Detroit Lakes (Minnesota) Noon Rotary Club

**ADDITIONAL CLUB POLICIES**

Updated and approved by Board, September 13, 2016

**POLICY ON SALES OF TICKETS, BUTTONS, ETC.**

Whenever a Rotarian wishes to use the meeting day to sell any non-Rotary items such as tickets for events, raffles, buttons, etc., said Rotarian will be permitted, with notice to the President, to make an announcement to the members during the announcements section of the meeting. All sales of actual items, however, shall take place in the hallway outside the meeting room.

**POLICY OF SPEAKING BY POLITICAL CANDIDATES**

During an election year, no person who is an announced candidate for an office to be elected that year may speak before the Rotary Club until after the election. Such persons may be brought as guests of a member and introduced with no mention of the election or the campaign other than the person’s title or occupation.

**POLICY ON PAUL HARRIS FELLOWSHIPS**

1. That the Rotary Foundation Committee be allowed to match contributions for Paul Harris Fellowships or sustaining memberships up to fifty percent of the $1,000 fee, the fifty percent match would be for Rotary club members only; we would match up to $250 for spouses, children, and/or grandchildren and $100 for non-affiliated sponsorships. We would do this by using club funds already contributed but not yet allocated.
2. That the Rotary Foundation Committee be allowed to make meritorious presentations of Paul Harris Fellowships to members representing a religious classification (clergy) who have five years of club membership and who have served the club in an exemplary manner, by using club funds already contributed but not yet allocated.
3. That the Rotary Foundation Committee be allowed to make meritorious presentations of the Paul Harris Fellowships to members of the public at large and/or visiting dignitaries as situations or need shall arise, by using club funds already contributed but not yet allocated.
4. That the Rotary Club of Detroit Lakes contribute $1,000 annually to the Rotary Foundation as unallocated funds which may then be used for matching funds in the future.

Parts 2 and 3 of this policy shall be considered individually by the Foundation Committee and Board of Directors. This Policy is to be reviewed on an annual basis by the new Board and its President.

**POLICY ON COMMITTEE REPORTS**

At the conclusion of events, it is expected that the committee chair has an understanding and necessary documentation of the event. Therefore, at the next regular membership meeting, a brief summary of the event should be given during Happy Dollars or the Announcements.

In addition, a written summary should be made available to the Board by its second meeting after the event. This may be done in person or through the Director overseeing the committee. This should include but not be limited to the number of participants, membership involvement, costs, gross receipts, and net income or loss, as well as overall value to the club and community, and suggestions for future events.

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**POLICY ON MEMBERSHIP PARTICIPATION RESPONSIBILITY**

Members are encouraged to participate in all Rotary Club events and expected to participate on at least one standing committee or at least one ad hoc committee.

**POLICY ON MEMBERSHIP ANNUAL FINANCIAL RESPONSIBILITY**

International dues, district dues, Rotarian magazine, local club dues . . . . . . . . $220.00

Meals are billed in arrears at $10 per meal for approximately 48 weeks . . . . . . 480.00

Annual total . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $700.00

Each member is billed quarterly and must assume responsibility that invoice is paid within 45 days. Delinquent memberships will be processed by the Membership Review Committee.

**POLICY ON FUNDING REQUESTS BY EXTERNAL ORGANIZATIONS**

* Funding requests by external entities must follow the mission statement of Rotary International and adhere to at least one of the six Rotary focus areas (promoting peace, fighting disease, providing clean water, saving mothers and children, supporting education, growing local economies).
* Funding requests must be submitted and summarized via the official application found on the Noon Rotary club website. Applications should be submitted prior to end of the calendar year quarter.
* Funding request applications will be reviewed by the Donation Request Ad Hoc Committee prior to the second board meeting of the months of October, January, April, and July.
* Funding requests will be presented to the Board for final approval. Input on all donation requests is invited as part of the committee process.

**POLICY ON REIMBURSEMENT OF EXPENSES INCURRED BY MEMBERSHIP**

* Reimbursable district and international conference expenses include conference registration, transportation costs, lodging, and meals. Mileage reimbursement shall be at the current IRS business rate. These expenses will be prorated by the number of attendees, not to exceed the Club’s annual budgeted amount. The Board shall set a maximum amount that an individual member is eligible to receive for each event.
* Members incurring expenses while fulfilling committee work and seeking reimbursement for those expenses should submit appropriate documentation to Club treasurer within 30 days of event and within the current Rotary fiscal period.

**ALL POLICIES SHALL BE REVIEWED ANNUALLY BY THE INCOMING PRESIDENT AND BOARD.**

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