

# **Rotary Club of Orillia-Lake Country Policy Manual**

## **I PURPOSE**

This policy manual is meant to be a guide for the orderly management of the affairs of the Rotary Club of Orillia - Lake Country by providing clarification on matters arising from the club constitution and bylaws regarding board structure, committee structure, finances, budgeting, make-ups and leaves of absence.

## **II CLUB OFFICERS**

As required by the club constitution and by-laws the officers are:

1. *President.* It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.
2. *Vice-President.* It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president. Normally, the immediate past president shall serve as vice-president.
3. *President-elect.* It shall be the duty of the president-elect to serve as a director and to perform such duties as may be prescribed by the president or the board. The president-elect should be considered to be the club's second vice-president.
4. *Secretary.* It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as ordinarily pertain to the office of secretary.
5. *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 other duties as ordinarily 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, and any other club property.

6. *Sergeant-at-Arms*:. The duties of the Sergeant-at-Arms shall be such as ordinarily pertain to such office and other duties as may be prescribed by the president or the board. This position shall be held by an elected director (preferably the director of Club Service). The Sergeant-at-Arms may appoint other members to fulfill the duties of the office at regular club meetings.

### III BOARD OF DIRECTORS

The Board of Directors consists of eight (8) members of the club, namely, the president, immediate past president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and three (3) additional directors. The immediate past-president shall serve as vice-president and one of the three (3) additional directors shall serve as sergeant-at-arms.

There should be five (5) directorships to oversee the activities of the club's committees. The directorships should be held by the immediate past president, president-elect and the three (3) additional directors (including the one designated as sergeant-at-arms). Directors will sit ex officio on all committees under his or her directorship. A director may choose to chair any committee under his or her directorship but he or she is not expected or required to so. Committees may be combined for greater efficiency.

The directorships are:

1. *Club Service*: The committees under this directorship include those involved in club administration. The committees include: Duty Roster, Governance, Historian. Nominating, Program and Website. When possible, the director appointed as sergeant-at-arms should hold this directorship.
2. *Community & Vocational Service*: The committees under this directorship include those involved in educational, humanitarian and vocational projects in the local community. The committees include: Community Needs, Senior Light Tour, Vocational Service, Volunteers and Youth Service.
3. *Foundation & International Service*: The committees under this directorship include those involved in financial contributions to the Rotary Foundation and participation in Foundation programs as well as in educational, humanitarian and vocational projects in other countries. The committees include: Foundation Giving, Foundation Programs, FunShine Bucks, International Service, Paul Harris Fellows and Youth Exchange.
4. *Fund Raising*: The committees under this directorship include those that raise funds for the club's trust account and handle requests and continued administration of large and long term projects. The committees include: Festival of Trees, FunFest, Major Projects

and New Fundraising Projects. When possible, the president-elect should hold this directorship.

5. *Membership & Public Relations.* The committees under this directorship include those that are involved in the recruitment and retention of members as well as providing the public with information about Rotary and promoting the club's service projects and activities. The committees include: Fellowship, Honorary Members, Membership, Public Relations, Social and Well-Wishers.

Additional ad hoc committees may be created and assigned to the appropriate directorship.

*Ex officio.* The board may appoint an assistant secretary or an assistant treasurer or both as ex-officio members of the board.

1. *Assistant Secretary.* If appointed, it shall be the duty of the assistant secretary to assist the secretary and assume the role and duties of the secretary in the secretary's absence as well as other duties as may be prescribed by the president or the board.
2. *Assistant Treasurer.* If appointed, it shall be the duty of the assistant treasurer to assist the treasurer and assume the role and duties of the treasurer in the treasurer's absence as well as other duties as may be prescribed by the president or the board.

## **IV COMMITTEES**

Committees shall not take action until a report has been made and approved by the board. However, the board's role is more one of guidance and oversight. The general operation and function of the club should be handled at the committee level. Committees should review all requests for support and be charged with the development, and, once approved by the board, the implementation and ongoing maintenance of the club's activities, projects and programs.

When feasible, committees should consist of at least three members. Committee members should be appointed to the same committee for three years to ensure consistency.

Committees may develop sub-committees to deal with specific issues and activities of the committee. Sub-committees will report to the main committee.

For expediency and efficiency, committees under the same directorship may be combined.

Committees will report to the board through a director as outlined under the directorship listings set forth in this document (see item III Board of Directors).

## 1. Club Service Committees

- a) *Duty Roster:* This committee should organize the duty roster of weekly club tasks including: 50/50 draw, bulletin editor, greeter, registration and sergeant-at-arms. Members should be scheduled for a task for a month at a time. All members, except the president, should be included on the duty roster.
- b) *Governance:* This committee should review the club bylaws and make recommendations for any changes to the board to insure:
  - i) the bylaws meet the operational, program and service needs of the club, and
  - ii) stay in harmony with the standard Rotary club constitution and the constitution and bylaws of RI.

The committee will also consider changes recommended by other members and the board. The committee may recommend changes at any time, but an official report should be made at the Annual General Meeting.

- c) *Historian:* This committee should maintain a historical record of the club. The chair of committee shall retain the records in a generally accessible format.
- d) *Nominating:* This committee shall operate as per article 3, section 1 of the club by-laws and will consist of the president, president-elect and immediate past president.
- e) *Program:* This committee should arrange and organize the program for the regular weekly meetings. It shall schedule guest speakers (including classification talks), Rotary information sessions, club assemblies and other programs. It shall also make arrangements with our meeting place (Mariposa Inn) for A/V and special set-up requirements and notify the hotel if there is a change in the location or time of the meeting. This committee should coordinate with the Social and Fellowship committees for special meetings.
- f) *Website:* This committee should maintain the club website. The committee chair shall serve as Webmaster and Editor-in-Chief of the club bulletin.

## 2. Community & Vocational Service Committees

- a) *Community Needs:* This committee should review requests for financial support and make recommendations to the board. Requests for amounts of over \$4,999 or that require a financial commitment greater than one fiscal year should be forwarded to the Major Projects committee for review.

- b) *Senior Light Tour*: This committee should organize and plan the annual Senior Light Tour. The committee shall submit a budget for expenses at least 60 days prior to the date of the event.
- c) *Vocational Service*: This committee should develop and implement vocational projects and programs.
- d) *Volunteers*: This committee should review all requests for volunteers and make recommendations to the board. If a request is approved by the board, the committee will act as volunteer coordinator for the project. The activities under this committee include: the Heart & Stroke Big Bike, International Student Weekend, Pitch-in Week, Salvation Army Kettles, etc.
- e) *Youth Service*: This committee should develop, implement and administer programs and projects for youth. The activities under this committee include: RYLA, the various youth adventure programs and scholarships, awards and bursaries.

#### **4. Foundation & International Service Committees**

- a) *Foundation Giving*: This committee should promote and administer donations to the Rotary Foundation by the club and individual members to the Annual Programs Fund, Permanent World Fund and PolioPlus.
- b) *Foundation Programs*: This committee should promote, coordinate and administer the club's involvement in the Foundation programs including: PolioPlus; Humanitarian Grant Programs such as Matching Grants, District Simplified Grants and 3H Grants; and Education Programs such as Group Study Exchange and Ambassadorial Scholarships.
- c) *FunShine Bucks*: This committee should act as bankers for the club's FunShine Bucks and be in charge of distribution and reporting to the club treasurer.
- d) *International Service*: This committee should review and identify worthwhile international projects and make recommendations to the board. After approval, the committee will coordinate and administer the project.
- e) *Paul Harris Fellows*: This committee should identify and recommend members and non-members to be named as Paul Harris Fellows by the club in recognition for their service to Rotary and the community. This committee should coordinate with the Honorary Member committee since non-member recipients of Paul Harris Fellows are normally considered for honorary membership.

- f) *Youth Exchange*: This committee should promote, coordinate and administer the club's involvement in Rotary's Youth Exchange program including: coordinating with partner clubs, selecting an outbound student, finding host families for the inbound student and selecting a Rotarian counsellor. This committee is only required if the club is involved in Youth Exchange.

## **5. Fund Raising Committees**

- a) *Festival of Trees*: This committee should organize and plan The Rotary Festival of Trees. The committee shall submit a budget of revenue and expenses to the board at least 90 days prior to the first day of the event and provide regular updates during the planning of the event. A completed financial statement shall be submitted to the board within 120 days of the final day of the event.
- b) *FunFest*: This committee should organize and plan FunFest. The committee shall submit a budget of revenue and expenses to the board at least 90 days prior to the first day of the event and provide regular updates during the planning of the event. A completed financial statement shall be submitted to the board within 90 days of the final day of the event.
- c) *Major Projects*: This committee should review all requests for financial support over \$4,999 or that require a financial commitment greater than one fiscal year and make recommendations to the board. After approval by the board, the matter must be brought to the club for approval.
- d) *New Fundraising Ideas*: This committee should develop new fundraising ideas and review fundraising ideas from the board and club members.

## **6. Membership & Public Relations Committees**

- a) *Fellowship*: This committee should help promote district and RI events and develop inter-club meetings with Rotary Clubs, other service clubs and organizations. The activities under this committee include: District Conference, the District Golf Tournament, the District Foundation Dinner, the RI Convention, the joint golf day with the Rotary Club of Orillia and the Heart and Stroke Service Club lunch.
- b) *Honorary Members*: This committee should identify and make recommendations to the board regarding potential honorary members. This committee should coordinate with the Paul Harris Fellows committee since non-member recipients of Paul Harris Fellows are normally considered for honorary membership

- c) *Membership*: This committee should develop and implement programs for attracting new members and orientating them into the club. The activities under this committee include: membership recruitment, new member classification, new member orientation and the assignment of mentors for new members.
- d) *Public Relations*: This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- e) *Social*: This committee should develop and arrange club social events and outings for members and their families. Special meetings such as the annual Christmas Party and President's Night (in coordination with the president-elect) are to be organized by this committee. The committee should organize at least one social event per quarter.
- f) *Well-Wishers*: This committee should arrange for the recognition of members, past members and friends of the club who have received a major Rotary, vocation or community accolade, fallen ill, died or suffered the loss of a loved one. The committee should also consider recognizing members for major life events such as the birth of a child and marriage.

## **V BOARD OF DIRECTORS MEETING**

Optimally, board of directors meetings should last no longer than one hour. Rotarians are busy people and should not waste time in long meetings. To keep meetings at a reasonable length, the following procedures should be followed:

1. *Written Directors Reports*: Each director should submit his or her report to the club secretary in writing at least seven days prior to the date of the board meeting. The secretary, will forward the reports to all board members, along with the agenda for the upcoming meeting and the minutes of the last meeting, within a week prior to the board meeting.
2. *Consent Agenda*: Directors should read all reports and come to the board meeting prepared to discuss them. Reports not requiring discussion may be passed en masse by the board. Reports requiring discussion may be discussed and passed individually.
3. *Committee Work*: Committee work should not be conducted at board meetings. Committees are to report their activities to the board. The board may set policy and make recommendations to committees, but should not engage in detail discussions regarding the planning of events, who to donate to, setting up work schedules, etc. Club committee meetings, with a few exceptions (Nominating and Paul Harris) are open to all club members. Board members wishing get into the details of any program, project or event should attend the appropriate committee meeting.

4. *Attendance:* Each board will set its own attendance requirements. The attendance policy should be set at the first meeting of the board.
5. *Meeting Time & Location:* Each board will set its own meeting times and locations. They may change from time to time, upon proper notice as stipulated in the bylaws.
6. *Open Meetings:* Board meetings are open to all club members, however, non-board members may attend as observers only. New club members should be encouraged to attend at least one board meeting. Following the new board elections, incoming board members should be invited to attend board meetings on a regular basis. The board may hold closed and in camera board sessions when discussing individual Rotarians and other sensitive matters.
7. *Minutes:* The secretary, assistant secretary or designate will prepare and transmit the minutes of a board meeting, within ten (10) days of the board meeting. The minutes will be sent in a generally accessible format. The secretary will keep a record of all minutes in both electronic (computer file) and hard copy (paper) format and will pass the minutes to the club Historian upon completion of his or her term in office or at the request of the president or board.

## **VI BUDGETS**

For clarification of the budget requirements as set forth in article 12, section 1 of the club bylaws.

1. *General Account.* The General Account should include revenues and expenses for club operations. Revenue includes club dues and meals. For the most part, the expenses incurred by the committees under Club Administration and Membership & Public Relations directorships are paid through this account. Expenses include RI and district dues, meal and other meeting costs, membership supplies, web site fees, speaker gifts, etc.

The budget of the general account will be an estimate of revenue and expenses for the upcoming year based on projections from previous years' financial statements and budgets.

*Note:* Dues and meals should be presented as separate items in the budget and financial statements and should be shown as separate items on invoices as well.

2. *Trust Account.* The Trust Account should include revenues and expenses for fund raising events and service projects. For the most part, the expenses incurred by the committees under the Fundraising, Community & Vocational Service, and the Foundation & International Service directorships are paid through this account. Expenses include



community giving donations, international service projects, student awards & bursaries, RYLA, the Senior Light Tour, GSE, etc.

Fundraising projects (Festival of Trees and FunFest) maintain their own financial statements and bank accounts, therefore, revenue is collected and expenses are paid through the event's account. The club's share of net income from the events will be transferred to the club's trust account.

When setting the trust account budget for a coming year, the revenue will be determined by the projected estimated proceeds from the fundraising activities for that coming year, but the expenses (donations) budget will be based on the available funds from the current year. To achieve this, the net proceeds from FunFest, Festival of Trees and any other club fundraising events held during the 2009-2010 will not be spent in 2009-2010 but will be invested in GIC's and will be spent during the 2010-2011 year. And, the net proceeds from FunFest, Festival of Trees and any other club fundraising events held during the 2010-2011 year will not be spent in 2010-2011 but will be invested in GIC's and will be spent during the 2011-2012 year and so on.

## **VII MAKE-UPS**

For clarification of authorized make-ups for committee meetings, club service project events and club-sponsored community events and meetings as set forth in the article 9, sections 4 and 6 of the club constitution.

1. *Committee Meetings.* Attendance at committee meetings will qualify as a regular attendance make-up only if a copy of the committee minutes, including the date of the meeting and list of attendees, is given to the club secretary.
2. *Club Service Project Events & Club-sponsored Community Events and Meetings:* Attendance at club service project events & club-sponsored community events and meetings will qualify as a regular attendance make-up only if, prior to the day of the event, the club passes a resolution at a regular meeting with quorum, to designate the event as an attendance make-up. The mover or the seconder of the motion will be responsible for maintaining an attendance record of club members for the event.

*Meal Credits:* Meal credits are issued only for make-ups done through attendance at another Rotary club meeting where the member pays for a meal.

## **VIII LEAVE OF ABSENCE**

For clarification of the club's policy on leaves of absence as set forth in article 11 of the club by-laws.

1. *Notice:* Notice shall be given in writing to the club secretary. The notice should include: the start date, return date and reason for leave.
2. *Term of Leave.* A leave of absence should not normally be granted for a term greater than three months. If required, an additional term of no more than three months may be granted by the board.
3. *Retroactivity:* The start date of a leave of absence may be given retroactively.
4. *Dues & Accounts:* Members must be in good standing with club. A member with dues owing may be required to bring all accounts up-to-date before being granted a leave of absence.

## **IX COSTS FOR INDIVIDUALS COVERED BY CLUB AT CONVENTIONS, CONFERENCES, SEMINARS & CLUB MEETINGS**

The club will pay or subsidize the costs of attending official district and RI events as follows:

1. *District Conference:* President only. Registration fees for self and spouse and accommodations for one night prior to the first day of the event to the last day of the event.
2. *PETS/District Assembly:* President Elect. Registration fees for self, and accommodations for one night prior to the first day of the event to the last day of the event.
3. *SETS/District Assembly:* Secretary-elect only. Registration fees for self and accommodations for one night prior to the first day of the event to the last day of the event.
4. *Club Meetings:* The club will cover the cost of meals at regular meetings:
  - i) for individuals invited by the club to be part of the program of the day;
  - ii) district officials, such as the District Governor and Assistant District Governor, when on official district business or invited by the club in their official capacity; and
  - iii) for up to three (3) meetings for prospective members (the cost of any additional meals shall be paid by the sponsor or prospect).