

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

POLICIES & PROCEDURES

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

- I. Slate Proposing Committee and Nominating Committee
- II. Fees and Dues
- III. Traditional Standing Committees, Subcommittees and Summary of Major Functions
 - A. Club President Assigns
 - B. Board of Directors and Standing Committees
 - Club Administration
 - Vocational Service
 - Community Service
 - International Service
 - New Generations
 - Membership
 - Rotary Foundation
 - Public Relations
 - C. RCAH Position Terms (from Bylaws Article 2, Section 2)
- IV. Conflict of Interest: Policy and Annual Disclosure Statement for the Rotary Club of Arlington Heights
- V. Whistleblower Policy for the Rotary Club of Arlington Heights
- VI. RCAH Travel Reimbursement Policy
- VII. Record Retention And Destruction Policy

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)
- II. Guidelines for Program Director
- III. Guidelines For the Greeters

- IV. Guidelines For the Club Photographers (Photarians)
- V. How to Give a Classification Talk
- VI. Recognition of A Rotary Club Member's Exemplary Conduct