



# Constitution of the . . . Ruritan Club

## **ARTICLE I. Name**

The name of the club shall be the \_\_\_\_\_ Ruritan Club.

## **ARTICLE II. Objects**

We, believing that the community is the backbone of our American way of life, and that upon its strength depends the future of America, and that the greatest handicap to building and maintaining a strong community is the difficulty of getting a group of rural and urban people representing all organizations, interests and segments of the community together regularly, so that problems affecting the community may be systematically and thoroughly considered, declare the objects of this organization to be as follows:

A. To promote fellowship and goodwill among its members and the citizens of the community, and to inspire each other to higher efforts.

B. To unify the efforts of individuals, organizations, and institutions in the community toward making it an ideal place in which to live.

C. To work with those agencies that serve the community and contribute directly to its progress.

D. To encourage and foster the ideal of service as the basis of all worthy enterprise.

E. To create greater understanding between rural and urban people on the problems of each, as well as on their mutual problems.

## **ARTICLE III. Emblems**

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

## **ARTICLE IV. Membership**

**Section A.** It is recommended that club membership be composed of people representing a cross-section of the community.

**Section B.** Any person of good moral character and reputation shall be eligible for club membership.

**Section C.** There are three kinds of membership, namely: active, members-at-large and honorary members.

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

**Section E.** Any member of this club may present the name of a proposed member to the president. The president shall present the name of the proposed member to the Board of Directors and upon majority approval, the name shall be submitted to the club. Upon approval of a 2/3 vote the person shall become a member of that club providing a quorum is present.

**Section F.** Any member desiring to transfer to another Ruritan club should submit a written request to the Board of Directors of the club in which they desire membership, and upon a majority vote by the Board of Directors the name shall be submitted to the club. Upon approval of a 2/3 vote the person shall become a member provided a quorum is present.

**Section G.** Any former member desiring to reinstate membership in a former club, shall submit a request with evidence of a former membership to the Board of Directors of the club in which they desire membership, and upon a ma-

majority vote, the name of the proposed member shall be submitted to the club. Upon approval of a 2/3 vote the person shall become a member of that club providing a quorum is present.

**Section H.** Any club member in good standing may be granted an 'At-Large' status by the club Board of Directors and the club membership. Status may be granted to members who because of residence relocation, permanent health impairment or employment limitation (one year or longer). These members pay full national membership dues; however, they are neither expected nor required to maintain club attendance and are not considered in any club award program. Neither will they vote, hold office, nor participate in club business activities. The club shall review each 'At-Large' member's status annually.

**Section I.** Honorary membership may be conferred upon club members who in the opinion of the Board of Directors and membership have rendered extraordinary Ruritan service, and who are unable to regularly attend meetings. An honorary member shall be exempt from payment of fees and dues, shall hold no vote and shall not be eligible to hold office; shall have no interest in any property of the club, but shall be entitled to attend all meetings and enjoy all other privileges of the club.

**Section J.** A member by payment of admission fee and dues thereby accepts the principles of Ruritan as expressed in its objects and submits to and agrees to comply with and be bound by the constitution and bylaws of this club.

## **ARTICLE V. Meetings**

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

**Section B.** Attendance of 51 percent of the members in good standing shall be necessary for a quorum at any meeting of the club.

## **ARTICLE VI. Fees and Dues**

**Section A.** The yearly membership dues, as prescribed in the bylaws shall be paid quarterly in advance and shall be used to pay national dues and expenses of the club.

**Section B.** Except for club dues, the members of the club shall not be assessed for contributions for any purpose.

## **ARTICLE VII. 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.** Any club member who refuses or neglects to pay any indebtedness due the club within thirty (30) days after formal demand has been made by notice from the secretary or treasurer shall automatically forfeit membership.

**Section C.** Any active club member who shall be absent from four (4) consecutive regular meetings shall automatically forfeit membership unless such absence is made up as hereinafter provided, or presents a legitimate excuse to the president.

## Constitution of the . . . Ruritan Club (continued)

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

**Section E.** Any club member may be expelled from the club by approval of 2/3 of club members providing a quorum is present and voting and 2/3 vote of the entire board.

**Section F.** 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 VIII. Attendance**

**Section A.** Any active member absent from a regular club meeting may make up such absence, subject to the rules hereinafter set forth, by attendance at a Ruritan National Convention, a district convention, a zone meeting, the regular meeting of club Board of Directors, by performing a minimum of four (4) hours of approved club objective related community service work, or by attendance at a regular meeting of another club. Attendance made up in such manner shall be reported by the club secretary to Ruritan National. However, must attend at least three (3) regular meetings of club each year.

**Section B.** In order to make up attendance, the meeting attended must have been on any of the thirty (30) days immediately preceding, the day of the absence itself, or on any of the thirty (30) days following the day of absence.

**Section C.** Attendance at a Ruritan National Convention, a district convention, a zone meeting, or a regular meeting of another club, must be reported to the club secretary by the member making up attendance.

**Section D.** Attendance at a meeting of club Board of Directors must be on a different calendar date from the regular meeting and the member must attend the full meeting.

### **ARTICLE IX. 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, three (3) elected directors, and the immediate past president. The president shall serve as chair.

**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 X. Parliamentary Procedure**

In the absence of rules in this constitution and bylaws, the proceedings of this club shall be conducted in accordance with Robert's Rules of Order.

### **ARTICLE XI. Property Ownership**

Any individual Ruritan Club may purchase or own any property they deem necessary to achieve the object of Ruritan.

Ruritan National will not assume the responsibility for the debts of a local club, nor will assume any responsibility for

dispensing of the property in the event the club disbands.

### **ARTICLE XII. Amendments**

This constitution may be amended at any regular club meeting by a two-thirds (2/3) vote of those present and voting, provided:

1. The amendment is not in conflict with the constitution and bylaws of Ruritan National, and has been approved by the Board of Directors of the national organization in which the club holds membership.

2. Written notice shall have been mailed to each member of the club at least two (2) weeks previous to the meeting at which vote is to be taken on the amendment, said notice to state the proposed amendment, or provided said proposed amendment is submitted at a regular club meeting to be voted on at the next meeting.

3. A quorum is present.

# Bylaws of the . . . Ruritan Club

## **ARTICLE I. Meetings**

**Section A.** The regular meeting of the club shall be held on the \_\_\_\_\_ day of each month, unless otherwise decided upon by the Board of Directors and approved by the club.

**Section B.** The time and place of club meetings shall be determined by the Board of Directors from time to time. It is recommended that meetings be held to one hour and thirty minutes, if possible.

**Section C.** A meal shall be served at each regular meeting of the club.

## **ARTICLE II. Club Membership**

The club shall admit to membership those persons whose interests are allied with the community to be served.

## **ARTICLE III. Fees and Dues**

**Section A.** The dues shall be \$\_\_\_\_\_ per year, payable quarterly in advance.

**Section B.** Dues of \$8 per club member shall be paid to the treasurer of Ruritan National each quarter by this club for all members on the roll of the club at the close of meetings in January, April, July and October, except that no dues shall be paid upon honorary members.

**Section C.** Each person joining the club shall pay to the club treasurer a \$5 initiation fee of which \$3 shall be paid by the club to the treasurer of Ruritan National.

**Section D.** Each person joining the club as a former member or a member by transfer shall pay to the club treasurer a registration fee of \$3 which shall be paid by the club to the treasurer of Ruritan National.

## **ARTICLE IV. Elections**

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

1. At the regular meeting in September of each year, the president shall appoint a Nominating Committee composed of three to five members whose duty shall be to nominate officers and a director.

2. At the October 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. The club shall then proceed to election and the person receiving the majority of the votes cast for each office shall be declared elected. If no election is had on the first ballot, the person receiving the lowest number of votes shall be dropped on each succeeding ballot until one person shall receive a majority of the votes cast.

**Section B.** Annual elections shall be at the October meeting with installation at the December meeting. All officers shall hold office for a term of one (1) year, beginning on the 1st day of January or until a successor to the office has been elected and installed. No president who has been in office for a full term of one (1) year should succeed, but would be eligible for re-election after a lapse of one year.

**Section C.** Directors shall hold office for a term of three (3) years except for the first election held after the adoption of the constitution and 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 committees after installation at the December meeting and the persons so appointed shall take office on the 1st day of January.

**Section E.** No person shall be eligible to hold office unless an active club member in good standing.

**Section F.** 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 V. Duties of Officers**

**Section A.** The president shall be chair of the Board of Directors as well as the Chief Executive Officer of the club and shall preside at all meetings.

**Section B.** The vice president shall be a member of the Objectives Committee consisting of the Community Service Committee Chairs, and be Ex Officio member of all Community Service Committees, and shall also be a member of the Finance Committee.

If for any reason the president is unable to perform duties, the vice president shall occupy position and perform duties, having the same authority as the president.

If for any reason the office of the president shall become vacant, the vice president shall succeed office. In the event of a vacancy in any other office the Board of Directors shall elect a member to fill the unexpired term.

**Section C.** The secretary shall keep a record of transactions of each meeting, a corrected list of all members, and attend to all correspondence, shall 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 D.** The treasurer shall keep club member accounts, showing money paid in and amounts still due, and collect all money due the club, depositing same in a bank designated by the Board of Directors, shall pay out money only as authorized by club action or as directed by the president, which shall be by check and be signed by the treasurer, and shall be a member of the Finance Committee.

**Section E.** The sergeant-at-arms shall help maintain order in the meetings, collect such fines as may be imposed by the club and carry out any other duties as directed by the president.

**Section F.** The chaplain shall lead the devotional service of the club and strive to maintain a spirit of religious fellowship in the club at all times.

**Section G.** The song leader shall lead the singing at club meetings.

**Section H.** The reporter shall give adequate publicity to club meetings and accomplishments.

**Section I.** The Board of Directors is charged with the following duties:

1. They shall be responsible for the execution of the authorized policies of the club.

2. They shall hold regular monthly meetings and special meetings when called by the president or upon written request signed by a majority of the Board of Directors.

## **ARTICLE VI. 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.

## Bylaws of the . . . Ruritan Club (continued)

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

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

**Section C.** The chair of the 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 bylaws and such additional business as directed by the president and inherent in its title.

### **ARTICLE VII. Duties of Committees**

**Section A.** Program and Entertainment. This committee shall prepare and arrange programs and entertainment for all meetings.

**Section B.** Finance. This committee shall study ways and means of raising money to meet the financial requirements of the club and make recommendations to the Board of Directors for action.

**Section C.** Public Relations. This committee shall establish an effective public relations program involving the club and the community and promote fellowship and goodwill.

**Section D.** Membership Committee. This committee is to assist in providing stability and growth in club membership by maintaining the desired membership as determined by the club.

**Section E.** Fellowship. This committee shall promote fellowship among members, prospective members and visitors. They shall organize and get together fun-type activities for members, their families, and the community when sponsoring a community service. They shall also provide appropriate assistance and fellowship to members which suffer serious illness; their family members and other serious misfortunes.

**Section F.** Community Service Committees set forth in section B, article VI, shall work in their respective fields to make their community a better place in which to live.

**Section G.** Objectives Committee. This committee shall coordinate the projects and activities of the various Community Service Committees and make recommendations to the Board of Directors.

### **ARTICLE VIII. Leave of Absence**

Upon written application to the Board of Directors setting forth good and sufficient reasons, a leave of absence may be granted a club member excusing 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 months or for more than one (1) year. A club member on leave of absence shall continue to pay national dues and shall be counted neither absent nor present on the club roll.

### **ARTICLE IX. Politics**

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

### **ARTICLE X. 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, and submit to Ruritan National a list of the club membership on roll as of December 31, including names and addresses. The secretary and treasurer shall submit their books to this committee for auditing at any time as directed by the Board of Directors.

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

### **ARTICLE XI. Meeting Procedure**

The order of business for regular meetings shall be as follows:

1. **Call to Order** - President.
2. **Song: "America"** - Club Members.
3. **Invocation** - Chaplain.
4. **Meal** (during meal, welcome new members, if any, have reading of minutes; roll call by first names or nicknames and announcements. Music if available).
5. **Report of Objectives Committee** - Vice President as chair will report on progress being made by various Standing Committees from information given by committee chair or may have each committee chair make reports.
6. **Report of Special Committees** - Committee chairs.
7. **Report of Board of Directors** - Secretary.
8. **Report of Treasurer** - Treasurer.
9. **Unfinished Business** - Secretary will provide president with a list of unfinished business as taken from minutes.
10. **New Business** - Secretary will provide president with a list of possible new business, said list being taken from communications received during month, and from provisions in constitution and bylaws of local club.
11. **Program and entertainment.**
12. **Pledge Allegiance** to flag and adjournment.

### **ARTICLE XII. Amendments**

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

1. The amendment is not in conflict with the constitution and bylaws of Ruritan National, or the constitution of the club, and has been approved by the Board of Directors of the organization in which the club holds membership.
2. The amendment has been approved in a meeting of the club Board of Directors where a quorum was present.