respond, the Board, shall give the Member a minimum of two (2) working days' written notice of the time and place of meeting at which the Member may respond. The Board, shall not take the intended action until the conclusion of the response meeting.

At the time and place set for the meeting, the Member may respond orally and/or in writing, personally or by or with a representative. Neither the Board, nor the Member may call witnesses or take testimony. At the meeting, the Board, may consider the information presented by the Member and/or representative, and any other pertinent information. If at the meeting, any new charges or bases for disciplinary action are imposed, whether stemming from existing information, new information, new information, or new theories or analyses of facts or events, the Member shall be accorded the same rights and opportunities as he/she had during the notice proceedings.

At the conclusion of the response meeting or within fifteen (15) calendar days, the Board, shall issue an order taking or determining not to take disciplinary action and shall give written notice thereof to the Member, along with an explanation of the basis for the decision. All decisions involving removal from assigned duties shall require the approval of the President of the Club.

Section 7 - Appeal Process.

Conduct of Hearing.

All hearings before the Board shall be informal.

There shall be no formal rules of evidence.

The Member shall present his/her own case or designate a representative who may be an attorney, but need not be an attorney.

The President, or his or designee shall present the case on behalf of the Club.

The Club's attorney, if he is present, shall not serve as an advocate for either party. His or her responsibility would be to advise the Board as to the law and its bearing on the matters under discussion. Nothing herein, shall, however, prohibit the Club from retaining independent counsel to represent the Club's interests.

All hearings shall be closed to the general membership, except at the request of the affected Member. Upon written request for an open hearing, the hearing shall be open to the general membership.

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All appeals proceedings shall be tape recorded. A copy of such recording shall be made

available to the Member at cost. Recordings and records of appeal proceedings shall be maintained by the Club Secretary for a period of two (2) years after the final decision is rendered by the Board. Either party may request a stenographic reporter to record the proceedings. The cost of a stenographic reporter shall be borne by the requesting party. In the event a transcript is requested by either party to a proceeding, the original and one (1) copy thereof shall be filed with the Club Secretary after its preparation by the stenographic reporter is complete.

Any court action brought by either party must be brought within ninety (90) days of the final decision of the Board.

Costs. Costs shall be borne by the party requesting the copying, preparing, mailing, and all other aspects of providing the requesting party or his/her/its representative with records and information necessary to the response and appeal process.

Article XVII - Order of Business

Meeting called to order.

Pledge of Allegiance.

Invocation.

Introduction of visiting Rotarians Introduction of guests of Rotarians.

Correspondence, announcements, Rotary information and Presidential time.

Committee reports if any.

Any unfinished business.

Any new business.

Address, Assembly, or other program features, as scheduled.

Birthdays and Anniversaries.

Drawing.

Adjournment.

Article XVIII - Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed or emailed to or personally served upon each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Standard Rotary Club Constitution and with the constitution and bylaws of RI.

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EXHIBIT "A" TO BYLAWS

OFFICERS, STANDING COMMITTEES AND SUBCOMMITTEES

[COMMITTEE STRUCTURE]

1. Club Administration

Officers

Secretary

Assistant Secretary

Treasurer

President-elect

President-elect-nominee

Immediate past President

Board of Directors One Year Remaining:

Two Years Remaining:

Three Years Remaining:

President's Development Council: [President, 3 Immediate past Presidents, President-elect, President-elect-nominee]

Attendance

Club Bulletin and Magazines

Club Service Awards [Awards for 4 Avenues of Service (Club, Community, Vocational, & International), Youth Service, Presidential Citation, Silent Rotarian, Service Above Self Awards]

Fellowship

Greeter [12 Newest Members - One Month Duty Each]

Steak Dinner & Golf

Ferndale Fair

Rotary Day

Sweetheart Lunch

Softball Game vs. Fortuna Sunrise Club

Debunking Ceremony [Immediate Past President]

Finance

Committee: [All Members in Finance Related Industries]

Audit Committee

Budget

Grants Audits

Club Constitution and Bylaw Amendments [Financial Compliance Review]

Programs

Sergeant at Arms

Nominations/elections [President and Four Immediate past Presidents]

Constitution and Bylaw Review and Amendment

2. Club Public Relations

Publicity

Website

3. Membership

Membership Development

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Recruitment

Retention

Classification

Rotary Information

Prospective Member Education

New Member Orientation and Education

Continuing Member Education

Family of Rotary [New Rotary, Interact, and Rotaract Clubs] [As Needed]

4. Service Projects [President-elect, President-elect Nominee]

A. Club Service [Included in Club Administration, Public Relations, Membership, and The Rotary Foundation.]

B. Community Service

(1) Human Development Committee

(a) Youth Service

Youth Exchange Interact
Youth Scholarships & Scholarship Dinner
Dictionaries
Speech Contest
(b) Easter Seals Telethon
(2) Community Development,
(a) Major Project
Design Review Committee
Rotary Foundation Simplified Grant Writer, If Applicable
(b) Community Events [Non-fund-raising]
Rodeo Chile Cook-off
Rodeo Parade Float
Apple Harvest Tractor Drivers and Coordinator
Electric Lighted Parade
(3) Environmental Protection
RI Preserve Planet Earth Program
(4) Partners in Service
C. Vocational Service
D. International Service
Project
Rotary Foundation Grant Writing
RI World Community Service Program
E. Fund Raising [President-elect, President-elect Nominee]
Major Fund Raiser
Planning Committee/Auction/Oysters/Beverage Sales/Financial Accounting
Other Fund Raisers as Approved from Time to Time
Art & Wine
Planning Committee/Oysters /Auction/Beverage Sales/Wine Donations
Hops in Humboldt
Planning Committee/Financial Accounting/Approval of Expenses/Disbursals
Pheasant Feed
Golf Tournament

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AutoXpo Tri-tip Booth
Buck Pool
Sports Pools
Beverage Sales
Bar Tenders, as Needed, in Shifts
Silent Auctions/Donations from Club Members/Silent Auction Events
5. The Rotary Foundation
Foundation Programs & Education
Financial Contributions and Education
Paul Harris Fellowships
Grant Applications
Polio plus

Group Study Exchange [GSE Visit & Dinner]

6. Miscellaneous and Ad Hoc Committees

Ad Hoc Fortuna Rotary Foundation Formation & 501(c)(3)

Review Articles of Incorporation & Bylaws for Compliance

Review of IRS Form 1023, Application for Exemption under IRSC § 501(c)(3).

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EXHIBIT "B" TO BYLAWS

DUTIES OF OFFICERS, STANDING COMMITTEES AND SUBCOMMITTEES

Section 1. Club Administration.

1. Officers. The duties of the officers of this club are set forth in Article IV of the bylaws. The duties of the Board are as set forth throughout the Constitution of the Rotary Club of Fortuna

and these Bylaws. In addition, the president-elect and president-elect nominee shall co-chair the Service Projects Committee and oversee all fund raising efforts.

2. President's Development Council. The President's Development Council shall be responsible for planning and training at the club level. It shall meet at least every third month and shall discuss and formulate one, three, and five year plans with regard to areas including, but not limited to the following:

1. What our club stands for in the community
2. Club size and demographics
3. Club Service
4. Vocational Service
5. Community Service (projects and fund raising)
6. International Service
7. The Rotary Foundation participation and giving
8. Leadership development and training of the president-elect and board
9. Fundraising and finances
10. Public relations
11. Technology and
12. Membership

The committee shall consist of the sitting president, president-elect, president-elect nominee, and the three immediate past presidents. It shall be chaired by the immediate past president. Minutes shall be taken and transcribed the newest member of the committee.

3. Attendance. 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.

4. Club Bulletin. 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.

5. Magazines. 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;

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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-Rotarians.

6. Club Service Awards. This committee shall review and evaluate service performed by members and contributions to the club and recommend to the Board or make awards directly based on merit for the four Avenues of Service (Club, Community, Vocational, & International), Youth Service, Presidential Citation, Silent Rotarian, Service Above Self Awards.

7. Fellowship. 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. This committee will be responsible for assuring that flowers representing Fortuna Rotary Club be sent to funerals of active members who pass away. This committee will assign a greeter to greet members and guests as they enter the meeting and to assist

anyone needing assistance. This committee shall plan and make arrangements for social events for members and families of members, including, but not limited to, an annual steak dinner or similar event, Rotary Day at the Humboldt County Fair, the Sweetheart Lunch event, an annual softball game against the Rotary Club of Fortuna Sunrise, the debunking ceremony [Chaired by the Immediate Past President] and such other events as shall be planned by the Club.

8. Finance. This committee shall be responsible for the collection and disbursement of all funds entrusted to this club from every source in full compliance with normal accounting practices and for assurance of compliance with all rules and regulations imposed by Rotary International, the Board, and State and Federal law, rules and regulations. It shall assist the president and president-elect in the formulation of a budget, review all grants for compliance with Rotary International and District rules and regulations and make sure that all matters of a monetary nature are in compliance with the club Constitution and Bylaws and that the Constitution and Bylaws are in compliance with appropriate accounting practices.

9. Programs. This committee shall prepare and arrange interesting programs for the regular and special meetings of the club. Each member of the club will be notified and given one weekly program assignment.

10. Sergeant at Arms. This committee shall be responsible for the orderly conduct of meetings, assistance of members and guests as needed or requested, set up of the meetings, including the podium, microphone, banners, awards, and other displays, provide any assistance and/or equipment to guest speakers, as requested and as reasonably possible, and informally greet

members to find out information concerning important events or activities worthy of mention and recognition by the President.

11. Nominations/elections. This committee shall consist of the President and four immediate past presidents who shall nominate members for office.

Section 2. Club Public Relations.

This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; (2) to secure proper publicity for the club; and (3) maintain the club web site.

Section 3. Membership.

This committee shall actively develop membership and shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board. It shall be responsible for overseeing the subcommittees mentioned below.

1. Membership Development Subcommittee. This subcommittee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications. It shall be responsible for recruitment of new members and retention of existing members.
2. Classifications Subcommittee. This subcommittee 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.
3. Rotary Information Subcommittee. This subcommittee 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 their first year in the club.
4. Family of Rotary Subcommittee. This subcommittee shall be responsible for formation of new Rotary, Interact, and Rotaract Clubs, as deemed appropriate.

Section 4. Service Projects.

This committee shall be co-chaired by the President-elect and the President-elect nominee who shall oversee all service projects undertaken by the club, assure that all members are actively involved in at least one of four avenues of service, and assure that all members participate in at least one fund raising event. The funds raised during the year of co-chairmanship of this committee by the president-elect shall preliminarily determine the income budget for the president-elect during his or her year of presidency.

1. Club Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service, including, but not limited to, areas of club administration, public relations, membership, and administration of the club's Rotary Foundation activities. It shall also include organization of an annual softball game against the Rotary Club of Fortuna Sunrise. The chairman of the club service committee shall be responsible for regular meetings of the committee and subcommittees and shall report to

the board on all club service activities.

2. Community 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 community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service as follows:

(1) Human Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within 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. The Human Development Subcommittee, shall include, but not limited to, community youth service and scholarship programs, and Interact Club Activities, and may include the Dictionary program, the Speech Contest, the Easter Seals Telethon, and similar activities.

Interact. The Interact Committee Chair shall also promote interact, inform the club about Interact activities, and educate the club about Interact.

Youth Scholarships. The Scholarship Committee shall manage and improve the youth scholarship program.

(2) Community Development Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities. The Community Development Subcommittee, shall include, but not be limited to, an annual major community project and community non-fund-raising community, which may include events such as the Rodeo Chile Cook-off, the Rodeo Parade Float, Apple Harvest Tractor drivers, the electric lighted parade float, and similar activities.

The Major Project committee may appoint a subcommittee for design review and a subcommittee to process District Simplified grants to assist in funding community projects.

(3) 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.

(4) 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.

3. Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

4. International Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in

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matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service. Such activities

may include an international project and Rotary Foundation Grant Writing. The work of the committee shall also include any World Community Service projects designated by Rotary International, such as Polio Plus.

5. Fund Raising. The President-elect and President-elect-nominee shall co-chair the Fund Raising Committee. Its purpose is to raise funds for the club to pay for its administration, service projects, and all functions of the club.

The Fund Raising Committee shall include a Major Fund Raiser Subcommittee and such other subcommittees as shall from time to time be organized by the club. These optional subcommittees currently include Art & Wine, Hops in Humboldt, a Pheasant Feed, a Golf Tournament, an AutoXpo Tri-tip Booth, a Buck Pool, Sports Pools, Beverage Sales, and live and silent auctions.

Section 5. The Rotary Foundation Committee.

This committee shall raise funds for The Rotary Foundation and to promote members to become Paul Harris Fellows. It shall also be responsible for Foundation Programs & Education, Financial Contributions and Education, Grant Applications, Polio Plus program, Group Study Exchange [GSE Visit & Dinner], and such other programs and activities as shall be directed by the Board or the committee chair.

Section 6. Miscellaneous and Ad Hoc Committees.

The Board may direct the formation of such ad hoc committees as it shall deem reasonably prudent and necessary for the operation of the club and conduct of its activities. These ad hoc committees may include such committees as are necessary for the formation of a Rotary Club of Fortuna Foundation as a nonprofit corporation and attainment of tax exempt status as a 501(c)(3) for such corporation.