

Bylaws of the Merced Sunrise Rotary Charity Charity

Revised and Adopted July 1, 2020

Article 1 - DEFINITIONS

1. Board: The Board of Directors of this Charity
2. Director: A member of this Charity's Board of Directors
3. Member: A member, other than an honorary member, of this Charity
4. RI: Rotary International
5. Year: The twelve-month period beginning 1 July

Article 2 – BOARD OF DIRECTORS

The Board of Directors shall consist of six officers and seven directors. The officers shall be president, president-elect, vice president, immediate past president, secretary, and treasurer. The directors shall be the committee chairpersons of the five standing committees pertaining to Charity Service/Administration, Community Service, Youth Service, Vocational Service and International Service, as well as the Foundation and Membership chairs. The Board of the Charity shall be the Board members of the related Rotary Club of Merced Sunrise.

Article 3 – ELECTION OF OFFICERS

Section 1 – Nominations and Terms. In October of each year a nominating committee shall meet to select candidates for officers. Directors are appointed and are the responsibility of the president-elect. At a regular meeting of the membership in December of each year, election of officers shall take place. Nominations from the floor, if offered, shall be accepted at the election meeting in addition to the nominations made by the committee. The election of officers shall be by voice vote unless a written ballot is requested by a member. The candidates for officers receiving a majority of the votes shall be declared elected to their respective positions. The customary succession shall be vice president, president-elect, president, and immediate past president each normally serving one year terms. The terms for the treasurer and secretary shall be two years.

Section 2 – Vacancy - Board. A vacancy on the Board shall be filled by majority action of the remaining Board members.

Section 3 – Vacancy - Officer Elect. A vacancy in the position of any officer-elect shall be filled by majority action of the remaining members of the Board-elect. A vacancy in the position of director-elect shall be filled by the president-elect. No election by the Board-elect is necessary.

Article 4 – DUTIES OF THE OFFICERS

The officers of the Charity are the president, the president-elect, the vice president, the immediate past president, the secretary, and the treasurer.

Section 1 – Duties of the President

It shall be the duty of the president to preside at meetings of both the Charity and the

Board of directors and to perform such other duties as traditionally pertain to the office of president. Other duties of the Charity president include:

1. Ensuring that each meeting is carefully planned and opens and adjourns on time.
2. Ensuring that each committee has definite objectives and that each is functioning consistently.
3. Holding quarterly/regular Charity assemblies, the first as soon as possible after the appointment of committees.
4. Attending the District Conference.
5. Cooperating with the District Governor and the assistant District governor in various Charity and District Rotary matters and handling all correspondence promptly.
6. Supervising the preparation of the Charity budget and the proper accounting of Charity finances, including a regular audit.
7. Ensuring that written reports by the various committee chairpersons are presented to the District governor and/or assistant District governor on the occasion of the District governor's and/or assistant District governor's official visits to the Charity.
8. Making use of information and helpful suggestions available at the Secretariat.
9. Ensuring that important information from RI publications, the District governor's monthly newsletter, and other bulletins and literature from the Secretariat and District governor is forwarded to the Charity members.
10. Ensuring that the Charity is properly represented at the District conference and at the RI Convention.
11. Maintaining oversight of the Charity's committees and activities.
12. Conferring with the incoming Charity president before leaving office.
13. Arranging a joint meeting of the incoming and outgoing Boards of directors for the dual purposes of assisting the new administration with its new functions and providing continuity of Charity administration.
14. Formally inducting new members into the Charity.
15. Presenting Paul Harris Fellows and other awards as appropriate.
16. Planning and organizing the induction banquet for the purpose of installing the new Board.

17. Representing the Charity at local activities and ceremonies, as appropriate.
18. Meeting monthly with the other Area Charity presidents to coordinate group projects and functions.
19. Seeing to it that all guests and visiting Rotarians are introduced at the Charity's weekly meetings.

Section 2 – Duties of the President-elect

It shall be the duty of the president-elect to serve as a voting member of the Board of directors of the Charity and to perform such other duties as may be prescribed by the president or Board. Other duties of the Charity president-elect include:

1. Chairs the major fundraising activity for funding the charities account for the Charity during the Rotary year.
2. Shadowing the president for training purposes.
3. Serving on the Nominating Committee that nominates the Charity's officers for the next Rotary year.
4. Presiding at meetings of the Charity and Board in the absence of the president.

Section 3 – Duties of the Vice President

It shall be the duty of the vice president to serve as a member of the Board of directors of the Charity and to perform such other duties as may be prescribed by the president or Board. Other duties of the Charity vice president include:

1. Scheduling all weekly programs/speakers and introducing them, as appropriate, to the Charity.
2. Arranging for any audio/video equipment that may be required by the speakers.
3. Serving on the Nominating Committee that nominates the Charity's officers for the next Rotary year.
4. Presiding at meetings of the Charity and Board in the absence of the president and president-elect.
5. Assuring that all new members are assigned to at least one committee before 4 weeks have passed.
6. Shadowing the President-elect especially with the major fundraising efforts for training and continuity purposes.

Section 4 – Duties of the Secretary

It shall be the duty of the Charity secretary to serve as a voting member of the Board of

directors of the Charity, and to perform such other duties as traditionally pertain to the office of secretary. Other duties of the Charity secretary include:

1. Keeping the records of membership.
2. Recording the attendance at meetings.
3. Sending out notices of meetings of the Charity, Board, and committees.
4. Recording and preserving the minutes of such meetings, making them available to the membership within sixty (60) days of occurrence.
5. Making the required reports to RI including; (a) The semiannual reports of membership to the general secretary of RI by 31 December and 30 June of each year, and (b) The prorated reports to the general secretary of RI on 1 October and 1 April of each active member who has been elected to membership in the Charity since the start of the July or January semiannual reporting period, (c) The report of changes in membership to the general secretary of RI, and (d) The monthly report of attendance at the Charity meetings to the District governor within 15 days of the last meeting of the month or as prescribed by the District 5220 secretary.
6. Collecting and remitting to RI subscriptions to The Rotarian.

Section 5 – Duties of the Treasurer

It shall be the duty of the Charity treasurer to serve as a voting member of the Board of directors of the Charity and to perform such other duties as traditionally pertain to the office of treasurer. Other duties of the Charity treasurer include:

1. Having custody of all funds.
2. Accounting for those funds to the Charity annually, to the Board monthly, and at any other time upon demand of the Board.
3. Upon retirement from office, giving to the incoming treasurer or the incoming president all funds, books of accounts, or any other Charity property.
4. In conjunction with the Finance Committee, recommending investment strategies to the Board for all funds, minimizing risk but maximizing investment revenue.
5. Attached in Appendix A are a number of best practices for the Treasurer. These are recommendations, not requirements. The Treasurer is encouraged to review and use them. Since the contents of Appendix A are not to be considered a formal part of these Bylaws, the amendment procedure of Article 16 does not apply. The content of Appendix A may be revised by a simple majority of the votes of the Board.

Section 6 – Duties of the Immediate Past President

The immediate past president serves as a member of the Board of directors of the Charity and is generally available as an information resource for the Charity president and Board as needed. Other duties of the Charity immediate past president include:

1. Presiding over the Nominating Committee that shall nominate the Charity's officers for the next Rotary year.
2. Ensuring that the Charity historian is provided with a written summary of the Charity's accomplishments during his/her year as president.
3. Remaining available to serve as an adviser to the Charity's president upon request.

Article 5 -MEETINGS

Section 1 – Annual Meeting. An annual meeting of this Charity shall be held in December of each year, at which time the election of officers and directors to serve for the ensuing Rotary year shall take place. The meeting shall be scheduled to allow sufficient time to meet Rotary International's reporting requirements. The annual meeting may be a Charity assembly at a regular weekly meeting or a brief interlude at the holiday party.

Section 2 – Regular Meetings. The regular weekly meetings of this Charity shall be held on Fridays at 6:30 a.m. Due notice of any changes in or canceling of the regular meeting shall be given by the president or his/her designee to all members of the Charity and the restaurant staff where the meetings are held. Each member in good standing, except an honorary member or a member excused pursuant to the standard Rotary Charity constitution, must be counted as present or absent on the day of the regular meeting. Attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this Charity or at any other Rotary Charity, or as otherwise provided in the standard Rotary constitution.

Section 3 – Membership Quorum. One-half of the membership shall constitute a quorum at the annual and regular meetings of this Charity.

Section 4 – Board Meetings. Regular meetings of the Board shall be held monthly on whichever date of each month the president determines. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon the request of two (2) Board members, due notice having been given.

Section 5 – Board Quorum. Six (6) Board members present shall constitute a quorum of the Board.

Section 6 - Informal Meetings and Voting by Communication. The officers and directors may participate in and act at any meeting of the Board through the use of a conference telephone, internet, email or other communications equipment by means

of which all persons participating in the meeting can communicate with each other. This method of meeting shall only be called to order by the president. By example, the president shall call all Board members and conduct any informal meeting via email like a normal meeting and entertain motions, debate and votes allowing for a 24 hour period to elapse between questions, responses, motions and voting to signify a quorum of active Board members and follow proper rules of order as if it was a Board meeting. Participants shall clearly specify any formal motion, then seconded, openly debated and then voted upon as called by the president. The secretary shall record the meeting minutes as if it were a special meeting of the Board and make the minutes available normally. Participation in such a meeting shall constitute attendance and presence in person at the meeting of the person or persons so participating. Informal meetings and voting by communication shall not replace monthly meetings as described in Section 4 and is intended to expedite limited matters before the Board requiring thoughtful debate and timely execution.

Article 6 – FEES AND DUES

Section 1 – Board Authority. The membership dues shall be set by the Board.

Section 2 - Annual Payment. Annual membership dues shall be payable on June 30.

Section 3 - Quarterly Payment. Quarterly membership dues shall be payable on June 30, October 1, December 31 and April 1, with the understanding that any portion of membership dues shall be applied to semiannual payments to Rotary International for RI per capita dues and for members' subscriptions to the RI official magazine.

Section 4 - Grandfathered Members. Grandfathered (payment system) dues are payable June 30. Breakfast shall be paid at each meeting or in advance.

Section 5 – Leave of Absence. Members requesting, receiving and operating under an approved Leave of Absence under Article 11, Section 1, shall only be assessed those dues directly payable to the District and Rotary International and shall be excused of any Charity charges for meals effective the first day of the month after the date of Board approval. Members are not excused from Giving, or other obligations befitting a Rotarian, except as noted under Article 11, Section 1.

Article 7 - METHOD OF VOTING

The business of this Charity shall be transacted by voice vote, except by written ballot if requested by a Charity member or by using the method described in Article 5, Section 6.

Article 8 - FIVE AVENUES OF SERVICE

The Five Avenues of Service shall be the philosophical and practical framework for the work of this Rotary Charity. They are Charity Service/Administration, Vocational Service, Community Service, Youth Service and International Service. This Charity shall be active in each of the Five Avenues of Service.

Article 9 - COMMITTEES

Section 1 – Charity committees shall be charged with carrying out the annual and long-range goals of the Charity based on the Five Avenues of Service. The vice president, president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. When feasible, committee members shall be appointed to the same committee for three years to ensure consistency. The president-elect shall be responsible for ensuring the appointment of committee chairs and members to fill committee vacancies and conducting planning meetings prior to the start of the year in office. It is recommended that each chairperson has previous experience as a member of his/her committee. Standing committees shall be appointed as follows:

1. **Membership.** This committee shall be the responsibility of the director of Charity Service/Administration and shall develop and implement a comprehensive plan for the recruitment and retention of members.
2. **Charity Public Relations.** This subcommittee shall be the responsibility of the director of Charity Service/Administration and shall develop and implement plans to provide the public with information about Rotary and to promote the Charity's service projects and activities.
3. **The Rotary Foundation.** The appropriate committee reports to the president or his/her designee and shall develop and implement plans to support the Rotary Foundation through both financial contributions and program participation. This committee shall be responsible for the managerial review of all grants generated by the Charity, particularly those being submitted for funds provided by the Rotary Foundation.

Section 2 – Ad hoc Committees Additional ad hoc committees shall be appointed as needed.

1. The president shall be an ex officio member of all committees and shall have all the privileges of membership thereon.
2. Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made and approved by the Board.
3. Each chairperson shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the Board on all committee activities.
4. Additional ad hoc committees may be formed to support thrust areas identified by Rotary International or District 5220. Effort should be made to respect the current reporting relationships of the Charity, e.g., the directors of the Five Avenues of Service.

Article 10 - DUTIES OF THE Charity SERVICE/ADMINISTRATION SUB-COMMITTEES

Section 1 – Functions of the Principal Charity Committees

Because of the current thrust areas at RI and the District, some major Charity committees shall be associated with membership, public relations, and the Rotary Foundation, as mentioned above. The Object of Rotary is to carry out activities in each avenue of service. The Charity committees referred to as sub-committees are the administrative framework within which these activities are organized. The directors of each avenue of service shall be selected by the president-elect just before taking office as president. Although the chairpersons of each related subcommittee are chosen each year, it is preferred that they serve for staggered three-year terms. The subcommittee chairpersons shall be appointed by the directors, subject to the approval of the Board. The service chairperson (director) shall have overall responsibility for the functions of the committees, reporting regularly to the Board and periodically to the Charity. The avenue directors of sub-committee chairs are encouraged to establish vice chair to provide for continuity in the following years.

Section 2 – Membership Related Committees' Functions

The committees, all of which report through Charity Service/Administration, shall focus on four areas of Charity effort for recruitment or retention:

1. **Membership/Classification.** This subcommittee shall be concerned with reviewing the Charity roster, taking positive action to present names to the Board of suitable potential members, and updating necessary classification changes. It is the responsibility of the membership committee to carry out a major membership drive each fiscal year to maintain or increase membership at the level set by the president or Board or at current plus one.
2. **Orientation.** This subcommittee shall devise and carry into effect plans to give prospective members information about the privileges and responsibilities of membership in a Rotary Charity and give the members, especially the new or potential members, adequate understanding of the privileges and responsibilities of membership.
3. **Family of Rotary.** Subcommittees related to this area shall devise and carry into effect plans to give members information about Rotary, its history, objectives, scope, and activities; to give members information as to developments in the administrative operation of Rotary International; and to inform members of District and international events and encourage participation in these events. Activities should be aimed at extending the ideals of Rotary to members, family and friends.
4. **Fellowship Activities.** Subcommittees related to this area shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general objectives of the Charity as may be assigned by the president or the Board.

Section 3 – Public Relations Subcommittee Functions

This committee shall focus upon the following six areas of Charity activity:

- 1. Public Relations.** This subcommittee shall devise and carry into effect plans to give the public general information about the history, objectives, and scope of Rotary and to secure proper publicity for the Charity. The Charity historian shall be an ex officio member of this subcommittee.
- 2. Websites and Technology.** This subcommittee shall ensure that the Charity has web site presence and links to District and international websites. It shall help the Charity utilize modern communication technologies.
- 3. Photography.** This subcommittee shall have the responsibility to ensure that photographs of various Charity functions are taken and made available to the Web sites and Technology subcommittee and other subcommittees as appropriate.
- 4. Awards.** This subcommittee shall review periodically the nomination procedures for various awards. It shall propose nomination of the Charity itself and Charity members for various local, District, and international awards.
- 5. Scroll/newsletter.** This subcommittee shall endeavor, through the publishing of a weekly Charity newsletter (Scroll), to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the Charity, of its members, and of the worldwide Rotary program.
- 6. Community Interface.** This subcommittee shall include those Charity members who have administrative roles with the cities of Merced and other cities represented by members of the Charity, UC Merced, Merced College, the State of California, or the nation. Its duties shall be to promote good relations between the Charity and these agencies and to maintain lines of communication with them.

Section 4 – Additional Sub-committees and their Functions

The committees shall focus upon the following six areas of Charity activity:

- 1. Audit.** This subcommittee annually shall examine the treasurer's books and report the results of the audit to the Board.
- 2. Attendance.** This subcommittee shall devise means for encouraging attendance by Charity members at all Rotary meetings including inter-Charity meetings, District and regional conferences, and international conventions. This subcommittee shall especially encourage attendance at regular meetings of the Charity and attendance at regular meetings of other Charities when unable to attend meetings of this Charity; keep all members informed on attendance

requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

3. **Programs and Social Functions.** This subcommittee shall develop programs, report programs, and plan social functions such as the Holiday Party. Its chairperson shall be the Vice President (for major events) or someone designated by the President (for ongoing social activities).
4. **Yearbook/Historian.** This subcommittee shall maintain a record of all Charity activity and organize the reporting of activities for Charity, District, and international reports. Its chairperson shall be an ex-officio member of the Public Relations subcommittee.
5. **Sergeant-at-Arms.** This person shall maintain order and decorum at Charity functions and perform other duties prescribed by the Board and Charity president such as arranging the site for the weekly meetings.
6. **Long Range Planning.** This subcommittee shall examine past activity of the Charity related to its mission and to suggest activities designed to make the Charity more effective. This committee shall include past presidents to capture institutional memory and historical development of goals and objectives.

Section 5 – Chief Financial Officer

Reporting directly to president, the chief financial officer shall;

1. Keep financial records of all funds received and disbursed by the organization, preferably in a standard bookkeeping system such as QuickBooks.
2. Provide accounting records as requested by the Board.
3. File or cause to file all paperwork and reports necessary to maintain the 501(c)(3) status of the charities and operations, respectively, of the Charity's organization.
4. Provide guidance and assistance to the Board each year to create the Charity's various budgets.
5. During the course of the year, provide the Board, and particularly the treasurer, with reports to show expenditure status.

Section 6 – Finance Committee Reporting to the president, this committee shall consider and recommend dues structure, provide budget analysis and recommend disposition of surplus funds (not included in the budget). This may include large, sustainable projects. This committee will review new ideas and concepts put forward by the Board. The output from this committee will be recommendations only. The committee shall be comprised of the treasurer and CFO plus other interested Charity members.

Section 7 – Needs Assessment Committee - Local Charities and Project

Development and Oversight This subcommittee, reporting to the director of Charity Service/Administration, shall examine the needs of local charities and community organizations and regularly propose to the Board activities and projects that the Charity may consider to support. It shall work with the program subcommittee to make Charity members aware of local charity activities and oversee currently supported local projects. As needed, upon approval of the Charity, it shall organize the various efforts to raise new funds.

Section 8 – Rotary Foundation Committee Reporting to the president, this committee shall organize grant proposals and develop interactions with other Charities and/or support agencies to help raise the necessary funding to ensure program success for District and international efforts beyond the capability of the local Charity. Often, this committee will work jointly with a specific avenue of service for a specific project. Managerial activities include:

1. The Rotary Foundation fundraising.
2. Local Charity oversight and implementation of District and international projects.
3. Grants, matching funds, and other resource development of;
 - a. **The Rotary Foundation Fundraising.** This subcommittee shall organize and promote Paul Harris Fellows, Polio Plus efforts, and other fundraising activities of Rotary International.
 - b. **Oversight Implementation of District and International Projects.** This subcommittee annually shall examine the function and scope of active District 5220 and international projects supported by the Charity, suggesting ways in which the project support may be improved.
 - c. **Grants, Matching Funds, and Other Resource Development.** District and international efforts generally require support beyond the capability of the local Charity. This subcommittee shall manage the organization of grant proposals and develop interactions with other Charities and/or support agencies which can help raise the necessary funding to ensure program success.
 - d. **District and International Projects.** This subcommittee shall guide activity of District and international projects approved by the Charity. A chairperson and at least one other person shall be appointed to oversee each activity.

Section 9 – Nominating Committee A slate of candidates for the Officer positions shall be developed and presented to the Charity at a Charity meeting at least one week prior to the weekly meeting when elections are planned. Nominations from the floor shall be accepted, if offered, at the nominations meeting. If there are no nominations other than by the Nominations Committee, the candidates are elected by acclamation and no votes are required.

Article 11 - LEAVE OF ABSENCE AND RULE OF 85

Section 1 - Leave of Absence Upon written application to the Board, a member, setting forth good and sufficient cause, may request a leave of absence excusing him/her from attending the meetings of the Charity for a specified length of time. A leave of absence shall normally be for 3 months. One additional 3 month leave in a given 12 month period may be approved by the Board. This may be repeated annually with the approval of the Board.

Section 2 – Rule of 85 For those requesting status in the Rule of 85, a formal request shall be written to the President requesting the status. The Board may approve the request, based upon the following facts;

1. The sum of the member's age plus years as a Rotarian being at least 85;
2. The member needs to be in good standing and dues paid;
3. Attendance does not adversely affect the Charity.

Article 12 - FINANCES

Section 1 – Fiscal Year The fiscal year of this Charity shall extend from 1 July to 30 June. As described in Article 6, a portion of membership dues shall be applied to RI per capita dues and subscriptions to the official RI magazine. The payment of RI per capita dues and official RI magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the Charity on those dates.

Section 2 – Budget Prior to the beginning of each fiscal year, the Board shall prepare a budget of estimated income and expenditures for the year which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. It is encouraged that the budget be broken into two separate parts: one representing Charity operations and one representing charitable/service operations. The full membership shall receive a hard copy or electronic version of the budget and shall vote on the budget at a succeeding meeting. Simple majority vote shall be required for approval. A vote of greater than 50% of those attending the meeting shall constitute a valid vote.

Section 3 – Bank Deposits The treasurer or his/her designee shall deposit all Charity funds in a bank named by the Board. There shall be a minimum two Board members with signature authority for each bank account.

Section 4 – Review A thorough review of all financial transactions by a qualified person shall be made at least biennially.

Section 5 – Bonding Officers having charge or control of Charity funds shall give bond, if required by the Board, for the safe custody of the funds of the Charity, cost of bond to be borne by the Charity.

Section 6 – Special Projects Special projects such as the Field of Honor and funds designated for The Rotary Foundation (Paul Harris, etc.) shall be handled by an individual identified for that specific function. Deposits and expenditures need to be coordinated with the Charity treasurer. No separate checking account shall exist. Section 3 above shall exist for all deposits.

Section 7 – Giving A program for voluntary contributions to TRF, e.g., \$100 per Rotarian each year, shall be integrated with the Dues and Fee collection. The finance committee should be instrumental in devising and recommending the plan to the Board for approval.

Article 13 - METHOD OF ELECTING MEMBERS

Section 1 – Prospective Members The name of a prospective member, proposed by an active member of the Charity, shall be submitted to the classification committee in writing, through the Charity secretary, within one week. A transferring or former member of another Charity may be proposed to active membership by the former Charity. All proposals shall be kept confidential except as otherwise provided in this procedure.

Section 2 – Prospective Member Classification The classification committee shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary Charity constitution, and advises the secretary and the director of Charity Services/Administration within one week.

Section 3 – Board Approval The Board shall approve or disapprove the proposal within 30 days of its submission and shall then notify the proposer, through the Charity secretary, of its decision.

Section 4 – Prospective Member Orientation If the decision of the Board is favorable, one or more members of the orientation committee shall meet with the prospective member in a formal orientation session and inform him/her of the purposes of Rotary and of the privileges and responsibilities of membership. Following the orientation session, the prospective member shall be requested to verify the information in the membership proposal and sign the form. Signing permits his/her name and proposed classification to be published to the entire Charity. The orientation shall take place within two weeks after the orientation committee is notified.

Section 5 – Charity Notification and Approval The secretary shall notify the entire membership of the Charity and request approval or comments. If no written objection to the proposal, stating reasons, is received by the Board from any active member of the Charity within seven (7) days following publication of the information about the prospective member, that person upon payment of the admission fee and dues shall be considered elected to membership. If any such objection has been filed with the Board, the Board shall vote on this matter at its next meeting. If the Board approves the membership despite the objection, the proposed member, upon payment of the admission fee and dues, shall be considered elected to the Charity.

Section 6 – New Active Member Induction Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. The vice president shall assign a long-established member to assist with the new member's assimilation to the Charity and assign the new member to a Charity project or function. In addition, the secretary shall report the new member information to RI and District 5220.

Section 7 – Honorary Members The Charity may elect, in accordance with the standard Rotary Charity constitution, honorary members proposed by the Board. Honorary members shall be exempt from the admission fee.

Article 14 – RESOLUTIONS

The Charity shall not consider any resolution or motion to commit the Charity on any matter until the Board has considered it. Such resolutions or motions, if offered at a Charity meeting, shall be referred to the Board without discussion. It is understood that members may be impressed by a presentation and request funds or non-financial assistance. Any member may recommend, publicly or privately, a level of assistance for deliberation and allocation by the Board. However, no action shall be taken before the next meeting of the Board.

Article 15 - ORDER OF BUSINESS

The weekly meeting shall consist of any items that Rotary International requires for each Rotary meeting and any other item as the president deems appropriate. The order of items to be addressed at each meeting shall be set at the discretion of the president.

Article 16 - AMENDMENTS

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed, including emailed, to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary Club constitution and with the constitution and bylaws of RI.