

ARTICLE I

Election of Directors and Officers

Section 1

At a regular meeting one month prior to the meeting for election of officers nominations shall be called by the presiding officer for candidates for the board of the directors; any number of nominations may be made by the members from the floor. These nominations shall be placed upon a ballot and voted for at the annual meeting and the five candidates securing the highest number of votes shall be declared elected.

Section 2

The Board of Directors elect shall meet within one week after the annual meeting and shall elect from its members the following:

(1) a President who shall serve as a member of the board as President-elect for the year commencing on the first day of July next following his election as President, and shall assume office as President on the first day of July immediately following his year of service on the board as President.

(2) one or more Vice Presidents.

(3) a Secretary, Treasurer and a Sergeant-at-Arms, any and all of whom may or may not be members of the board.

If not otherwise members of the board, the Secretary, and the Treasurer elected at this meeting shall become ex officio members of the board in the year for which they are elected to serve and shall have such responsibilities and privileges of membership thereon as the board may determine.

Section 3

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

Section 4

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

ARTICLE II

Board of Directors

Section 1

The governing body of this club shall be the board of directors, elected in accordance with Article I, Section 1, of these by-laws.

The Board or Directors will consist of President, Vice President, Secretary, Treasurer Sergeant-at-Arms and Immediate Past President until such time a President-elect is chosen.

ARTICLE III

Duties of Officers

Section 1

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

Section 2

President-elect. It shall be the duty of the President-elect to serve as a member of the board of directors of the club 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 Board in the absence of the President and to perform such other duties as ordinarily pertain to his office.

Section 4

Secretary. It shall be the duty of the Secretary to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, Board and committees, record and preserve the minutes of such meetings, make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the General Secretary of Rotary International on 1 January and 1 July of each year including prorated reports to the general secretary on 1 October and 1 April of each active, senior active and past service member who has been elected to membership in the club since the start of the July or January semi-annual reporting period, the report of changes in membership, which shall be made to the General Secretary of Rotary International, the monthly report of attendance at the club meetings which shall be made to the District Governor immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to THE ROTARIAN, and perform such other duties as usually pertain to his office.

Section 5

Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the board and to perform such other duties as pertain to his office. Upon his retirement from office he shall turn over to his successor or to the president all funds, books of accounts or any other club property in his possession.

Section 6

Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be such as are usually prescribed for his office and such other duties as may be prescribed by the President or the Board.

ARTICLE IV

Meetings

Section 1

Annual Meetings. An annual meeting of this club shall be held on the first Monday of December in each year, at which time the election of directors to serve for the ensuing year shall take place.

Section 2

The regular weekly meetings of this club shall be held on Thursday at 13:00. 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 VII, Section 3 of the Standard Rotary Club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club.

Section 3

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

Section 4

Regular meetings of the board shall be held not less than once every three months. Special meetings of the board, shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

Section 5

A majority of the board members shall constitute a quorum of the board.

ARTICLE V

Fees and Dues

Section 1

The membership dues shall be Rp. 600,000 per annum, payable semiannually in July and January with the understanding that six dollars (\$6.00) of each semiannual payment shall be applied to each member's subscription to THE ROTARIAN magazine.

ARTICLE VI

Method of Voting

Section 1

The business of this club shall be transacted by viva voce vote except the election of officers and directors, which shall be by ballot.

ARTICLE VII

Committees

Section 1

(a) The President shall, subject to the approval of the board, appoint the following standing committees: Club Service, Vocational Service, Community Service, International Service

(b) The President shall, subject to the approval of the board, also appoint such committees on particular phases of Club Service, Vocational Service, Community Service, and International Service as he may deem necessary.

(c) The Club Service, Vocational Service, Community Service, and International Service committees shall each consist of chairman, who shall be named by the president from the membership of the board and not less than two (2) other members.

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

(e) Each committee shall transact such business as is delegated to it in the by-laws and such additional business as may be referred to it by the President or the Board. Except where special authority is given by the Board, such committee shall not take action until a report has been made to the Board and approved by the Board.

(f) Should the President deem it necessary, he may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any or all of the Vocational Service, Community Service or International Service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

Section 2

Club Service Committee

(a) The Chairman of the Club Service Committee shall be responsible for all Club Service activities and shall supervise and coordinate the work of all committees appointed on particular phases of Club Service.

(b) The Club Service Committee shall consist of the chairman of the Club Service committee and the chairmen of all committees appointed on particular phases of the Club Service.

(c) *The president shall, subject to the approval of the board, appoint the following committees on particular phases of Club Service.*

Attendance committee

Club bulletin committee

Fellowship activities committee

Magazine committee

Membership committee

Membership development committee

Program committee

Public relations committee

Appoint one member each year to the following committees:

Classifications committee

Rotary information committee

(d) *Where feasible and practicable in the appointment of the club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.*

(e) *The classifications and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years.*

The first appointments made under this provision shall be as follows: one member for a term of two (2) years: one member for a term of three (3) years.

(f) *The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.*

ARTICLE VIII

Duties of Committees

Section I

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. The Chairman of the Club Service committee shall be responsible for regular meetings of the committee and shall report to the board on all Club Service activities.

(a) *Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings including attendance at district 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.*

(b) *Classifications Committee. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from survey a roster of filled and unfilled classifications, using the guide to classifications; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classifications problems.*

(c) *Club Bulletin Committee. This committee shall endeavor, through the publishing of 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.

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

(e) Magazine Committee. This committee shall stimulate reader interest in THE ROTARIAN and/ or REVISTA ROTARIA; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure International Service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs the editor of the magazine, and in other ways make the magazine of service to the club members and non-Rotarians.

(f) Membership Committee. This committee 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.

(g) Membership Development Committee. This committee 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.

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

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

(j) Rotary Information Committee. This committee shall devise and carry into effect plans (1) to give prospective members information about the privileges and responsibilities of membership in a Rotary Club, (2) to give the members especially the new members, adequate understanding of the privileges and responsibilities of the members. (3) to give the members information about Rotary, its history, object, scope, activities, and (4) to give the members information as to developments in the administrative operation of Rotary International.

Section 2

Vocational Service Committee. This committee shall devise and carry into effect plans which will guide assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standard of the 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.

Section 3

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 supervise and coordinate the work of any committees that may be appointed on particular phases of Community Service.

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

ARTICLE IX Leave and Absence

Section 1

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

ARTICLE X Finances

Section 1

The Treasurer shall deposit all funds of the club in some bank to be named by the Board.

Section 2

All bills shall be paid only by check signed by the Treasurer accompanied by a voucher signed by any two of the following board members: President, Vice President, Secretary, Treasurer. In the absence of the Treasurer, the President or Vice President may sign any check accompanied by a voucher requesting payment signed by any two of the following board members: President, Vice President, Secretary and Treasurer.

Section 3

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

Section 4

The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1st to December 31st and from January 1st to June 30th. The payment of per capita dues and magazine subscriptions to Rotary International shall be supervise and coordinate the work of any committees that may be appointed on particular phases of Vocational Service.

Section 5

At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

ARTICLE XI Method of Electing Members

Section 1

Active members (including additional active members).

(1) The name of the prospective member, proposed by an active, senior active or past service member of club or by membership development committee, shall be submitted to the Board in writing, through the Club Secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this procedure.

(2) The Board shall request the classifications committee to consider and report to the Board on the eligibility of the proposed member from the standpoint of classification, and shall request the membership committee to investigate and report to the board on the eligibility of the proposed member from standpoint of character, business and social standing, and general eligibility.

(3) The Board shall consider and approve or disapprove the recommendations of the classifications and membership committees and shall then notify the proposer, through the Club Secretary of its decision.

(4) If the decision of the board is favorable, the proposer, together with one or more members of the Rotary information committee shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to compete and submit an application for membership and to give his permission for his name and proposed classification to be published to the club.

(5) If no written objection to the proposal, stating reasons, is received by the board from any member of the club within ten (10) days following publication of the name of the prospective member, the prospective member, upon payment of his admission fee, as prescribed in article V of these by laws, shall be considered to be elected to membership.

If any objection has been filed with the board, it shall consider the same at any regular or special meeting of the Board and shall ballot on the proposed member. A simple majority of the Board will prevail at such regular or special meeting. The proposed member, having received a majority of positive votes and upon payment of the club dues shall be considered to be elected to membership.

Following the member's election to membership as herein provided, the Club Secretary shall issue a membership card to the member and shall report his name to the General Secretary of Rotary International.

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

Section 2

Senior Active, Past Service and Honorary Members. The name of a proposed candidate for anyone of these three kinds of membership shall be submitted to the Board of Directors in writing and the election shall be in the same form and manner as prescribed for the election of an active member provided, however, that such proposal may be considered at any regular or special meeting of the board and that the board may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member.

A simple majority of the Board will prevail at such regular or special meeting, the proposed member, having received a majority of positive votes and upon payment of the club dues shall be considered to be elected to membership, provided, however, that any active member or past service member of this club who qualifies for senior active membership as set forth in the constitution of this club shall automatically become a senior active membership being required.

ARTICLE XII **Termination of Club**

Section 1

If the club for any reason disbands, fails or is prevented by Indonesian Law to meet regularly, or otherwise fails to function, the Board may terminate the membership. The Board of Directors with a minimum of five such members present shall be authorized to terminate the existence of the club. Members will be duly notified of such action in writing with the signature of each Board member affixed attesting to the validating of such action. At the same time the Board will immediately forward any funds still in possession of the club to Rotary International. The cost of transferring such funds to be borne by the club. Should it not be possible to repatriate such funds to Rotary International, all funds will be taken out of the country by one of the Board Members and transferred to Rotary International within 30 days of leaving Indonesia. All members shall be duly notified of such action in writing.

ARTICLE XIII **Fines**

Section 1

Members shall be fined by the Sergeant-at-Arms for violating any of the following rules during the business meeting:

- No Rotary pin*
- No Name Badge*
- Arriving Late*
- Inappropriate Language*

- *Walking around during the business meeting*
- *Unprepared for committee reports*
- *Talking while another person has the floor*
- *Falling below 60% attendance*
- *Ringling or answering a mobile phone*

The fine for each offence will be a reasonable amount set by the Sergeant at Arms at the time of the offence.

ARTICLE XIV

Resolution

Section I

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

ARTICLE XV

Order of Business

Section I

- *Meeting called to order*
- *Introduction of visiting Rotarians/Visitors*
- *Correspondence and announcements*
- *Committee reports*
- *Old business*
- *New business*
- *Address or program*
- *Adjournment*

ARTICLE XVI

Passage

Section I

These By-laws will be considered passed and adopted after a vote at a regularly scheduled Board of Directors meeting with at least four Board members present and motion to adopt these By-laws is carried by 65% of Board present. After such the Board will advise members and give 10 days to change/ modify any section. If no changes are requested then the By-laws will be considered passed.

ARTICLE XVII

Amendments

Section I

These By-laws may be amended at any regular meeting, a quorum being present, provided that notice of such proposed amendment shall have been mailed to each member at least ten days before such meeting. No amendment or addition to these By-laws can be made which is not in harmony with the Club Constitution and with the Constitution and By-laws of Rotary International.