

## **DUTIES AND OBLIGATIONS OF MEMBERS**

1. Investigate the purpose of the club before applying for membership; then actively support its programs and projects.
2. Attend meetings regularly and on time, remaining until the end of the meeting.
3. Be respectful of club obligations (dues, making and canceling reservations, by-laws) and loyal to the officers and fellow members.
4. Accept responsibility of membership: devote yourself willingly to any task. After accepting a job, keep complete records of all procedures (for future reference) and give concise, to-the-point reports.
5. Give courteous attention to the presiding officer, guest speaker, others giving reports or those who have the floor. Stand and address the chair when wishing to speak.
6. Weigh carefully the pros and cons of any controversial subject before confronting the club.
7. Set a good example in the community; uphold the good name of the club; be friendly, helpful and tolerant with the inexperienced club members and guests.