

Rotary Club of Sturgeon
Bay
Noon Club
Policy Manual & Procedure
Manual

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Board Attendance Policy

1. Purpose: This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year and maintained in each member's Board Manual. The policy has been reviewed and authorized by the board (see signature and date below at the end of this manual).
2. Definition of Board Attendance Problem:
 - a. A board-attendance problem occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:
 - i. The member has two un-notified absences in a row ("un-notified" means the member did not call ahead to a reasonable contact in the organization before the upcoming meeting to indicate they would be gone from the upcoming meeting).
 - ii. The member has three notified absences in a row.
 - iii. The member misses one third of the total number of board meetings in a twelve month period.
3. Suggested Response to a Board-Attendance Problem:
 - a. If a board attendance problem exists regarding a member, the Board Chair will promptly contact the member to discuss the problem. The member's response will promptly be shared by the Chair with the entire board at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board. If the board decides to terminate the board member's membership, termination will be conducted per this policy. The board will promptly initiate a process to begin recruiting a new board member.
4. Termination Process:
 - a. The termination process will include that the Board Chair will call the member with the board attendance problem and notify him or her of the board's decision to terminate the member's membership per the terms of the Board Attendance Policy. The Chair will request a letter of resignation from the member to be received within the next two weeks. The Chair will also request the member to return their board manual back to the agency by dropping it off at a specified location over the next two weeks. The board will vote regarding acceptance of the member's resignation letter in the next board meeting.

Attendance and Leave of Absence Policies

ATTENDANCE REQUIRMENTS

1. BACKGROUND:

- a. Local clubs are governed by a standard constitution prepared by Rotary International (RI). Other than adding their own names to the document, local clubs do not have the option of changing the constitution. Article 12, Section 4 reads as follows:
 - i. Termination — Non-attendance.
 1. Attendance Percentages. A member must:
 - a. Attend or make up at least 50 percent of club regular meetings in each half of the year;
 - b. Attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement).
 - c. If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such nonattendance for good cause.
 - b. Consecutive Absences: Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.
 - c. However, it is the current thinking of Rotary International that a Club's Board may waive these requirements in the spirit of protecting membership in the club. This waiver will require local Board approval.
2. In addition, the New Members' Orientation Brochure, which is given to each new member states:
 - a. All Rotary Clubs must abide by the 50% attendance rule set forth in Article 12, Section 4 of the Standard Rotary Club Constitution. The Rotary Club of Sturgeon Bay accepts this rule by virtue of adopting the Standard Rotary Club Constitution. This means that all members of our club are

responsible for attending* at least 50% of all club meetings in a six month period.

3. Following this paragraph are several paragraphs describing how meetings may be made up, leaves of absence, Rule of 85, etc.
 - a. The constitution does allow for exceptions to the 50% rule (in addition to LOA, R-85, etc.) by granting the Board of Directors the ability to “consent to such non-attendance for good cause.” (Final sentence of Article 12, Section 4).
 - b. Attendance Improvement:
 - i. In order to ensure that our recorded attendance actually reflects the involvement of our members, the Membership Committee will periodically remind all members to:
 1. Check their membership status (Active, R-85, and LOA) to verify its accuracy.
 2. Be sure to mark attendance when signing in at each meeting.
 3. Become aware of the various ways of making up meetings, including participation in e-meetings.
 5. Be sure to register make up activities when signing in, or notify the secretary of participation in make-up activities.
4. The Recruitment and Retention Committee will periodically contact non-attendees in an attempt to determine the reasons for non-attendance.
5. Termination Procedures:
 - a. The Secretary will report to the board quarterly the names of those members falling below the 50% standard for the past six months.
 - i. The names will be given to the Recruitment and Retention Committee for contact within the next month with the results reported to the next board meeting.
 - ii. Based on the results of #7.b, above, the Board will decide if additional individuals should be granted consent for non-attendance. The President-Elect will contact the remaining individuals advising them that the board intends to terminate them for lack of attendance, this action to take place at the next board meeting unless the individual requests otherwise.
 - iii. The Board will vote on termination at the following meeting and the Secretary will advise the individual of that action.

Leave of Absence Policy

1. BACKGROUND:

- a. Article 11 of our club bylaws reads: 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. Members who have been granted a leave of absence shall pay the regular quarterly dues but shall not be required to pay any activity fees.
- b. The following LOA procedure will be used:
 - i. LOA's may be granted by the board for periods of up to six months.
 - ii. Individuals desiring an LOA exceeding six months will be advised regarding the six month restriction and of his/her responsibility to apply for a continuation. Requests for extensions are to be submitted in writing to the board.
 - iii. The secretary will advise each individual when one month remains on his/her LOA, requesting information on the individual's desire to terminate, or extend, the LOA.
 - iv. Upon termination of the LOA, the secretary will inform the individual, advising him/her of the reinstatement of the activity fee and the attendance expectations.

Budgets

1. Purpose: An annual budget is prepared in order to plan and monitor club income and expenses. The budget approved by the club Board of Directors should ensure that:
 - a. Planned expenses do not exceed projected revenues;
 - b. Programs and projects are in line with the goals and purpose of Rotary and support the club's annual goals;
 - c. It provides a means for comparison of actual financial results to budgets, analysis of variances and a basis for action, if necessary.
 - d. The budget approved by the Board of Directors will limit club expenditures, unless exceptions are approved by the Board of Directors.

2. Policy: Every club committee will prepare an annual budget to support its goals and objectives, showing all planned expenditures and income. The proposed committee budgets will be reviewed by the Board of Directors for approval at the June Board meeting.
 - a. The budget presented to the Board of Directors will include a reserve fund to be used for emergencies or changes in goals. Funds in excess of the budgeted reserve will be distributed in accordance with Policy Statements.
 - b. Once the budget has been approved by the Board of Directors, committees are authorized to re-allocate the individual items in their budget without further Board approval, as long as they do not exceed the approved budget for their committee. Additions to committee budgets require prior approval by the Board of Directors.
 - c. The treasurer will prepare monthly financial reports that show actual revenue and expenses compared to the budgets for review by the Board of Directors.

3. Procedure: Each year at the start March the treasurer will provide reports to assist the committees in preparation of their budgets. The reports will show:
 - i. The current year budget and actual income and expense by committee
 - ii. The projected income from dues and fees for the coming year.
 - iii. The estimated expenses for dues, meals, other fixed operating or non-discretionary program costs. Non-discretionary program costs

- include items such as scholarships, and other multi-year commitments.
- iv. The remaining funds available for club projects and programs, before revenues from fundraising projects.
 - v. The incoming President will provide each committee with the goals for the upcoming year that will affect that committee's budget.
 - vi. The standing committee chairs will work with the committees that report to them to prepare a proposed budget of income and expense for the upcoming fiscal year.
 1. The incoming President and the treasurer will be available to assist the committees in preparing their budgets
 2. Expense budgets should indicate the source of the funds being spent (i.e.: club dues and fees, fee charged for an event, happy dollars, fundraisers).
 - a. As a rule of thumb, any new expense items should be offset by revenues from a fundraising project.
 - b. Revenues for fellowship events should cover the expenses.
 3. Each committee will forward its proposed budget to its standing committee chair who will forward them to the treasurer no later than May 1st.
 - vii. The treasurer will combine the committee budgets into a club budget.
 - viii. If a committee does not submit a proposed budget to the treasurer by May 1 the treasurer will prepare a pro-forma budget for that committee using the previous year's income and expenses and funds available after other committee budgets have been included.
4. The proposed budgets will be reviewed by the Board of Directors and modified as necessary.
 - d. Any revisions made by the Board of Directors will be discussed with the committee chair of the affected committee prior to finalizing its recommendation.
 - e. The Board of Directors will approve the final budget at the June Board of Directors meeting.
 5. The proposed budget will be presented to the Board of Directors for approval at the regular July Board meeting each year.
 - f. Committee chairs should include any such changes in their monthly report to the Board.

- g. Committee chairs should report any budgeted expenses that will not be used and any shortfalls in budgeted revenues as soon as they are known.
- h. Any changes to a committee's overall budget that will affect its total revenue or expense require prior approval by the Board of Directors.

Conflict of Interest

1. Purpose

- a. The purpose of the conflict-of-interest policy is to protect this tax-exempt organization's (organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

2. Definitions

- a. **Interested Person** - Any director, principal officer, or member of a committee with governing board–delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
 - i. **Financial Interest:** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family An ownership or investment interest in any entity with which the organization has a transaction or arrangement.
 - ii. A compensation arrangement with the organization or with any entity or individual with which the organization has a transaction or arrangement, or A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the organization is negotiating a transaction or arrangement.
 - 1. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- b. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

c. Duty To Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board–delegated powers considering the proposed transaction or arrangement.

d. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he or she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b. The chair of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c. After exercising due diligence, the governing board or committee shall determine whether the organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4. Violations of the Conflicts-of-Interest Policy

a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

5. Records of Proceedings

- a. The minutes of the governing board and all committees with board-delegated powers shall contain
- b. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed
- c. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

6. Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

7. Annual Statements

- a. Each director, principal officer, and member of a committee with governing board-delegated powers shall annually sign a statement that affirms such person
 - i. Has received a copy of the conflict-of-interest policy,
 - ii. Has read and understands the policy,
 - iii. Has agreed to comply with the policy, and

- iv. Understands the organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

8. Periodic Reviews

- a. To ensure the organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
- b. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's-length bargaining
- c. Whether partnerships, joint ventures, and arrangements with management organizations conform to the organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit, or in an excess benefit transaction.

9. Use of Outside Experts

- a. When conducting the periodic reviews as provided for in 8.a., the organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

Weekly Club Program Policy

1. Weekly meetings form the core of Rotary Club activity. The program is often the most important part of the weekly meeting. Programs provide an opportunity to:
 - a. update members on important Rotary information
 - b. promote club projects, activities, district meetings, and events
 - c. increase fellowship
 - d. teach members about the four avenues of service

2. Elected political leaders that are currently in office may be invited to present to Rotary on the condition that they speak only about the substantive issues confronting them in their official capacity and they agree to answer questions posed by Rotary members. However, in the six months prior to their next election, an elected official (or candidates for elected office) may present to Rotary only as a part of a panel discussion or debate in which their opponents are also invited to participate.

3. The president-Elect: The following guidelines will be used by the committee when scheduling speakers for club programs:
 - a. Ensure that all programs are applicable to the goals of Rotary
 - b. Determine programs well in advance
 - c. Relate programs to current club projects, activities and concerns when possible
 - d. Use the Rotary calendar as a guide to arrange special observance programs (The Rotary calendar provides a natural framework for planning weekly meetings. (At the beginning of the year, the new Rotary International theme can be introduced. At other important times, events such as the district assembly, district conference and the Rotary International Convention can be summarized.
 - e. Devote one meeting per quarter to communicating Rotary information, Rotary education and leadership training to members
 - f. Invite members to offer "reclassification talks" and share their stories about what Rotary has meant to them and their career

- g. Recognize that Rotary is not a political or religious organization but that our club wishes to provide a forum for the respectful and fair exchange of ideas, foster understanding and promote better citizenship. Where possible, balanced programs will be presented, or if not possible within one program presentation, counterbalancing points of view will be solicited over time. No presentation or point of view presented at a Rotary meeting is to be considered an endorsement by Rotary, unless specifically done by an act of the Board or a vote of the general membership
- h. Speakers need to be informed in advance that Rotary is not an appropriate forum to promote individual political, business or religious agendas.
- i. Speakers need to be informed in advance of our desire to have programs that are not commercial in nature, that our meetings end at 1:15 and that use of a microphone is necessary
- j. Speakers should be thanked following their presentations and given an appropriate gift.

Donations

1. Purpose: The Donations Policy is established to provide the Rotary Club of Sturgeon Bay guidance in responding to requests for donations and funding from outside organizations, groups or individuals. This policy does not address donations for scholarship purposes.
2. Donations are to be distributed under one or more of the following criteria:
 - a. Strategic impact of the Rotary Club of Sturgeon Bay on our community and our world.
 - b. Strategic investment for improving the life and welfare of our community and our world.
 - c. Coordinated, collaborative, and cooperative effort of the Club to enhance the efforts of other programs and/or organizations to meet mutually agreed goals.
3. Recognition and understanding of service above self, the Rotary Four-way Test, and the club's collective desire to bring peace and understanding to our community and our world.
 - a. Donations are to be evaluated:
 - i. As an annual review of the goals of each Club committee during the budgeting process.
 - ii. As a written request from Club committees for distribution of funds for unbudgeted and/or unanticipated needs that:
 - iii. Relate directly to the goals established by the committee
 - b. Meet the criteria as delineated in # c).above.
 - c. As a response by the board of directors to crises and/or unanticipated needs that arise during the year, that do not fall under normal Club committee oversight.
 - d. As a referral to a Club committee by the club president for a request submitted directly to the president or to the board.
4. Each year the board of directors shall review any excess income and expenses accrued from the previous budget year. This review shall be performed after the end of the previous fiscal year and after the approval of the current year's budget. The board chair shall direct all committees to submit requests for

distributions of these funds, provided that they meet the criteria as delineated in #1 above. Requests shall be reviewed and approved by the board of directors.

Membership Grant Program

1. Purpose: This extension of the Member Grant Program is designed to bring in potential members that may not be able to achieve funding or otherwise afford club dues or to help existing members of the Rotary Club of Sturgeon Bay, that are experiencing temporary financial difficulties in maintaining their membership.
2. Procedure:
 - a. Sponsor of new member would recommend the member for the grant program and submit it to the Treasurer. Existing members shall complete this request and turn it into the Treasurer.
 - b. Dues shall include all components of the expense of membership including meals.
 - c. Dues would be stepped up on a quarterly billing basis with the member paying a greater percentage of their bill each quarter. Upon reaching one year of club service, the member would then pay full dues. Listed below is the schedule of payments required:
 - i. 1st Quarter 0%
 - ii. 2nd Quarter 10%
 - iii. 3rd Quarter 25%
 - iv. 4th Quarter 75%
 - v. 5th Quarter 100%
 - d. New member would be required to have a minimum of 70% attendance and existing members need to be a “member in good standing” in Rotary for one year prior to application.
 - e. It is the grantee responsibility to complete “Grant Program” application.
 - f. All members qualifying for this program shall be actively involved. The Membership Grant recommendation will be brought to the Board of Directors for approval.
 - g. The Membership Grant period will not exceed one year After the Membership Grant period ends, the member is again eligible to go through the Membership Grant procedure. In year two the grant shall be left the same as the 4th quarter or 75% level for all of year two and there shall not be an extension of the grant period beyond two years.

Member or New Member Grant Application

The member grant process is designed for members that may not be able to achieve the funding responsibility. Members that receive funding will be responsible for:

1. Becoming actively involved in at least one club committee.
2. Participate in the organization or operation of club fundraisers that the support the Member Grant Program.

Member or Proposed New Member
Name _____

Address _____

City, State,
Zip _____

Classification _____

Sponsor's
Name _____

Please provide any pertinent information to assist us in approving the grant process:

Fundraising Guidelines

1. Purpose: The Rotary Club of Sturgeon Bay holds a number of fundraisers throughout the year. Most are restricted to club members and guests. These include:
 - a. Weekly 50/50 raffle
 - b. Happy Dollars and Humilities
 - c. Holiday Party raffle
 - d. Thanksgiving Dinner
2. In addition, the club holds fundraisers that are open to the general public. Currently these include:
 - a. NCAA Night
 - b. Shipyard Tour
3. Occasionally the club will request donations from members for emergencies, special requests or events such as the Rotary Rose Bowl float.
4. This policy defines guidelines for revenues and donations from internal fundraisers and fundraisers to which the public contributes.
5. All proposed donations are subject to approval by the Board prior to any publicity regarding the donations.
6. All expenses directly related to the fundraisers described herein or any future fundraisers the club holds will be paid from the gross revenues of the fundraiser.
 - a. The committees responsible for the fundraiser will submit a budget showing estimated income and expense to the Treasurer for review by the Board of Directors and approval by the Board prior to incurring any expenses.
 - b. Note: Expenses for the Holiday Party and the Memories and Milestones Party meals, such as decorations, entertainment and gifts are separate from the fundraisers held at those events and are to be paid from the club's general funds and fees for attendance at the events.
7. All funds collected at any fundraiser, except as described below, will be turned over to the club Treasurer with an accounting of the income and expenses. The Treasurer will deposit the money into the club checking account and issue checks to pay all expenses and donations. The Treasurer will record all revenue, expenses and donations in the club's accounting system.
 - a. Cash prizes from the raffles described herein and prizes at NCAA night are not included in the above, but the amounts must be included in the accounting provided to the Treasurer.

- b. Minor, on-the-spot expenses that arise during a fundraiser may be paid in cash, but must be included in the accounting provided to the Treasurer.
- 8. The Board of Directors has approved donations of the funds raised from the following events as described below:
 - a. Weekly 50/50 raffle revenues are distributed as follows:
 - i. 25% of each week's ticket sales to the person holding the first ticket drawn during the meal.
 - ii. 25% of each week's ticket sales will be retained in a pot which will be distributed to the person drawing the Ace of hearts from a deck of cards.
 - iii. 25% of each week's ticket sales to the Rotary Club of Sturgeon Bay Charitable Trust.
 - iv. 12.5% of each week's ticket sales to The Rotary Foundation.
 - v. 12.5% of each week's ticket sales to the World Community Service Project.
- 9. Happy Dollars and Humilities - 100% of each week's collections to the Rotary Club of Sturgeon Bay scholarship fund.
- 10. Thanksgiving Dinner collections - 100% of the funds collected will be used to pay for Thanksgiving dinners for needy families. If the collections exceed the cost of the meals, the committee responsible for the dinner will designate, with Board approval, the donation of the remaining funds.
- 11. Shipyard Tour
 - a. Shipyard tour gross revenue includes sponsorships, advertisements, ticket sales, food sales or any other items sold at the Shipyard tour by the Rotary Club of Sturgeon Bay or the Sturgeon Bay High School Interact club.
 - b. All direct expenses of the Shipyard Tour will be paid from the gross revenue collected from the Shipyard Tour.
 - c. The Sturgeon Bay High School Interact Club will receive a flat fee payment of \$2500 each year for their participation in this event.
 - d. The balance of net revenue from the Shipyard Tour will be used to fund donations made by the Board of Directors or the Community Service Avenue as part of its regular donation budget.
- 12. Revenues from the following fundraisers will be distributed, subject to Board approval, to organizations or individuals recommended by the members of the committee responsible for holding the fundraiser:
 - a. Holiday Party
 - i. The date, time, menu and raffle may be modified by the President-Elect Nominee to meet the needs of the membership. President-Elect Nominee will also be responsible for the event and shall chair the Holiday Party Committee.

- ii. The Holiday Party committee may submit a recommendation to the Board, at its November meeting, identifying the organizations, groups or individuals to which the excess proceeds of the event. If the committee does submit a recommendation it will include how the funds will be distributed and the percentage of the total revenues from the auction that will be distributed to each organization.
- iii. If the Holiday Party committee makes no recommendation for the distribution of this raffle, the revenues will be added to the revenues of the general Holiday Party auction and distributed with those funds.

b. NCAA Night

- i. It should be noted that NCAA is not a club function but is run by the Scholarship Committee of the Rotary Charitable Trust.
- ii. Revenues of NCAA Night include all sponsorships, ticket sales and all revenue from raffle tickets, drawings, pools and other fund raising events that take place at the NCAA Night party.
- iii. All direct expenses of NCAA night, including the cost of prizes, food items, rental of the hall, printing costs, etc. will be paid from the gross revenue of NCAA Night.
The net revenue of NCAA Night will be donated to the Scholarship Committee of the Rotary Charitable Trust.

c. Special one-time fundraisers.

- i. Occasionally a need will arise for a donation on short notice. In such cases funds will
- ii. Since this type of fundraiser is typically done on a short notice, it is impractical to require prior Board approval. However, funds raised in this manner are still subject to the Board donation policies.
- iii. Funds collected in this manner will be counted and turned over to the club Treasurer who will deposit them and issue a check as directed by the person initiating the fundraiser.

Rotary Welcome Table Procedures

1. We need two persons at the “Welcome Table” each week. One to sell raffles tickets and the other to deal with the cash box. We plan to continue to solicit raffle sellers from the members of the club but need trained persons to deal with the club set-up. Thank you for volunteering to help with this task.
2. Arrive by 11:00 A.M. and the table will be setup and the banners hung by SBYC staff. The staff is very helpful if you have any questions.
3. The button box and cash box, as well as other various welcome table materials (including bell, gavel, microphone, raffle tickets, folder with literature, attendance sheets, blue badge holders and guest badges) are stored in the locked cabinet in the store room off the bar. Place them all on the welcome table * The key to the cabinet is in a blue whisky bag in the drawer under the counter of the main cash register. (SBYC staff will be glad to assist you in locating these things). Below the metal cabinet are the two (2) black cases containing the member badges? Put the badges and the blue ties on the welcome table and lean the banners on the wall where they hang.
4. If the podium is not in the meeting room, find it in the closet and wheel it to its place for our meeting. Put the bell, gavel and Microphone of the podium.
5. Starting Cash (meal money) as well as envelopes with the accumulated prize for the ace drawing, and for the Rotary Foundation/Charitable Trust money will be in the cash box. Count the Starting Cash and make sure it totals \$50 when you are finished and leave it in the meal money envelope for next week. If there is a different amount see one of the officers. Occasionally, there is a third envelope containing happy/humilities if the Treasurer is not present to take this money.
6. The Cash box contains a sheet that will give charges and immediate duties.
7. Tickets for the drawing and the basket are in the cabinet.
8. Complementary lunches are given to guest speakers, prospective members at their first meeting, youth and the parents who may be attending for special presentations, etc. Prospective members do not need to have an invitation card to be given a complementary lunch, but we generally only comp one lunch per person. Be sure to invite speakers and guests to make a stick-on name tag.

9. Other guests will be charged for the lunch an amount to be periodically determined and these charges on the sheet in the cash box. Be sure to invite guests to make a stick-on name tag.
10. When it seems like most of the members have arrived (about 12:10), divide the drawing money into four equal stacks. Put two stacks in the Rotary foundation/charitable Trust envelope in the cash box. Put one stack in the ace of hearts envelope and write the new total on the envelope. The remaining stack is for the first drawing. (If you have uneven amounts, put the extra dollars in the Rotary Foundations envelope. Your helper selling tickets may or may not already know all this. It is your job to give the instructions if necessary.
11. If you need to make change for the ticket sales or meal sales beyond what is in the cash box, feel free to use the money in the Ace envelope or the Foundation envelope.
12. The cash box should contain an envelope for the Happy Dollars. See that the money collected during the meeting gets in that envelope if the Treasurer is not there to take it.

No later than 12:15 go into the dining room and get your lunch. You should bring the cash box into the dining room with you for security.
13. During the meeting:
 - a. Divide raffle ticket money into three portions: $\frac{1}{2}$ to the Foundation/Charitable Trust, $\frac{1}{4}$ to the accumulating Ace of Hearts drawing envelope and $\frac{1}{4}$ for the First Drawing.
14. After the meeting:
 - a. Put the "Happy Dollars" into the designated envelope in the cash box.
 - b. See that Paul gets the attendance sheet.
 - c. Collect name buttons from lingering members before you put the box away.
 - d. Put all the staff from the table back in to the cabinet in the store room, lock it and return the key to the blue whiskey bag.
15. Officers will be around after the meeting and you should feel free to ask them any questions.

Corporate Membership Program

1. The owners/employees of corporations (for-profit or non-profit) may apply for a Corporate Membership.
 - a. Corporate Membership is designed specifically for busy professionals whose schedules will cause them to miss a significant percentage of regular Rotary Club meetings.
 - b. A Corporate Membership allows for up to three people from the same corporation to fill a single membership in Rotary for attendance purposes.
 - c. Corporate Membership consists of a Primary Member and up to two Partner Members. It is expected that one of the three will attend most regular Rotary Club meetings. Collectively, the Primary Member and Partner Members must meet the regular attendance requirements of the Club.

2. REQUIREMENTS

- a. The Primary Member and Partner Members must share ownership in, and/or be employees of the same corporation.
- b. The Primary Member should be part of the senior leadership of their corporation.
- c. Both the Primary and Partner Members are subject to the normal application and approval process. All should be named at the time of application.
- d. A Primary Member has the right to add and/or remove Partner Members. However, new Partner Members must go through the normal application and approval process.
- e. A Corporate Membership does not preclude other owners/employees of that corporation joining individually under a regular Rotary membership.
- f. Since Corporate Membership involves multiple people, a Corporate Membership does not qualify for a Leave of Absence.

3. VOTING AND LEADERSHIP

- a. For purposes of voting and serving in Club leadership roles, Primary and Partner Members shall have all the same rights as regular members of the Club.

4. ATTENDANCE AT REGULAR MEETINGS AND SPECIAL EVENTS

- a. The Primary Member and Partner Members may attend the same regular Rotary Club meeting or special Rotary Club event. However, the cost structure of a Corporate Membership only assumes 1 person will be attending. Hence, special charges apply when more than 1 person attends.
- b. Corporate Membership includes the meal for 1 person attending a regular Rotary Club meeting each week. Should a 2nd (or 3rd) person attend a regular Rotary Club meeting, they are expected to pay for their own meal at the front desk at the current rate charged to visiting Rotarians (currently \$11).
- c. Similarly, Corporate Membership includes the reduced meal rate for 1 person attending a special Rotary Club event. Should a 2nd (or 3rd) person attend a special Rotary Club event, they are expected to pay for their own meal at the rate charged to visiting Rotarians (typically \$11 more than the member rate).

5. COST

- a. The cost of a Corporate Membership is as follows:
 - i. Primary Member and 1 Partner Member - \$254/quarter
 - ii. Primary Member and 2 Partner Members - \$303/quarter
 - iii. Note individual membership currently costs \$187/quarter.

All Policies and Procedures have been reviewed by the Board and approved on the following dates:

2015 _____ Board Chair Signature_____

2016 _____ Board Chair Signature_____

New Member Recruitment and Retaining Policy and Procedure

1. **Membership is the Key to a healthy and thriving club.** To maintain and increase membership or current membership is our most efficient sales force. It

is the key responsibility of all current membership to offer fellowship and community service to those they know and are introduced to through Rotary.

2. To that end we are documenting the Steps and tools needed for sponsoring members to utilize in recruiting new members.
 - a. the sponsoring member picks-up a new member form from the front table or the policy manual on our website. They can also ask for assistance from another member, officer or member of the recruitment and retention committee.
 - i. They then fill in their part and gets the potential new member's information and his/her signature on the form.
 - ii. The sponsor then turns the form in to either the club president, membership chair, another board member, or at the front table. (In this regard the follow-up is the sole responsibility of the sponsoring Rotarian, and the reason I would suppose that we give them an award for bringing in a new member).
 - iii. The potential new member is then proposed for membership at a board meeting by the club president. The president shall provide the name of the proposed new member and the sponsor as well as make a recommendation that shall be seen as a motion to approve or not approve the potential new member.
 - iv. Remember that communication between members with a new potential member and those that can help complete the application process is key. The RECRUITMENT/ RETENTION committee has no other means to know that there is an someone wanting to join.
 - v. Attached is a new membership form to be used by all.



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1) AS THE INTEGRATION OF A NEW MEMBER INTO THE LIFE OF THE CLUB IS ESSENTIAL TO THEIR RETENTION AS A MEMBER THEY ARE TO HAVE AN ORIENTATION MEETING SCHEDULED AND HELD WITIN FOUR WEEKS OF THEIR BECOMING A MEMBER

- a) The orientation is to be conducted by the membership chair or designated member of the membership committee.
- b) The orientation meeting is to be attended by the, the sponsoring Rotarian, Club President, Treasurer, the board member responsible for the website and/or general club communications, and if available any other board member whenever possible.

2) EQUALLY IMPORTANT IS THE RETENTION OF NEW MEMBERS

- a) During the first year of membership, or for so long as the sponsoring Rotarian and the new member deem to be of benefit, the sponsoring Rotarian will be

asked to walk alongside the new member helping them to become acquainted with the life of the club

- b) During the first six months of membership the sponsoring Rotarian will help the new member find a committee or activity of the club to become involved with that reflects their interests and the needs of the club
- c) The designated member of membership committee will be responsible to stay in touch with both the sponsoring Rotarian and the new member to assist in the process of integration
- d) The membership committee will report the progress of each new member to the board at the monthly board meetings
- e) If a new member has not become a member of a committee or actively engaged in some activity of the club other than regular meetings within six months of membership the sponsoring Rotarian and the new member will be contacted by the designated member of the membership committee and encouraged to select from available vacancies

3) RETENTION OF MEMBERS BEYOND ONE YEAR

- a) The club secretary will send the membership chair a report of any members who have missed more than 50% of the meetings in any given quarter where there has been no notice provided by the member that they will have an extended absence
- b) The club treasurer will provide the membership chair a list of any members who are more than one quarter delinquent in dues
- c) The designated member of the membership committee shall be in contact with any member who is absent from more than 50 % of the club meetings in any quarter, or more than one quarter delinquent in dues to ascertain if the club can be of service, and a report shall be made to the board at a regular board meeting of the results of such contact
- d) Periodically, as determined by the club board, the Membership Committee will conduct a survey of all members designed to ascertain the overall satisfaction of the membership with the club
- e) Any member severing their membership will be contacted by the designated member of the Membership Committee within no more than two weeks of the date that said notice was made known to the Membership Committee. The designated member of the Membership Committee will then contact the member to ascertain the reason for their severing their relationship with the club. When the contact is made the effort is to be made to retain their membership if in the judgment of the designated member of the Membership Committee the reason given can be reminded in accordance with the bylaws of the club. A report concerning this contact shall be made by the designated member of the Membership Committee to the chair of the Membership Committee before the date of the next meeting of the club board
- f) If the member severing their membership has been a member for one year or less the first contact is to be made with the sponsoring Rotarian and then together with the designated member of the Membership Committee contact is to be made with the new member wishing to sever their relation with the club. The contact with the new member shall be made within as short a period of time as

possible within two weeks from the date notice. When the contact is made the effort is to be made to retain their membership if in the judgment of the designated member of the Membership Committee the reason given can be reminded in accordance with the bylaws of the club. A report concerning this contact shall be made by the designated member of the Membership Committee to the chair of the Membership Committee before the date of the next meeting of the club board