

**HISTORY OF THE RULES AND REGULATIONS  
THE FELLOWSHIP FORUM  
AS RECORDED IN THE FILES OF THE SECRETARY  
1950 TO 1970  
AND IN PUBLISHED BYLAWS FROM 1974 & 1983**

**The First Rules and Regulations. -- 1950 Summarized**

Minutes of the organization meeting of Fellowship Forum, on December 27, 1950, record the general objectives of the organization and a proposed plan to implement them. The founding group voted to adopt the name "*The Fellowship Forum.*" Activities were to be neither partisan nor denominational. Members were not to participate in or to voice propaganda. Activities were to be directed to the promotion of fellowship, to helping members keep abreast of the times, and to the development of a broader understanding of the needs and progress of our fellow men.

Operating procedure was to be as follows:

- 1) An elected Executive Committee of three members was to serve for three months. It was to plan programs, handle business matters, and from time to time, invite guest speakers from outside the group. Only the Executive Committee was to be privileged to invite persons to become members of the Forum.
- 2) Members were to be allowed to bring guests they believed would fit into the group and add to its interests.
- 3) Members expecting to be absent from a luncheon, or to be present with a guest, were to notify the Secretary before 9 a.m. on any given Tuesday.
- 4) Collection of \$1.50 for luncheon was to be taken after members were seated.
- 5) Guests were to be asked to meet the Secretary and sign a register including address and phone number.

The minutes of the organization meeting express the belief that membership in the Fellowship Forum should grow because of its desirability.

As operating experience developed, good ideas became regular procedures and customs were established. The substance of formal Rules and Regulations was in the making.

Attached **Sheet A**, dated August 29, 1952, refers to a Memorandum of Policies and Procedures dated August 1951. Hopefully, this memorandum may be found with other missing records of mid-1951. With the exception of the Secretary's reports of two Executive Committee meetings on January 6, 1951 and April 18, 1951, Sheet A is the earliest record available following the minutes of the organization meeting. It is interesting to note that as early as August 1951, problems of how to select and elect new members were in evidence as they are in 1970.

**Sheet B** is the next available record relating to Policies and Procedures. It was adopted by the Forum on September 9, 1952 and is a significant step toward the first complete set of Rules and Regulations adopted about eight months later.

The wording of **Sheet C** is, in general, identical with that of the Membership Section of the first formally adopted Rules and Regulations dated April 24, 1953. The records available give no clue to the interesting question of whose ideas were incorporated in Sheet C. It is marked, "*Addenda to Minutes of March 31, 1953*" but the minutes of the Forum meeting of that date are silent on this point. However, things moved rapidly from that date onward.

At the next meeting of the Forum, on April 7, 1953, President Sears outlined reasons why the Forum should have a "*Constitution*." Mr. Graeff Kennedy spoke in favor of such action. President Sears was asked to appoint a committee, with himself as Chairman, to prepare such a governing code and present it to the Forum.

On April 14, 1953, President Sears announced that he had asked Dr. Henry J. Broderson and Rev. Maxwell N. Hamilton to serve with him as a Rules and Regulations Committee.

Aug. 29, 1952

### **EXECUTIVE COMMITTEE, THE FELLOWSHIP FORUM**

The following is taken from "*Memorandum on Policies and Procedures Governing Membership in the Fellowship Forum*" which was presented to the club in August 1951. It covers only the section on rules. It was presented by the membership committee and was adopted as the rules governing membership. The section is as follows:

#### **POLICIES**

- 1 . Until such time as the club may determine otherwise the membership of The Fellowship Forum shall not exceed 35 members, all of whom shall be of the male sex and shall have attained the age of maturity.
- 2 . Membership shall be achieved only upon invitation of and election by the club.
- 3 . Suggestion of names for membership in the club may be made by any member of the club.
- 4 . Names proposed for membership shall be presented in writing to the membership committee and shall be accompanied by such information as the committee may require, together with the name of the sponsor.
- 5 . All nominations for membership shall be made to the club by the membership committee; and election shall be by majority vote of the membership present.
- 6 . When invitation to membership has been voted by the club it shall be the duty of the secretary of the club to send formal notice of the same to the newly elected member; acceptance of invitation shall complete election.
- 7 . Membership in the club may be terminated by resignation or for cause by a vote of the club.
- 8 . Proposed alterations or additions to these policies on membership shall be presented to the club by the committee on membership, the presentation to be accompanied by the committee's recommendations on the same.

## SHEET B - COPY OF THE ORIGINAL -- 1952

- ( 1 ) It was recommended that the Junior Past President of Fellowship Forum, each year, serve ex-officio as Chairman of the Executive Committee.
- ( 2 ) It was recommended that the definite limitation of 35 members be placed upon the membership of Fellowship Forum.
- ( 3 ) It was recommended that any member who may be absent from meetings of Fellowship Forum for the period of Three (3) months, without explanation, shall be liable to loss of membership; and in such event, the Membership Committee shall be privileged to drop the delinquent member's name from our list of members.
- ( 4 ) It was recommended that the Secretary be instructed to prepare a form of guest card, extending the privileges of the Forum, for the period of one month, to friends of members, as requested by them.
- ( 5 ) It was recommended that new members of Fellowship Forum shall be eligible for election, only after approval of their respective nominations by the Membership Committee.
- ( 6 ) It was recommended that the Business Committee be authorized to act as a Menu Committee, to arrange for satisfactory menus, at each of our regular luncheon meetings.

Addenda: It was recommended that the Secretary be instructed to have a rubber stamp prepared, giving his name as Secretary, and his address, to be imprinted on each letter head of the Forum, used during the remainder of his term of office.

**NOTE:**

The above recommendations were drawn up at a meeting of the Executive Committee on Sept. 2, 1952, and duly adopted by the Forum at its regular meeting of Sept. 9, 1952.

## SHEET C.- COPY OF THE ORIGINAL -- 1953

### MEMBERSHIP IN THE FELLOWSHIP FORUM

1. There shall be three classes of Membership: Active, Associate and Honorary.

2. Active Membership implies regular attendance at meetings and participation in the activities of the Forum. It shall be limited to thirty-five men until the limit has been changed by vote of the Forum.

3. Active Membership is attained as follows:

a. Any Active Member, or Members, may propose a name in writing to the Membership Committee. Such proposal shall assume Sponsorship and shall include information concerning the career and present occupation of the proposed Member.

b. The Membership Committee shall make such investigation as seems necessary and make a report and recommendation to the Forum for its action.

c. Election shall be by vote of the Active Members present, and two or more negative votes shall reject the application.

d. Leave of absence may be granted to Active Members for a limited time for valid reasons.

4. Associate membership may be granted to an Active Member if he finds that he cannot attend meetings regularly, but such Membership shall be cancelled if the Member is absent consecutively for a considerable time. Associate Members cannot vote, and the number of such Memberships may be limited.

5. Honorary Membership may be conferred on worthy persons by recommendation of the Governing Committee, with the approval of the Forum.

Addenda to Minutes  
of March 31, 1953

COPY

K.M.B.

At the following meeting, on April 21, 1953, President Sears read a preliminary draft of proposed Rules and Regulations prepared by the committee. It was voted to prepare copies for all members of the Forum.

At the April 28, 1953 meeting, President Sears announced completion of the draft of Rules and Regulations. He requested that a copy be given to each member present for study.

On May 5, 1953 President Sears addressed the Forum at length on the proposed Rules and Regulations. After extended discussion, some proposed amendments were accepted and others rejected. The first formal Rules and Regulations of the Fellowship Forum were then adopted as amended. The copies were evidently made a few days before the April 28, 1953 meeting and are identified by the heading "*Fellowship Forum, Palo Alto, California, April 24, 1953.*" They are referred to in the minutes of meetings as "*Rules and Regulations.*"

The newly adopted document is in eight sections: Purpose, Membership, Officers, Standing committees, Governing Board, Meetings, Elections and Amendments. It authorizes the following:

- a) Three classes of membership - Active, Associate and Honorary.
- b) A maximum of 35 Active Members -- no minimum.
- c) Election by vote of Active Members. No mention is made of the majority required for election. This was changed to "unanimous" in a later set of Rules and Regulations.
- d) Election of Officers in May of each year. This was changed at a meeting on December 22, 1953. Elections were moved from May to December and installation in office from May to the following January.
- e) Rules could be amended by a three-quarters majority vote of the active membership.

## **THE SECOND SET OF RULES AND REGULATIONS. -- 1955 Summarized**

This document is identified by the heading "*Fellowship Forum, Palo Alto, California, By-Laws, Effective January 1, 1955.*" Notice that it bears the title "*By-Laws.*"

The new By-Laws show the results of twenty months of operating experience since the first Rules and Regulations were adopted. They are in ten sections: Purpose, Membership, Officers, Standing Committees, Governing Board, Meetings, Elections, Amendments and two new sections -- Dues and Assessments, and Reports.

**"Section I - Purpose"** is restated in simpler form.

**"Section II - Membership"** increases the active membership limit to forty men and discontinues the grade of Associate Member. Rules for proposing new members are elaborated in considerable detail and the probability of regular attendance is emphasized. Evidently, difficulties had arisen in these areas. Rules for election of new members are unchanged, i.e., approval by Membership Committee, approval by Governing Board and approval by members present at a meeting. The degree of approval required by each of these bodies is not specified. The minutes of meetings repeatedly mention "unanimous approval."

**"Section III - Officers"** is unchanged except for the duties of the Treasurer. These are set forth in more detail. In addition, the Treasurer is made an ex-officio member of the Business Committee.

**"Section IV - Standing Committees"** is revised to remove the previous limitation of three members per committee.

**"Section V - Governing Board"** is changed by the addition "*Section VIII - Amendments*" is changed to give a three-fourths majority of members present at a meeting the authority to amend the By-Laws. Previously, a three-fourths majority of the active membership was required.

**"Section VI - Meetings"** is unchanged.

**"Section VII - Elections"** is altered to make the Chairman of the Program Committee an elected officer of the Forum.

**"Section VIII - Amendments"** is changed to give a three-fourths majority of members present at a meeting the authority to amend the By-Laws. Previously, a three-fourths majority of the active membership was required.

**"Section IX - Dues and Assessments"** defines the purpose of dues and sets the rate at \$6.00 per annum. It authorizes special assessments under certain conditions but not to accumulate more than a reasonable surplus.

**"Section X - Reports"** requires annual written reports from the Secretary, Treasurer, Standing Committees and other committees as directed by the President.

Four relatively unimportant amendments to these By-Laws were made during the year 1955.

## **THE THIRD SET OF RULES AND REGULATIONS. -- 1957 Summarized**

This issue is identified by the heading "*The Fellowship Forum of Palo Alto, California, Rules and Regulations, Effective March 15, 1957.*" It clarifies and simplifies the ten sections of the previous By-Laws of January 1955. Clearly, it is a superior document, splendidly organized and showing the results of further growth and development of the Forum.

**"Section II - Membership"** is changed to increase the Active Membership limit to 45 men. For the first time, the heretofore indefinite election of Active Members is resolved by the wording, "---- election shall be by unanimous vote of the members present."

**"Section III - Officers"** authorizes either the Chairman of the Business Committee or the President to sign checks in the absence of the Treasurer.

**"Section V - Governing Board"** is expanded and prescribes the duties of the Board in Considerable detail.

This set of Rules and Regulations was not amended.

## **THE FOURTH SET OF RULES AND REGULATIONS. -- 1958 Summarized**

This document is titled "*The Fellowship Forum of Palo Alto, California, Rules and Regulations, Amended June 10, 1958.*" The word "Amended" is rather confusing and "Adopted" or "Effective" seem more appropriate because the Rules were prepared as a complete new issue and subsequently were amended three times.

The Fourth Set is a verbatim copy of the Third Set of Rules to which another type of membership is added. Active Members, unable to attend meetings regularly because of health or physical disability, may be made Life Members by actions of the Membership Committee and the Governing Board. Life Members are to pay no dues and are relieved of all other obligations of Active Members.

The first amendment to these Rules was called an "*Appendix*" and is dated October 25, 1960. It provides for a complete overhaul and general tightening of requirements for the election of new members. The secret ballot is adopted for all relevant voting procedures of the Membership Committee, the Forum members and the Governing Board. Unanimous approval of candidates for membership is required of both the Membership Committee and the Governing Board. The degree of approval required from Forum members is not specified. This is left to a final judgment of the Governing Board. For the first time in the history of the Forum, the vote of the membership is made subservient to the vote of one man - any member of the Governing Board.

The second Amendment to the Rules of June 10, 1958 is not recorded in any of the copies of the Rules that I have seen. However, a letter is in the files from President Charles A. Powel to Secretary Lewis J. Evans, dated June 25, 1963, informing the Secretary that on that date the Forum had voted to raise the membership limit from 45 to 50 Active Members. This is covered in the next set of Rules and Regulations dated August 1, 1964.

A third amendment, not recorded in the Rules and Regulations of June 10, 1958, is mentioned in the Secretary's annual report for 1962. It states that the membership had voted during the year to add the Chairmen of the Business Committee and of the Membership Committee to the Governing Board. The date is not given. This change is included in the next set of Rules dated August 1, 1964.

## **THE FIFTH SET OF RULES AND REGULATIONS. -- 1964 Summarized**

This issue is headed "*The Fellowship Forum of Palo Alto, California, Rules and Regulations as of August 1, 1964.*" It differs from the Rules it supersedes only with respect to the processing of proposals for new members. We have observed these problems in evidence as early as August 1951.

Previously, The Membership Committee accepted nominations at any time and acted upon them as received. If approved, and the candidate desired membership, but no vacancy existed, the Secretary filed the approved proposal until a vacancy developed. An election was then held. The new Rules of August 1, 1964 introduce the idea of a thirty-day period during which proposals are to be accepted by the Membership Committee. This period starts when one or more vacancies are announced by the Presiding Officer. At the end of the thirty-day period, the Membership Committee considers all proposals before it, without regard to the order in which they were received. The Committee then chooses and recommends, if available, a number of approved candidates equaling the number of vacancies announced by the President. As previously mentioned, the Membership Committee votes by secret ballot and unanimous approval is required.

As in the past, the list of approved candidates is then submitted to the Secretary who distributes election ballots to the Active Members. After 10 days, the secret ballots returned to the Secretary are submitted to the Governing Board for consideration. Upon unanimous approval of the Governing Board by secret ballot, candidates stand elected to Active Membership.

The Fifth Set of Rules and Regulations was amended on November 16, 1965 by changing Life Membership to Inactive Membership. Included in the Inactive category are members unable to attend meetings regularly for reasons not connected with health or physical disability.

A second amendment was adopted on September 10, 1968. This stipulates that three or more negative votes by Active Members of the Forum shall disqualify a candidate. The final decision is left with the Active Members and not with the Governing Board whose members have already voted as Active Members. A second vote by members of the Governing Board is not required.

## THE SIXTH SET OF RULES AND REGULATIONS. -- 1968 Summarized

This issue carries the title "*The Fellowship Forum, Rules and Regulations, Revised October, 1968.*" It is the first to be printed in booklet form. The number of Sections is reduced from ten to nine by dropping "*Section VII - Elections.*" It had been in all previous sets of Rules beginning in 1953. The subject of Elections is covered in "*Section III - Officers*" under the heading "Election." There are some major changes in the handling of proposals for new members. Minor changes amplify detailed instructions and generally up-date procedures.

**"Section I - Nature and Purposes"** replaces the former "*Section I - Purpose.*" The text is changed accordingly and up-dates the description of Forum activities.

**"Section II - Membership"** drops the Honorary Membership classification leaving Active Membership and Inactive Membership. The number of Active Members remains limited to 50.

A major change is made in the processing of proposals for membership. They are accepted by the Membership Committee during a specific thirty-day period as in the past. Then, they are submitted to the Active Members for their information, study and comments, if they care to express them. Active Members are also told the number of vacancies as determined by the Governing Board.

After two weeks, the Membership Committee reviews the proposals, and if unanimous agreement is reached, approves a list of candidates for the election ballot. The election is then held, and after a period of ten days allowed for the return of the ballots to the Secretary, the results are referred to the Governing Board for tabulation. Three or more negative votes by Active Members disqualify a candidate. The Chairman of the Board so notifies the Membership Committee.

**"Section III - Officers"** requires the President to announce the existence of vacancies whenever the Active Membership roll is reduced to 45 members or below, or at his discretion, when the roll is less than 50. This is a new policy not found in earlier Rules. It is confused, to some extent, by a phrase in "*Section II - Membership*" paragraph 3b which stipulates that the number of vacancies is determined by the Governing Board. Evidently, the President has limited authority in the matter.

**"Section II - Membership"** gives the Secretary a new duty. He is to communicate annually with each Inactive Member who is in that classification for a reason other than ill-health or physical disability, in order to determine whether the member wishes to resign.

The Secretary is also required to provide every new member with a copy of the current Rules and Regulations.

**"Section V - Governing Board"** is completely rewritten and up-dated to meet changes in the Rules. However, no basic changes are made in the authority or responsibility of the Board.

**"Section VI - Meetings"** stipulates, for the first time in any of the formal Rules and Regulations, that programs or discussions at a meeting may never involve partisan politics or denominational religion. These matters had been mentioned at the organization meeting of December 27, 1950.

**"Section VIII - Dues and Expenditures"** replaces the designation "*Dues and Assessments*" which had been in use since 1955. The Section is rewritten and up-dated but is basically unchanged. For the first time in any set of Rules, it is stipulated that new members, elected during the second half of the year, shall pay one-half of the annual dues for that year, i.e., \$6.00 instead of the full \$12.00.

This completes an analysis of the six sets of Rules and Regulations of the Fellowship Forum from April 24, 1953 to October 15, 1968. The introduction of the secret ballot on October 25, 1960 was handled as an amendment. However, it was a major change that ended an era in Forum history and began another. During the first period, Rules were changed about every other year, i.e., 1953, '55, '57, '58 '60. In fact, both 1957 and 1958 saw new sets of Rules. The second period was more stable with each set of Rules lasting four years, i.e., 1960, '64, '68.

Changes during the 1953 - '60 period were not often related to the nomination and election of new members. In marked contrast, the 1960, '64, '68 era has seen a prolonged heavy attack on these problems.

Signed  
Leonard F. Fuller  
Palo Alto, California  
November 5, 1969

## **PUBLISHED BYLAWS - 1974**

### **THE FELLOWSHIP FORUM RULES AND REGULATIONS**

#### **I. NATURE AND PURPOSES**

The Fellowship Forum is an association of men, limited in number, having two major purposes:

- (1) to provide an opportunity for fellowship and social activities; and
- (2) through lectures and addresses, comments, questions and discussion, to assist its members in keeping pace with and contributing to the intellectual life of their community.

#### **II. MEMBERSHIP**

##### **Active Membership**

(a) Active Membership in the Fellowship Forum involves regular attendance and participation in the activities of the organization, except when circumstances make such attendance or participation impossible. An Active Member absent from a meeting may vote by written proxy on all matters except the election of new members.

(b) The number of Active Members shall be limited to 50.

##### **Inactive Membership**

(a) When an Active Member is unable to attend meetings regularly because of ill health, physical disability or other contingency, he may be transferred to Inactive Membership by action of the Governing Board, upon recommendation of the Membership Committee. A member so transferred shall be relieved of all obligations expressed in these Rules and Regulations.

(b) An Inactive Member may be restored to Active Membership at the discretion of the Governing Board, but only when a vacancy exists in the Active Membership roll.

##### **New Members**

(a) When active membership is below 50, the Governing Board, by majority vote, may recommend to the membership that a specific number of new members be admitted. If the addition of new members is approved by a majority

of the Active Members at a regular meeting, the President shall announce a period of 15 days during which the Membership Committee will accept proposals for new members to fill the specified vacancies.

(b) During the prescribed 15-day period any Active Member may propose a candidate for membership in the Forum. The proposal shall be submitted to the Membership Committee on an approved Proposal Form obtained from the Committee. The Proposal Form shall be signed by the sponsor and one or more co-sponsors who shall also be acquainted with the candidate. If candidate has not been previously introduced at a Forum meeting, sponsor shall bring him as a guest during this 15-day period.

(c) The Membership Committee shall accept all proposals submitted within the 15-day period and at no other time. The number of proposals may exceed the number of vacancies.

Following the 15-day period, the Membership Committee shall make a thorough investigation of each proposal and shall select by unanimous secret ballot the candidates it approves. The number approved shall not exceed the number of vacancies.

(d) The Membership Committee shall give the Secretary a single-page biographical summary of each approved candidate, including the data on the Proposal Form, or the Form itself if the Committee believes the information is sufficient.

The Secretary shall send copies of the summaries or Proposal Forms and an election ballot to each Active Member. A "due date" shown on the ballot shall allow 10 days for the return of the ballots.

(e) The Governing Board shall tabulate the results of the election. Three or more negative votes shall disqualify a candidate.

The President shall announce the names of the new members at the next meeting.

### **III. OFFICERS**

#### **Election**

(a) Officers to be elected shall consist of President, Vice President, Secretary, Treasurer, and Program Director.

(b) They shall be elected by the majority vote of Active Members present at the first regular meeting in December of each year.

(c) They shall assume office at the first regular meeting in January and shall hold office for one year.

## **2. Duties and Functions**

The President shall:

(a) preside at all meetings of the Forum and act as Chairman of the Governing Board:

(b) serve ex-officio on each of the Committees, excepting the Nominating Committee;

(c) carry out the policies and decisions of the Governing Board and otherwise exercise general direction of the Forum's affairs.

The Vice-President shall:

perform all the duties and assume all the responsibilities of the President in case the President is absent or incapacitated.

The Secretary shall:

(a) keep suitable records of the Forum's meetings and activities;

(b) serve as Secretary of the Governing Board;

(c) maintain a complete and accurate copy of these Rules and Regulations, together with all additions and amendments thereto;

(d) maintain the official rolls of Active and Inactive Membership;

(e) provide every new member with a copy of these Rules and Regulations promptly after his election;

(f) conduct such correspondence as may be necessary.

The Treasurer shall:

(a) be in charge of all receipts and expenditures of the Forum;

(b) serve as custodian of all its funds and properties;

(c) maintain appropriate records of receipts, expenditures, and properties of the Forum;

(d) serve as ex-officio member of the Business Committee;

(e) be authorized to sign bank checks for all legitimate expenses of the Forum. In the Treasurer's absence, the President or the Chairman of the Business Committee shall be so authorized.

The Program Director shall:

be responsible for the programs of the Forum and shall, in consultation with the President-elect, appoint the members of the Program Committee.

## **IV. COMMITTEES**

### **I. Nominating Committee**

Not later than the first regular meeting in November, the President shall appoint a Nominating Committee to nominate Officers for consideration by the Forum at the annual election to be held at the first regular meeting in December. The report of this Committee shall not preclude nominations from the floor.

### **Program Committee**

The Program Committee shall provide speakers and otherwise plan and direct the luncheon programs, together with other related activities.

### **Membership Committee**

The President appoints the Membership Committee in consultation with the member he selects for Chairman. The Committee shall maintain a record of attendance and shall administer all regulations of the Forum pertaining to membership.

### **Business Committee**

The President appoints the Business Committee in consultation with the member he selects for Chairman. The Committee shall be responsible for all matters pertaining to housing, food and other facilities. It shall collect and disburse the weekly charges for luncheon.

## **V. GOVERNING BOARD**

I. The Governing Board shall consist of the Officers of the Forum, the Chairmen of the Membership and Business Committees and the immediate Past President, with the President serving as Chairman.

The Governing Board shall:

(a) interpret these Rules and Regulations and make recommendations to the Forum on any proposed additions or amendments;

(b) fill temporary vacancies in any offices of the Forum and nominate candidates to fill unexpired terms, should any occur;

(c) officiate over the balloting on candidates for Active Membership, as specified in these Rules and Regulations;

(d) receive and act upon recommendations of the Membership Committee in the matters of nonattendance or the Inactive Membership roll;

(e) prescribe the action to be taken whenever these Rules and Regulations do not appear to cover a particular situation.

## **VI. MEETINGS**

The Forum shall hold weekly luncheon meetings, at which all business shall be transacted, and such special meetings as the Governing Board may direct. Programs or discussions at any meeting may never involve partisan politics or denominational religion.

## **VII. AMENDMENTS**

These Rules and Regulations may be amended by a three-fourths majority vote of Active Members present or voting by proxy at a regular meeting. A proposed amendment shall be presented in writing and shall be referred to the Governing Board for study and recommendation. It shall have been presented to the membership at a meeting prior to that at which the vote is taken.

## **VIII. DUES AND EXPENDITURES**

Dues of Active Members shall be at the rate of \$12 per annum, payable in January of each year or, for new members, on the date of election; except that new members elected during the second half of the year shall pay \$6 for that year.

Dues are for the purpose of defraying the regular expenses of the Forum, such as luncheons for guest speakers, publication of the annual record of the Forum's activities and other routine expenditures.

Expenditures for special purposes, including those requiring the levying of an assessment on the membership, may be authorized by a majority vote of the Forum; but it is contrary to Forum policy to accumulate a surplus greater than that needed to provide a reasonable operating margin.

## **IX. REPORTS**

Annual Reports by the Secretary, Treasurer and such Committees as may be directed by the President, shall be presented in writing at the first regular meeting in January each year and filed with the Secretary for inclusion in the permanent records of the Forum.

## **PUBLISHED BYLAWS - 1983**

### **I. NATURE AND PURPOSES**

The Fellowship Forum is an association, limited in number, having two major purposes:

- (1) to provide an opportunity for fellowship and social activities; and
- (2) through lectures and addresses, comments, questions, and discussion, to assist its members in keeping pace with and contributing to the intellectual life of their community.

### **II. MEMBERSHIP**

**There are two classes of membership, active and inactive.**

#### **1. Active Membership**

Active Membership in the Fellowship Forum involves regular attendance and participation in the activities of the organization, except when circumstances make such attendance or participation impossible. An Active Member absent from a meeting may vote by written proxy on all matters except the election of new members.

- (a) The number of Active Members that will best serve the Fellowship Forum may vary with the passage of time. Therefore, the number of Active Members shall be established in a range from 50 to a maximum of 55.

#### **2. Attendance**

- (a) When an Active Member is unable to attend meetings regularly because of ill-health, physical disability, or other contingency and becomes inactive in Forum affairs, he has become, in fact, an Inactive Member and shall be considered as such by the Membership Committee without formal action by the Governing board. If his health improves or circumstances change, he may return to Active Membership at any time by attending meetings regularly and participating in Forum affairs, without formal action by the Governing Board.
- (b) When an Inactive Member returns to Active Membership, his return may increase the Active Membership temporarily to more than that set in Section II-I (a).

- (c) After a member is considered to be inactive, the Membership Committee shall examine the probability of his returning to Active Membership in the foreseeable future. If return is considered sufficiently improbable, the Membership Committee may decide that the number of Active Members has been reduced by one.
- (d) Members considered inactive are relieved of all obligations expressed in these By-Laws.

### 3. New Members

- (a) Whenever the limitations set forth in Section II-I (a) permit, the Membership Committee may recommend to the Governing Board that a specific number of new members be admitted. If the Board approves, by majority vote, the Board shall submit the recommendation to the membership. If the addition of new members is approved by a majority of the Active Members at a regular meeting, the board shall announce a deadline date at least 15 days later, when all proposals to fill the specified vacancies must be in the hands of the Membership Committee.
- (b) Until the specified deadline is reached, any Active Member may propose a candidate for membership in the Forum. The proposal shall be submitted to the Membership Committee on an approved Proposal Form obtained from the Secretary of the Forum or the Chairman of the Membership Committee. The Proposal Form shall be signed by the sponsor and one or more co-sponsors who shall also be acquainted with the candidate. If a candidate has not previously been introduced at a Forum meeting, his sponsor shall bring him as a guest before the specified deadline.
- (c) The Membership Committee shall accept all proposals submitted before the specified deadline is reached. The number of proposals may exceed the number of vacancies. The Membership Committee shall consider each proposal and shall rank the proposed members by secret ballot. The highest ranking shall be handled as provided in section (d) below, provided there is unanimous consent of the Membership Committee. The number approved shall not exceed the number of vacancies.
- (d) The Membership Committee shall give the Secretary a single-page biographical summary of the highest ranking candidate, including the information on the Proposal Form, or the Form itself if the Committee believes the information is sufficient.

The Secretary shall send a copy of the Summary or Proposal Form and an election ballot to each Active Member. A "due date" shown on the ballot shall allow 10 days for the return of the ballot.

The names of the next highest ranking candidates shall be kept on file by the Membership Committee and shall be submitted to the Secretary as provided in this section, one at a time as determined by the Membership Committee.

- (e) The Governing Board shall tabulate the results of the election. Six or more negative votes shall disqualify a candidate. The President shall announce the name of the new member at the next meeting.

### **III. OFFICERS**

#### **1. Election**

- (a) Officers to be elected shall consist of President, Vice-President, Secretary, Treasurer, and Program Director.
- (b) They shall be elected by the majority vote of Active Members present at the first regular meeting in December of each year.
- (c) They shall assume office at the first regular meeting in January and shall hold office for one year.

#### **2. Duties and Functions**

##### **The President shall:**

- (a) preside at all meetings of the Forum and act as Chairman of the Governing Board;
- (b) serve ex-officio on each of the Committees, excepting the Nominating Committee;
- (c) carry out the policies and decisions of the Governing Board and otherwise exercise general direction of the Forum's affairs.

##### **The Vice-President shall:**

- (a) perform all the duties and assume all the responsibilities of the President in case the President is absent or incapacitated.

##### **The Secretary shall:**

- (a) keep suitable records of the Forum's meetings and activities;
- (b) serve as Secretary of the Governing Board;

- (c) maintain a complete and accurate copy of these By-Laws, together with all additions and amendments thereto;
- (d) maintain the official rolls of Membership;
- (e) provide every new member with a copy of these By-Laws promptly after his election;
- (f) conduct such correspondence as may be necessary.

**The Treasurer shall:**

- (a) be in charge of all receipts and expenditures of the Forum
- (b) serve as custodian of all its funds and properties;
- (c) maintain appropriate records of receipts, expenditures, and properties of the Forum;
- (d) serve as ex-officio member of the Business Committee;
- (e) be authorized to sign bank checks for all legitimate expenses of the Forum. In the Treasurer's absence, the President or the Chairman of the Business Committee shall be so authorized.

**The Program Director shall**

- (a) be responsible for the programs of the Forum and shall, in consultation with the President-elect, appoint the members of the Program Committee.

## **IV. COMMITTEES**

### **1. Nominating Committee**

Not later than the first regular meeting in November, the President shall appoint a Nominating Committee to nominate Officers and two members of the Membership Committee for consideration by the Forum at the annual election held at the first regular meeting in December. The report of this Committee shall not preclude nominations from the floor.

### **2. Program Committee**

The Program Committee shall provide speakers and otherwise plan and direct the luncheon programs, together with other related activities.

### **3. Membership Committee**

The Membership Committee shall consist of the five most recent living Past Presidents and two elected members. If any of the five Past Presidents is unable

to serve, those who are able to serve (including the elected members) shall, in consultation with the President, select additional members to fill the vacancies.

The one elective member shall be nominated by the Nominating Committee to serve a two-year term (staggered so that one member is elected each year). An elected member may not serve two consecutive terms.

The Committee shall select its own Chairman and the most junior member shall be Secretary. The Committee shall maintain a Record of Attendance and shall administer all regulations of the Forum pertaining to the membership.

#### **4. Business Committee**

The President appoints the Business Committee in consultation with the member he selects for Chairman. The Committee shall be responsible for all matters pertaining to housing, and food - including the disbursement of weekly charges for luncheon.

### **V. GOVERNING BOARD**

#### **1. The Governing Board shall consist of:**

the Officers of the Forum, the Chairmen of the Membership and Business Committees, and the immediate Past President, with the President serving as Chairman.

#### **2. The Governing Board shall:**

- (a) interpret these By-Laws and make recommendations to the Forum on any proposed additions or amendments;
- (b) fill temporary vacancies in any offices of the Forum and nominate candidates to fill unexpired terms, should any occur;
- (c) officiate over the balloting on candidates for Active Membership, as specified in these By- Laws;
- (d) receive and act upon recommendations of the Membership Committee in the matters of nonattendance and the Membership roll;
- (e) prescribe the action to be taken whenever these By-Laws do not appear to cover a particular situation.

## **VI. MEETINGS**

The Forum shall hold weekly luncheon meetings, at which all business shall be transacted, and such special meetings as the Governing Board may direct. Programs or discussions at any meeting may never involve partisan politics or denominational religion.

## **VII. AMENDMENTS**

These By-Laws may be amended by a three fourths majority vote of Active Members present or voting by proxy at a regular meeting. A proposed amendment shall be presented in writing and shall be referred to the Governing Board for study and recommendation. It shall have been presented to the membership at a meeting prior to that at which the vote is taken.

## **VIII. DUES AND EXPENDITURES**

Dues of Active Members shall be determined by the Governing Board with the approval of a majority of Active Members and shall be payable in January of each year or, for new members, on the date of election. New members elected during the second half of the year shall pay one- half of the Annual Dues for that year,

Dues are for the purpose of defraying the regular expenses of the Forum, such as luncheons for guest speakers, publication of the annual record of the Forum's activities, and other routine expenditures.

Expenditures for special purposes, including those requiring the levying of an assessment on the membership, may be authorized by a majority vote of the Forum; but it is contrary to Forum policy to accumulate a surplus greater than that needed to provide a reasonable operating margin.

## **IX. REPORTS**

Annual Reports by the Secretary, Treasurer, and such Committees as may be directed by the President shall be presented in writing at the first regular meeting in January each year and filed with the Secretary for inclusion in the permanent records of the Forum.