

BY-LAWS OF LEITERSBURG RURITAN CLUB INC.

ARTICLE I. Name

The name of the club shall be the Leitersburg Ruritan Club.

ARTICLE II. Objectives

Section A. Mission Statement: Ruritan is a civic organization dedicated to making communities a better place in which to live through fellowship goodwill, and community service.

Section B. The objectives of the Club are as follows:

1. To promote fellowship and goodwill among its members and the citizens of the community and to inspire each other to higher efforts.
2. To unify the efforts of individuals, organizations, and institutions in the community toward making it an ideal place in which to live.
3. To work to those agencies which serve the community and contribute directly to its progress
4. To encourage and foster the ideal of service as the basis of all worthy enterprise.

ARTICLE III. Emblems

The emblem of the club shall be the same as the emblem for Ruritan National.

ARTICLE IV. Membership

Section A. Club membership may be acquired only by invitation, transfer or reinstatement.

Section B. Any community-minded person whose interest is allied with the club and community shall be considered for club membership.

Section C. Any member of this club may present the name of a proposed member to any Board of Director member and upon majority approval of the Board of Directors in quorum; the name shall be submitted to the club. Upon approval with a two-thirds (2/3) vote of the club in quorum, the applicant shall become a member of the club.

Section D. A member, by payment of applicable fees and dues, thereby accepts the principles of the club as expressed in its objectives and submits to and agrees to comply with and be bound by the bylaws of the club.

Section E. The types of Ruritan membership are active, associate, Ruritan Forever, and honorary.

1. **Associate membership** may be bestowed upon an individual or a business desiring affiliation with Ruritan. An individual associate member is one who is unable to attend the minimum four (4) meetings per year. An individual and/or business will represent one membership for each annual dues paid to Ruritan National. An individual associate member may not vote, hold office, or participate in club business activities, or be a delegate to district or national conventions. An individual associate member will receive a lapel pin and a business will receive either a plaque or window static. Associate members (individual or business) will receive the Ruritan National magazine.
2. **Honorary membership** may be conferred upon a club member who, in the opinion of the club Board of Directors and membership, has rendered extraordinary Ruritan service. An honorary member is not expected, nor required, to maintain club attendance and is not considered in any club awards programs. An honorary member will be exempt from the payment of club dues but shall pay national dues and any district dues. An honorary member shall have all rights, privileges, and benefits of Ruritan membership.
3. **Ruritan Forever** membership is a perpetual life plan to honor either a living or deceased member in perpetuity by establishing an endowment fund that will provide dues income during and after the lifetime of the participant. The fee for this plan is controlled by the National Board of Directors. A Ruritan Forever plaque and a Ruritan Forever pin will be presented to living a Ruritan Forever member, and a Ruritan Forever plaque will be presented to an appropriate family member to memorialize a deceased Ruritan Forever recipient. Ruritan Forever status may be conferred upon any active, associate, honorary, or deceased member.
4. **ARTICLE V. Leave of Absence & At Large Status**

Section A. Upon written application to the club Board of Directors setting forth good and sufficient reason, a leave of absence status may be granted to a club member, excusing said member from attending meetings of the club. This written application must specify the length of time desired, which shall in no case be granted for a period of less than three (3) months or for more than one (1) year. A club member on leave of absence shall continue to pay national and any applicable district dues and shall be counted neither absent nor present on the club roll, neither will they vote, hold office, nor participate in club business activities, or be a delegate at the district or national convention.

Section B. Any club member in good standing may be granted an at-large status by the club Board of Directors and club membership. Such status may be granted because of residence relocation, permanent health impairment, or employment limitation, etc. (one year or longer). Such

members pay national membership dues and any applicable district dues; however, they are neither expected nor required to maintain club attendance and are not considered in any club awards program. Neither will they vote, hold office, participate in club business activities, or be a delegate at district or national conventions. The club shall review each at-large member's status annually.

ARTICLE VI. Fees and Dues

Section A. Active members may be assessed club dues as determined by a two-thirds (2/3) vote of the club Board of Directors, with a quorum present, and 2/3 vote of the members, providing a quorum is present. Each member shall pay to the club Treasurer dues per quarter, in advance.

Section B. National Ruritan dues are determined by the Ruritan National Board of Directors with approval of the delegates at the Ruritan National Convention and shall be paid to the treasurer of Ruritan National each quarter by this club for all active, and honorary members, as well as for member granted at-large and leave of absence status, who are on the roll of the club at the close of meetings in January, April, July, and October. The total yearly dues for associate members shall be paid annually on the member's anniversary date. A onetime fee for Ruritan Forever members is established by the Ruritan National Board of Directors.

Section C. Each person joining the club shall pay to the club treasurer a five (5) dollars initiation fee of which three (3) dollars shall be paid by the club to the treasurer of Ruritan National.

Section D. At the option of the district the club shall pay applicable annual district dues to the district treasurer in the amount of \$2 per club member. These dues shall be based on the enrollment of the club as of the close of the meeting in January of each year and shall be payable by March 1st of the same year.

Section E. Except for club dues, and applicable district dues, members shall not be assessed for contributions for any purpose. Proceeds from club fundraising shall not be used for meals and dues.

ARTICLE VII. Meetings

Section A. This club shall hold at least one meeting each month, the time and place to be designated by the club Board of Directors. Special meetings may be called when considered necessary by the club Board of Directors.

Section B. The regular meeting of this club shall be held on the first Monday of each Month unless otherwise decided upon by the club Board of Directors and approved by the club.

Section C. Attendance of fifty-one (51) percent of the members in good standing shall be necessary for a quorum at any meeting of the club.

Section D. Recommend length of club meetings be one and one-half (1½) hours and a meal served at each regular meeting.

Section E. Recommend following the meeting procedures guidelines as defined in the Ruritan Club and District Officers' Handbook.

Section F. A thirty (30) day written notice shall be given to each club member before a club vote to disband.

ARTICLE VIII. Duration of Club Membership

Section A. The resignation of any club member shall become effective upon written notice to the president or secretary.

Section B. The club Board of Directors may terminate the membership of any club member who refuses or neglects to pay any indebtedness due the club within thirty (30) days after formal demand had been made by written notice from the secretary or treasurer.

Section C. The club Board of Directors may excuse absences of a club member for any cause deemed satisfactory provided the member request the same within thirty (30) days before or after the meeting from which absent. However, the member whose absence is excused shall be reported as absent on the club secretary's report to Ruritan National.

Section D. Any club member may be expelled with just cause from the club by approval of two-thirds (2/3) vote of the club Board of Directors, in quorum and two-thirds (2/3) vote of club members providing a quorum is present and provided thirty (30) days advance written notice has been given to such member.

Section E. Any person whose club membership has been terminated for any reason shall forfeit any interest in all funds or other property belonging to the club.

ARTICLE IX. Attendance

Section A. Any active member absent from a regular club meeting may make up such absence, subject to the rules hereinafter set forth below.

1. Attendance at the Ruritan National Convention
2. Attendance at a District meeting
3. Attendance at a Zone meeting
4. attendance at the full regular meeting of the club Board of Directors, which must be on a different calendar date from the regular meeting, and the member must attend the full meeting.
5. Performance of a minimum of four hours of approved club objective related community service work.
6. Attendance at a regular meeting of another club.
7. Attendance at a district cabinet meeting.
8. Attendance at any other recognized Ruritan meeting.

Section B. Attendance made up in accordance with the rules set forth above, must have been within the entire calendar month before, or the entire calendar month after, a missed meeting. The makeup attendance shall be reported to the club secretary by the member making up attendance, and the club secretary shall report the attendance makeup to Ruritan National. However, the member must attend or makeup one meeting per quarter of the club each year.

ARTICLE X. Officers and Directors

Section A. The officers of this club shall be a president, a vice president, a secretary, and a treasurer.

Section B. The Board of Directors of this club shall be composed of the president, vice president, secretary, treasurer, the immediate past president, and three **(3)** elected directors. The president shall serve as chairperson.

Section C. A majority of the Board of Directors shall constitute a quorum.

Section D. Each officer and director shall be an active member in good standing in the club.

ARTICLE XI. Elections

Section A. The officers and directors shall be elected in the following manner:

1. No later than the regular meeting in August of each year, the president shall appoint a Nominating Committee composed of three **(3)** to five **(5)** members whose duty shall be to nominate officers and a director.
2. At the September meeting of the club, the Nominating Committee shall submit its report of nominees for office to the club after which the floor will be open for further nominations from the members.

Section B. Annual elections should be at the October meeting with the person receiving the most votes for each office shall be declared Elected by plurality. Elected officers shall be installed by the December meeting. All officers should hold office for a term of one **(1)** year beginning on the first day of January or until a successor to the office has been elected and installed.

Section C. Directors shall hold office for a term of three (3) years except for the first election held after a new club's charter and adoption of the bylaws, at which time one director shall be elected for one **(1)** year, one director for two **(2)** years, and one director for three **(3)** years.

Section D. The newly elected president shall announce the appointment of a sergeant-at-arms, chaplain, song leader, reporter, and the committees after installation at the December meeting. The members so appointed shall take office on the 1st day of January.

Section E. No officer or director of this club shall receive any compensation for any services rendered, except the secretary and treasurer who may be compensated.

ARTICLE XII. Duties of Officers

Section A. The president shall be chair of the club Board of Directors and shall preside at all meetings.

Section B. The vice president shall serve as chair of the Finance Committee and the Objectives Committee consisting of the Community Service chairs and be an Ex officio member of all Community Services Committees.

Section C. If for any reason the president is unable to perform his/her duties or the office of the president shall become vacant, the vice president shall succeed to this office. If the vice-president is unable or unwilling to succeed to this office the club Board of Directors should recommend a name to the membership after which the floor is open for nominations. A new president will be elected by majority vote. In the event of a vacancy in any other office the club Board of Directors shall elect a member to fill the unexpired term.

Section D. The secretary shall keep a record of transactions of each meeting and a corrected list of all members, attend to all correspondence make the required reports to Ruritan National, and perform such other duties as ordinarily pertain to this office or as may be imposed by the Board of Directors.

Section E. The treasurer shall keep club member accounts (showing money paid in and amounts still due), collect all money due the club (depositing in a financial institution designated by the club board of directors), pay out money only as authorized by club action and be a member of the finance committee.

Section F. The sergeant-at-arms, chaplain, song leader, and reporter are all appointed by the president of the club and their duties are found in the Ruritan Club and District Officers' Handbook.

ARTICLE XIII. Committees

Section A. The president shall appoint the following Standing Committees for the year:

1. Program and Entertainment
2. Finance
3. Public Relations
4. Membership
5. Fellowship

Section B. The president shall appoint the following the following community Service Committees:

1. Business and Professions
2. Citizenship and Patriotism
3. Environment
4. Public Service
5. Social Development

Section C. The chair of each Community Service Committees shall constitute the Objectives Committee with the club vice president as chair.

Section D. The president may appoint special committees as needed.

Section E. Each committee shall transact such business as is delegated to it in the Ruritan Club and District Officers' Handbook and such additional business as directed by the president.

ARTICLE XIV. Politics

This club shall be nonsectarian, nonpartisan, and take no action endorsing or condemning any candidate or measure which is being submitted to the vote of the people.

ARTICLE XV. Auditing of Accounts

Section A. At the November meeting of this club, the president shall appoint an auditing committee composed of three (3) members who shall carefully examine the books and accounts of the secretary and treasurer and make a report of their findings to the club at the January meeting. The secretary and treasurer shall submit their books to this committee for auditing at any time as directed by the club Board of Directors.

Section B. The treasurer shall be responsible for filing the 990 Report Form with the Internal Revenue Service.

ARTICLE XVI. Property Ownership

Section A. Any individual Ruritan club may purchase or own any property it deems necessary to achieve the objectives of Ruritan. The club acknowledges Ruritan National shall not be responsible for the debts of this club and will not assume any responsibility for dispersing of the club's property in the event this club disbands.

Section B. Dissolution Clause: In the event of disbandment of a club, the

property of the disbanded club shall be used for community service or donated to another non-profit organization in the community.

ARTICLE XVII. Parliamentary Procedure

The rules contained in the current issue of Robert's Rules of Order, newly revised, govern the meetings of this club in all cases in which they are applicable and in which they are not in conflict with these Bylaws and any special rules or order that this club may adopt.

ARTICLE XVIII. Amendments

These Bylaws may be amended at any regular club meeting, where a quorum is present, by two-thirds (2/3) vote of those present and voting, provided

1. The amendment is not in conflict with the Bylaws of Ruritan National.
2. Written notice of all amendments is given at least two (2) weeks in advance to all members.
3. The amendment has been approved in a meeting of the club Board of Directors where a quorum was present.