

By-Law 96-1

Revised and Approved by Members May 27, 2008

Rotary Club of Norfolk Sunrise

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By-Law No. 96-1 revision

of

The Rotary Club of Norfolk Sunrise

Article I Board of Directors

The governing body of this club shall be the Board of Directors, consisting of twelve (12) members of this club, namely: the President, President-Elect, Secretary, Treasurer, and seven (7) directors appointed to the positions of Committee Chairpersons in accordance with Section I of Article VII of this by-law, and the immediate Past-President.

Section 1 – Officers

- a) The officers shall be elected in accordance with Article II, and shall be comprised of the President, President-Elect, Secretary, and Treasurer.
- b) Officers shall be elected by the membership, as in Article II, at the Annual Meeting

Section 2 - Directors

- a) The directors shall be comprised of the Chairpersons of the seven (7) committees of the Board as defined in Article VII of this by-law.
- b) The slate of Directors shall be proposed by the incoming President, for approval by the membership at the Annual Meeting.

Article II Election of Officers and Appointment of Directors

Section 1 – Nomination of Officers

- a) At a regular club meeting at least two weeks prior to the annual meeting, the Nominating Committee shall present a slate of candidates for the offices of President, President-Elect, Secretary, and Treasurer. In addition, the Committee shall request nominations from the membership at this meeting.

- b) The Nominating Committee shall observe the following directives in proposing candidates for officers:
 - i. Prospective nominees shall be approached and their consent obtained previous to the announcement of the candidates.
 - ii. The office of President will be for a one-year term.
 - iii. The Secretary and Treasurer may be continued in office until their successors are elected.
- c) The nominations, as presented by the Nominating Committee, together with nominations from the membership, if any, shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. Nominations from the membership shall be received at least seven (7) days prior to the annual meeting.
- d) The candidates for President, President-Elect, Secretary and Treasurer receiving a majority of the votes shall be declared elected to the respective office.

Section 2 – Appointment of Directors

- a) At a regular meeting at least two weeks prior to the Annual Meeting, the incoming President shall present a slate of seven (7) Directors.

Section 3 – Filling Vacancies of Board of Directors, Director-elect and Officer-elect

- a) A vacancy of the Board of Directors or any office shall be filled in accordance with Section I and II of Article II, with the following exceptions:
 - i. For officers, the balloting shall take place at a regular meeting of the club provided that ten (10) days notice is given to the members of the club in advance of the meeting, and
 - ii. For directors, the Board will appoint a member to complete the term.

Article III Duties of Officers

Section 1 – President

It shall be the duty of the President to preside at meetings of the club and the Board, and to perform such other duties as ordinarily pertain to the office of President.

Section 2 – President-Elect

It shall be the duty of the President-Elect to preside at meetings of the club and the Board in the absence of the President, and to perform such other duties as ordinarily pertain to the office of President-Elect.

Section 3 – Secretary

a) It shall be the duty of the Secretary to keep the records of membership, send out notices of meetings of the club and Board, record and preserve the minutes of such meetings, make the required reports to Rotary International, collect and remit to Rotary International subscriptions to *The Rotarian*, and perform such other duties as usually pertain to the office of Secretary.

b) Reports to Rotary International shall include:

- i. The semi-annual reports of membership, which shall be made to the General Secretary of Rotary International on January 31st and July 1st of each year,
- ii. Prorated reports to the General Secretary on October 1st and April 1st of each active, senior active, and past service member who has been elected to membership in the club since the start of the July or January semi-annual reporting periods, and
- iii. The report of changes in membership, which shall be made to the General Secretary of Rotary International.

c) Some of the duties of the Secretary may be assigned by the Board to one or more members that are not officers of the corporation.

Section 4 – Treasurer

a) It shall be the duty of the Treasurer to have custody of all funds, accounting for same to the club annually and at any other time upon demand by the Board, and to perform such other duties as ordinarily pertain to the office of Treasurer.

- b) The Treasurer shall deposit all funds of the club in some bank to be named by the Board.
- c) The Treasurer shall manage the various bank accounts, keeping separate the funds collected for charitable purposes, club operations, club service/programs, and investments.
- d) Some of the normal duties of the Treasurer may be assigned by the Board to a paid bookkeeper who may or may not be a member of the Club.
- e) The Treasurer, together with the President-Elect, shall appoint a **Finance Committee** to assist and oversee the work of the Treasurer. The Treasurer shall chair this committee.
- f) Upon retirement from office, the Treasurer shall turn over to the successor or to the President all funds, books of accounts, or any other club property.

Article IV Meetings

Section 1 – Annual Meeting

- a) The Annual Meeting of The Rotary Club of Norfolk Sunrise shall take place on the second Tuesday of December each year at which time the election of officers and directors to serve for the ensuing year shall take place.
- b) **Annual Meeting Quorum** - One-third of the membership shall constitute a quorum at the annual meeting of this club.

Section 2 – Regular Weekly Club Meetings

- a) The regular weekly meetings of the Club shall be held on Tuesday commencing at 7:00 a.m.
- b) Due notice of any changes or in cancelling of the regular meeting shall be given to all members of the club by announcements at the two preceding regular meetings and publication in the preceding Sunrises bulletin.
- c) All members except an honorary member (or member excused by the Board pursuant to Section 3 of Article VII of the club's Constitution) in good standing in this club,

on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the members being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary Club.

Section 3 – Regular Club Meeting Quorum

One-third of the membership shall constitute a quorum at the regular meetings of this club.

Section 4 – Board of Directors Meetings

The Board of Directors shall meet at least once every two months. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) members of the Board. Due notice would be verbal contact to all Board members 24 hours prior to the meeting unless unanimously waived.

Section 5 - Board of Directors Meeting Quorum

A majority of the Board members shall constitute a quorum of the Board.

Article V Method of Voting

The business of this club shall be transacted by a show of hands vote except the election of officers which shall be by ballot if not acclaimed.

Article VI Fees and Dues

Section 1 – Initiation Fee

The new member initiation fee shall be an amount set from time to time by the Board.

Section 2 – Membership Dues

The membership dues shall be an amount set from time to time by the Board, invoiced quarterly on the 1st of July, October, January, and April, and payable within one month of the invoice date, with the understanding that a portion of the dues shall be applied to each member's subscription to the Rotary Magazine.

Section 3 – Club Operations Fee

a) The membership shall be billed quarterly in advance for their share of club operation costs, as determined from time to time by the Board. Invoices shall be distributed quarterly on the 1st day of July, October, January, and April. Payment is due within one month from the date of invoice.

- b) Makeup credits will be applied to the next billing.
- c) Members on an approved leave of absence shall be excused from paying club operations fees for the duration of their leave.

Article VII Committees

Section 1 – General

- a) The President-Elect shall, subject to the approval of the membership at the annual meeting, appoint members to be the Chairperson and to be responsible for overseeing the responsibilities of each of the following **standing committees**:
 - i. Club Services
 - ii. Community Concerns and Environment
 - iii. Rotary Foundation and World Community Service
 - iv. Membership and Vocational Service
 - v. Youth and Exchange
 - vi. Public Relations and Communications
 - vii. Ways and Means
- b) The President shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- c) The President-Elect shall appoint each member, excepting the officers, to be a member of one of the standing committees identified in a), and shall announce the committee makeup previous to the 30th of June.
- d) Each committee shall transact such business as is delegated to it in the by-laws of this club and such additional business as may be referred to the committee by the President or the Board. Except for special authority as given by the Board, such committees shall not take action until a report has been made to the Board and approved by the Board.
- e) Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for the implementation during the course of the year. It shall be the primary responsibility of the President-Elect to provide the necessary leadership to develop these plans for presentation to the Board.

- f) Committees shall record minutes of meetings and distribute to the Board on a timely basis.
- g) The Chairperson of each standing committee shall be responsible to ensure that the committee operates within the bounds of its approved budget, as defined in Article X Section 1.
- h) Where feasible and practicable in the appointment of the committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- i) The **Nominating Committee** shall consist of the five (5) most recent Past Presidents of the club, with the immediate Past-President acting as Chairperson; or, if the immediate Past-President is unable to act as Chairperson, then the immediate predecessor will be the Chairperson.

This committee has two (2) defined roles:

- i. Nominates officers as in Article II, Section 1 of these by-laws, and
- ii. Nominates Paul Harris Fellows for approval by the Board.
- j) Various ad hoc committees may be established by the President or Board to conduct club events or other special activities. Such ad hoc committees shall report to the Ways and Means or other committee, or directly to the Board.

Section 2 – Membership and Vocational Services Committee

- a) The Membership and Vocational Services (M&VS) Committee shall be responsible for all club membership recruitment, orientation and retention activities, and for promoting vocation as an avenue of service.
- b) The M&VS Committee may appoint committee members to be responsible for particular phases of membership activity including:
 - i. Recruitment of new members
 - ii. Orientation and retention of members
 - iii. Classification and vocational services
- c) The M&VS Committee shall supervise and coordinate the work of all ad hoc

committees appointed on particular phases of membership and vocational services.

Section 3 – Club Services Committee

- a) The Club Services (CS) Committee shall be responsible for all club service activities
- b) The CS Committee may appoint committee members to be responsible for particular phases of club service including:
 - i. Fellowship
 - ii. House and Arrangements
 - iii. Program
 - iv. Sergeant-At-Arms
 - v. Attendance

Section 4 – Community Concerns and Environment Committee

- a) The Community Concerns and Environment (CC&E) Committee shall be responsible for all community service activities and all environmental concerns, and shall supervise and coordinate the work of all ad hoc committees appointed on particular phases of community service or environmental concerns.
- b) The CC&E Committee may appoint committee members to be responsible for particular phases of community and/or environmental concerns, including:
 - i. Community Concerns
 - ii. Environment

Section 5 – Rotary Foundation and World Community Service

- a) The Rotary Foundation and World Community Services (RF&WCS) Committee shall be responsible for promoting the work of The Rotary Foundation and for world community service initiatives, and shall supervise and coordinate the work of all ad hoc committees appointed under these avenues of service.
- b) The RF&WCS Committee may appoint committee members to be responsible for particular phases of Rotary Foundation and world community service, including:
 - i. The Rotary Foundation
 - ii. World Community Service

Section 6 – Youth and Exchange Committee

- a) The Youth and Exchange (Y&E) Committee shall be responsible for all youth exchange and other Rotary exchange activities, and shall supervise and coordinate the work of all ad hoc committees appointed on particular phases of Rotary youth and exchange activities.
- b) The Y&E Committee may appoint committee members to be responsible for particular phases of youth and/or exchange activities, including:
 - i. Youth Exchange
 - ii. Welshpool Youth Exchange
 - iii. Group Study Exchange
 - iv. Friendship Exchange

Section 7 – Communications and Public Relations Committee

- a) The Communications and Public Relations (C&PR) Committee shall be responsible for all internal and external communications activities by the club. It shall supervise and coordinate the public relations and media advertising efforts of all ad hoc committees appointed to plan and conduct fundraising and other events.
- b) The C&PR Committee may appoint committee members to be responsible for particular phases of communications and public relations activities, including:
 - i. The *Sunriser* bulletin
 - ii. Media and external communications
 - iii. Internal communications
 - iv. Archiving club information
- c) The committee shall be responsible for maintaining historical club information. Each year the incoming Chair of the C&PR Committee shall appoint an **Archive Committee** that will operate under the purview of the C&PR Committee.

Section 8 - Ways and Means Committee

- a) The Ways and Means (W&M) Committee shall be responsible for all fund raising activities by the Club. It shall supervise and coordinate the work of all ad hoc committees that are formed to organize and conduct fundraising events.
- b) The W&M Committee may appoint committee members to be responsible for particular phases of fundraising activities

and to oversee the work of the respective ad hoc committee for that event.

- c) All new events proposed by the W&M Committee shall be presented to the Board for approval.

Article VIII Duties of Committees

Section 1 – Membership and Vocational Services

- a) **Membership Plan** - The M&VS Committee shall develop a membership plan, and report said plan to the Board by October 1st of each year. The membership plan will include annual goals, targets and strategies for membership recruitment and retention.
- b) **Classification** - The M&VS Committee shall maintain an updated list of vocations and prospective classifications in the Norfolk area; shall review, where necessary, existing classifications represented in the club and seek to fill vacant classifications; and shall confer with the Board on all classification problems.
- c) **New member proposals** - It shall also be the responsibility of this committee to present to the Board the names of suitable prospective members. The committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social, and community standing, and general eligibility of all persons proposed for membership and shall report their recommendations on all applications to the Board.
- d) **Orientation and Retention** - The M&VS Committee shall devise and carry into effect plans:
 - i. To give prospective members information about the privileges and responsibilities of membership in a Rotary club;
 - ii. To give the members, especially the new members, adequate understanding of the privileges and responsibilities of members;
 - iii. To give the members information about Rotary, its history, objects, scope activities; and

iv. To give the members information as to developments in the administrative operation of Rotary International.

- e) **Vocational Services** - The M&VS Committee shall promote and encourage vocation as an avenue of Rotary service by club members.

Section 2 – Club Services Committee

- a) **Attendance** - The committee shall record the attendance of members at regular and special meetings; the monthly report of attendance at club meetings which shall be made to the District Governor immediately following the last meeting of the month; prepare any attendance reports as requested by the Board or its officers; and devise means for encouraging attendance at all Rotary meetings. The committee shall inform the club of extended absences of members due to ill health, injury, or sickness. This committee shall especially encourage attendance at regular meetings of this club and attendance at other regular meetings of other clubs when unable to attend meetings of this club; keep all members informed of attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- b) **Fellowship** – The committee 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 objective of the club as may be assigned by the President of the Board.
- c) **House and Arrangements** - The committee will arrange club meeting places and set up with Rotary equipment. It shall negotiate all meal arrangements. It will maintain a storage area for weekly club supplies.
- d) **Program** – The committee shall prepare and arrange programs that stimulate, inform, entertain, and educate the members of the club.
- e) **Sergeant-At-Arms** – The committee shall arrange for and oversee the provision of Sergeant-At-Arms duties weekly in order to

perform the role of maintaining order, good will, and high spirits such as are usually prescribed for the office, and such other duties as may be prescribed by the President or the Board.

Section 3 – Community Concerns and Environment Committee

- a) **Community Concerns** – The committee shall evaluate requests from the community for financial and non-financial support in conjunction with the procedures of the Board as ratified by the club from time to time. It shall be the responsibility of the committee to coordinate with other clubs to avoid duplication and trespassing on other clubs' projects and programs. The committee shall inform the Board and the membership of the club of its activities and decisions.
- b) The committee should continually assess the community's needs and suggest projects to the Board of Directors for club involvement and if financial involvement is needed.
- c) **Environment** – The CC&E Committee shall also be concerned with monitoring and improving the quality of the community's environment. It shall organize projects to promote awareness, conservation, and education.

Section 4 – Rotary Foundation and World Community Services Committee

- a) **Rotary Foundation** – The RF&WCS Committee promotes the Rotary Foundation and its various programs and activities, publicizes November of each year as Rotary Foundation month, and encourages individual contributions to the Rotary Foundation.
- b) **World Community Services** - The committee shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in their relationships with the rest of the world.

Section 5 – Youth and Exchange Committee

- a) **Youth Exchange Program** – It is the responsibility of this committee to recruit, advise and orient out-going students, maintain communication with the students, inform the club the students visit, take a firm but sympathetic approach to disciplinary and other problems, and

communicate with the District Youth Exchange Committee. This committee will also arrange all necessary arrangements for hosting in-coming students.

- b) **Welshpool Student Exchange** – The Y&E Committee will recruit and prepare outbound students, communicate with the Welshpool Rotary Club, and make all arrangements to host incoming Welshpool students.
- c) **Group Study Exchange** - The committee shall provide opportunities for young business and professional persons to travel to a foreign country in order to study the country, its people, and institutions; to further international understanding and bringing people of good will together in a spirit of fellowship to get to know each other and create better relationships; involve Rotarians in specific international projects of a meaningful and practical nature; and organize educational, social and recreational programs for study teams.
- d) **Rotarian Exchanges, Conferences and Conventions** – This committee encourages participation of club members in Interclub Meetings, District Conferences, International Conferences and Adult Rotarian Exchanges including Rotary Friendship Exchanges. They promote details to club members and facilitate desire to attend.

Section 6 - Communications and Public Relations Committee

- a) **Sunriser Bulletin** - The committee shall endeavour, through the publishing of a club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meetings, relate highlights of the previous meetings, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary Program. The committee shall, wherever feasible, include the editor of the club publication.
- b) **Public Relations** – The committee shall devise and carry into effect plans:
 - i. To give the public general information about Rotary, its history, objective and scope; and
 - ii. To secure proper publicity for the club, its meetings and projects.

- c) **Rotary Information** – The committee shall collect information for the club and arrange appropriate archiving to keep history of the club. It shall download and distribute to the President all current relevant information available on the Internet. It shall assist the club in computerization aspects for future applications, including the maintenance of a club website.
- d) **Archive Committee** - This committee will be responsible to collect important club information, and to maintain such information in a manner that can be made readily available to officers, directors, and other members of the club.

Section 7 – Ways and Means Committee

- a) This committee will have the responsibility to raise funds for the club's financial responsibilities related to the work of the Rotary Foundation & World Community Services Committee, the Community Concerns & Environment Committee, and the Youth & Exchange Committee.
- b) Ways and Means projects should be designed to involve a commitment from all members of the club.

Section 8 – Finance Committee

This committee will assist the Treasurer to develop financial policies and practices, and to oversee the financial management of the club.

Article IX 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 a specified length of time. The excused member shall be recorded as absent unless such absence is caused by protracted ill health or impairment or by a stay of more than two (2) weeks in a country in which Rotary clubs do not exist so that such member cannot attend a regular meeting to make up. While on an approved leave, the member will be excused from paying meeting fees, but membership dues will continue in effect.

Article X Finances

Section 1 – Annual Budget

- a) By the end of June of each year the incoming Board shall prepare, or cause to be prepared, and approve a budget of estimated income and expenditures for the year. The approved budget shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.
- b) The budget shall establish revenue and expense targets for each of the seven (7) standing committees.
- c) The said budget, as adopted by the Board, shall be presented to the club before the end of July for discussion and approval by the membership.

Section 2 – The Sunrise Fund

- a) The Rotary Club of Norfolk Sunrise Fund shall be the club's charitable fund as incorporated and registered with the Federal Government.
- b) The Treasurer shall manage the Sunrise Fund in accordance with requirements specified by the Federal Government, and shall report annually on the operation of the Fund to the Federal Government.

Section 3 – Funds for Club Programs

- a) Funds raised by the Ways and Means Committee shall be used to finance club programs through the Youth and Exchange Committee, the Rotary Foundation and World Community Services Committee, and the Community Concerns and Environment Committee.
- b) Expenditures for funding of club programs shall not exceed funds raised by the Ways & Means Committee during the previous fiscal year, unless approved by vote of the full membership.

Section 4 – Funds for Club Operations

The cost of operating the club shall be borne by the members. Funds paid by members shall be used to finance the cost of the Membership and Vocational Services Committee, the Communications and Public Relations Committee, and the Club Services Committee.

Section 5 – Independent Financial Review

An independent review by a chartered accountant or other person qualified to issue a *Notice to Reader* shall be made once each year of all the club's financial transactions.

Section 6 – Deposit and Disbursement of Funds

- a) The Treasurer shall deposit all club funds in a bank named by the Board. The club funds shall be divided into separate accounts for club operations, club programs, and charitable uses.
- b) Where the specific use for funds has been approved in the club's budget, and subject to Article X Sections 1 and 3, funds may be disbursed by authority of the Treasurer or other authorized officer plus one or more other signing officers, or by majority vote of a Board committee.
- c) Where budgets for community concerns, environment, and for world community services programs/projects are approved without specified amounts for identified program/projects:
 - i. The membership must approve disbursements of \$1,000 or more;
 - ii. Notice of motion shall be circulated by e-mail to all members a minimum of two weeks previous to the vote held at a regular meeting; and
 - iii. Following the notice of motion sent by e-mail, the motion shall be read at a meeting of members one or more weeks previous to the vote, where members will have the opportunity to ask questions pertaining to the motion.
- d) Funds may be disbursed only by cheque signed by two members of the club as determined by the Board of Directors from time to time.
- e) Signing officers for the various bank accounts shall include the Treasurer, President, Secretary, and President-Elect. Two signatures shall be required for disbursement from all accounts, except for transfer from one club account to another which may be done by the Treasurer alone.

- f) The Board may grant permission to an ad hoc event committee to collect and disburse funds pertaining to the specific event. Where granted, the Treasurer will establish and oversee a separate bank account for the event.

Section 5 – Bonding of Officers

Officers having charge or control of funds shall give bond as may be required by the Board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – Payment of Dues and Magazine Subscriptions

The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of membership of the club on those dates. District dues are due July 1st of each year based on the same basis.

Section 7 – Fiscal Year

The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided into four quarterly periods extending from July 1st to September 30th, October 1st to December 31st, January 1st to March 31st, and from April 1st to June 30th.

Section 8 – Property Disposal Upon the Dissolution of the Club

Upon the dissolution of the corporation and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to charitable organizations which carry on their work solely in Ontario.

Article XI Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active, senior active, or past service member of the club shall be submitted to the Board in writing, through the club Secretary. The proposal for the time being shall be kept confidential, except as otherwise provided in this procedure.

Section 2 – The Membership & Vocational Services Committee shall consider the proposed membership and report to the Board that the proposal meets all the classification and membership requirements of the club constitution.

Section 3 – The Board shall consider and approve or disapprove the proposal of the Membership & Vocational Services Committee and shall notify the proposer, through the club Secretary, of its decision.

Section 4 – If the decision of the Board is favourable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership proposal form and permit the prospective member's name and proposed classification (if active membership) to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within seven (7) days following the publication of information about the prospective member, that person, upon payment of the application fee (if not honorary membership), as prescribed in this by-law, shall be considered to be elected to membership. If any such objection has been filed with the Board, it shall vote on the matter at its next meeting. If approved despite the objection, the proposed member upon payment of the admission fee (if not an honorary member) shall be considered to be elected to membership.

Section 6 – Following such election, the President shall ensure that the Membership & Vocational Services Committee arranges for the new member's induction and further orientation, and the club Secretary shall issue a membership card to the member and shall report such action to Rotary International. The President shall assign a club member to assist with the new member's assimilation to the club, as well as assign the new member to a committee.

Section 7 – The club may elect, in accordance with the standard Rotary Club constitution, honorary members proposed by the Board.

Article XII Resolutions

The Board, committees of the Board, and the membership shall have authority to commit the club according to the following provisions:

- c) The Board will have final authority. At the discretion of the President, where resolutions or motions are offered at a club meeting, they shall be referred to the Board without discussion.
- d) For resolutions that would bind the Club beyond the duration of the mandate of the current Board, the Board shall make recommendation to the membership for approval by the members to commit the Club.
- e) Committees have authority to commit the Club on matters under the committee's responsibility as defined in Section VII, provided that the cost of an activity or project is less than \$1,000 and the committee has adequate funds in their approved budget. Except for special authority as given by the Board, such committees shall not take action until a report has been made to the Board and approved by the Board.
- f) The membership has authority to approve or disapprove funding of community concerns, environmental, and world community services projects costing \$1,000 or more as defined in Article X Section 3.

Article XIII Amendments

- a) The by-laws may be amended at any regular meeting at which a quorum is present, by a two-thirds vote of all members present, provided that notice of such amendment shall have been mailed to each member at least ten (10) days before such meeting.
- b) No amendment or addition to the by-laws can be made which is not in harmony with the club constitution and with the constitution and by-laws of Rotary International.