

TWIN CITIES ROTARY CLUB POLICY MANUAL

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***TWIN CITIES ROTARY ANNUAL DUES**

The annual membership dues for the Twin Cities Rotary Club are \$160.00. Dues shall be paid annually on or before June 15th and are considered past due after June 30th. Annual Dues Statements shall be mailed on or before April 1st of each year. For new members who join after July 31st dues shall be pro-rated on a monthly basis.

Adopted July 2006 / Up-dated April 2011

***TWIN CITIES ROTARY INITIATION FEE**

The initiation fee for membership into the Twin Cities Rotary Club shall be \$50.00. The initiation fee shall be waived if the new member is transferring from another Rotary Club or a Rotaract Member who has ceased to be a member of Rotaract within the proceeding two years.

Adopted July 2006 / Up-dated April 2011

***CLUB EXPENDITURES AND DONATION AUTHORIZATION**

All non-budgeted transactions over Five Hundred Dollars (\$500.00) which are approved by the Board shall be taken to the floor of a regular Club meeting for a majority approval by the membership.

All non-budgeted transactions over Five Hundred Dollars (\$500.00) which are initiated and approved by a majority of the membership at a regular Club meeting will then be taken to the Board for approval.

Adopted July 2006 / Up-dated April 2011

***FINANCIAL RESERVES**

Twin Cities Rotary will strive to maintain not less than a Five Thousand Dollars (\$5,000.00) reserve / rainy day fund.

Adopted July 2006 / Up-dated April 2011

***CHECK WRITING / SIGNATURES / VOUCHERS**

The Twin Cities Rotary Club shall require all checks be signed by two approved members of the Board. Approved members of the Board shall be as follows; the President, the President-Elect, the Vice-President, the Immediate Past President, the Secretary, and the Treasurer. All expenditures / checks shall require a voucher or receipt to serve as proof of, reason for, and history of expenditures.

Adopted July 2006 / Up-dated April 2011

***EXPENSES RELATED TO ALCOHOL**

Board approval shall be required prior to any expenditure of Club moneys for the purchase of alcoholic beverages. The Board shall take into consideration Club Event, Public Event, or Fund Raising Event, subject to RI insurance.

Adopted July 2006 / Up-dated April 2011

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***TWIN CITIES ROTARY EXPENDITURES FOR PRE-PRESIDENT ELECT TRAINING SEMINAR (PRE-PETS), PRESIDENT ELECT TRAINING SEMINAR (PETS), DISTRICT LEADERSHIP TRAINING ASSEMBLY (DLTA), DISTRICT CONFERENCE, AND ROTARY INTERNATIONAL CONFERENCE**

Pre-PETS and PETS	Registration & Direct Costs / Board Approval
DLTA and District Conference	Actual Attendance Costs / Board Approval
International Conference	Actual Attendance Costs / Board Approval

DLTA and Conference; the Club will pay for the Twin Cities Rotary Members registrations and one (1) night's room cost. The Club will not pay for Non-Rotarian Spouse registrations. The money for this type of expense is to come from the Club Administration Account. If the number of people who wish to attend and the subsequent expenses exceed the budgeted amount, the board shall either approve additional funding or the money will be proportionally used for all members who attend that category of event, with preference given to DLTA. Reimbursement shall not exceed actual cost to the member. Any Member who receives Club reimbursement must agree to provide a report, at the President's discretion.

Adopted July 2006 / Up-dated April 2011

***MULTIPLE TWIN CITIES ROTARY MEMBERSHIPS WITHIN A FAMILY**

Each Member of the Twin Cities Rotary is an individual Member with the same rights, responsibilities and privileges associated with such membership. Each membership shall stand on its own.

Adopted July 2006

***NOMINATION COMMITTEE**

The Nomination Committee shall be appointed by the President and confirmed by the Board. The members of the Nomination Committee shall consist of the President-Elect (Chair), four (4) Past Presidents, one (1) members of the current Board, and one (1) Club Members. All deliberations and discussions shall be kept Confidential.

Adopted July 2006 / Up-dated April 2011

***HONORARY MEMBERSHIP IN THE TWIN CITIES ROTARY CLUB**

Honorary membership shall be for the Rotary Year, a twelve (12) month period beginning on July 1st through June 30th. Members approved for Honorary Membership in mid-year shall hold membership until the end of the Rotary Year, June 30th. Nominations for Honorary Membership may be made by any active member of the Club. Nominations will be made through the Membership Committee and referred to the Board for approval. Honorary Membership shall be determined as directed in the Twin Cities Rotary Bylaws and the RI Constitution.

Adopted April 2011