

Bylaws of the Rotary Club of Chico Sunrise

Article I Definitions

1. Board: The Board of Directors of this club
2. Director: A member of this Club's Board of Directors
3. Member: A member, other than an Honorary member, of this club
4. RI: Rotary International
5. Year: The twelve-month period that begins on July 1

Membership Types

- a. Active
This is a standard Rotary membership where a member is assigned a classification that matches their occupation. Active members are required to attend weekly or makeup meetings and pay annual dues and fees.
- b. Senior Active Excused (SAX or R85)
This level of membership can be requested by Active members whose Rotary years of service plus years of age totals 85. Their membership status is changed to Senior Active Excused and they retain their classification, but that classification does not tally for the rule of 10%. SAX members are required to attend 6 meetings within 6 months, with the ability to make up 2 meetings outside the Club during that time. This level of membership is required to pay annual dues and for meals when in attendance. All other Club member requirements must also be served, including fundraising event participation and Paul Harris RI annual contribution. A member must request Senior Active Excused status, and the Board must approve.
- c. Honorary
This level of membership is bestowed on individuals that for a variety of reasons cannot regularly participate in normal Rotary Club activities, but the Board of Directors feels that their periodic attendance is both beneficial to the individual and the general Club membership. This level of membership does not require the individual to attend weekly meetings or pay annual dues. Honorary members are not entitled to vote on any Rotary matters. All Honorary members must be reviewed annually and approved by the Board.

Article 2 Board

The governing body of this Club shall be the Board consisting of the President and six (6) members of this Club, elected in accordance with Article 3 of these bylaws.

Article 3 Limit on Club Membership

Club membership is capped at sixty-five (65) Active members. Senior Active Excused and Honorary members are not to be included under the membership cap.

Article 4 Election of Directors and Officers

Section 1 – The members of the Board of Directors of this Club, other than the President, shall each serve for a two (2) year term with three (3) new Directors being elected each year (plus any vacancies that occur).

Section 2 – To be eligible for membership on the Board of Directors, a member must fulfill the following qualifications:

- (a) Have been in the Rotary Club of Chico Sunrise for one (1) or more years at the time of the election.
- (b) Outgoing President is not eligible, as they participate as a Board Advisor.
- (c) Incoming officers for the new term will not be eligible to serve on the Board during their term in office.
- (d) Have not been a Board member within the last one (1) year.
- (e) Not be classified as Honorary Member.

Section 3 – Ballots listing the names of eligible members shall be prepared annually by the Secretary using the criteria of Article 3, Section 2.

Section 4 – A list of the names of the eligible candidates shall be emailed to all members. Any eligible member not wishing to serve should contact the Secretary immediately to have their name removed.

Section 5 – Balloting for the members of the Board of Directors, other than the President, shall be done in April of each year. At the next meeting after the names have been distributed, six (6) nominees shall be selected by the club membership by secret ballot as prepared under Article 3, Sections 3 and 4. At the following regular meeting, three (3) directors shall be elected by the Club membership by secret ballot from the six (6) nominees selected at the previous regular meeting, as specified in Article 3, Section 1.

Section 6 – The nominating committee will present a candidate to the Board each year by March 15 for President Nominee, as articulated in Article 9, Section 2.

- (a) Special criteria for selection of the President shall be that the member has served on a past or present Board of Directors or is a past or is the present Secretary or Treasurer.
- (b) President-elect will be encouraged, but not required, to attend the international conference.

Section 7 – No election is required for the Secretary or the Treasurer, as the selection and appointment shall be made by the President-Elect. No one person may serve as Secretary or Treasurer for more than two (2) consecutive years, without at least a two (2) year break. If the Board of Directors determines that sufficient extenuating circumstances exist, they may make an exception, by a majority vote, but for no more than three (3) consecutive years.

Section 8 – A vacancy on the Board of Directors or any office shall be filled by action of the remaining members of the Board. For openings on the Board, the member receiving the next largest number of votes in the prior election will be appointed if possible. If not, the Board will select another member.

Article 5 Duties of Officers

Section 1 – *General.* The officers of this club shall be the President, President-Elect, the Secretary and the Treasurer.

Section 2 – *President.* It shall be the duty of the President to preside at meetings of the Club and Board and to perform such other duties as ordinarily pertains to the office of President.

Section 3 – At the discretion of the President, other members of the Club may be appointed to preside at the regular meetings of the Club in the absence of the President.

Section 4 – *President-Elect.* It shall be the duty of the President-Elect to attend President-Elect Learning Seminar (PELS). He or she will also be responsible for appointing such

committees and committee chairs required to accomplish the goals and objectives of the Club and President-Elect for his or her year.

Section 5 – *Secretary*. It shall be the duty of the Secretary to oversee the keeping the records of membership; maintain records of elections; send out notices of meetings of the Club, Board and committees; record and preserve the minutes of such meetings; make the required reports to RI; and perform such other duties as usually pertain to the office of Secretary.

Section 6 – *Treasurer*. It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the Club annually and at any other time upon demand by the Board, and to perform such other duties as pertain to the office of Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the President all funds, books of accounts, or any other club property.

Section 7 – *Board*. Only the Board members will vote on motions put before the Board.

Article 6 Meetings

Section 1 – *Annual Meeting*. An annual meeting of this Club – also known as Charter Night shall be held in April of each year, at which time the names of the newly elected President and the newly appointed Secretary shall be announced.

Section 2 – The regular weekly meetings of this Club shall be held on Thursdays from 6:45 to 8 a.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members in good standing (except Honorary members or members excused by the Board of Directors), on the day of the regular meeting, must be counted as present or absent. Joining the meeting through video link counts as regular attendance. A member may not miss more than five (5) meetings without a make-up during each six-month period of July 1-December 31 and January 1-June 30. If any member misses more than five (5) meetings without a make-up in either the first (July through December) or second (January through June) six (6) month period comprising the Rotary year, the Board of Directors shall subsequently move to terminate their membership.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 – Regular meetings of the Board shall be held each month on a day and time as established by the Board of Directors at the beginning of each year. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors, due notice having been given.

Section 5 – A majority of the directors shall constitute a quorum of the board.

Article 7 Fees and Dues

Section 1 – Membership dues and any appropriate fees for all members, plus meal payments for Active members, shall be payable quarterly.

Section 2 – The annual membership dues shall be an amount as determined by the Board each year and shall be payable as determined by the Board.

Section 3 – All members will be Paul Harris Sustaining Members on an annual basis.

Article 8 Method of Voting

The business of this club shall be transacted by voice vote except for the election of directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot or email rather than by voice vote.

Article 9 Avenues of Service

The Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are: Youth and Literacy, Local Projects, and International Service. The Club will be active in each of the Avenue of Service.

Article 10 Committees

Section 1 – Club committees are charged with carrying out the annual and long-range goals of the Club based on the Avenues of Service. The President-Elect, President, and Immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for two (2) years to ensure consistency. The President-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of their year in office. It is recommended that the chair has previous experience as a member of the committee.

- a) The President shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- b) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the President or the Board.
- c) Committees shall take action to complete their work. Should an unusual action be needed or an unusual expenditure of funds from the committee's budget be needed, committees shall not take action until a report has been made to the Board and approved by the Board.

Section 2 – *Nominating Committee*. The President shall appoint each year a nominating committee, to be chaired by a member of the Club, for the purpose of presenting a candidate or candidates to the Board of Directors for election to the Office of President, as set forth in Article 3, Section 6. The Chair will then select up to four (4) members to form the nominating committee. One carryover member from the prior year should ~~will~~ be included on the nominating committee.

Section 3 – *Avenues of Service* – Each avenue of service – Youth and Literacy, Local Projects, and International Service – shall have committees representing particular phases within each respective avenue with committee chairs reporting to the Board. Committees and their chairs shall be appointed by the President with said appointments being subject to the approval by the Board. Committees shall keep the President informed of all intended actions, but the president may refer any committee action or decision to the Board for approval.

Article 11 Leave of Absence

Upon written application to the Board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the Club for up to two (2) months. The member can reapply for one (1) extension of up to another two (2) months. The member must keep up with monetary requirements for the club during this time.

Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the Club credit for the member's attendance. Unless the member attends a regular meeting of some other Club, the excused member must be recorded as absent except that absence authorized under the provisions of Article 5, Section 2 of these bylaws, and is not computed in the attendance record of the Club.

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the incoming President with his/her Treasurer shall prepare a budget of income and expenditures for the upcoming year that will stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken down into three parts and approved by the Board within 60 days of the beginning of the fiscal year. The three parts are:

- Club operations.
- Charitable/service operations.
- Rotary Club of Chico Sunrise Foundation.

Each of these three will have subcategories. Once approved by the Board, the portion of income and expenditures allocated to the Foundation will be submitted to the Foundation Board for approval. The Secretary of the Foundation will notify the incoming Club President of the Foundation's decision. The Foundation has a separate set of bylaws. The Foundation does not fund international projects. See Foundation bylaws for further information.

Section 2 – The Treasurer shall deposit all funds of the Club in such bank(s) to be named by the Board.

Section 3 – All bills shall be paid by those authorized by the Board to do so.

Reimbursement requests from Club members who have used their own funds to purchase supplies for approved projects shall submit a written request to the Treasurer. This request shall include paid receipts and the name of the project as described in the budget. A thorough review by a certified public accountant or other qualified person shall be made once a year of all the Club's financial transactions.

Section 4 – The fiscal year of this club shall extend from July 1 to June 30.

Article 13 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an Active member of the Club, shall be submitted to the Membership Chair in writing. Should an existing member of another Club wish to join Chico Sunrise Rotary, it is recommended that they notify their current Club that they are seeking membership in another Rotary Club. The prospective member must terminate their membership in their old Club before finalizing membership in Chico Sunrise Rotary. During the process of consideration for membership, the proposal of a transferring member shall be kept confidential except as otherwise provided in this procedure.

Section 2 – Upon receipt of the application, the committee reviews the application to ensure that the proposed member meets the qualifications to be a member. Those qualifications are that the proposed member must be a business owner or partner; a professional (doctor, lawyer, etc.) with his/her own practice or partnership; a manager in an organization with broad authority, exercising significant management discretion; or retired from such a position. Once the application has been reviewed for these qualifications, the committee shall email all members the name of the proposed member for voting.

Section 3 – If a current member knows the proposed member, they may vote either “yes” or “no.” Proposed member must receive three (3) “yes” votes.

Section 4 – The Committee will count the votes. Any proposed name receiving three (3) yes votes without a no vote will be accepted as passed.

Section 5 – If the decision of the vote is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form. The Membership Chair will pass the decision of the proposed back to the President who will then notify all concerned.

Section 6 – If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership.

Section 7 – Following the election, the President shall arrange for the induction of the new member; the Secretary shall report the new member to RI; the membership committee shall provide appropriate literature for presentation at the induction and assign a sponsor for the new member.

Section 8 – A new member will first wear a temporary Red Badge in addition to their Blue Name Badge. Upon completion of eight (8) items out of ten (10) items on the Red Badge Program list, the President will remove the red badge in a ceremony. If the new member has been a member of another Rotary club, the requirement will be to complete six (6) out of the ten (10) items. See list of ten items in the Guidelines section.

Section 9 – If there is a No vote during the vote, the Committee will contact the proposing member of the rejection, and he or she can petition the Board for a review of the reasons for the rejection.

Section 10 – The Board will offer to hear the reason for the rejection from the objecting member(s). After hearing the reasons for a rejection, the Board will then ask the proposing member to address them with a response to the rejection. The Board will then vote to reject or accept the applicant or request additional information to further review the applicant.

Article 14 Membership Classification

Section 1 – Classifications are determined at the time of entry into the Club and are to be one of existing classifications where applicable. [i.e., Insurance rather than Insurance – Life or Property or Auto or Home or Medical, etc. as individual classifications].

Section 2 – Once retired, classification will be the same as the last classification held before retirement.

Section 3 – If a Club member’s status changes after becoming a Sunrise Rotarian, they will be entitled to stay in the club.

Section 4 – If classification changes while a member, a reclassification is allowed, regardless of the 10% rule in Article 13, Section 7.

Section 5 – Senior Active Excused status is available only to existing Club members after five (5) years of service with our Club and meeting the Rule of 85, whereby the Rotary

years of Service and the age total at least 85. A Senior Active Excused member's classification will not tally against the 10% Rule.

Section 6 – The classification of non-profit shall be limited to five (5) total members or ten (10) percent of total Club membership, whichever is greater.

Section 7 – The Club has established broad membership classifications to promote representation in our Club from a diverse set of vocations and professions. New members will only be considered for membership if there is an open classification. Each classification will be limited to five (5) total members or ten (10) percent of total Club membership, whichever is greater. This is known informally as “the 10% rule.”

Article 15 Resolutions

No resolution or motion to commit this Club on any matter shall be considered by the Club until it has been considered by the Board. Such resolutions or motions, if offered at a Club meeting, shall be referred to the Board without discussion.

Article 16 Order of Business

Meeting called to order.

Introduction of visiting Rotarians and guests.

Announcements.

Club Business.

Program.

Adjournment.

Article 17 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 provided to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws shall be made that is not in harmony with the Club bylaws and with the constitution and bylaws of RI.

Article 18 Programs

Section 1 The quality and interest of Club programs is a crucial factor in attracting and retaining membership. Good programs raise member satisfaction and add significant perceived value to Club membership. The program committee therefore serves one of the very most important roles in our Club

Section 2 Club programs should address a broad range of interests and issues. Programs should be selected on the basis of “what would we like to find out about” versus “these are the people asking to be presented to us.”

Section 3 Non-profit organizations are typically desirous of speaking to groups such as ours for obvious reasons. Since Rotarians are frequently asked to contribute time and money by their own Club, it is highly undesirable to ask our membership to endure additional requests by non-profits in the captive environment of the Club program. Speakers representing non-profit organizations will, therefore, be limited to a maximum

of four per year, inclusive of organizations Chico Sunrise has chosen to donate their time and money, and will be specifically directed not to solicit donations or contributions during their presentation.

Section 4 The program committee shall endeavor to obtain speakers without commercial interest in presenting to our club.

Section 5 If the program committee desires to invite a speaker currently running for election to political office or campaigning for an issue to be decided by an upcoming election, then all candidates or individuals campaigning for both sides of an issue shall be invited to the same meeting to present their diverse views.

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Guidelines

Grievance Procedure For Members

Club members may have concerns about the management or practices of our Club from time to time. Providing a system for these members to express their concerns for consideration by Club leadership will help promote high membership satisfaction and low member turnover.

The following grievance system has been adopted by the Board for this purpose.

- a. If a member wishes to voice a concern with any aspect of the Club, the member will document the concern in writing and forward it to the President.
- b. The President will review the concern and respond in writing to the member as to what action will be taken, if any. The President will copy the Club Secretary with both communications, and they will be included in the subsequent Board of Directors Minutes for Board reference only.
- c. If the member expressing the concern is not satisfied with the response of the President, he/she may request that the Club Secretary include the issue as an agenda item for consideration at the next Board meeting. The member may choose to attend the Board meeting to discuss the issue with the Board personally.
- d. After hearing from the affected parties regarding the issue, the Board will ask all non-Board members to leave and will review the issue. The Board will vote on whether to reverse or modify the President's decision, or to accept the President's original decision on the issue. The Board will then direct the Secretary to provide a written response to the affected member with the Board's decision and direct the President to take any necessary action as a result of its decision.

Leaving Meetings Early

Leaving early from our Thursday morning meetings is something that each of us may have to do to accommodate an emergency or resolve a schedule conflict. However, leaving early should be limited to these circumstances and be the exception for each member rather than the rule. It is easy to understand that if our entire membership frequently left early, we would have no meeting or speakers. As a courtesy, if you plan to

leave the meeting early, then please voice a personal apology to our speaker for missing his/her presentation before the meeting begins.

Scholarships

As part of the Club's mission to support youth in the community, the Board has authorized committees to award scholarships. The scholarship budgets will be set at the beginning of the Rotary year. These can be to support a student's higher education, covered the cost of a Rotary event or camp, or other opportunity as may arise. The appropriate committees will set criteria for applications, interviews, and selection; the Board will have oversight of the committees. Scholarship recipients are encouraged to attend a Club meeting to talk about their experiences and how the Club scholarship helped fund their education or activity. If someone wants to establish a scholarship, it will require minimum funding of \$20,000, with a yearly payout of \$1,000. Donors will have the right to select their own recipient selection criteria.

New Member Requirements

Article 13, Section 8:

Tasks from the Red Badge Program list. A new member must complete eight (8) items out of ten (10) items; if joining from another Rotary club, the requirement will be to complete six (6) out of the ten (10) items.

The 10 tasks are as follows:

1. Perfect attendance (including make-ups at other Clubs or online) for ten (10) consecutive weeks.
2. Visit another Club.
3. Lead the pledge and invocation.
4. Be a greeter at Club meetings for at least three (3) weeks.
5. Attend a Club social function, a fundraising event or a district event.
6. Attend a Board of Directors meeting.
7. Read Rotary Basics from the new member kit.
8. Attend and participate in a committee meeting.
9. Read Club bylaws.
10. Host a guest of your choice at a regular meeting of the Club and introduce them. (Please consult your sponsor on proper etiquette.)