

**Rotary Club of Goderich Ontario Incorporated**

Known as

**Rotary Club of Goderich**

**Policy and Procedure Manual**

**An appendix to Club by-laws**

**meant to be specific to this club's operations**

**Article 1 Introduction**

**1.1 Intent**

These policies and procedures are adopted by the Board of Directors to facilitate Club administration and are meant to clarify and supplement the Club Bylaws.

It is meant to illustrate the local club's conventional operations but is not all inclusive.

**1.2 Review**

This document should be reviewed regularly and no less than annually in July by the president and Board of Directors to remain current. Board minutes should be reviewed regularly to assess how decisions impact these policies or reflect operational compliance. This document should be adjusted accordingly.

**1.3 Conflicts between governing documents**

Conflict between these policies and the Club's bylaws will be superseded by the requirements of the Bylaws until such time as the documents reflect the same intent.

**1.4 Availability**

These Policies and Procedures and the Club Bylaws shall be posted on the Club website.

**1.5 New Board Member orientation**

These Policies and Procedures shall be part of the orientation for new Board members.

**1.6 Violations**

Violations of these Policy and Procedures should be brought to the attention of the President and Board of Directors for consideration of an appropriate and timely remedy or action if deemed necessary.

### **1.7 Parliamentary Procedure**

The rules contained in Robert’s Rules of Order shall govern all actions and procedural questions arising at meetings of the Board of Directors, when they are applicable and when they are not inconsistent with the Constitution, Bylaws or other policies and procedures of the Rotary Club of Goderich.

## **Article 2 Authority to Act**

### **2.1 Board Authority**

The board of the Rotary Club of Goderich is the governing body and authority for the Club. It has the duty and the power to manage all of the affairs of the Club. No officer, director, committee or agent of the club has any right, power or authority to do anything in the name of the Club or to bind the club to any obligation or to enter any arrangement whereby the Club may incur any obligation or liability whatsoever, without prior approval of the Board.

The Board will delegate operational authority annually through the budget and committee process.

## **Article 3 Board Structure**

### **3.1 Current practice**

Officers: President

President-elect

Past President

Treasurer

Secretary

Directors: Club Administration

Membership

Public Image

Service projects

Rotary International Foundation

## **Article 4 Management of Travel and Training Expenses**

The Club encourages its leaders and Club members to represent the Club by attending appropriate Rotary meetings at the District and International level. The Club at the discretion of the Board of Directors may reimburse costs incurred when financially viable for the Club.

#### **4.1 President**

The club will pay an allowance for the President's attendance at the District Conference and/or the International Conference, up to \$800 with supporting receipts.

#### **4.2 President-elect**

The club will pay registration, meals and accommodations for the president-elect to attend PETS. Accommodations will be reimbursed at the room rate as established by the special group rate offered to Rotary, although the PE is not required to utilize said accommodations.

#### **4.3 Member training**

The Club will consider an allowance to support available training for members including but not limited to Rotary Leadership Institute and Total Team Training.

#### **4.4 Mileage allowance to support RYE program**

Members volunteering to use their personal vehicle to provide transportation to and from the airport under the RYE program may request mileage expense based on the CRA car allowance rate as set out by the Income tax act on a per kilometer basis.

### **Article 5 Goderich Rotary Charitable Foundation**

The functions of The Rotary Club of Goderich are not exclusively charitable so it does not qualify as a charity by Canada Revenue Agency with the result it cannot issue charitable receipts. The Goderich Rotary Charitable Foundation was created to be an exclusively charitable organization and is registered as such with CRA registration number 889246245 RR 001.

**5.1 Club relationship to the Goderich Rotary Charitable Foundation (GRCF)** The board of GRCF is comprised of past Club presidents and they perform an oversight role to ensure proper operation and reporting of the foundation. The Board of the Rotary Club of Goderich will periodically request the GRCF to release funds for charitable and operational purposes as necessary to meet the club's commitments. This must be done

within compliance of CRA regulations. All members of the Rotary Club of Goderich are also members of the GRCF.

## **5.2 Ensuring compliance**

CRA recommends that, to avoid non-compliance, a registered charity related to a service club should:

- a) Keep separate bank accounts
- b) Keep separate books and records
- c) Conduct separate board meetings and record separate meeting minutes
- d) Clearly identify the registered charity as a separate entity by using a name that is not identical to the name of the service club
- e) Establish receipting guidelines for the charity's directors, officers, staff and volunteers
- f) Make gifts only to qualified donees
- g) Understand the difference between the charitable activities of the registered charity and the activities of the service club.

## **Article 6 Rotary Club Meetings**

### **6.1 General Meeting Format**

no greeter	no sergeant at arms	no grace
12:15-1:15 pm	Joker draws	announcements
Weekly meetings	happy bucks	meet Tuesday
buffet style meal	birthdays	anniversaries
Head table on speaker days		

### **6.2 Meeting Schedule**

First Tuesday-speaker

Second Tuesday-short speaker/info/training/social

Third Tuesday-business meeting

Fourth Tuesday-committees

Fifth Tuesday- flex meeting - alternate activity and alternate day of the week

## **Article 7 Funds Management**

The Treasurer is authorized with guidance of the Board to invest the Rotary Club of Goderich surplus funds with a view of obtaining a reasonable return while avoiding undue risk. All such investments must be with insured banking organizations in interest bearing checking or saving accounts or shorter-term certificates of deposit. Alternatively, if gifted shares, these may be retained as such as long as a balanced moderate risk portfolio is maintained. At the end of each month the Treasurer is to provide the Board with a summary of the Club's current financial position. In managing the funds, the GRCF board will collaborate with the Rotary Club of Goderich board that is the planning, budgeting, expenditure body, to carry out the interests/priorities of the membership.

### **7.1 Current Practice**

- Happy Bucks and Joker draw monies are used to cover club expenses.
- Chinese auction proceeds are used to cover club expenses unless otherwise determined.
- Exchange students and New Generations Service Exchanges meal costs will be paid with projects funds. In addition to the monthly allowance of \$100 the club will cover school related expenses for sports and educational opportunities to a maximum of \$300 per year.
- Speaker and guest meal costs paid with club funds.

### **7.2 Investments Management**

Any shares or moneys which are donated to the club through the Goderich Rotary Charitable Foundation and to which a tax receipt has been provided, or any dividends or interest derived from such shares or monies, cannot and shall not be used for the direct financial benefit of the membership. However, any interest or dividends accruing from such investments, but not the principal, can be used for the benefit of the club operations, such as administration costs, public relations and advertising. As always in accordance with CRA rules pertaining to Charities and Foundations.

### **7.3 Membership fees**

Membership fees should periodically be adjusted to reflect full cost of membership related expenses and be covered in full by the members. Non-discretionary Rotary expenses include but are not limited to RI dues, District dues, District insurance, the Rotarian, and ClubRunner costs.

### **7.4 Risk management**

Proper risk management allocation supersedes prolonged retention of any specific investment.

## **7.5 Account management**

The Club operates an integrated pooled bank account, but funds are designated Club funds (used for club operations) and Project funds (used for community service).

Project funds should always be protected and used for community service projects only. By convention all cheques must be reviewed and independently approved by a member of the board separate from the joint authorized signing officers.

**Exception:** To facilitate payment of meal invoices at regular meetings, the cheque issued for payment of meals at the regular dinner meeting supported by the invoice from the service provider does not require the prior approval for payment by the independent board member before issue only joint authorized signing officers.

## **Article 8 Guidelines for Funding Requests and Use of Club Assets**

Funding requests can be received from local, national, or international applicants or developed as a proactive project by a committee or member. These procedures are intended to provide guidance, so each request is handled in a timely manner and with continuity of purpose.

### **8.1 Small donations**

Historically those donations that are repetitive and reflective of past practices are funded as requested. Consideration is given to current priorities and influences. Past annual financial statements should assist in determining this group.

### **8.2 Achieving balance**

On an ongoing basis, emphasis should be given to establishing a diversified pattern of support to service the broad needs within the community.

### **8.3 Impact**

Reflection on how support achieves the greatest impact and how impact can be leveraged through partnerships should be applied. Small regular donations to small organizations that rely on continuity of support can be as impactful as the one-time large donation to a major project. A scattered approach to donation may be less impactful.

#### **8.4 Pass through donations**

Historically there has been an avoidance of pass-through donations to an organization that merely redistributes to other organizations. The preference is to support organizations which directly impact the Rotary Club's identified areas of interest.

#### **8.5 Donations to Individuals**

Direct donations to individuals are strongly discouraged. The preference is to direct these requests to appropriate needs assessing organizations in the community.

#### **8.6 Use of Goderich Rotary Charitable Foundation funds**

If the funds to meet the request will come from the Goderich Rotary Charitable Foundation the request must comply with the requirements of CRA

#### **8.7 Requests to Borrow Rotary Club Assets**

Rotary Club assets can be borrowed with permission from the Executive in exchange for consideration of a donation to the Goderich Rotary Foundation.

### **Article 9 President, Past President and President Elect Duties**

#### **9.1 Rotary Club President**

As President, you lead and motivate your Club, ensuring that Club members feel valuable, inspired, and connected to each other.

#### **Responsibilities:**

- a) Plan and Preside over Club and Board meetings
- b) Appoint Chairs and set goals for each committee, involve members in carrying out and tracking your Club's goals
- c) Encourage communication between Club and District committees.
- d) Conduct Club assemblies as necessary
- e) Review activities, goals, and expenditures and participate in decisions
- f) Supervise the preparation of a Club budget and proper accounting practices, including an annual financial review
- g) Collaborate with your District Governor and Assistant Governor
- h) Be involved in either selecting a major project to be undertaken or in encouraging the successful completion of a project currently under way
- i) Make sure your Secretary and Treasurer and (International) Foundation Chair have an account on Rotary.org to update membership and Club data regularly

- j) Set Rotary Membership Milestones
- k) Ensure the Past President is recognized
- l) Ensure the Club recognizes Rotarian donors with a Paul Harris Fellowship.
- m) Communicate important information from the District Governor and the Secretariat to Club members
- n) Prepare for the District Governor's required visit
- o) Follow Rotary's youth protection policies and the Statement of Conduct for Working with Youth and implement the requirements for the Youth Exchange program
- p) Organize fun social events
- q) Ensure that comprehensive training is conducted for Club members, as needed
- r) Encourage members to attend District meetings, and promote the Rotary International Convention
- s) Attend the District Conference
- t) Ensure proper succession planning before leaving office

## **9.2 Rotary Club Immediate Past President**

The immediate Past President plays an important role in ensuring continuity and providing important input based on in-depth organizational knowledge. From communicating historical information to bringing a unique perspective on strategic and operational activities, he/she plays a critical role on the Board.

### **Responsibilities:**

- a) Perform duties as may be prescribed by the President or the Board
- b) Serve one year as a Director of the Club's board to ensure smooth succession and serve as a mentor and resource person for the President and the Board
- c) Serve as a Director of the Goderich Rotary Charitable Foundation
- d) Advise the President and Board on past practices and operations
- e) Upon request, assist Officers and Directors in performing their duties
- f) Following completion of term as President, review resolutions passed by the Board during your Rotary year and ensure they are reflected in the most current version of the Club's Policy and Procedure Manual
- g) Occasionally preside over club meetings in the absence of the president
- h) Serve as liaison between the board of the Goderich Rotary Charitable Foundation and the board of the Rotary Club of Goderich



### **9.3 Rotary Club President-Elect**

The year of planning before you take office is crucial to achieving the objectives you set out for your Club. As President-Elect, you work with your Assistant Governor and incoming leadership team to set annual goals that support your Club's strategic plan. As President-Elect you may anticipate stepping in to support the president in their absence.

#### **Responsibilities:**

- a) Consult and assist the Club President on decisions affecting the Club
- b) Serve as a Director of your Club's Board
- c) Serve as Chair of the Nominating Committee
- d) Prepare to select Committee Chairs for your year well in advance of succession.

Appoint and orient your committee chairs to begin your term

- e) Assist in ensuring all members are provided with the opportunity to be assigned to committees
- f) Work with the incoming Club Treasurer and supervise preparation of the Club budget for the year prior to the commencement of your term. This budget is to be formally presented and approved at the regular Board meeting as you commence your term
- g) Encourage incoming Club Officers to attend District training assembly
- h) Attend your President Elect Training Seminar (PETS), and District training Assembly
- i) As you prepare for your year assess your Club's strengths, weaknesses, opportunities and risks in order to set goals. Together with the board establish the goals for your year and the Club's longer-term intentions. This can be the outline for the Club business/action plan for the coming year.
- j) Be prepared to be involved in either selecting a major project to be undertaken or in encouraging the successful completion of a project currently under way
- k) Familiarize yourself with the current Club Bylaws and Policies and Procedures
- l) Familiarize yourself with the Club website and identify the individual who is responsible for managing and updating the website
- m) Ensure continuity in leadership and service projects

## **Article 10 Speaker Policy**

### **10.1 Political Speakers**

If a political representative addresses the Club, it is the "position" speaking versus the "person". In addressing the Club, the program content should be directed towards policy.

The Club will not entertain presentations from political representatives during an election campaign.

### **10.2 Speaker restrictions**

The Program committee shall prepare and arrange the program speakers. In general, speakers will be selected based on their subject material and its relevance and interest to Club members. Speakers will not solicit on behalf of specific religious affiliations or political party. The Club is a non- denominational organization.

### **10.3 Selling of Items/Materials**

Before and/or after a Club Meeting only at the discretion of the Board may a speaker or group sell materials (books, CDs, DVDs etc.)

## **Article 11 Committee**

RI has proposed that Rotary Club activities be structured under the headings of Club Administration, Membership, Public Image, Service Projects, and Rotary Foundation. Clubs may add or eliminate committees under these categories according to their interests and activities. The Board is charged to create committees to meet effectively the service and fellowship needs of the Club. These procedures provide guidance in the activity of the committees.

### **11.1 Committee Meeting Expenses**

Rotary members will be responsible for the costs of their own meals, drinks etc. while attending committee meetings. A Rotarian or a business may cover these costs as a gift to Rotary.

### **11.2 Committee plans/projects**

In seeking any approval from the Board to act on behalf of the Club (i.e. projects, partnerships, events, funding proposals etc.) full documentation should be provided.

- a) Budget, timeline and Rotarian leadership
- b) Purchase orders and invoices
- c) Proposed contracts if necessary
- d) Details of the goods and services being dealt with
- e) Where appropriate or as Board requires, competitive price comparisons and estimates

- f) Sufficient due diligence and other information to satisfy the Board
- g) After each transaction or event, a full report (including, where applicable, a detailed statement of revenues and expenses complete with all back-up documentation and information) must be provided to the Board evidencing compliance with the Board's approval and also as may be necessary to satisfy all third-party reporting requirements

### **11.3 Committee Membership**

The President-elect shall, subject to the approval of the board, appoint a chair for each committee for a one-year term. The Chair will be assisted by other members as required and reflected in the minutes of the Committee. Members of each committee will be recruited by the chair. Members of a committee may remain as members indefinitely. The President may recommend members to the chair of each committee as deemed necessary.

### **11.4 Committee Operation**

Each committee shall transact such business as is delegated to it by the Board. Each committee shall provide and periodically update the board on their activities. The President, with the approval of the Board, may reallocate, delete or delegate additional duties among committees. The committee will establish necessary meeting dates, location and format, and transmit this information to the members with adequate notice. To the extent practical the format should include an agenda, and minutes or notes for each meeting. Where necessary decisions will be supported by a vote in which each member including the chair holds one vote. The committee may conduct electronic chain meetings as required. The committee should establish or confirm annual goals consistent with the objectives of the Club.

## **Article12 PRIVACY STATEMENT**

**12.1 We Will Only Collect and Use Information for Club Purposes** Individual privacy is very important, so the Rotary Club of Goderich will only collect and use information needed to offer and fulfill our core club purposes. We will be lawful and fair to the individual whose data we are storing and will retain only what we need to maintain our relationship with them. This means we will not disclose information for an unrelated purpose without the consent of the individual or by authority of law.

### **12.2 We Will Strive for Data Quality**

The Club's ability to successfully implement its mission is dependent on maintaining accurate information. It is each individual Rotarian's responsibility to keep his/her information accurate.

### **12.3 We Will Be Open about How We Use Data**

Our Club values networking and Rotarians support each other in their business endeavors. Rotarians will not use the club roster to distribute unsolicited appeals or communications promoting their business.

### **12.4 We Will Act with A Sense of Urgency on Potential Breaches**

Accountability for protecting Rotarians in our club is a shared responsibility. The Past President (or his designate) will serve as an approachable Club Privacy Officer and will promptly investigate and take the necessary measures to ensure that our established privacy protection practices are followed

## **Article 13 Special Billing Circumstances**

### **13.1 "No-Shows"**

If a member registers for any club event (training session, social event, etc.) and the member fails to attend that event, the member shall be charged the full amount of any expense incurred by the club.

If a member registers for and pre-pays for any club event, no refund shall be provided if that member fails to attend the event.

A refund may be given if the member provides a timely notice of the inability to attend and no expense has already been incurred by the club for the expected attendance Disputes concerning payments, refunds or cancellations shall be handled by the Board of Directors. If such dispute involves a member of the Board, the individual involved must recuse him/herself from any decision regarding that dispute

### **13.2 Leave of Absence**

If a member requests and is granted a leave of absence they still must pay their membership fees so as to cover non-discretionary billing obligations.

### **13.3 Resignation**

If a member resigns from the club but an outstanding non-discretionary billing obligation has been incurred on their behalf the member still has the responsibility to settle this account.

## **Article 14 Beach Hut and Wheelhouse**

### **14.1 Intent**

These concessions have the potential to be a major fund raiser for the club. As well they provide youth summer employment and workplace mentoring.

### **14.2 Contract**

A revolving 5-year contract is signed with the town and the Board should have a current understanding of its obligations.

### **14.3 Risk**

This operation is not without risk and must adhere to current employment, workplace safety and food handling standards. Revenue is also highly weather sensitive.

### **14.4 Foundation**

The operation functions under the umbrella of the Goderich Rotary Charitable Foundation to mitigate HST costs and maintain Foundation resources. A separate accounting system is in place during the active season with a summary showing on the Foundation accounts.

## **Article 15 Inter-club Building**

### **15.1 Partnership**

The club shares storage space with other community groups in this building at 345 Regent Street. We share in the annual operational cost of the facility.

### **15.2 Space**

Each community group is assigned a designated space for both use and care.

## **15.2 Contact**

The Board must assign a contact person to facilitate inter-club communication, a likely candidate being the director of Club Administration or their designate.

## **Article 16 Conflict of Interest**

The club shall govern itself as to minimize conflicts of interest from arising. In such cases as they may still arise the club shall act promptly in order to eliminate such conflict. Special attention must be given to procurement of goods, supplies or services. Proper procurement methods must be used in order to prevent inadequate practices which may give unfair advantage to some suppliers over others.

It is also of great importance to assure that the same proper methods be used when the club grants (sells) advertising space in their public displays, be it signs, equipment, wares or electronic media. Such grants must be made through an open process to the club members, at the very least, and as much as possible and practical, through a public bid process.

## **Article 17 Anti-Spam Regulations CASL**

Since 2014, Canada's Anti-Spam Law (CASL) has laid down strict rules about how and to whom "commercial electronic messages" (CEM) – which include emails and text messages – can be sent. The law applies to charities and non-profits with limited exemptions for soliciting donations and fundraising. Members should be aware of and apply the regulations to maintain compliance. Definition of a CEM – Any electronic message that encourages participation in a commercial activity, regardless of whether there is an expectation of profit.

Examples:

- Emails seeking donations
- Emails seeking volunteers / members
- Emails selling tickets to a charity event / lottery
- Emails promoting a charitable event / activity
- Electronic newsletters

- Emails promoting the organization's work

### **Article 18 Non-Harassment**

The club has a policy of zero tolerance on any form of harassment.

**Revisions to Article 4 (4.4) and 7 (Exception 7.5) - dated July 2019**

**Revision to Article 8 (8.7 addition) – dated February 2021**