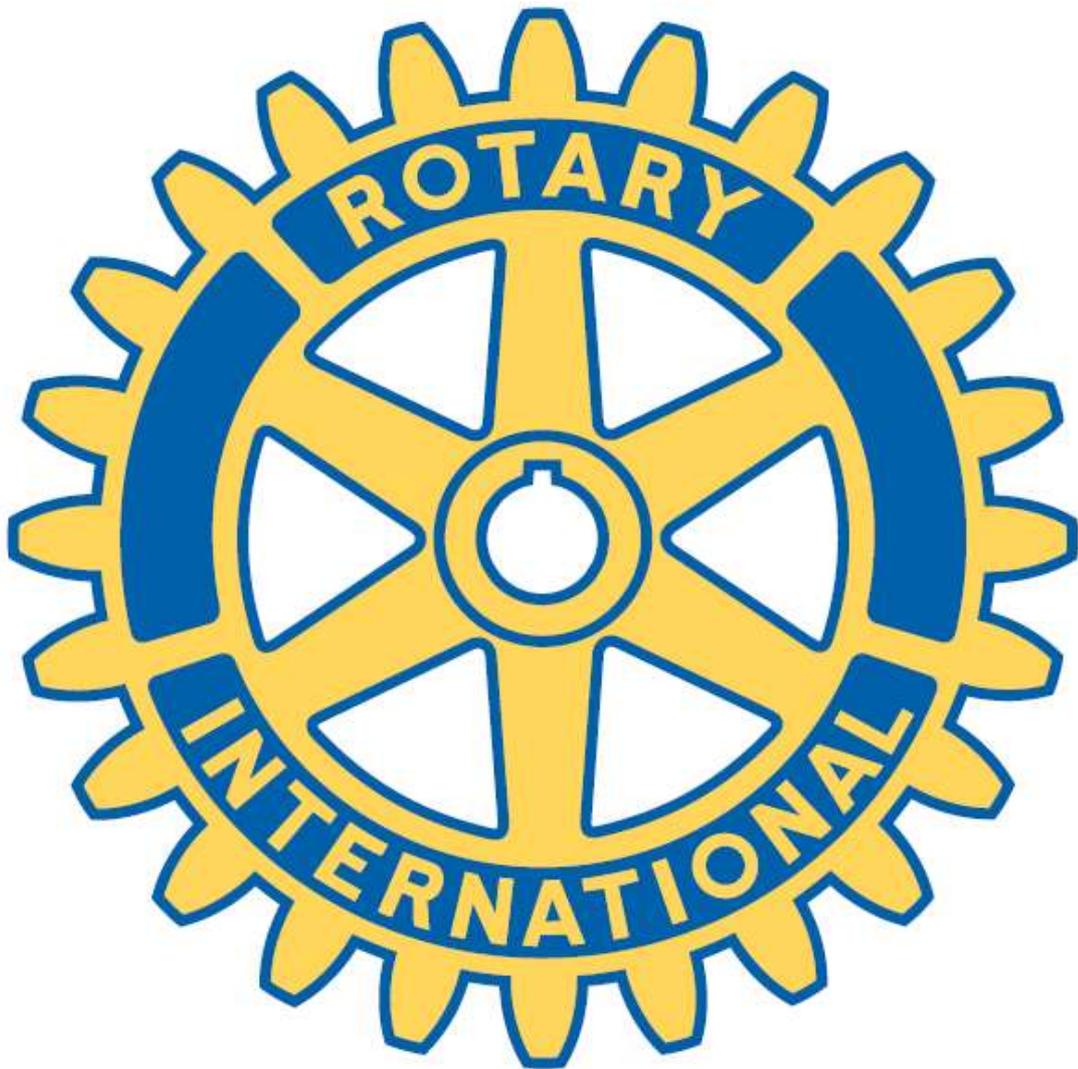


# Rotary Club of Fordingbridge



**GOVERNING DOCUMENTS  
2017**

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# Constitution of the Rotary Club of Fordingbridge 2017

## **Article 1 Definitions**

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

1. Council: The Council of this Club
2. Byelaws: The Byelaws of this Club
3. Council member: A member of this club's Council
4. Member: A member, other than an honorary member, of this club
5. RI: Rotary International
6. RIBI: The administrative and territorial unit of Rotary International in Great Britain and Ireland
7. Year: The twelve-month period which begins on 1 July
8. Club: when not otherwise qualified The Rotary Club of Fordingbridge

## **Article 2 Name**

The name of this organisation shall be: Rotary Club of **Fordingbridge** (Member of Rotary International)

## **Article 3 Purposes**

The purposes of this Club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

## **Article 4 Locality of the Club**

The locality of this Club is **Fordingbridge, Hampshire, United Kingdom and the surrounding communities**

## **Article 5 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 6 Five Avenues of Service**

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

### **Club Service**

The first Avenue of Service involves action a member should take within this Club to help it function successfully.

### **Vocational Service**

The second Avenue of Service has the purpose of promoting high ethical standards in businesses and professions, recognising the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.

### **Community Service**

The third Avenue of Service comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.

### **International Service**

The fourth Avenue of Service comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through co-operation in all club activities and projects designed to help people in other lands.

### **Youth Service**

The fifth Avenue of Service recognises the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programmes that enrich and foster world peace and cultural understanding.

### **Article 7      Exceptions to Provisions on Meetings and Attendance**

The byelaws may include rules or requirements not in accordance with *article 8, section 1; article 12; and article 15, section 4*, of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution; a club, however, must meet at least twice per month.

### **Article 8      Meetings**

*Section 1 is not used in accordance with Article 7 (see 2017 Club Byelaws)*

#### *Section 2 - Annual Meeting*

- a) An annual meeting for the election of Officers shall be held not later than 31st December as provided in the Byelaws.
- b) Not used in accordance with Article 7.

#### *Section 3 - Meetings of Council*

Written minutes should be provided for all Council meetings. Such minutes should be available to all members within 60 days of said meeting.

*See 2017 Bye-Laws for local variation*

### **Article 9      Exceptions to Provisions on Membership**

The Byelaws may include rules or requirements not in accordance with Article 10, sections 2 and 4 - 8 of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution.

**Note that this variation has been used in 2017 only in respect of Section 4**

## **Article 10      Membership**

### *Section 1 – General Qualifications*

This Club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

### *Section 2 - Types*

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

### *Section 3 - Active Membership*

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

### *Section 4 – not used under Article 9*

### *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.

### *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 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 council. Persons may hold honorary membership in more than one club.
- b) **Rights & Privileges** - Honorary members shall be exempt from the payment of 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 11     Classifications**

### *Section 1 - General Provisions*

- a) **Principal Activity** - Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognised activity of the firm, company or institution with which the member is connected or that which describes the member's principal and recognised business or professional activity or that which describes the nature of the member's community service activity.
- b) **Correction or Adjustment** - If the circumstances warrant, the council may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

### *Section 2 - Limitations*

This Club shall not elect a person to active membership from a classification if the Club already has five or more members from that classification, unless the Club has more than 50 members, in which case, the Club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10% of the Club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotaractor or Rotary Alumnus as defined by the Board of Directors of RI, 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 limitations.

## **Article 12     Attendance [See article 7]**

*This section replaced by provisions in 2017 Byelaws*

## **Article 13     Officers, Council Members and Committees**

### *Section 1 - Governing Body*

The governing body of this Club shall be the Council constituted as the Byelaws may provide.

### *Section 2 - Authority*

The Council shall have general control over all officers and committees and, for good cause, may declare any office vacant.

### *Section 3 - Council Action Final*

The decision of the Council 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 15, Section 6, may appeal to the Club, request mediation, or request arbitration. If appealed, a decision of the Council shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the Council, provided a quorum is present and notice of the appeal has been given by the Secretary to each member at least five 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, the Immediate Past President, a Secretary, a Treasurer and may include one or more Vice-Presidents, all of whom shall be members of the Council.

### *Section 5 - Election of Officers*

a) Terms of officers other than President:

Each officer shall be elected as provided in the Byelaws. Except for the President, each officer shall take office on 1st 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 Byelaws, not more than two years but not less than eighteen 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 on 1st July in the year prior to taking office as President. The President shall take office on 1st July and shall serve for a period of one year or until a successor has been duly elected and qualified.

c) Qualifications –

Each officer and Council member shall be a member in good standing of this club. A candidate for the office of President shall have served as a member of this club for at least one year prior to being nominated for such office, except where service for less than a full year may be determined by the District Governor to satisfy the intent of this requirement. The President-elect shall attend the District Presidents-elect training seminar and the District training 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 training assembly and has not been excused by the Governor-elect or, if so excused, does not send a designated Club representative to such meetings, the President-elect shall not be able to serve as Club President. In such event, the current President shall continue to serve until a successor who has attended a Presidents-elect training seminar and District training assembly or training deemed sufficient by the Governor-elect has been duly elected.

d) not used

### *Section 7 – Committees*

This Club should have the following committees:

- Club Administration
- Membership
- Public Image
- Rotary Foundation
- Service Projects

Additional committees may be appointed as needed.

### **Article 14 Dues**

Every member shall pay annual dues as prescribed in the Byelaws.

### **Article 15 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 Council may grant a member moving from the locality of this Club or the surrounding area a special leave of absence not to exceed one 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 Council 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.

### b) How to Rejoin –

When the membership of a member has terminated as provided in sub-section (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.

### c) Termination of Honorary Membership

Honorary membership shall automatically terminate at the end of the term for such membership as determined by the council. However, the Council may extend an honorary membership for an additional period. The Council may revoke an honorary membership at any time.

## *Section 3 - Termination - Non-Payment of Dues*

### d) Process –

Any member failing to pay dues within thirty 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 days of the date of notification, membership may terminate, subject to the discretion of the council.

### e) Reinstatement –

The Council 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 11, section 2.

## *Section 5 - Termination - Other Causes*

- a) Good Cause - The Council may terminate the membership of any member who ceases to have the qualifications for membership in this Club or for any good cause by a vote of not less than two-thirds of the Council members present and voting, at a meeting called for that purpose. The guiding principles for this meeting shall be article 10, section 1; The Four Way Test; and the high ethical standards that one should hold as a Rotary club member.
- b) Notice - Prior to taking any action under sub-section (a) of this section, the member shall be given at least ten days' written notice of such pending action and an opportunity to submit a written answer to the Council. The member shall have the right to appear before the Council 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 Council 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. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the Council's decision regarding termination is reversed.

### *Section 6 - Right to Appeal, Mediate or Arbitrate Termination*

1. Notice - Within seven days after the date of the Council's decision to terminate or suspend membership, the Secretary shall give written notice of the decision to the member. Within fourteen 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 19*.
2. Date for Hearing of Appeal - In the event of an appeal, the Council shall set a date for the hearing of the appeal at a regular Club meeting to be held within twenty one days after receipt of the notice of appeal. At least five 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.
3. Mediation or Arbitration - The procedure utilised for mediation or arbitration shall be as provided in *article 19*.
4. 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.
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.
6. Unsuccessful Mediation - If mediation is requested but is unsuccessful, the member may appeal to the Club or arbitrate as provided in sub-section (a) of this section.

### *Section 7 - Council Action Final*

Council 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 council 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 if, under local laws, the member may have acquired any right to them upon joining the Club.

### *Section 10 - Temporary Suspension*

Notwithstanding any provision of this constitution, if in the opinion of the Council

- a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the Club; and
- b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the Council considers should properly occur before such action is taken by the Council; and
- d) that in the best interests of the Club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this Club and from any office or position the member holds within the Club;

the Council may, by a vote of not less than two-thirds of the Council, temporarily suspend the member as aforesaid for a reasonable period of time not to exceed ninety days and on such further conditions as the Council determines. A suspended member may appeal or refer to mediation or arbitration the suspension as provided in *article 15, section 6*. During the suspension, the member shall be excused from fulfilling attendance responsibilities. Prior to the expiration of the suspension period, the Council must either proceed to terminate the membership of the suspended Rotarian or reinstate the suspended Rotarian to full regular status.

## **Article 16     *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 & 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 - Recognising Rotary's Beginning*

The week of the anniversary of Rotary's founding (23<sup>rd</sup> 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 programmes of peace, understanding, and goodwill in the community and throughout the world.

## **Article 17     *Rotary Magazines***

### *Section 1 - Mandatory Subscription*

Unless, in accordance with the Byelaws 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. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine or the Rotary magazine approved and prescribed by the Board for their club or clubs. The subscription shall be paid on such dates as established by the Board for the payment of per capita dues for the duration of membership in this Club.

### *Section 2 - Subscription Collection*

The subscription shall be collected by this Club from each member 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 18     *Acceptance of Object and Compliance with Constitution & Byelaws***

By payment of 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 *Byelaws* 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 *Byelaws* regardless of whether such member has received copies of them.

## **Article 19     *Arbitration and Mediation***

### *Section 1 – Disputes*

Should any dispute, other than as to a decision of the council, arise between any current or former member(s) and this Club, any Club officer or the Council, 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 Council shall set a date for the mediation or arbitration, in consultation with the disputants, to be held within twenty-one days after receipt of the request for mediation or arbitration.

### *Section 3 - Mediation*

The procedure for such mediation shall be that recognised by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognised expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the Board of RI 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 council 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 - Decisions 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 20     *Byelaws***

This Club shall adopt Byelaws not inconsistent with the Constitution and Byelaws 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 Byelaws may be amended from time to time as therein provided.

## **Article 21     *Interpretation***

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

## **Article 22     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 *Byelaws of RI* for the amendment of its *Byelaws* and as provided in *Article 15* of the *Constitution of RIBI*.

### *Section 2 - Amending Article 2 and Article 4*

*Article 2* (Name) and *Article 4* (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 to each member and to the Governor at least ten days before such meeting, and provided further, that such amendment shall be submitted to the General Council of RIBI for its approval and shall become effective only when so approved. The Governor may offer an opinion to the General Council of RIBI regarding the proposed amendment.

## Byelaws of Rotary Club of Fordingbridge 2017

### **Byelaw 1 Definitions**

- Throughout these Byelaws unless the subject or context otherwise requires:
- The words “The Association” in the Standard Club Byelaws meaning ‘Rotary International in Great Britain and Ireland’ (which is an administrative territorial unit of Rotary International as further defined in Article 2 of the Constitution of RIBI) have been replaced for clarity with “RIBI”
- Club means the Rotary Club of Fordingbridge
- Council means the Council of the Club

### **Byelaw 2 The Council**

#### *Clause 1 - Composition*

The governing body of the Club shall be the Council, consisting of the officers of the Club (see Byelaw 3, Clause 1) and not less than three nor more than six ordinary members.

#### *Clause 2 - Election of Ordinary Members of the Council*

- a) The election of the ordinary members of the Council shall be by ballot of the members entitled to vote and voting at the annual general meeting of the Club (see Byelaw 7, Clause 6).
- b) The nominations shall be delivered to the Secretary in writing at least seven days before the date of the annual general meeting. The prior consent of any nominee shall be obtained.
- c) Eligibility
  - i) No member shall be eligible to serve as an ordinary member of the Council for more than three consecutive years.
  - ii) Any member nominated to be an officer and not elected shall be eligible for election as one of the ordinary members of the Council.
  - iii) A past president shall not be eligible to serve as an ordinary member of the Council in the year following the year of service as Immediate Past President.
  - iv) It is the convention in the Club that Chairmen of Committees are nominated to serve on Council as “ordinary” members. The incoming President will nominate his proposed Chairmen so that they may be elected, if the members of the Club agree, within the election procedure set out at Clause 2a) above
- d) **Scrutineers** - Before proceeding to a ballot the chairman shall appoint scrutineers from members who have not been nominated for election at the meeting.
- e) **Vacancies** - Any vacancy shall be filled by the Council. The member so appointed shall be entitled to complete only the unexpired term arising from the vacancy. This shall not count as service on the Council for the purpose of eligibility.

#### *Clause 3 - Meetings*

- a) Meetings of the Council shall be held at such frequency as shall be decided by the President on the advice of Council at a time and place to be decided by the Council. Special meetings of the Council may be called by the President or upon request of two members of the Council, with at least twenty-four hours' previous notice.
- b) Meetings of Council will not normally be held in the month of December

#### *Clause 4 – Quorum*

One-third of the total members of the Council shall constitute a quorum (except for the election of a new member when the quorum shall be two-thirds of the total membership of the Council).

#### *Clause 5 - Voting*

All voting shall be by viva voce vote or by show of hands. At all meetings, in the event of votes being equal, the Chairman shall have a second or casting vote.

### **Byelaw 3     The Club Officers**

#### **Clause 1 - Composition**

The club officers are as set out in Article 13, Section 4 of the Standard RIBI Club Constitution.

#### **Clause 2 - Election**

- a) The nominations of the officers of the Club shall be delivered to the Secretary in writing at least seven days before the special general meeting to be held before 1st January. The prior consent of any nominee shall be obtained. No names other than those properly nominated under this clause shall be submitted to the relevant meeting for ballot.
- b) The convention in the Club is that the longest standing member of the Club who is willing to accept nomination is nominated by the **President** to be **Junior Vice-President** with a view to that member becoming **President-elect** the year repeating if necessary with members who have already served. This nominee shall be identified by the Secretary as set out in Standing Order 2. Such nomination shall not prevent any member making a different nomination and the election to the post of **Junior Vice-President** shall be made by election by the members from all those nominated in accordance with Byelaw 7 Clause 2.
- c) The **Secretary** and **Treasurer** shall be elected annually, but shall not serve more than five consecutive years. This period excludes any period served in filling a casual vacancy.
- d) **Scrutineers** shall be appointed as prescribed in Byelaw 2, Clause 2 (d).

#### **Clause 3 - Vacancies**

A vacant office shall be filled by the Council as prescribed in Byelaw 2, Clause 2 (e).

#### **Clause 4 - Duties**

- a) **President** - Except as provided in (b) below and Byelaw 7, Clause 7, the president shall preside at all meetings of the Club and the Council, and perform such other duties as ordinarily pertain to the office. In the absence of the President and President-elect the members present shall elect a chairman.
- b) **President-elect** - The President-elect shall preside at meetings of the Club and the Council in the absence of the President and perform such other duties as may be prescribed by the Council. A Club Assembly is held prior to the Rotary year to which it relates and it shall be the duty of the President-elect to conduct the business of the assembly. The title President-elect is interchangeable in the Club with the title of Senior Vice-President.
- c) **Junior Vice-President** – There shall be a Junior Vice-President shall perform such duties to assist the President as (s)he may allocate.
- d) **Secretary** - The Secretary shall
  - keep the records of membership of the Club and attendance at meetings.
  - issue all notices of meetings of the Club and Council.
  - be responsible for the proper recording and preserving of the minutes of meetings of the Club and Council.
  - within fourteen days of the first days of January and July report the membership of the Club, together with changes to the General Secretary of the Association.
  - make all other reports, proposals and nominations from the Club, as required, to the General Secretary of the Association.
  - upon retirement from office hand over to a successor, or to the President, all information, files and any other Club property held.
  - perform such other duties as usually pertain to the office of Club Secretary.

- e) **Treasurer** - The Treasurer shall
- have custody of all Club funds and account for those funds to the Annual General Meeting of the Club and at any other time upon demand by the Council.
  - prepare on behalf of the Council a budget for the ensuing Rotary year for presentation at the Annual General Meeting of the Club. Such budget when approved shall stand as the limit of expenditure for the respective purposes for the year unless otherwise approved by the Council.
  - ensure that all monies collected on behalf of the Club are deposited promptly to the credit of such banking accounts specified by the Council.
  - keep records of all financial transactions of the Club.
  - In conjunction with the Compliance Officer arrange insurance cover to protect Club property and activities as required by the Council.
  - present the examined accounts for the previous Rotary year to a special general meeting of the Club to be held before 1st January.
  - upon retirement from office hand over to a successor, or to the President, all funds, books of accounts and any other Club property held.
  - perform all duties as usually pertain to the office of Club Treasurer
  - report regularly to the Club on the disposition of The Rotary Club of Fordingbridge Charity Trust Funds of which he has custody as a Trustee while accounting for these funds to the Trustees.

#### **Byelaw 4 Finance**

##### **Clause 1 – Subscriptions & Dues**

- a) The annual subscription shall include such sums as may be due to Rotary International, RIBI, and the Rotary district in which the Club is situated and shall be determined by the members at the annual general meeting. It shall be payable semi-annually in advance on 1st July and 1st January.
- b) A payment of such annual subscription as shall have been fixed at the preceding Annual Conference of RIBI be made out of the Club's funds to the General Secretary of RIBI by equal half-yearly payments in advance within forty days after the 1st July and 1st January in each year on the basis of the number of members in the Club' on those dates. With each half-yearly payment, the Club shall also pay a pro-rated subscription in arrears for any member admitted to membership since the date on which the previous half-yearly payment fell due as prescribed in sub-clause (d) hereof.
- c) The Club shall pay a per capita levy to the Rotary district in which it is situated in accordance with Byelaw 11, Clause 12 (c) of the Byelaws of RIBI.
- d) Any member joining the Club between 1st October and 31st December in any Rotary year shall pay three-quarters of the annual subscription; any member joining between 1st January and 31st March shall pay one-half and any member joining between 1st April and 30th June shall pay one-quarter.

Any transferring member shall not be required to pay any second annual subscription. The former and new clubs shall be responsible for agreeing appropriate accounting for any payments due and received.

##### **Clause 2 – Annual Accounts**

- a) The Club's annual accounts shall be examined by a professional accountant or by two other persons appointed at the preceding annual general meeting.
- b) A copy of the examined annual accounts shall be given to each member at least ten days before the Special General Meeting convened for the purpose of the approval and acceptance thereof (*vide Byelaw 7, Clause 2 (c) (i).*)
- c) The Club President shall confirm in writing to the District Treasurer within six months of the end of the accounting period that the Club's accounts and trust accounts have been properly prepared and examined.

## **Byelaw 5 Five Avenues of Service**

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

## **Byelaw 6 Club Committees**

### *Clause 1 - Appointment*

Subject to the approval of the Club, the Council shall decide such committees as may be considered necessary and, in consultation with the President-elect, appoint the members thereof. The President and Secretary shall be ex-officio members of every committee.

### *Clause 2 - Business*

Each committee shall transact business as may be prescribed by these Byelaws or referred to it by the Council. Except where authority is given by the Council, a committee shall not take final action until a report has been made to the Council and approved.

### *Clause 3 - Committees*

Club committees are charged with carrying out the annual and long-range goals of the club based on the five Avenues of Service. The President, President-elect, Immediate Past President and Junior Vice-President shall work together to ensure continuity of leadership and succession planning. When feasible, committee members shall be appointed annually to the same committee for three years to ensure consistency.

The committee chairman shall be responsible for regular meetings and activities of the committee, shall supervise and co-ordinate the work of the committee and shall report to the Club Council on all committee activities.

The required committee functions are as set out in Article 12 section 7 of the Club Constitution but detailed committee organisation in any year shall be decided by the incoming President-elect taking into account the advice of the Council and of the Club at Club Assembly and shall be recorded in Standing Orders at the first meeting of the new Council.

### *Clause 4 - Duties of Committees*

The duties of all committees shall be established and reviewed by the President for the Rotary year. In declaring the duties of each, the President shall reference appropriate RIBI and RI materials. The Service Projects committees will consider the Avenues of Vocational Service, Community Service, International Service and Youth Service 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, taking into consideration the views of the Club expressed at Club Assembly, to prepare a recommendation for Club committees, mandates, goals and plans for presentation to the new Council in advance of the commencement of the Rotary year.

## **Byelaw 7 Club Meetings**

### *Clause 1 - Annual General Meeting*

The Annual General Meeting of the Club, of which at least fourteen days' written notice shall have been given to all members (other than honorary members), shall be held where possible between 1st April and 31st May inclusive, but in any event prior to the district training assembly, for the purposes of:

- Receiving annual reports from the council and committees of the Club for the current Rotary year.
- Receiving the Treasurer's report and proposed budget for the ensuing Rotary year.
- Electing any honorary members.
- Electing the ordinary members of the Council.
- Confirming the appointment of, or selecting, the Chairmen of committees.
- Appointing a person or persons to examine the Club's annual accounts.
- Electing one representative (and substitute) of the Club on the District Council, and one additional representative (and substitute) for every 25 or major fraction thereof of its active

members. Should any of the elected representatives be unable to attend a meeting of the District Council, the President may appoint further substitute representatives, whose names shall be communicated to the Secretary of the District Council in writing before the commencement of that meeting.

#### *Clause 2 - Special General Meeting*

Special general meetings of the Club, of which at least fourteen days written notice shall have been given, shall be held in each year before the following dates:

- At such time between 1st July and 15th November as shall satisfy the annually notified requirements of the District Council for the purpose of nominating elected members of the District Council for the ensuing year and proposing for submission to the District Council for selection as District Governor a Rotarian from the District.
- Prior to 15th July selecting candidates for nomination to the offices of President and Honorary Treasurer of the Association.
- 1st January for the purposes of:
  - receiving and approving the examined annual accounts for the year ended 30th June.
  - electing by ballot of the members the President for the next year but one .
  - electing the Junior Vice-President, Secretary and Treasurer for the next Rotary year.
  - electing one voting delegate (and substitute) to vote at the ensuing Annual Conference of RIBI and one additional delegate (and substitute) for every 25 or major fraction thereof of the active members.

#### *Clause 3 - Extraordinary General Meeting*

An extraordinary general meeting may be convened by the Council, and shall be convened at any time by the Secretary on written request signed by at least 10% of the membership of the Club, with a minimum of five members. At least three days' written notice of such meeting shall be given to all members of the Club.

#### *Clause 4 - Regular Meetings*

As provided in article 7 of the Standard RIBI Club Constitution, the regular meetings of the Club shall be held as follows:

***The Club will meet weekly except as decided by The President and agreed by Council, typically having no meetings in weeks after Bank Holidays or on the Tuesday before Christmas, The Club will meet on at least two Tuesdays in each Calendar month at 1830 for 1900.***

The Council may with at least two weeks notice change the day and hour of the meeting.

#### *Clause 5 - Quorum*

Except as provided in Byelaw 12, Clause 1 (b), one-third of the membership entitled to vote shall constitute a quorum at all meetings of the club.

#### *Clause 6 - Voting*

a) Voting at all meetings shall be by viva voce vote or by show of hands or by ballot at the discretion of the Council, with the chairman having a second or casting vote in the event of votes being equal, except that voting shall be by ballot in the following circumstances:

- Election of the President for the next year but one, as in Clause 2 (c) (ii) of this Byelaw.
- Election of the Council as in Byelaw 2.
- Appeals against any decision of the Council under Article 13, Section 3 of the Standard RIBI Club Constitution.

b) Amendments under Byelaw 11, Clause 2 (a) shall only be made by the votes of not less than two-thirds of members of the Club present and entitled to vote and voting.

If a member is unable to attend for good and sufficient reason Council may, on application, grant permission to vote by proxy only for the purpose of electing officers and ordinary members of the Council at the annual general meeting of the club or at any special or extraordinary general meeting of the club called for that purpose.

Any proxy, to be valid, shall be

- in writing and
- given to another member of the club, and
- recorded with the club secretary, in each case, not less than three days before the meeting at which it is to be used.

#### *Clause 7 - Chairman*

In the absence of both the President and the President-elect (see Byelaw 3, Clauses 4 (a) and (b)) the members present shall elect a chairman.

#### *Clause 8 - Club Assembly*

The Club shall hold one or more Club Assemblies at which the members discuss the programmes and activities of the Club, of Rotary international, of RIBI and of the District. A specific forward look Club Assembly shall be held after the District Training Assembly and before the 1st July for the ensuing year, chaired by the President-elect to discuss his proposals and those of incoming committees and to determine in broad terms the Club's objectives for the next Rotary year

### **Byelaw 8      *The Election of Members***

#### *Clause 1 - Active Membership*

- a) Subject to the provisions of Article 10 of the Standard RIBI Club Constitution, any member of the Club except an honorary member may propose for membership any person who has the qualifications as specified in the Constitution and Byelaws of Rotary International.
- b) Membership of the Club is by invitation only, at the discretion of the members. The administration of this process shall be the responsibility of the Secretary on behalf of the Council.
- c) The Club may not by provisions in its constitution or otherwise, limit membership in the Club on the basis of gender, race, colour, creed, national origin or sexual orientation or impose any condition of membership not specifically prescribed by the RI Constitution or Byelaws. Any provision in any Club constitution or any condition otherwise imposed in conflict with this section of the Byelaws is null, void and without effect.
- d) The procedure for election to active membership shall be in the following sequence:
  - i) A member (or the Membership sub-Committee) identifying a potential new member should arrange to familiarise them with the Club and the Club with them by arranging that they visit the Club on three occasions. On such visits the potential member should be identified as such to the President and the other members present.
  - ii) A proposal for membership shall be made on the RIBI official form, which after being completed and signed by the proposer and candidate shall be delivered by the proposer to the Secretary.
  - iii) Members of the membership sub-Committee and the proposer shall meet the candidate. The purpose of this "information meeting" is to ensure that the candidate is informed about being a Rotarian and its commitments and costs and that the Club is informed about the candidate. After the meeting the membership sub-committee shall enquire into all aspects of the suitability and eligibility of the candidate.
  - iv) If the result of the investigation is unfavourable this shall be reported to the Council and, if the Council accept, the Secretary shall so advise the proposer and candidate.
  - v) If the result of the enquiry is favourable the chairman of the membership sub-committee shall assign a proposed classification following which the Secretary will issue a written notice of the membership proposal to each member of the club except honorary members. Any member objecting to the election of the candidate shall deliver such objection stating reasons in writing signed by the member to the Secretary within seven days from the issue of such written notice.
  - vi) Following the expiration of seven days from the issue of the notice referred to in the preceding sub-paragraph the Council shall at its next meeting consider the proposal and report of the membership sub-committee and in the absence of any objections complying with sub-paragraph (v) hereof the candidate shall be invited into membership.
  - vii) If any objection complying with sub-paragraph (v) hereof shall be made a vote of the Council shall be held requiring an affirmative vote of a majority of members of the Council I present and voting. The decision of the Council on whether or not to invite a candidate into membership is final and shall not be subject to appeal.
  - viii) The Secretary shall inform the proposer and candidate of the result. If the proposal has been approved and the candidate satisfies all financial commitments to the Club the proposer shall

introduce the candidate to the club at the first convenient meeting when the candidate shall be inducted into membership of the Club.

### **Clause 2 - Honorary Membership**

Any person having the qualifications specified in Article 10 of the Club Constitution may be proposed for honorary membership by the Council provided such proposal is supported by not less than two-thirds of the members of the Council. The name of the proposed honorary member shall then be submitted to the next annual general meeting or to a special meeting convened for the purpose of considering that proposal. Only members of the Club shall be permitted to be present at such a meeting. If the proposal receives the support of not less than two-thirds of those present and entitled to vote then the person so proposed shall be declared to be elected immediately upon acceptance as hereinafter provided.

The secretary shall in writing, invite the person so elected to accept honorary membership and at the same time explain the conditions of honorary membership as set forth in Article 10 of the Standard RIBI Club Constitution. This communication to the person elected shall be the first intimation of the possibility of honorary membership. If the offer of honorary membership is accepted the President shall make appropriate arrangements for introducing the honorary member at a regular meeting of the Club.

### **Byelaw 9 Attendance**

- a) The Club has no formal attendance requirements. However, members believe that meeting each other regularly is critical to delivering on our commitments as Rotarians. As a guide the Club suggests that members should normally attend a minimum of two thirds of the available meetings and events in each year, subject to the over-riding needs of family and business.
- b) There is no requirement to apply for leave of absence but as a matter of courtesy the President should be informed if a member intends to be absent for more than one month.
- c) If concern arises that poor attendance by a member is interfering with their effectiveness as a Rotarian the President, advised by Council, will address the issue with the member.
- d) Should Council decide, after such a discussion, that the member by reason of poor attendance is no longer an effective and committed Rotarian they may invoke the procedure set out in *Article 15 section 5* of the Constitution with a view to terminating membership.

### **Byelaw 10 Resolutions**

No resolution or motion to commit the Club on any matter of public policy or any appeal to the Club for charitable or other subscriptions shall be discussed by the Club until it has been considered by the Council. If offered at a Club meeting, such items shall be referred to the Council without discussion before a decision is reached by the Club with whom the ultimate decision shall rest, provided always that such policy is not contrary to the general policy of RIBI.

### **Byelaw 11 Amendments**

*Note to the Byelaws.*

*The mechanism for amending these Byelaws set out in the RIBI Standard Club Byelaws appears to be defunct following advice from the Chairman of the RIBI Constitutions Committee, "There is nothing to prevent you from redrawing your Club Byelaws to reflect the changes from CoL as CoL supersedes everything else – it is not necessary to make further changes to the Standard Club Constitution and Byelaws." These Byelaws have, therefore, been amended to give effect to changes decided by the Club pursuant to the decisions of CoL 2016. Byelaw 11 Clauses 1 and 2a) are hereby deleted*

### **Clause 2 – Standing Orders**

- b) The Club shall establish standing orders for the regulation of its business which shall be updated annually at the first meeting of the new Council. The provision of such standing orders shall at all times be in conformity with the spirit and provisions of the Standard RIBI Club Constitution and these Byelaws. Any standing orders which are in contravention of any of the provisions of the Standard RIBI Club Constitution or these Byelaws or the Articles or Byelaws of Rotary International or of RIBI or seek to impose additional restrictions or conditions shall be null and void and of no effect

## **Byelaw 12    *Dissolution of the Club***

### **Clause 1 - Procedure**

- a) In order to dissolve the Club, a resolution shall be passed at any annual general, special general or extraordinary general meeting (convened in accordance with Byelaw 7 hereof) by a majority of the members present and entitled to vote.
- b) The resolution referred to above shall be confirmed by a resolution passed by a majority of two-thirds of the members present and entitled to vote at an extraordinary general meeting (held not less than twenty-eight days after the meeting at which the first resolution was passed) at which not less than one-half of the members entitled to vote shall be present.
- c) Immediately following the extraordinary general meeting referred to in Clause 1 (b) above or at such future date as shall be specified in any resolution passed at such meeting the officers of the Club (in consultation with the District Governor of the district in which the Club is situated) shall proceed to realise the assets of the Club in accordance with Clause 2 hereof.

### **Clause 2 - Realisation & Distribution of Assets**

The assets of the club shall be realised and disposed of as follows:-

#### a) Club Funds

Unless otherwise resolved by the members at one of the meetings referred to in clauses 1 (a) and (b) above, any Club assets shall be sold and the proceeds of sale together with the balance standing to the credit of the Club funds shall be held to pay outstanding debts.

All outstanding debts shall then be settled including:-

- the payment of dues to Rotary International, RIBI and any mandatory district levies.
- the administrative expenses of the Club's officers in effecting the winding up procedure.

Subsequently the Treasurer shall prepare a final statement of account and subject to any resolution by the members at one of the meetings referred to in Clauses 1 (a) and (b) above otherwise directing, the net balance shall be divided evenly amongst those members of the Club, except honorary members, remaining at the date of dissolution of the Club.

#### b) Club Regalia & Properties

The Club's regalia, other than the Charter, shall be disposed of at the discretion of the officers of the Club.

#### c) Charitable Funds

Unless other charitable disposition is resolved by the Club members at one of the meetings referred to in Clauses 1 (a) and (b) above the disposal of charitable funds after settling any outstanding debts or previous financial commitments shall be at the discretion of the officers of the Club, who shall donate the remaining net balance to The Rotary Foundation or to a charity or charities previously supported by the Club.

### **Clause 3 - Surrender of Charter**

After discharge of all liabilities and distribution of the assets in accordance with Clause 2 hereof, the Club shall surrender its charter formally through the Governor of the District to the General Secretary of RIBI whereupon the Club shall be dissolved.

## **Byelaw 13    *Merger of Clubs***

Two or more clubs within the same district seeking to merge shall apply to the General Council of RIBI (acting under its delegated powers) provided that each of the clubs has fulfilled its financial and other obligations to RIBI. A merged club may be organised in the same locality as one or more existing clubs. The application shall be accompanied by a certificate indicating that each club has agreed to the merger. The General Council may allow the merged clubs to retain the name, charter date, emblem and other insignia of RI and RIBI of one or all of the former clubs as part of the historical records and for historical purpose.

## **Standing Orders of the Rotary Club of Fordingbridge 2017**

### **.1 As to the Club Charity**

#### **.1.1 Name**

The Club's Charitable Fund is named "Fordingbridge Rotary Charity Trust Fund" and is registered in that name with Charity Commissioners under number 1035483

#### **.1.2 Trustees**

The Trustees of the Fund are, under the Fund's Governing Document, the President, President-elect, Secretary and Treasurer for the time being of the Rotary Club of Fordingbridge.

### **.2 As to nominations for the Presidency**

#### **.2.1 Qualification**

The Club Constitution [*Article 13 section 5 c*] requires that a nominee for the office of President should have been a member of the Club for at least one year at nomination and so a member for 2½ years when taking up office. However, the Club considers that a membership of three years leading to taking up office after a minimum of 4½ years in the Club is usually the minimum appropriate so that the nominee has sufficient experience of Rotary and of our Club to be an effective President.. Council may vary this for individual members at their request to take account of personal experience, in particular for transferring experienced Rotarians.

#### **.2.2 Process**

Before 1<sup>st</sup> October each year the Secretary will canvass members as to their willingness to serve as President for the Rotary year beginning 2¾ years ahead. A list will be published on 1<sup>st</sup> October in order, first of those meeting the qualification at .2.1 (above) who have not served as President by length of membership and then of those who have previously served one full term, also in order of length of membership. Any listed member will be given the opportunity to withdraw until 14<sup>th</sup> October. The current President will nominate the person remaining at the head of the list for the elections to be held at the Special General Meeting in November.

#### **.2.3 Elections**

As set out at Byelaw 3 clause 2 e) the process set out at .2.2 (above) does not preclude any member from making an alternative nomination and in this case the election procedure set out at Byelaw 7 will apply.

### **.3 As to Committees**

#### **.3.1 Committee structure**

Committees need to be organised in sufficient time for them to prepare plans and draft budgets for the coming year to present to the forward look Club Assembly required by Byelaw 7 section 8. The President elect will define his proposed Committee structure within the parameters set out in the Constitution Article 13 section 7 and to cover the five Avenues of Service by the end of April and will agree the structure with Council. This structure will form an addendum to these Standing Orders for the coming year.

#### **.3.2 Responsibilities of Committees**

Committees report to Council as noted in the Byelaws. They shall normally take action and spend only with parameters and budgets already agreed by Council

### **.3.3 Projects**

For major projects in which the Club is involved the President with the agreement of Council may identify project leaders who may, if necessary, set up ad hoc temporary committees to take the specific project forward. These project leaders will be expected to report to and work with the relevant Club Committee as well as direct to Council where appropriate.

## **.4 As to meetings**

### **.4.1 Protocol Officer**

A member of the Club Services Committee appointed for the purpose will co-ordinate a rota of members to carry out these duties.

The responsibilities of the Protocol Member are

:

The primary reason for the Protocol arrangement is to provide a meeting steward to ensure that the Secretary is free to deal with his/her other responsibilities. The protocol member should ensure that (s)he is prepared in advance as the Secretary may not have time to help on the night.

1. Arrive promptly (18:20) to greet any guests as notified by the Secretary by email copy of Agenda and introduce them to the President. Occasional you may encounter an unexpected guest who has not told us they are coming.
2. Ensure with the President that the top table seating is correctly organised
3. Place lectern, bell and banner displays as appropriate
4. Set up sound system and projection if necessary  
(if you don't know how speak to the Secretary the week before your duty.)
5. Liaise with the caterers and the President to ensure a prompt start to the evening
6. Call the meeting to order and then hand over to the President
7. Be prepared to lead a moment of reflection in your own way at the beginning of the meal
8. Return all items to the cupboard at the end of the meeting and switch off the power to the sound and vision equipment
9. Ensure that the building is secure at the end of the evening

### **.4.2 Dress code**

The Club has no dress code but expects members to dress appropriately at their own discretion except for formal occasions when members follow the dress code stated on the invitation.

### **.4.3 Visitors book**

The visitors book should be signed by all visitors whether Rotarians or not with the exception of the spouses/partners of members.

### **.4.4 Fund raising for external organisations**

Members shall not seek sponsorship, sell raffle tickets or otherwise seek to raise funds for other organisations at meeting without the express advance permission of the Council.

### **.4.5 Payment for guests at Charter Nights and other functions**

The President's official guests, normally restricted to the District Governor and the Presidents of other local clubs, all with their ladies, will be paid for by the Club. All non-official guests, including informal guests from other Clubs will be charged for their meals with the sole exception of the widows/widowers of Rotarians in their first three years of bereavement. The responsibility for payment for guests lies with the member inviting them and the charge will be charged to the member's Club account.

#### **.4.6 Payment for aspiring members**

Persons attending as potential members shall either attend as the guests of the Membership sub-Committee when their meal cost shall be met by the Club for the first visit only, thereafter a charge being made, or as the guest of an individual member when the normal charging arrangement will apply.

### **.5 As to attendance**

#### **.5.1 Apologies**

The Club operates on an assumed attendance basis. Members who are unable to attend a meeting shall be liable to pay for the appropriate meeting cost unless they make their apologies before 0900 on the Monday before the meeting by either

- Recording or causing to be recorded their apology in the diary held by the Secretary or
- Sending a message by email to [apologies@fordingbridge-rotary.org.uk](mailto:apologies@fordingbridge-rotary.org.uk)

#### **.5.2 Visits**

When visits are held in place of a normal meeting, the Club encourages members not attending the visit to engage in organised scattering.

### **.6 As to Banker's Standing Orders**

Each member shall establish a Standing Order in the sum of at least £50 per month for the credit of the Club Account to cover the majority of their membership costs.

### **.7 As to meetings of the Club Council**

#### **.7.1 Attendance at Council**

All members are welcome to attend at Council but they may neither speak without the express permission of the President nor may they vote

#### **.7.2 Report of meetings**

The President or the Secretary on his/her behalf will report to the next ordinary meeting of the Club on the proceedings of Council.

The Secretary will ensure that the draft minutes of the Council are available for perusal by the members by the time of this meeting and that they are placed upon the Club website, although they will not be the definitive minutes until they have been agreed at the next meeting of Council.

### **.8 As to the expenses of the President and President-elect**

#### **.8.1 President's budget**

The President shall have a budgetary allocation of £500 to spend at his/her discretion on small charitable matters relevant to the Object of Rotary.

#### **.8.2 President's and President-elect's allowances**

- At every routine club meeting the President shall have his Dinner/Luncheon paid for by Fordingbridge Rotary Club. This cost shall be for the President only and does not include his spouse/partner costs at Ladies Nights etc.
- If the President is officially invited to club meeting/function at another Club his meal/function cost will be met by Fordingbridge Rotary Club as will that of another Officer or Member attending on behalf of the President
- At the Charter Anniversary of the club, the costs of all the President's official guests invited through the club, will be met by Fordingbridge Rotary Club.
- At the Charter Anniversary of the club, Fordingbridge Rotary Club will meet the cost of Top Table wine, up to a limit of £150.

- For attendance at the District Conference the President's and the President-elect's Registration and Dinner/Ball fee will be met by Fordingbridge Rotary Club. This cost shall be for the Officer only and does not include his spouse/partner costs.
- If attending District Conference accommodation costs of the President and the President-elect shall be able to be reclaimed from Fordingbridge Rotary Club on receipt of a claim from the Officer. This claim shall be for the Officer only and does not include his spouse/partner costs.

## **.9 As to membership matters**

### ***.9.1 Paul Harris Fellowships***

The President may nominate a selection committee chaired by an existing Paul Harris Fellow, with himself and two other Paul Harris Fellows as members to consider whether any Paul Harris Fellowships should be awarded by the Club in the current year.

### ***.9.2 Action by the secretary on receiving a resignation***

The Secretary will acknowledge the communication but will not accept the resignation. S/he will inform the member that the correspondence will be passed to the President, to the Chairman of the Membership sub-Committee and where possible to the member's original sponsor. It is the intention of the Club that full consideration should be given to the reasons for resignation before any resignation is formally accepted in the hope of retaining valued members.

### ***.9.3 Review of policies***

Council will review annually at the first meeting of the new Council the Club's compliance with the RIBI recommended policies in the areas of constitutional documents, insurance details, equality & diversity, health & safety & protection policy. Subject to the agreement of Council the Compliance Officer will complete and return the Annual Compliance Statement to the District Secretary

The Compliance Officer (the member nominated by the President to carry out this function) will ensure that the relevant policies are applied throughout the activities of the Club. The same member will carry out these duties in respect of the Rotary Club of Fordingbridge Charity Trust Fund.

### ***.9.4 Health and Safety and Risk Management***

The Club Compliance Officer will ensure that appropriate risk assessments are carried out and maintained for each activity of the Club. The member will ensure that the Club complies with all relevant legislation and best practice guidance in this area. The same member will carry out these duties in respect of the Rotary Club of Fordingbridge Charity Trust Fund.

### ***.9.5 Insurance***

The Compliance Officer will monitor the Club's activities and ensure that the Club has appropriate insurance cover under the general RIBI policy or otherwise.

### ***.9.6 Documentation***

Current policies in all these areas will automatically be attached to these Standing Orders following Council approval.