

THE  
FELLOWSHIP  
FORUM



RULES AND  
REGULATIONS

*Revised May, 1974*

PALO ALTO, CALIFORNIA

# THE FELLOWSHIP FORUM

## RULES AND REGULATIONS

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### 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

#### 1. *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.

#### 2. *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.

#### 3. *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

#### 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 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 In-active 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

##### *1. 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.

##### *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 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.

##### *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 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 non-attendance 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.