

BY-LAWS OF THE CIVITAN CLUB OF AUBURN

(Adopted May, 1977, Amended December, 2002, May 2007)

ARTICLE 1. ELECTION OF OFFICERS AND DIRECTORS

Section 1. Preparation

A President, a President-elect, a Vice President, a Secretary, a Treasurer, (or a Secretary-Treasurer combined), a Sergeant-at-Arms, and three Directors shall be elected. The officers and directors shall be elected for one year and shall be duly installed prior to taking office.

A Chaplain and an Historian will be appointed by the President to serve on the board as non-voting officers.

Election of officers and directors shall be during the month of May.

A nominating committee of at least three members shall be appointed by the President during the month of April. The nominating committee shall prepare a ballot of nominated offices to be filled and the names of one or more members nominated for each office. The ballot shall then be presented at a regular meeting at least one week prior to the meeting at which election of officers and directors will be held.

At any time after the ballot has been presented to the club but at least one week before the final election, any member may file another name or names of nominees for any office. Approval must be given by the candidate for his/her name to be placed on the ballot. Nomination may be made from the floor at a regular meeting or filed with the Secretary. The nominee's name would then be added to the ballot.

Section 2. Balloting.

A written ballot will be prepared and the nominee receiving the majority of votes cast will be declared elected for the term of one (1) year. The terms of office shall begin on the first day of October of each year.

Section 3. Vacancy of Office

A vacancy in the office of President shall be filled for the remainder of the term by the Vice President and a new Vice President shall be elected in accordance with the procedure of Article I, Section 1, at the next regular meeting to fill the vacancy for the remainder of the term.

A vacancy in the office of President-elect shall be filled for the remainder of the term by the election procedure of Article I, Section 1.

A vacancy in the board of Directors or any other office shall be filled by the remaining members of the Board of Directors until such time as an election can be held.

ARTICLE II. BOARD OF DIRECTORS

Section 1.

The governing body of this Club shall be the officers and the Board of Directors as representatives of the Club.

Section 2.

The immediate Past-President shall be an ex-officio member of the Board of Directors.

ARTICLE III. DUTIES OF OFFICERS

Section 1. President

The President shall appoint all special committees; shall preside at all meetings of the Club and the Board of Directors; shall serve as ex-officio member of all standing and special committees; and perform other duties that pertain to the office. The President must attend Civitan International training.

Section 2. President-elect

The President-elect presides at meetings of the Club and Board of Directors in the absence of the President and Vice President; performs duties under the direction of the President to prepare for the coming role as President of the Club; serves as Club Education Manager. The Education Manager is responsible for orientation of new members and for providing education programs for the existing members. The President-elect must attend Civitan International training.

Section 3. Vice President

The Vice President presides at meetings of the Club and/ or the Board of Directors in the absence of the President and President-elect; serves as Chair of the Program and Entertainment Committee; and performs other duties that pertain to the office.

Section 4. Secretary

The Secretary maintains records of membership and attendance; records and maintains all minutes of meetings; and make required reports to the District and Civitan International. It shall also be the duty of the Secretary to provide periodically, including one in the first three months of the new fiscal year, an up-to-date membership directory and to perform other duties that pertain to the office. This office and that of Treasurer may be filled by one person. The Secretary must take Civitan International training on line.

Section 5. Treasurer

The Treasurer maintains custody of all funds; reports to the Club at the first meeting of each month; opens accounts for an audit; reports to International new members and members who resign; and performs other duties that pertain to the office. Upon retirement from this office, the Treasurer shall turn over to the new Treasurer or the President, all funds, books of accounts or any other Club property in his or her possession. This office and that of Secretary may be filled by one person. . The Treasurer must take Civitan International training on line.

Section 6. Sergeant at Arms

The Sergeant at Arms has custody of all property and preserves order at all times; rules on parliamentary procedures; provides interpretation of the Constitution and By-laws of Civitan International and the Civitan Club of Auburn; serves as Chair of the greeting committee (Fellowship and Attendance); and performs other duties that pertain to the office.

Section 7. Chaplain

The Chaplain begins each meeting with a moment of silence or leads an invocation; leads the creed or pledge of allegiance to the flag; delivers a suitable eulogy upon the death of a member; notifies the Club of any illness or distress among its members; maintains a fund to purchase flowers and gifts on occasion for members; and performs other duties that pertain to the office.

Section 8. Directors

Directors I, II, and III are responsible for committees under their umbrella; appointing a chair to each committee; providing direction for those various committees; and serving as liaison between those committees and others on the Board of Directors.

Director I's responsibilities are for finances and programs that aid the mentally and physically Challenged.

Director II's responsibilities are for youth and community service projects.

Director III's responsibilities are for fundraising activities.

Section 9. Historian (an appointive office)

The Historian shall gather all materials of a historical nature, including, but not limited to, a scrapbook and/or photograph album; annual membership roster; officer, and committee lists; club bulletins; and press releases. The Historian, appointed by the President for a two-year term of office, shall serve as a member of the Board of directors and shall periodically deposit historical materials in the Auburn University archives.

In addition, the Historian shall be considered by officers and committee chairs as a "resource person" and be called on when it is deemed important to draw from the past history of the Club such procedures and practices as shall from time to time be questioned by the Board of Directors and/or Club members.

ARTICLE IV. MEETINGS

Section 1. Annual Meeting

The annual meeting of the Club shall be held in the month of September, as specified by Civitan International.

Section 2. Regular Meetings

The regular meetings of the Club shall be held at such time and place as the Board of Directors designate.

Section 3. Business Meetings

Regular business meetings shall be held monthly at such time and place as the Board of Directors designate.

Section 4. Special Meetings

Special meetings of the Club may be called by the President or the Board of Directors or by any ten members upon regular written notice to the Secretary at least five days in advance of said meeting.

Section 5. Quorum

Forty percent or more members in good standing shall constitute a quorum at any meeting of the Club.

Section 6. Directors Meetings

Regular meetings of the Board of Directors shall be held at the time and place directed by the President. Regular meetings of the Board of Directors may be called at any time by the President or Vice President upon telephone or written notice at least twenty-four hours in advance of such meeting.

Section 7. Quorum

Four or more members shall constitute a quorum of the Board of Directors.

ARTICLE V. FEES AND DUES

Section 1. Initiation Fee

The initiation fee for membership in this Club shall be paid in the amount designated by Civitan International, before the applicant can qualify as a member.

Section 2. Membership Dues

Membership dues shall be payable in advance, which shall include local, District and International dues and shall be delinquent thirty days after due date.

Section 3. Leave of Absence

Any member who is required to be absent from the Club for one month, but not more than four months, may request leave of absence prior to the time this leave is to begin, and may be retained as a active member during this time by payment of dues to the District and Civitan International.

A member, upon the termination of one leave period may be granted two additional leaves of absence. The President will report leaves of absence at the next business meeting of the Club.

ARTICLE VI. METHOD OF VOTING

Section 1.

The business of this Club may be transacted by voice vote except the election of officers and directors, which shall be by written ballot.

Section 2.

There shall be no voting by proxy.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

The Directors in consultation with the President-elect shall appoint the following standing Committees prior to taking office in October: (1) Membership, (2) Projects, (3) Program (4) Finance, (5) Constitution and By-Laws, (6) Awards, (7) Publicity, (8) Aid to Persons with Disabilities, (9) Youth Work, (10) Fund Raising, (11) Flag Display and (12) Candy Box. Director III may at his/her discretion fulfill the responsibilities of the Projects Committee (as set forth in section 2 below) or appoint a special committee.

Publicity and Newsletter chairs are appointed by the President-elect before taking the office of the President.

Section 2. Special Committees

The President shall appoint special committees as he/she and the Board of Directors may deem necessary for the administration of Club affairs.

ARTICLE VIII. DUTIES OF COMMITTEES

Section 1. Membership Committee

It shall be the primary responsibility of this committee to develop and execute an ongoing program to increase membership. It shall be the responsibility of this committee to conduct one or more annual membership recruitment meetings as directed by the President.

Application for membership and the initiation fee are given to the Chair of the Membership Committee. The membership committee will review the application and present the prospective member to the board. The Board of Directors shall vote on the prospective member.

Initiation will occur at a designated meeting.

Section 2. Projects Committee

The Projects Committee shall be charged with the responsibility of developing projects (including fundraising) and the ways and means whereby the aims and stated objectives of this organization will be achieved. All matters of civic, charitable, or similar nature shall be reviewed by this Committee. New projects shall be presented to Club members at a regular meeting and approved by a required two-thirds majority of the membership present at a regular meeting.

Section 3. Program Committee and Social Events

The Vice President serves as Chair of this Committee. The Program Committee shall plan all programs for regular Club meetings for the purpose of advancing the Civitan goals of knowledge, service and fellowship.

The Vice President appoints a committee to help plan social events.

Section 4. Fellowship and Attendance Committee

The Fellowship and Attendance Committee, chaired by the Sergeant-at-Arms, shall serve as official greeters at Club meetings and work with the Board of Directors in promoting attendance through telephone contacts, personal contacts, or letters.

Section 5. Budget and Finance Committee

The Budget and Finance Committee shall prepare a budget of estimated income and expenditures of the Club for one year. It shall consider and pass upon all major expenditures of the Club recommended and approved by the Board of Directors. The Budget and Finance Committee shall require the Treasurer to present not less than once every three months a report before the Club membership of the financial condition of the Club treasury. At the end of the fiscal year (in the month of October), this committee should cause an audit of the books to be made, and such a report of the auditor's findings shall be read before the Club membership.

Section 6. Constitution and By-Laws Committee

The Constitution and By-Laws Committee shall review and discuss all proposed amendments to the Constitution and By-Laws and report upon same to the Club. The immediate Past President chairs this committee at the request of the in coming President.

Section 7. Awards Committee

It shall be the duty of the Awards Committee to recommend to the Club, requisition and arrange for the presentation of awards and other appropriate forms of recognition to the Club members and others who demonstrate outstanding Club service or citizenship.

Section 8. Publicity Committee

The Publicity Committee shall be responsible for supplying weekly notices concerning the Club meetings to the City papers, and further, shall disseminate all interesting information furnished them by the officers of the Club, chairmen of the various committees, or Civitan International. They also furnish the Editor of the Magazine news items for publication.

Section 9. Aid to Persons with Disabilities Committee

The Aid to Persons with Disabilities Committee shall plan and promote an active program in the area of aid to persons with mental or physical disadvantages. This will include Camp Civitan support activities and birth defects education. The Chair shall act as Camp Civitan Advisor.

Section 10. Youth Work Committee

The Youth Work Committee shall coordinate all youth related projects and programs sponsored by the Club. The Committee shall propose to the Projects Committee possible projects relating to youth.

Section 11. Fund Raising Committee

The Fund Raising Committee will plan, promote, and coordinate a program, assuring that the financial income objectives of the Club's budget are attained.

Section 12. Flag Display Committee

The Flag Display Committee shall arrange for and supervise the canvass of Auburn merchants for support of a flag display in downtown Auburn. The Committee shall make recommendations to the Club regarding acquiring replacement flags, order replacement flags when approved by the Club, ensure the proper maintenance and storage of the flags, and weather permitting, ensure that flags are properly displayed on prescribed "flag days" each year.

ARTICLE IX. FINANCES

Section 1.

The Treasurer shall deposit all funds in a bank named by the Board of Directors.

Section 2.

All bills shall be paid by checks signed by the Treasurer upon vouchers signed by at least one other officer or cognizant member. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the Club's financial transactions.

Section 3.

Officers having charge or control of funds may give bond as may be required by the Board of Directors for the safe custody of funds of the Club. Any bond or insurance premium shall be paid by the Club.

Section 4.

The fiscal year of the Civitan Club of Auburn shall be from October 1 to September 30. Payment of per capita tax to Civitan International shall be made not later than 20 days after receipt of a statement by the Treasurer from Civitan International. Additions and deletions shall be noted on the monthly report form by the Secretary to Civitan International by the 10th day of the succeeding month for which such report is made. Payment of District per capita tax shall be made at least semi-annually as required by the District By-Laws.

ARTICLE X METHOD OF ELECTING MEMBERS

Section 1: Requirements for Membership

Any person eighteen years or older, of good Character and reputation who wishes to further the goals of Civitan is eligible for membership, providing they are a duly qualified voter or has a legal excuse for not being so qualified.

The membership committee shall schedule a talk with the individual about Civitan commitment.

Any person wishing to join civitan must submit an application and membership fee to the membership committee for review. The Membership Committee shall then present the new member to the Board for approval. A positive vote of 2/3 of the board of directors is required for club membership.

The membership chair and the President will schedule an initiation.

Membership will continue until forfeited or resigned.

Section 2. Description of Memberships

Active: Any person possessing the qualifications of membership may be elected to active membership. Active members shall pay membership and meal dues as set by the club membership. Active members vote, may hold elective office, and hold a financial interest in club funds or property.

Project/Support: Project or support membership may be conferred on an individual who wants to participate in local club projects and activities or give support in other ways, but is unable to regularly attend club meetings. These members will be included on the club, district, and International roster with annual membership dues billed at the same rate as those established for active club members. Meals will be billed to these members if they attend a meal meeting. These members do not vote, hold office or have financial interest in club funds or property.

Honorary: Honorary membership may be conferred upon an individual that has distinguished him or herself in some unusual or praiseworthy manner. Selection shall require the unanimous vote of the Club membership in attendance, provided such person's name has been proposed for honorary membership at a previous regular meeting. Honorary members may attend club meetings, but they do not pay dues, vote or hold elective office. Meals will be billed to honorary members when attending a meal meeting. Honorary members have no financial interest in any Club funds or property.

Life: Life membership may be conferred upon a member of a club for distinguished service to Civitan by affirmative vote of 75% of the members of the Club. A life member shall have all the rights and privileges of an active member but shall not be required to pay dues. The Club shall, thereafter, pay International, District, and Club dues on behalf of such member. Meals will be billed to life members when they attend a meal meeting.

ARTICLE XI. RESOLUTIONS AND SUBSCRIPTIONS

Section 1.

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 of Directors. Such resolutions or motions, if offered at a Club meeting, shall be referred without discussion to the Board of Directors, which after having given consideration to the matter, shall submit its recommendations to the Club. Having received such recommendations, the Club may proceed to take such action as may seem proper to the majority.

Section 2.

No assessments shall be permitted to be placed upon the membership of the Club, neither shall any person or organization be permitted to appeal for funds for any purpose whatsoever before a regular meeting of the Club. No matter how meritorious the cause may be, it is required that such person or organization shall make their appeal individually to the members at their respective offices. The expenditure of the Club funds for anything other than regular expenses shall not be made except upon recommendation of the Board of Directors and consent of majority of the Members present at the regular business meeting of the Club.

ARTICLE XIII. SURRENDER OF CHARTER

Section 1.

If for any reason it is deemed desirable to surrender the Charter of the Club, notice shall be given the International Secretary at Headquarters and all insignia, shields, and banners, etc., shall be turned in to said International Secretary with all forms, records, and papers of the Club. Further, all funds remaining in the treasury shall likewise be turned over to Civitan International.

Section 2.

In the event of any Club desiring to surrender its charter, it shall be required that such action be the unanimous wish of the entire membership. Any minority opposing such surrender may retain the charter of such club unless otherwise notified by Civitan International.

ARTICLE XII. RULES OF ORDER

Section 1.

Parliamentary procedure in all meetings of the Club, Board of Directors, and committees shall be in accordance with Robert's Rules of Order.

ARTICLE XIV. GOOD STANDING

Section 1.

A member shall be deemed to be in good standing who is not more than two months delinquent in dues or other indebtedness to the club or who has not missed more than four consecutive meetings without securing excused absences or requesting a leave of absence from the Board of Directors. If it is known that the member will be absent for a period exceeding one month (four meetings) but not exceeding six months a leave of absence must be requested. The secretary shall notify the member when the member is no longer in good standing.

Section 2.

A member who is notified of his lack of good standing under Article XIV Section 1 and who does take steps to become in good standing for a period of one month shall be dropped from the Club roll and notified by the secretary of the Club's action. At the end of the first month after the member has been dropped from the club roll, Civitan International shall be notified of the Club's action.

Section 3.

A member who is not in good standing or who has been dropped may regain good standing status by paying any and all indebtedness to the Club. If the member has been dropped from the roll for more than one month, the processing fee must be paid to Civitan International before full reinstatement can be obtained. For hardship cases the Board of Directors may recommend to the Club membership that a portion of the reinstatement requirements be waived. A vote of two-thirds of at least 60 percent of the members is necessary for acceptance of the recommendation.

ARTICLE XV. AMENDMENTS

Section 1.

Amendment to the By-Laws shall only be made after notice has been given at the regular meeting prior to the meeting at which time the amendments are to be voted upon.

Section 2.

These By-Laws may be amended by a majority vote of active members present and voting, provided a quorum is present.