

**THE
FELLOWSHIP
FORUM**



BY-LAWS

Revised November, 1983

PALO ALTO, CALIFORNIA

THE FELLOWSHIP FORUM

BY-LAWS

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 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. (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 **In-active 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-1-(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-1-(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 President shall announce a deadline date at least 15 days hence, 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 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 meet-

ings 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 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, food, and other facilities. It shall collect and disburse the 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 non-attendance 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.