

**Policies, Procedures and Guidelines  
Rotary Club of Arlington Heights  
April 2013**

## **POLICIES AND PROCEDURES**

**The sections following outline the policies and procedures for accomplishing important Club functions or activities.**

### **I. Slate Proposing Committee and Nominating Committee**

- A. Under By-laws Article 2, Section 1(a), and as detailed below, the person holding the Immediate past President position (“IPP”) shall (a) in the first week of October convene a Slate Proposing Committee consisting of the IPP as chairman; three (3) Past Presidents (PPs) selected by the group of PPs who are current members in good standing in the Club; the current President (P); the President Elect (PE); and the Vice President (VP); which shall present its recommendations and proposed slate to the Nominating Committee for review and approval; and shall (b) convene the Nominating Committee at or about the first regular meeting in November, which shall adopt a slate and report the nominated slate to the members before end of November, with election at the Club Annual Meeting taking place in December (preferably in one of the first three meeting of the month to ensure better attendance). The IPP shall poll the PPs, in an effort to pick a mutually convenient date so as to ensure a good turnout.
- B. The IPP shall serve only as chairman of both the Proposing Committee and Nominating Committee, and shall only have a vote in event of a tie.
- C. Prior to the Slate Proposing Committee meeting the PPs who are current club members in good standing shall select 3 of said PPs to serve on the Proposing Committee, as follows. On or before September 20 the IPP shall ask each such qualified PP if he/she would be willing to serve on the Proposing Committee, and shall then provide all PPs with a list of the PPs willing to so serve. Each PP shall notify the IPP no later than September 30 of his/her 3 top PP choices to serve on the Proposing Committee. The 3 PPs named most often shall serve, and in event of any tie the interested PPs shall decide which will serve by coin flip. The IPP shall then provide all the PPs with a summary of the vote totals, and shall notify the other Proposing Committee members of the 3 PPs chosen. Notices and communications may be done in writing, email or other electronic means.
- D. Prior to the meeting of the Proposing Committee:
  1. The IPP/meeting chairman shall compile a list of existing officers and directors, indicating for each position (a) its term length (1 year or 2), and (b) for 2 year term positions whether the current office holder was in year 1 or year 2 of the 2 year term. Terms of some positions are staggered to avoid the board being comprised almost entirely of members with little or no board experience.
  2. All members of the Proposing Committee are encouraged to compile their own lists of club members they think would be good candidates to consider nominating, and may request the IPP to inquire of said members if they would consider serving on the board if nominated. HOWEVER, IN ORDER TO

AVOID CONFUSION, MISUNDERSTANDINGS, FALSE HOPES AND BAD FEELINGS ARISING FROM MULTIPLE INQUIRIES BEING MADE BY MULTIPLE COMMITTEE MEMBERS TO POTENTIAL CANDIDATES, SAID MEMBER CONTACT IS TO BE SOLELY THROUGH THE IPP and the IPP should not talk with anyone until after the meeting of the Proposing Committee. NO MEMBER OF THE PROPOSING COMMITTEE OR NOMINATING COMMITTEE SHALL OFFER OR GIVE ANY TYPE OF COMMITMENT TO AN INDIVIDUAL THAT HE/SHE WILL BE NOMINATED FOR ANY POSITION.

- E. Factors to be considered by Proposing Committee and Nominating Committee include the following:
  - 1. Whether any candidate could/would work well with the PE.
  - 2. Skill set required for a particular position.
  - 3. An informal guideline followed by the Nominating Committee that has worked fairly well in setting up long term succession planning has been to have those elected Secretary and Treasurer, (whose 2 year terms are intentionally staggered) be persons who are believed to be good candidates to move on at the end of their alternating terms to the VP slot and up the line of succession.
  
- F. At the end of the Proposing Committee meeting a list shall be arrived at of the “first choices” for the respective positions to be elected, with alternative individuals and scenarios in case a “first choice” candidate is not willing or able to serve. At a mutually convenient date in early November coordinated by the IPP the Proposing Committee shall meet with the Nominating Committee to present its proposed slate and recommendations for discussion, review and approval. (The reason the by-laws state that the Nominating Committee meeting is to be held in early November is to enable there to be sufficient time to accomplish in an orderly fashion the above tasks and still meet the December annual meeting constitutional deadline for the election.) The Nominating Committee shall vote on a slate (and backup choices), after which the IPP shall contact each of the first choice candidates, and if one was not willing or able to serve, then the IPP will proceed per the back-up plan, or, if there was a problem in so doing, contact the Nominating Committee for further discussion and guidance.
  
- G. It is understandable that the PE and VP will place great emphasis and focus on having people elected who will work well with the PE and VP during their respective terms as president, with secondary focus on the club’s long term succession plan. However, it is in the best interests of the club for the Proposing and Nominating Committees to focus on long term succession planning.

H. It is important that the board maintain a mix an experienced and new members, serving terms that will (a) enable there to be at all times some board members having multiple years of board experience, and (b) enable such experienced members to mentor new members on the board, thereby providing a structure for orderly transition and continuity of leadership. Failure to do so has on occasion in the past resulted in situations where a sudden loss of experienced board members has left the club struggling with a lack of leadership, lack of experience, and loss of requisite operational knowledge base.

I. It is noted that the By-laws provide in Article 2, Section 2(b) that:

(b) At the Annual Meeting of Members additional nominations for the officers/Directors to be elected can be made from the floor, except for the office of President due to club Constitution Article 10, Section 5(b) requirements.

**II. Fees and Dues**

When the annual budget for the current Rotary Year is presented to the club each year, the admission fee amount (currently set at \$50) and a schedule of the uses of the member's dues and fees for the new budget year will be presented at the same time.

**For illustrative purposes**, the schedule below shows representative entries. The items in the actual annual schedule may include, but is not limited to, the entries shown below.

<b>Rotary International Dues</b>		<b>\$ 55.00</b>
<b>District 6440 Dues</b>		<b>\$ 54.50</b>
<b>Weekly Lunches @ \$15 for 48 weeks</b>		<b>\$ 720.00</b>
<b>Steak Fry</b>		<b>\$ 48.00</b>
<b>Holiday Party</b>		<b>\$ 50.00</b>
<b>Valentine's Day Luncheon</b>		<b>\$ 15.00</b>
<b>Installation Dinner</b>		<b>\$ 55.00</b>
<b>Awards &amp; Recognition Dinner</b>		<b>\$ 45.00</b>
<b>Administrative Supplies, Club Pins and Postage</b>		<b>\$ 2.50</b>
<b>TOTAL</b>		<b>\$1,000.00</b>

**III. Traditional Standing Committees, Subcommittees and Summary of Major Functions**

**A. Projects, activities and sub-committees that lie within the President's purview to establish, assign, delegate or organize:**

- Fine Masters. Maintain a core of individuals who organize the "Fun and Frolic" activities for each club meeting.

- Bylaws - Legal. This Sub-Committee shall review and recommend to the Board and membership changes in the club bylaws, and review and report on such other matters as assigned by the president.
- District Conference. Organize the club's participation at the district conference, distribute information, encourage and assist Members in registering and attending the district conference.
- RI Convention. Organize the club's attendance and participation at the Rotary International Convention, distribute information, encourage and assist Members in registering and attending the convention.
- Fundraising. Organize the club's fundraising activities, such as the Rotary Santa Fun Run.
  - Special Events. Organize special events such as:
    - Installation Dinner
    - Steak Fry
    - Holiday Party
    - Spring Festivities (President-Elect to Chair)

**B. Summary of Functions, activities, projects or subcommittees that lie within the purview of respective Board Directors who serve as standing committee chairs. (A detailed version can be found in the Guidelines section of this document.)**

**Club Administration**

- Greeters & Attendance
- Room Set-up & Take-down
- Weekly program
- Website (including The *Big Wheel*)
- Communications with members
- Historian

**Vocational Service**

- Club's vocational projects
- Literacy (Rotary Reads)
- Vocational Scholarship

**Community Service**

- Thanksgiving Dinner Program
- Holiday Gift & Meal Program

### **International Service**

- Word Community Service
  - Polio Plus
  - ShelterBox
  - Solar Ovens
- RI Ambassadorial Scholarship
- Youth Exchange
- Group Study Exchange

### **New Generations**

- Youth and Young Adult Service (e.g., Interact)
- Rotary Youth Leadership Award (RYLA)
- Scholarship and Awards (e.g., George and Marian Harris Book Scholarship)
- Boy and Girl Scout Liaison

### **Membership**

- Member Development
  - Recruitment
  - Retention
  - Prospective member education
  - New member orientation and education
  - Continuing member education
- Encourage Attendance
- Care Committee
- Classifications

### **Rotary Foundation**

- Foundation programs
- Financial contributions
- Annual Programs Fund
- Grants
- Paul Harris Fellowship
- PolioPlus
- Rotary World Peace Fellowships
- Scholarships

### **Club Public Relations**

- Work with other Club committees to develop promotional information for:
  - Service projects committee
  - Membership committee

- Rotary Foundation committee
  - Club administration committee
- Enhance public outreach capabilities by assigning a liaison to each of the standing club committees. This will ensure this committee is up-to-date on all club activities.
- Be fully informed about the Object of Rotary and Rotary's programs and activities.
- Seek opportunities to publicize Rotary International and the Rotary Club of Arlington Heights

**C. RCAH POSITION TERMS (from Bylaws Article 2, Section 2)**

- In December, 2011 (and following odd numbered years) the following positions are elected for terms starting July 1 the following even numbered year, so in Dec. 2011 (and in similar fashion in December of subsequent odd numbered years):
  - President, 1 year term commencing July 1, 2012 (per mandated Club Constitution person is technically elected President by virtue of being elected and serving as President-Elect in preceding year)
  - President-elect, 1 year term commencing July 1, 2012
  - Vice-president/Sergeant-at-Arms, 1 year term commencing July 1, 2012
  - Immediate Past President, 1 year term commencing July 1, 2012
  - Secretary, 2 year term commencing July 1, 2012
  - Assistant Secretary/Treasurer, 1 year term commencing July 1, 2012
  - Director --Club Administration, 2 year term commencing July 1, 2012
  - Director-- Vocational Service, 2 year term commencing July 1, 2012
  - Director-- New Generations, 2 year term commencing July 1, 2012
  - Director-- International Service, 2 year term commencing July 1, 2012
  - and any vacancy to be filled under Article 2, Section 4.
  
- In December, 2012, (and December of following even numbered years) the following positions are elected for terms starting July 1 the following odd numbered year, so:
  - President, 1 year term commencing July 1, 2013 (per mandated Club Constitution person is technically elected President by virtue of being elected and serving as President-Elect in preceding year)
  - President-elect, 1 year term commencing July 1, 2013
  - Vice-president/Sergeant-at-Arms, 1 year term commencing July 1, 2013
  - Immediate Past President, 1 year term commencing July 1, 2013
  - Treasurer, 2 year term commencing July 1, 2013
  - Assistant Secretary/Treasurer, 1 year term commencing July 1, 2013

- Director-- Community Service, 2 year term commencing July 1, 2013
- Director-- Membership, 2 year term commencing July 1, 2013
- Director--Public Relations, 2 year term commencing July 1, 2013
- and any vacancy to be filled under Article 2, Section 4.

## **IV. Conflict of Interest: Policy and Annual Disclosure Statement for the Rotary Club of Arlington Heights**

### **Conflict of Interest Policy Objective**

The purpose of this conflict of interest policy is to protect the Rotary Club of Arlington Heights' interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer, director or member of the Rotary Club of Arlington Heights or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

### **Definitions**

#### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Rotary Club of Arlington Heights and/or the Rotary Club of Arlington Heights Charitable Foundation has a transaction or arrangement,
- b. A compensation arrangement with any entity or individual with which the Rotary Club of Arlington Heights and/or the Rotary Club of Arlington Heights Charitable Foundation has a transaction or arrangement,
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Rotary Club of Arlington Heights and/or the Rotary Club of Arlington Heights Charitable Foundation is negotiating a transaction or arrangement, or
- d. An ownership, investment, family or business relationship or interest with another director, principal officer, or member of a committee.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

## **Policy**

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to (a) the directors and (b) members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Rotary Club of Arlington Heights can obtain, with reasonable efforts an equally advantageous or more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If an equally advantageous or more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Rotary Club of Arlington Heights' interest and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **5. Records of proceedings**

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **6. Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign and furnish a statement to the Club Secretary, in substantially the form attached hereto as Exhibit A, which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Rotary Club of Arlington Heights are charitable and in order to maintain their federal tax exemption they must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**EXHIBIT A**

**CONFLICT OF INTEREST  
ANNUAL DISCLOSURE STATEMENT  
ROTARY CLUB OF ARLINGTON HEIGHTS**

All Directors, Officers, and Member of a Committee with governing board delegated powers of the Rotary Club of Arlington Heights (the Organization) should complete the following form on an annual basis. These forms should be retained with the Organization’s other important corporate documents.

Please initial each statement that applies to you:

\_\_\_\_\_ I have read and am familiar with the Organization’s Conflict-of-Interest Policy. I understand that a conflict of interest of a financial or non-financial nature may arise whenever I or any of my relatives have a personal interest that is or may be in conflict with the Organization’s interests, such that I may be improperly influenced by personal interest when making a decision for the Organization.

\_\_\_\_\_ I am not aware of any direct or indirect financial or other material interest or co-investment interest that is required to be disclosed under the Conflict of Interest Policy.

\_\_\_\_\_ I have described below or in an attached letter every direct or indirect financial or other material interest or co-investment interest that is required to be disclosed under the Conflict-of-Interest Policy.

During the time I am in a position of Organization governance and/or management, I agree to report promptly any further situation that might involve or appear to involve me or any of my relatives in any potential conflict of interest with the Organization.

I am completing this disclosure statement based on the definitions below that are taken from the Organization’s Conflict-of-Interest Policy.

Printed name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

## **V. Whistleblower Policy for the Rotary Club of Arlington Heights**

If any member reasonably believes that some policy, practice, or activity of the Rotary Club of Arlington Heights is in violation of law, a written complaint may be filed by that member with any director, principal officer, or member of a committee with governing board delegated powers, who shall then report such complaint to the governing board. .

It is the intent of the Rotary Club of Arlington Heights to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve compliance with various laws and regulations. A member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of any director, principal officer, or member of a committee with governing board delegated powers and provides the director, principal officer, or member of a committee with governing board delegated powers with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to members that comply with this requirement.

The Rotary Club of Arlington Heights will not retaliate against any member who, in good faith, has made a protest or raised a complaint against some practice of the Rotary Club of Arlington Heights, or of another individual or entity with whom the Rotary Club of Arlington Heights had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The Rotary Club of Arlington Heights will not retaliate against any member who discloses or threatens to disclose to a director, principal officer, or member of a committee with governing board delegated powers, any activity, policy, or practice of the Rotary Club of Arlington Heights that the member reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

Each member needs to sign and furnish a copy of this Whistleblower policy to the Club Secretary, which includes the following:

My signature below indicates my receipt and understanding of this Policy. I also verify that I have been provided with an opportunity to ask questions about the Policy.

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Member Signature and Date

## **VI. RCAH Travel Reimbursement Policy**

### **Travel to The Rotary International Convention**

The President-Elect (PE) shall be encouraged to attend the Rotary International Conference immediately prior to assuming the presidency. If the PE attends, his or her travel expenses shall be underwritten as follows:

- a) The club will pay registration expenses,
- b) The club will reimburse travel expenses, (including expenses for air or car travel, hotel, car rental and meals) up to a total of \$1000 for an international conference trip and up to a total of \$500 for a domestic conference trip. Mileage for personal car use will be reimbursed at the prevailing government-allowed rate per mile. A summary of expenses with supporting receipts shall be submitted prior to reimbursement.

### **Travel to Other Rotary Meetings or on Rotary Mission Trips**

*All other Rotary travel, such as to District conferences or on mission trips, requires prior and explicit affirmative action by the Board of Directors.*

- a) The club will pay registration expenses, if there are any
- b) The club will reimburse travel expenses, (including expenses for air or car travel, hotel, car rental and meals) up to a maximum of \$500 per event. Mileage for personal car use will be reimbursed at the prevailing government-allowed rate per mile. A summary of expenses with supporting receipts shall be submitted prior to reimbursement.

Adopted by the Board of Directors  
June 9, 2009

## **VII. RECORD RETENTION AND DESTRUCTION POLICY**

### **1) Purpose**

The purpose of this Policy is to ensure that necessary records and documents of are adequately protected and maintained and to ensure that records that are no longer needed by RCAH or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding volunteer of RCAH in understanding their obligations in retaining electronic documents - including e-mail, Web files, text files, sound and movie files, PDF documents, and all Microsoft Office or other formatted files.

### **2) Policy**

This Policy represents the RCAH's policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

### **3) Administration**

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of RCAH and the retention and disposal of electronic documents. The Current club president (the "Administrator") is the officer in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: present modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for RCAH; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy. Any modifications of the policy needs to be approved by the Board of Directors.

### **4) Suspension of Record Disposal In Event of Litigation or Claims**

In the event RCAH is served with any subpoena or request for documents or any employee becomes aware of a governmental investigation or audit concerning RCAH or the commencement of any litigation against or concerning RCAH, such employee shall inform the Administrator and any further disposal of documents shall be suspended until shall time as the Administrator, with the advice of counsel, determines otherwise. The Administrator shall take such steps as is necessary to promptly inform all staff of any suspension in the further disposal of documents.

## 5) Applicability

This Policy applies to all physical records generated in the course of RCAH's operation, including both original documents and reproductions. It also applies to the electronic documents described above.

This Policy was approved by the Board of Directors of RCAH on .

### APPENDIX A - RECORD RETENTION SCHEDULE

The Record Retention Schedule is organized as follows:

#### SECTION TOPIC

- A. Accounting and Finance
- B. Contracts
- C. Correspondence and Internal Memoranda
- D. Electronic Documents
- E. Grant Records
- F. Insurance Records
- G. Legal Files and Papers
- H. Miscellaneous
- I. Property Records
- J. Tax Records
- K. Contribution Records
- L. Programs & Services Records
- M. Fiscal Sponsor Project Records

#### A. ACCOUNTING AND FINANCE

<b>Record Type</b>	<b>Retention Period</b>
Accounts Payable ledgers and schedules	7 years
Accounts Receivable ledgers and schedules	7 years
Annual Audit Reports and Financial Statements	Permanent
Annual Audit Records, including work papers and other documents that relate to the audit	7 years after completion of audit
Annual Plans and Budgets	2 years
Bank Statements and Canceled Checks	7 years
General Ledgers	Permanent
Interim Financial Statements	7 years

<b>Record Type</b>	<b>Retention Period</b>
Notes Receivable ledgers and schedules	7 years
Investment Records	7 years after sale of investment
Credit card records (documents showing customer credit card number)	2 years

**B. CONTRACTS**

<b>Record Type</b>	<b>Retention Period</b>
Contracts and Related Correspondence (including any proposal that resulted in the contract and all other supportive documentation)	7 years after expiration or termination

**C. GRANT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Original grant proposal	7 years after completion of grant period
Grant agreement and subsequent modifications, if applicable	7 years after completion of grant period
All requested IRS/grantee correspondence including determination letters and “no change” in exempt status letters	7 years after completion of grant period
Final grantee reports, both financial and narrative	7 years after completion of grant period
All evidence of returned grant funds	7 years after completion of grant period
All pertinent formal correspondence including opinion letters of counsel	7 years after completion of grant period
Report assessment forms	7 years after completion of grant period
Documentation relating to grantee evidence of invoices and matching or challenge grants that would support grantee compliance with the grant agreement	7 years after completion of grant period
Pre-grant inquiry forms and other documentation for expenditure responsibility grants	7 years after completion of grant period
Grantee work product produced with the grant funds	7 years after completion of grant period

#### **D. INSURANCE RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Certificates Issued to RCAH	Permanent
Claims Files (including correspondence, medical records, injury documentation, etc.)	Permanent
Insurance Policies (including expired policies)	Permanent
Releases and Settlements	25 years

#### **E. LEGAL FILES AND PAPERS**

<b>Record Type</b>	<b>Retention Period</b>
Legal Memoranda and Opinions (including all subject matter files)	7 years after close of matter
Litigation Files	1 year after expiration of appeals or time for filing appeals
Court Orders	Permanent
Requests for Departure from Records Retention Plan	10 years

#### **F. MISCELLANEOUS**

<b>Record Type</b>	<b>Retention Period</b>
Consultant's Reports	2 years
Material of Historical Value (including pictures, publications)	Permanent
Policy and Procedures Manuals – Original	Current version with revision history
Policy and Procedures Manuals - Copies	Retain current version only
Annual Reports	Permanent

## **G. TAX RECORDS**

**General Principle:** Donors Forum must keep books of account or records as are sufficient to establish amount of gross income, deductions, credits, or other matters required to be shown in any such return.

These documents and records shall be kept for as long as the contents thereof may become material in the administration of federal, state, and local income, franchise, and property tax laws.

<b>Record Type</b>	<b>Retention Period</b>
Tax-Exemption Documents and Related Correspondence	Permanent
IRS Rulings	Permanent
Excise Tax Records	7 years
Tax Bills, Receipts, Statements	7 years
Tax Returns - Income, Franchise, Property	Permanent
Tax Workpaper Packages - Originals	7 years
Sales/Use Tax Records	7 years
Annual Information Returns - Federal and State	Permanent
IRS or other Government Audit Records	Permanent

## **H. CONTRIBUTION RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Records of Contributions	Permanent
RCAH's or other documents evidencing terms of gifts	Permanent

## **I. FISCAL SPONSOR PROJECT RECORDS**

<b>Record Type</b>	<b>Retention Period</b>
Sponsorship agreements	7 year

**Guidelines**  
**Rotary Club of Arlington Heights**  
**April 2013**

## **GUIDELINES**

**The sections following outline guidelines for accomplishing specific tasks or areas of responsibility. As circumstances change, guidelines may need to be adjusted by Board action without requiring club membership ratification.**

### **I. Activities By Major Committees (Detailed)**

- A. Projects, activities and sub-committees that lie within the President's purview to establish, assign, delegate or organize:
- Fine Masters. Maintain a core of individuals who organize the "Fun and Frolic" activities for each club meeting.
  - Bylaws - Legal. This Sub-Committee shall review and recommend to the Board and membership changes in the club bylaws, and review and report on such other matters as assigned by the president.
  - District Conference. Organize the club's participation at the district conference, distribute information, encourage and assist Members in registering and attending the district conference.
  - RI Convention. Organize the club's attendance and participation at the Rotary International Convention, distribute information, encourage and assist Members in registering and attending the convention.
  - Fundraising. Organize the club's fundraising activities, such as the Rotary Santa Fun Run.
  - Special Events. Organize the Installation Dinner, Steak Fry, Holiday Party, and such other special events.
- B. Board of Directors and Standing Committees
- Club Administration
    - Hospitality. Greet Members, guests and visiting Rotarians at meetings, introduce such individuals to the Members and encourage Members to welcome them, and take attendance.
    - Room Set-up and Take-down . Be responsible for setting up and taking down the club flags, banners, and other meeting decorations and accessories.

- Programs. Prepare and arrange the programs for the regular meetings of the club.
  - Website. Responsibilities include: (1) review and make proposals for the club's website; (2) create and oversee a club website repository section devoted to storage of information and materials compiled by club officers and committee chair that would be of use to Members holding those positions in the future; (3) review the Rotary International world wide web site and District 6440 bulletin Board regularly for new information to report to the club (e.g., key dates regarding programs, news from other clubs, fundraising activities and events, new publications available, and sharing of meeting programs); (4) place important club information on the District bulletin board to share and communicate with other clubs; and (5) assist and counsel the club in establishing communication with contacts in other clubs necessary for exchanges and international programs.
  - Communication with members. Through traditional or electronic means, keep Members current on the activities of the individual Members, the calendar of events, reporting of meetings, and informative matters pertaining to Rotary, and stimulate interest in district activities.
  - Historian. Accumulate and record the history of the club, keep current a booklet maintained for this purpose, and shall be responsible for storage and inventory of the flags of other clubs accumulated by our club.
- Vocational Service
    - Be responsible for organizing and overseeing community vocational projects that:
    - Develop the ethical consciousness and vocational skills of community members
    - Promote vocational awareness and recognition of the worthiness of all useful occupations
    - Help to meet the vocational needs of the community
    - Promote Rotary commitment to high ethical standards
    - Recruit, screen, and recommend candidates for vocational scholarship opportunities
    - Observe Vocational service month

- Community Service
  - Local Community Service. Investigate and organize projects of local community concern and promote club Member participation in such projects. as the.
  - Literacy (e.g., Rotary Reads)
  - Thanksgiving Dinner Program and
  - Holiday Gift and Meal program.
  
- International Service
  - World Community Service. Advise the membership of the request for club assistance in world community service projects proposed by our club or other Rotary clubs, and recommend the terms and extent to which the club should participate in such projects. Assess the world community service projects available through Rotary International, recommend and propose activities for the club, oversee the participation in selected projects and report to the club on project progress. Current Examples include:
    - Polio Plus
    - ShelterBox
    - Solar Ovens
  - RI Ambassadorial Scholar and Group Study Exchange (GSE). Seek worthy candidates for the club to sponsor for application to participate in the RI Ambassadorial Scholar program and GSE program. It shall also work on club participation when incoming GSE teams visit.
  - Youth Exchange. Assist students seeking the opportunity to go to school in foreign countries under the Rotary International and District programs. These programs involve the attraction and selection of outbound exchange students, arrangement of host families for inbound students, and general oversight of the activities of exchange students the club sponsors or hosts.
  
- New Generations
  - Youth and Young Adult Service. Assist youth and young adults to develop leadership skills as well as become involved in service projects for local and international communities. Foster in them an appreciation for world peace and cultural understanding.
  - Rotary Youth Leadership Awards (RYLA). Arrange to advise the membership and the schools in the community of the availability of RYLA-sponsored leadership camps and seminars, and seek out worthy candidates to attend such events.

- Scholarship & Awards. Advise the membership and schools in the community of the availability of Rotary scholarships and assist in the processing of applications for these scholarship, which include but not limited to the District vocational scholarships and the club's George and Marion Harris Book Scholarships. Investigate and promote awards to individuals worthy of recognition in their particular vocations.
  - Boy Scouts and Girl Scouts Liaison. Serve as the club's liaison with any club-sponsored Boy Scout Troop and any club-sponsored Girl Scout Troop, encourage and organize troop member participation in suitable club projects and events, such as the flag ceremony at the club's installation dinner.
- Membership
    - Membership Development. Devise and implement a plan for recruitment and retention of members; organize prospective member and new member orientation and education; oversee continuing member education.
    - Attendance. Devise means for encouraging attendance by all club Members at Rotary Club meetings, including district conferences, intercity meetings, regional conferences, and international conventions. Encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings at this club; keep all Members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
    - Member Care. Keep the membership informed in the event of the illness or death of a Member (as well as his or her immediate family members) and shall in the name of the club act as is appropriate under the circumstances. Arrange special recognition at club meetings for Members' birthdays.
    - Classifications. Periodically make a classification survey of the community; compile from the survey a roster of the club's filled and unfilled classifications; review, where necessary, existing classifications represented in the club; and counsel with the Board on all classification problems.
  - Rotary Foundation
    - Foundation programs
    - Financial contributions
    - Annual Programs Fund
    - Grants
    - Paul Harris Fellowship
    - PolioPlus

- Rotary World Peace Fellowships
- Scholarships
  
- Public Relations  
Work with the other committees to meet the public relation goals of:
  - making the public aware of upcoming club projects
  - tailoring public relation efforts to target potential members of the community to foster membership
  - Assisting the Rotary Foundation Standing Committee to publicize upcoming humanitarian grants projects or visiting scholarship recipients,
  - Assisting Club Administration to notify the media in advance of weekly club programs of general interest and
  - Informing the community about the objectives of Rotary and Rotary's programs and activities

## II. Guidelines for Program Director

1. To establish the club's program schedule, the Program Director should upon assuming the position:
  - Consult initially with the Club President and the Director of Club Administration and quarterly thereafter to receive input, evaluation and feedback.
  - Review and update the schedule with the Director of Club Administration every month in order to incorporate the club's needs into the overall program schedule.
  - Communicate on a timely basis to the editor of the club's website and ***Big Wheel*** information about scheduled speakers to ensure proper publicity, promotion and communication with club members.
2. While it is easier to get speakers if they are scheduled in advance, the Program Director should not schedule too far in advance in order accommodate programs that arise on relatively short notice, such as classification talks, or meetings to conduct necessary club business.
3. The best programs usually will be those where the Program Director invites a person some club member has heard speak before and has found him/her to be interesting. A lot of ideas can come from places, such as:
  - the club calendar and Rotary's monthly themes (listed at the end of these guidelines)
  - local newspaper articles mentioning an individual who has just done something of interest
  - Rotary International's or the District's websites ([www.rotary.org](http://www.rotary.org) and [www.rotary6440.org](http://www.rotary6440.org), respectively)
4. Topics that are potentially inflammatory, such as "right to life" issues, must be approved by the Board before being scheduled.
5. Many individuals will contact the Program Director seeking to make a presentation to the club. Speakers should be entertaining and informative, and should position themselves as either subject matter experts or as having a unique experience to share. Some of these individuals may want to give sales pitches or make a political or campaign statement.

The following should help the Program Director evaluate these requests:

- Club rules expressly prohibit any speaker's soliciting business.
- Speakers who are running for political office will not be allowed to speak without specific approval by the Board of Directors. Approval is generally given only if the nature of the speech is totally unrelated to politics or campaigning.

- Incumbent politicians not running for re-election may be scheduled to provide updates on local, state or national affairs for the information of club members. Political speakers should be specifically told beforehand they cannot directly or indirectly ask for votes.
6. Individuals who are soliciting funds for charitable or other organization, should be asked to send a summary about their organization and their initiatives to the attention of the club's Secretary. This summary should state the reason that they wish to speak to the club and should specifically address the following questions.
    - a. Is this request specifically directed to the Rotary Club of Arlington Heights (as opposed to a general mailing or solicitation)?
    - b. Does this request specifically benefit Arlington Heights and/or its residents?
    - c. Is this a request to meet a specific need and not a just general request for donation?
    - d. What type of recognition will the Rotary Club of Arlington Heights receive recognition for its assistance?

The board will review the request and determine if the individual should be allowed to speak to the general membership.

8. Speakers who wish to present on a topic that overlaps with the expertise of current members should be given special attention. The speaker should be asked to provide a summary of the topic that he/she wishes to address. The Program Director must seek input from the club members who are in related or affected classifications. If there is objection to the speaker's topic by those club members, the speaker's request should be denied. If, however, the Program Director feels that the proposed topic is of sufficient interest or import to the club in general, he/she must seek approval from the Board of Directors who must be informed of any objections to that speaker's topic.
9. In the event a topic can be addressed by a club member as the speaker (other than in his/her classification talk), the Program Director should ensure the club member is providing information as a subject matter expert, not positioning himself/herself to solicit business from club members or receive special acclamation.
10. In situations where multiple club members have classifications that would allow them to be considered subject matter experts (such as, real estate, financial planning, investments, insurance, or banking), the Program Director should consider a program that consists of a panel discussion among those members.

11. The Program Director should notify the Director of Club Administration or, if he or she is not available, the Club President of any last minute problems or cancellations for which he/she is unable to find a replacement.
12. Generally, it is the Program Director's responsibility to greet the speaker at the meeting, sit with him or her, and give the introduction for the speaker and the program. If the Program Director is unable to do so or to find an appropriate substitute, he/she should advise the Director of Club Administration or the Club President as much in advance as possible.
13. Communication with the speakers before and after their presentations is extremely important. The Program Director should:
  - a) send confirmation to the speakers, by e-mail and/or letter, to avoid any confusion as to the topic, date, time and location
  - b) include his/her contact information (such as, e-mail address and phone numbers) in all communications with the speakers
  - c) send a "thank you" letter within a few days after they have spoken to the club
14. On dates where the club is not holding its, it is the Program Director's responsibility to notify the owner of the meeting venue that the club will not be there that week.

## **Special Dates and Themes**

### ***July***

One meeting held for "state of the club" and reports by committees.  
One meeting held open for District Governor's visit and speech.

### ***August***

Membership Month.

### ***September***

New Generations Month.  
Steak Fry, typically first Friday of the month, replaces one meeting.

### ***October***

Vocational Service Month.

### ***November***

Rotary Foundation Month.

### ***December***

Family Month.  
Holiday party, typically first Friday of the month, replaces one meeting.

***January***

Rotary Awareness Month.

***February***

World Understanding Month  
Calderwood Police Officer of the Year Luncheon is coordinated with the AH  
Police  
Department

***March***

Literacy Month.

***April***

Mayor gives ***State of the Village*** Speech  
Rotary Magazine Month.

***May***

Promote International Convention.

***June***

Rotary Fellowships.  
Upcoming Programs & Budget  
Installation Dinner, typically last Thurs. of month, replaces regular meeting.

Approved by the Board of Directors, Rotary Club of Arlington Heights  
March 11, 2008

### III. Guidelines For the Greeters

**The Director of Club Administration should recruit a club member to serve as the Lead Greeter.** That person will have the responsibility of maintaining a system to recruit or assign club members to serve as greeters at each club meeting. The Lead Greeter will have the responsibility of maintaining an accurate and current schedule of greeter assignments on the club's website.

The principal responsibility of the greeters is to meet club members, guests and visiting Rotarians as they come into the meeting room. At each club meeting the greeters will need to:

- Arrive no later than 11:45 am
- Open up the badge box and take out pens, paper name tags for “Visiting Rotarian” & “Guest,” and locate the attendance sheet
- Greet Rotarians and Guest as they arrive
- Make sure each Visiting Rotarian and Guest has the appropriate paper name tag
- For Visiting Rotarians
  - Collect money for the cost of their meal
  - Give them their half of the tag (which they will use for make-up credit at their home club) and
  - Retain our club's part of the tag for later use
- For Guests
  - Have them fill out the appropriate name tag
  - If brought by a sponsoring member, the member should sign legibly the card so that he or she can be charged for the guest’s meal
  - Ask the sponsoring club member if his or her guest would like an opportunity to make a 30 second introduction of themselves to the club
  - Some individuals are guests of the club and no member will be charged for the meal
- Make sure that guests are introduced by either the designated greeter or the sponsoring club member to one or more other club members
- When called on by the club president, the designated greeter will go to the lectern and introduce non-members attending our meeting from the name tag stubs he or she retained
  - First, introducing Visiting Rotarians and mention their clubs
  - Next, introducing the sponsoring member of the guest, if they have a sponsoring member,
  - If agreeable to the guest, the sponsoring member should then call on his or her guest for a brief (30 second) introduction of themselves.
- Record attendance at the meeting on the sheets provided.
- **Then give the attendance sheet and the slips for guests to the Club’s Secretary.** The Secretary will make sure that this information is communicated to:

- The Treasurer for financial purposes and
  - The “Care Committee” for follow up with people who were absent and
- Give the retained part of the name tags and any money collected to the club treasurer. If the treasurer is not present, give money to the club president or the club secretary.

#### IV. Guidelines For the Club Photographers (Photarians)

The club would like to maintain a group of three to four photographers who can take pictures at club meetings and other events for use in the club's newsletter and website, among other things.

**One member of the group will be designated as the Lead Photographer.** That person will have the responsibility of setting up and maintaining a schedule so that there is always one photographer available to take pictures at the club's regular Thursday noon meetings. If there is a need for someone to take pictures at other events and locations, separate arrangements need to be made directly with the photographers.

At each club meeting, the photographer should take pictures of that week's speaker as well as any other newsworthy event that takes place at the meeting. These events might include:

- someone's receiving an award or some other recognition
- the fine master levying fines
- special events, such as the entertainment for the club's Valentine's Day meeting
- remarks by visiting dignitaries from Rotary or other organizations

It would also be helpful if the photographers could maintain and update from time to time some "file" photos of the president and other club officers.

The pictures should be transmitted electronically to the editor of the club's website and the *Big Wheel* as soon after the meeting as possible. A major use of the pictures will be in the weekly newsletter that is distributed on Tuesday of each week.

## V. **How to Give a Classification Talk**

When a lawyer, a coal dealer, a mining engineer, and a merchant tailor first met in 1905, they gave birth to Rotary and, by the nature of their diverse occupations, to the association's most distinctive feature — a broad range of vocational representation in the club.

In the typical Rotary Club representatives of many fields are brought together, providing the opportunity for Rotarians to broaden their knowledge of the contemporary workplace. This, in turn, enables Rotarians to fulfill one of the basic obligations of Vocational Service—recognizing the worthiness to society of all useful occupations.

A way to share information about your vocation is to give a classification talk at a club meeting. The following guidelines are designed to help you give a good presentation.

A “classification” describes the principal activity of the company or business with which a Rotarian is connected. For example, a police officer could be classified as “law enforcement”, a school principal as “public education.” The reason for classifications is to ensure a well-balanced club with members of many vocations.

One of Rotary’s four avenues of service is “vocational service,” whereby we honor and respect our individual contributions to our community through our vocations. New members are given an opportunity to share their vocation by giving a classification talk.

The following is a rough guideline for giving a classification talk:

1. State your name, where you currently work, and what you do there.
2. Give a brief history of yourself. This can include where you were born, childhood interests and family statistics, people that had an influence on you, major life events such as military service or travel.
3. Talk about your work history, training and education. This can include why you chose your profession (or perhaps why it chose you).
4. If desired, you can share your present hobbies, interests, values and beliefs. This could include why you joined Rotary, what you hope to gain from it, and what you feel you can contribute.
5. Finally, the best part, it should take no more than 10-15 minutes. It is a great opportunity to share information about yourself. Relax and enjoy!

## VI. Recognition of A Rotary Club Member's Exemplary Conduct

### A. Purpose of the Recognition Award:

- To replace the "Rotarian of the Month" (ROM) concept with a program to recognize our members (based on a set of criteria for a variety of accomplishments) that will be awarded as appropriate rather than on a monthly time schedule, and
- To choose the Rotarian of the Year (ROY) from the group of individuals that were recognized throughout that year.

### B. Criteria for Recognition

Any current club member in good standing is eligible for a recognition award. In general terms, this would be an individual who:

- attends at least 50% club meetings (including make-ups)
- embodies the spirit of Rotary and our club through involvement beyond regular club meetings (including such things as charitable activities, social events and district level workshops and activities)
- is current on his dues payments and other club assessments

### C. Forms of Recognition

While the club's Board of Directors has the latitude to recognize in various forms individuals who advance the cause of Rotary and our club, the typical means of recognizing individuals are as follows:

- ***Certificate of Appreciation***  
This award is reserved for an individual who is ***not a member of our club*** who has contributed to the achievement of the goals of Rotary and/or the Rotary Club of Arlington Heights.
- ***"Service Above Self" Award***  
This award is reserved for individuals who exemplify through words and deeds the overarching principles and ideals of our Rotary heritage.

- ***Certificate of Recognition***

This award is used to recognize individuals who have performed or participated in one or more specific activities in an exemplary manner.

- ***Distinguished Rotarian Award***

This award is used to recognize an individual who has had exemplary involvement in Rotary activities beyond our club or represented Rotary in other broader community undertakings.

The Rotarian of the Year (ROY) will be selected at the Board of Director's May meeting from those individuals who have been awarded a recognition certificate within the preceding twelve months.

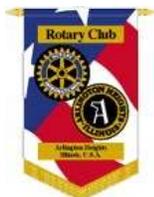
**D. Process and Procedures for identifying Rotarians for Recognition**

- Nominations can be made from any member of the club in good standing.
- Nominations are to be forwarded to the President.
- The President will bring these nominations to the Board
- In conjunction with the Board, the President will determine whether an award is appropriate and which award should be made.
- If a Board member is nominated, the discussion of that nomination must occur with a subset of the Board that doesn't include the nominee

**E. Recognition**

Rotarians will be recognized at a regular meeting as soon as practical after being selected for a specific award.

# Rotary Club of Arlington Heights Nominating Form For Club Recognition



Date: \_\_\_\_\_

Dear Club President:

I would like to nominate \_\_\_\_\_ for recognition by the Rotary Club of Arlington Heights, as indicated below. (Please put a check in the appropriate box below.)

***Certificate of Appreciation***

This award is reserved for an individual who is *not a member of our club* who has contributed to the achievement of the goals of Rotary and/or the Rotary Club of Arlington Heights.

***"Service Above Self" Award***

This award is reserved for individuals who exemplify through words and deeds the overarching principles and ideals of our Rotary heritage.

***Certificate of Recognition***

This award is used to recognize individuals who have performed or participated in one or more specific activities in an exemplary manner.

***Distinguished Rotarian Award***

This award is used to recognize an individual who has had exemplary involvement in Rotary activities beyond our club or represented Rotary in other broader community undertakings.

Please explain briefly your reasons for making this nomination, including any pertinent dates or names.

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(Signed)  
(Print Name)

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