

RI DISTRICT 5240
ROTARY CLUB OF PASO ROBLES SUNRISE
CONTINUING RESOLUTIONS – 2006-07

BE IT RESOLVED THAT by the use of CONTINUING RESOLUTIONS (CR'S), the Board of Directors (BOD) of the Rotary Club of Paso Robles Sunrise (RC of PRS), will set guidelines and preserve traditions that otherwise could be lost in the changeover by each succeeding Board.

THESE CR'S are not intended to replace the RI Club By-Laws. Each succeeding BOD's should review the entire Club's CR's prior to the BOD's official year to determine if each CR should be modified or continued.

BE IT RESOLVED THAT the RC of Paso Robles Sunrise; accept the following listing of guidelines as its operational plan for 2006-07.

RI Club #: 31879

Club Fed Tax ID#: 33-0720970

MAILING ADDRESS: PO Box 3646, Paso Robles, CA. 93447

WEBSITE: Activated service with Clubrunner.com on December 6, 2005. Subscribed with Register.com for web URL: www.pasoroblesunriserotary.org for a 10-year period to expire 2015.

MEMBERSHIP FEES: (Dues billed semi-annually by the club treasurer.)

Induction fee: \$100 one time fee.

Dues: \$132 Annually – Includes: Club, District, RI Dues and Rotarian Magazine Member Recognition (*Fun Fines*): \$100 or more – elected annually.

The Rotary Foundation: Suggested contribution of \$100 Sustaining membership or more per year. (*This is not mandatory but encouraged*).

Meals: \$10 per club meeting. **See note under Meetings and Meals below.*

BOARD OF DIRECTORS MEETING: The board shall meet once a month on a date and time per mutual agreement of board members. This year it shall meet on the 1st Thursday of each month at: Paso Robles Inn. Additional meetings may be held at the request of any board member or club president if deemed necessary.

***MEETINGS AND MEALS**

The Club will meet each Wednesday at 7 a.m. at the Paso Robles Golf Club (PRGC). Meals will be provided by the PRGC \$8.00 and the club will charge \$10 per person of which \$2.00 will go into the club's general fund. Program speakers, Assistant Governor and Group Rep meals as well as 3 meals for **prospective members* will be considered guests of the club at no charge.

- *Prospective member meals: After 3 complimentary breakfasts the prospective member or sponsor will pay for additional meals until that person becomes a member and is then responsible for the cost of own meals.
- Those members or visiting Rotarians who have dietary or medical restrictions only and unable to eat will pay a minimum fee of \$5.00. (This rule is not intended for those who choose not to eat a meal).
- All members will pay \$10 per missed meeting if they do not turn in a valid make-up to the secretary within the R.I. time period of 14 day prior to or following a club meeting. Those who provide a valid make-up notification to the secretary will receive a \$10 credit on their bill.

WEEKLY MEETING FORMAT:

- Call to Order – Ring bell no later than 7:10 a.m.
- Invocation
- Flag Salute
- Four Way Test and/or Song
- Introduction of Visiting Rotarians and guests
- Rotary announcements
- Club committee reports or announcements
- Rotary Membership Minute
- Member Recognition/Inductions
- Program
- Adjournment at 8:15 a.m.

MAKE-UP OPPORTUNITIES:

While understanding that member attendance is vital to the health and effectiveness of this club the board will accept the following as valid make-up opportunities and the secretary will note such on the members and RI records when notified by member. Other like make-ups must be pre-approved by the board.

Other clubs meetings, District training events, Club Board or Committee Meetings, Projects and Youth activities such as Interact. District Conference and International Convention count as a 2-day make-up.

LEADERSHIP:

The following positions will comprise the Club Officers and BOD's. Using the **Club Leadership Plan** (See Attachment A.) as a model the Club Committees is charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past-president and the president-elect nominee (when named) should work together to ensure leadership and succession planning. When feasible, committee members should be appointed to the same committee for 3 years to ensure consistency and continuity. The president-elect is responsible for appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that

the chair have previous experience as a member of the committee whenever possible. Standing committees should be appointed but not limited as shown below.

EXECUTIVE BOARD

| | | |
|-----------------|-------------|-------------|
| President | Secretary | 5 Directors |
| President-Elect | Treasurer | |
| Past President | Sgt At Arms | |

PRESIDENTS COUNCIL

Past Presidents of the club will serve as a direct resource and provide support to the President, President-elect and President Nominee and other leaders of the club. This group will have no voting privileges on the club board of directors unless serving as a member of the board.

PERSONNEL COMMITTEE:

This committee shall be responsible for tracking member attendance to club, district and RI educational and training events as well as club recognition. This is meant to ensure continuity in the club and to assist and support our members on their leadership track.

CLUB STANDING COMMITTEES

MEMBERSHIP - This committee will develop and implement a comprehensive plan for the recruitment and retention of members. Chair will have but is not limited to the following Sub-committees and assign Co-Chairs as needed:

- ***Growth /Retention***
- ***Red Badge Program - New Member Orientation***
- ***Continuing Education***
 - PRLS, District Assemblies, Conferences, Seminars, Conventions

SERVICE - This committee shall develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. Chair will have but is not limited to the following Sub-committees and assign Co-Chairs as needed:

- ***Community***
 - Almond Blossom Festival
 - Highway Cleanup
 - Downhill Derby
 - Senior Smoke Detector Program

- **Fundraising** - The board will decide on an annual basis any mandatory requirements for membership participation or financial obligations in club fundraisers. Members may not have any other mandatory fees for fundraisers.
 - Crab Feed
 - Oktoberfest
 - Other annual or continuing board approved events

- **International**
 - Matching grant projects

- **Vocational**
 - Career Development/Vocational Awards
 - Scholarships-This committee will set criteria, the number and denominations for all awards prior to the incoming presidents budget presentation for board approval.
 - District Wide – 4 Way Test Contest

- **Youth**
 - Interact/Rotaract Club
 - RYLA (Rotary Youth Leadership Awards)
 - RYE (Rotary Youth Exchange)

THE ROTARY FOUNDATION – This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. Chair may assign Sub-committees and assign Co-Chairs as needed.

CLUB 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. Chair may have Sub-committees and assign Co-Chairs as needed.

CLUB ADMINISTRATION – This committee should conduct activities associated with the effective operation of the club. Chair will have but will not be limited to the following Sub-committees and assign Co-Chairs as needed.

- Attendance
- Awards and Recognition
- Weekly programs. Rotary related program no less than once per quarter or once a month using the Rotary Monthly theme or the Four Avenues of Service. No marketing, sales or requests for funding from speakers or non-profits is allowed. See also Rotary and Politics.
- Website/Roster Book
- Club Bulletin – Copies to be distributed via email/fax or snail mail to each member weekly. Copies will be sent to DG, DGE, DGN, AG, GR and Interact Club President.
- Fellowship/Social activities
- Historian
- Parliamentarian

NOMINATION PROCESS AND QUALIFICATIONS OF CLUB PRESIDENT:

The nominating committee will consist of all past presidents, current president and president elect. They will meet no later than September 15th and will select qualified nominees for the position of President-elect nominee from the current roster. The candidate's names will be presented to the current board of directors for election by secret ballot and candidates will not be present during the board's deliberations or have the right to vote. President-Elect Nominee will be ratified by the full club membership prior to October 1st each year at the annual meeting.

Qualifications for Club President at the time of taking office: This club agrees that it be mandatory that the PEN, PE and President attend the following events to in order that the club operates as an effective club by its knowledgeable, inspired and motivated leaders. Written application to the board is needed for board approved attendance excuses for any PEN, PE and President at the *Educational and Training events noted below – all others are mandatory.

(Registration fees to these events may be subsidized by the clubs general fund with board approval)

- Serve two full terms on the clubs board of directors.
- *Educational and Training events:
 - *District Conference – 3 years
 - *District Assemblies – 3 years
 - President-Elect Retreat – 1 year – District mandated.
 - PETS – President-Elect - 1 year – R.I. Mandated- No excuse permitted. Must attend entire PETS to serve as club president.
 - Basic & MPRLS Graduate
 - District Mid-Term Reviews – 3 years
 - District wide training events and seminars
 - Rotary International Conventions – President-elect encouraged to attend the year prior to taking office.

CLUB VISIT GIFT EXCHANGE:

Club banners or pins will be available to those members (at their request) who are visiting other clubs as an exchange of friendship and fellowship.

POLITICS AND ROTARY:

See guidelines set about in the 2004 RI Manual of Procedures. (See page 19). Basically, the club is expected to seek reliable information through balanced programs and discussions so that members can reach their own conclusions after the fair collective examination of the issues that effect their vocations, community as well as the pursuit of the Rotary objective of world understanding and peace.

MEETINGS AND MEALS:

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MEETING MAKE-UP OPPORTUNITIES:

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FISCAL POLICIES:

1. The club will provide reasonable travel and lodging for the president elect or president each year at the boards discretion.
2. All board members are encouraged to attend the District Conference, Assemblies, PRLS and MPRLS, District Foundation and Membership seminars and representatives should attend and support new club Charter events in this District. The club may pay registration fees for all district wide events if funds are available in the current general fund and approved by board.
3. Members are obligated to pay their dues either annually or semi annually in July and January each year.
4. The club budget summary will be published in the September Club Bulletin. Full financial reports are available to members by request.
5. The following signatures will be used for the club checking account: President, President-Elect, Secretary and Treasurer. Two signatures are required on each check over the amount of \$200.
6. The President and immediate Past President will jointly insure that all Internal Revenue Service and California Franchise Tax Board fiscal year requirements are fulfilled. The deadline for this documentation is November 15th each year.
7. The club instituted the Rotary Club of Paso Robles Sunrise Foundation (Foundation ID: 04-3648556) on 1 July 2002 and a new endowment fund is to be instituted in 2006. (See Attachment B & C – By Laws and Endowment.)

8. New member induction fee is \$100 and covers the cost of the member badge, pins, plaques, and club directory/roster book. Dues are \$132 paid semi annually in July and January. See Member Fees.
9. Accounts will be maintained with financial institutions at the discretion of the board.
10. The secretary will assume the responsibility for maintaining an annual inventory of supplies for new member initiation and other club supplies and resource materials. The secretary with a limit of \$100 will place supply orders and any orders over \$100 must have prior board approval.
11. A qualified club member at no expense to the club will audit the financial records before each new term of office.
12. The president will have a \$100 discretionary fund to be used prior to any board meeting if the need arises. Board will be apprised of funding at the next board meeting. The board will approve the total amount.
13. Prior to any club-sponsored event, it is the responsibility of the board to provide a budget to the chairperson. The Chair person(s) shall be responsible for providing a detailed report of the income and expenses at the conclusion of each event. All efforts shall be made to pass along this information each year.

RECIPIENTS OF CLUB DONATIONS, CONTRIBUTIONS OR SCHOLARSHIPS:

The recipient or representative must attend a club meeting or event to receive any monetary donation, contribution or scholarship given by the club in order to receive member recognition.

DISTRICT GOVERNORS VISIT:

The club president will accomplish the following steps for the annual visit by the District Governor and provide the DG with copies of:

1. Club and Club Foundation Budgets
2. Continuing Resolutions, By-Laws and Club Constitution
3. Club Roster and list of Officers and Directors
4. Arrange for DG meeting with BOD if requested
5. Arrange for DG social. May include all members or combine with other local clubs.
6. Fill out and return in a timely manner the DG's visitation memo.
7. Assign DG and partner aides.
8. Arrange and notify DG of housing accommodations. Provide meals.
9. DG and partner gifts or a donation to The Rotary Foundation not to exceed \$100.
10. Arrange member recognition – special awards and TRF recognition for DG presentation.
11. Meeting program will be the DG, no other program to be scheduled that day.
12. If feasible, provide tour of local Rotary projects for DG and partner.

ROTARIAN OF THE YEAR:

The sitting club president may at their discretion recognize a Rotarian(s) of the year at the club year-end celebration party. Individual(s) must exhibit outstanding service or significant accomplishments.

ONGOING CLUB PROJECTS AND SOCIALS LISTED BUT NOT LIMITED TO:

([The Family of Rotary](#) is important and vital to the health and effectiveness of this club and therefore Rotarian's families are not only welcomed, but also truly encouraged to participate in all club and social activities.)

Projects and Socials

1. Soap Box Derby (June)
2. Family BBQ (Summers)
3. Almond Blossom Festival (May)
4. District 4 Way Test Essay Contest
5. North County Women's Resource Center
6. Helping Hands for Seniors
7. Senior Smoke Alarm Project
8. Not even for a Minute – Year round public safety program.

Other activities

1. Governor's visit
2. Induction Ceremonies
3. Member TRF and other award recognition
4. Club parties – i.e. the annual Christmas and Club anniversary parties.
5. District Assemblies, conferences, seminars
6. PRLS / MPRLS
7. Group 11 Thanksgiving Luncheon
8. New Member Fireside Chats

PASSED AND ADOPTED by vote of the Board of Director's of the Rotary Club of Paso Robles Sunrise, CA. at a meeting thereof on June _____.

Davina Palazzo
Club President 2006-07

Henry Elisarraraz
Club Secretary 2006-07