

ROTARY CLUB OF ARROYO GRANDE

CONTINUING RESOLUTIONS AND CLUB POLICIES

Reviewed and Approved February 1, 2022

1. INTRODUCTION

The defining documents of The Rotary Club of Arroyo Grande are the Constitution, which gives general guidance to the Club about its government as required by Rotary International, and the Bylaws, which formally govern the organization and operation of the Club through specific rules regarding membership, directors and officers, voting, Club finances, and so forth. All members are given copies of the Constitution and the Bylaws and are expected to abide by their terms.

The following Continuing Resolutions and Club Policies are additional policies which distinguish this Club from other Rotary clubs. They express the individuality of this Club as it has evolved over the years. All members will be given a copy of these Continuing Resolutions and Club Policies and are expected to abide by these special policies.

These policies are not permanent, in that they must be examined each year by the then-current Board of Directors. Any member may suggest changes. On proper Board action, policies may be added, deleted, or amended for the next year. Members will be given written notice of all significant changes.

2. ARTICLE 1. MEMBERSHIP CATEGORIES

Rotary International's recommended Club Constitution, as adopted by this Club, provides for Active and Honorary members. The Constitution also allows Active members to request to be excused from full participation in certain situations, and this Club has created an Excused membership category to fit these situations. These are the Club's three membership categories:

- (a) Active Members are all members who are not Excused nor Honorary members.

- (b) Excused Members must request the Board of Directors to grant them excused status, which is allowed when the sum of the member's age plus years of membership in Rotary equals 85 or more. For example, a member that is age 60 and has been a member of Rotary for 25 years could qualify for Excused status. Excused members are excused from the club's attendance requirements and share all other benefits and obligations of membership. Excused members are expected to participate in Club fundraising and Public Service Program events.
- (c) Honorary Members are persons that meet the qualifications of Rotary International and are named as an Honorary member by the Club's Board of Directors. Such status shall be reviewed annually by the Board of Directors. Honorary members are not required to pay dues or participate in Club fundraising events. They may attend any Club event, at their own cost. Rotarian Magazine shall be paid by an Honorary Member if they choose to receive it, unless the Board of Directors votes otherwise.

(d)ARTICLE 11. ATTENDANCE POLICY

The success of the Club depends on participation of the members. Accordingly, the Club has adopted the following policies regarding attendance:

Section 2.01 Minimum Attendance for Active Members

- (a) Each Active member must meet all of the following attendance requirements to maintain their membership: Attend or make up at least 50% of regular Rotary club meetings in each half of the year (13 Meetings per 6 months or 26 meetings per year).

Section 2.02 Make-ups (Active members) by attending another Rotary Club meeting or an Official Rotary Event

Each Active member shall be granted an attendance make-up for attending a regularly scheduled meeting of another Rotary Club or an Official Rotary Event, or doing an online make-up. The make-up must occur and be reported to the Club Secretary within the period from two weeks before the missed meeting to two weeks after the missed meeting which is being made up.

- (a) If attending another Rotary Club as a make-up, the member must report to this Club's Secretary within the time period stated above.
- (b) Official Rotary Events which qualify for make-up attendance are Rotary conferences, conventions, Club board meetings, Interact meetings, and similar events of the Club, District or RI. The member must inform the Club Secretary of his/her attendance at a qualifying event within the time period stated above.
- (c) If the member tries to make up a missed Club meeting by attending a regularly scheduled meeting of another Rotary Club or a Rotary Event, but can't do so because the meeting or event was canceled without notice, the member may receive a make-up by informing the Club Secretary of that make-up attempt within two weeks after the missed Club meeting.
- (d) The Club meal cost for a missed meeting will be waived if the make-up is at another club's meeting, or if the member personally pays a meal charge at a District or RI lunch or dinner. The meal cost for a missed meeting will not be waived if the make-up is online or by attending another Rotary Event.

Section 2.04 Leave of Absence

The Board of Directors may grant a Leave of Absence to an Active member upon request, for a period to be determined by the Board, for a "good and sufficient reason" such as:

- (a) A member's illness or injury that could reasonably prevent attendance.
- (b) A death or a serious illness or injury in a member's immediate family (parent, spouse, child).
- (c) As required by a member's business or long-term travel.
- (d) Any other personal reason, which shall be considered by the Board of Directors on a case by-case basis.

Members on a Leave of Absence are excused from regular meetings, mandatory events, and other Club obligations except payment of Club, District, and RI dues.

Section 2.05 Mandatory Events

This Club has only two mandatory events throughout the year: the Fish Fry and the Rotary Relays. The Fish Fry (see Section 4.01) is the Club's oldest fund-raising event, and The Rotary Relays (see Section 5.02) is the Club's main public service event. The participation of all Active, and Excused Members is required in order to make these events successful. A member who cannot participate in one of the events can arrange for a substitute. A member who does not participate in a mandatory event (or arrange for a substitute) will be assessed a fine of \$ 100.00, which shall be billed to the member in addition to any annual pledge by the member.

Section 2.06 Guests and Visiting Rotarians

Guests of members are welcome at all Club regular meetings at the discretion of the Board. Guests who are invited as potential members may attend a maximum of two regular meetings, for which the Club will pay the meal charge. Spouses, companions, or family members of members in any membership category may attend occasionally without being limited by the two-meeting rule; the member shall pay the standard meal charge for each guest. Visiting Rotarians may attend any number of regular meetings, for which they shall pay the standard meal charge.

Section 2.07 Termination for Non-attendance

If the Secretary becomes aware that an Active member hasn't met the attendance requirements, he/she shall notify the Club Service Chair or the President. The following procedure will be followed:

- (a) Soft warning contact — the Club Service Chair or President will remind the member of the attendance policy and the importance of participation.
- (b) Second contact — If the member's attendance is not acceptable within 30 days after the soft warning, a contact will be made by a mentor appointed by the President. The mentor will inquire as to any special circumstances (i.e., good and sufficient reason) that may apply to the member. If appropriate, the mentor should refer the matter to the President or, if necessary, to the Board of Directors.

- (c) At the discretion of the Board and if the member's attendance is not acceptable after an additional 30 days, the President may inform the member that the Board of Directors may be forced to terminate his/her membership for non-attendance.

Section 2.08 Executive Committee

As needed, executive committee will consist of President Elect and the past three Presidents for decisions or actions against the current President.

(d)ARTICLE 111. ANNUAL PLEDGES

Voluntary annual pledges by the Club's members support Club functions and projects. At the start of each year, each Active member will be given a pledge statement on which the member may indicate his/her pledge for the coming year. If a member fails to return a pledge statement, the member's pledge for the year will be assumed to be the member's pledge for the prior year, rounded to the nearest \$5.00.

Fines and recognitions assessed against an Active member during the year will be deducted from the member's pledge. A member will not pay more in fines and recognitions than pledged, unless approved by the member. Each member will be billed in the last month of the Club year for any pledge amount not collected during that year.

Adjustment of the remaining balance of a member's pledge may be adjusted to a different amount at any time upon the member's written request to the Treasurer.

It is customary, but not mandatory, for a member to add \$100.00 to his/her pledge in honor of the birth of a grandchild of the member during the Club year. Such an addition will be allocated to the Club's general funds unless the member specifies otherwise.

(e)ARTICLE IV. FUND-RAISING EVENTS

The Club relies on fund-raising events to support its charitable programs. Participation in the Fish Fry event is mandatory, as described above in Section 2.03. All members are encouraged to participate in the Club's other fund-raising events throughout the year as part of their support of the Club.

Section 4.01 Fish Fry

The Club's most important fund raising event each year is the Fish Fry event. Proceeds from the Fish Fry shall be used as the Club's general funds unless otherwise designated by action of the Board.

- (a) The Fish Fry is a mandatory Club event; all members must work at the Fish Fry, or arrange for a substitute. A member who cannot work at the Fish Fry will be fined as set forth in Section 2.05 above.
- (b) Each member will be billed for the number of Fish Fry tickets approved by the Board for that year, which the member may sell or give away. Any member may ask for and sell more than the mandatory tickets. Tickets will be billed to the member at the time that he/she receives them.
- (c) A member may request the Board of Directors for a waiver from the working and ticket sale requirements if those requirements create a financial hardship or if the member's health or other good cause prevents him/her from participating. A member on a Leave of Absence approved by the Board of Directors is excused from the Fish Fry working and ticket sale requirements.

Section 4.02 Community Events such as the Chili Festival, Beer Festival, etc.

If the Club holds a large community event during the Club year, such as a Chili Festival or Beer Festival, each member is requested to work at the event and to sell tickets for the event. Participation is encouraged but is not mandatory.

Section 4.03 Wine Raffle

If the Club holds a Wine Raffle event during a Club year, each member is requested to donate two bottles of wine (approximately \$20 per bottle), or to ask the Treasurer to be billed for a donation of \$40.00. Participation is encouraged but is not mandatory.

Section 4.04 Other Fund-raising Events

The Club may hold any number of additional fund- raising events during a year. Participation in additional events is encouraged but will not be mandatory.

(d)ARTICLE V. PUBLIC SERVICE PROGRAMS

The Club is dedicated to the support of local, regional and international public service programs. Historically it has accomplished its public service objectives through broad program categories, as described below. The following policies have been established to provide guidance and consistency from year to year.

The Club has established three permanent annual scholarships, as defined below:

Section 5.01 Scholarships

(a) Four-year Scholarship

The Club has established a four-year scholarship for a deserving graduate of Arroyo Grande High School in the amount of \$2,500 per year for four years. A committee of three members appointed by the President will select a scholarship recipient by considering all of the following criteria, which are presented in their order of importance. A qualifying student shall have:

- (i) Exemplify Rotary Values
- (ii) Demonstrated a desire to help his/her community as a volunteer
- (iii) Participate in extracurricular activities such as sports or drama, or has held a job while a student.
- (iv) Demonstrated a financial need.

(b) Van Vandever Memorial Lopez High School One-year Scholarship

The Board of Directors grants one or more one-year scholarships for a deserving graduate of the Lopez High School in the amount of \$500 per year. A committee of three members appointed by the President will select a scholarship recipient by considering all of the following criteria, which are presented in their order of importance. A qualifying student shall have:

- (i) Exemplify Rotary Values
- (ii) Demonstrated a desire to help his/her community as a volunteer.
- (iii) Demonstrated a financial need.

(c) RYLA Scholarship

The Club shall pay the tuition for at least two Lopez High school students to attend the Rotary Youth Leadership camp each year. The students will be nominated by the school staff. The students should have participation in school activities to demonstrate their leadership abilities as well as have an interest in the values of Rotary.

(d) Scholarship Administrative Policies

- (i) Student Liaisons

The President shall appoint a member to act as a liaison between each scholarship recipient and the Club.

- (ii) Procedures to change the annual amount of a scholarship

Upon action of the Board of Directors, a proposed change in the annual amount of a scholarship will be brought to the general membership for a vote. Notice of a proposed change in the annual amount will be given in the Club's bulletin or by a special mailing at least two weeks before the vote. A change in the annual amount must be approved by a majority vote of the general membership in attendance at a regularly scheduled weekly meeting. A change in the annual amount will only affect future scholarships and will not affect existing ones, unless specifically approved by the general membership.

(iii) Payment of scholarships

If possible and practical, the annual scholarship amount shall be paid to the student's college or university on their behalf. If this cannot be done, the student can be paid directly if the student can provide adequate evidence that he/she is enrolled in school and is progressing towards a degree.

Section 5.02 Rotary Relays - Mandatory Event

The Club sponsors an annual track meet for local middle schools each year in May. The event is very labor intensive and cannot be a success without each member's participation. Active and Excused members are required to work at the meet or provide a substitute worker. Any member that fails to work the event or arrange for a substitute will be fined as set forth in Section 2.05 Mandatory Events. A member that has been granted a Leave of Absence will not be fined for failing to work at the Rotary Relays, but he/she should make a good-faith attempt to arrange a substitute.

Section 5.03 Youth Programs

The Club supports a large variety of youth programs. The programs noted below are only examples. The Club must receive a personalized request for support of any youth program. Mass mailing requests will not be considered. Typical youth programs that the Club may support include the following:

- (a) Youth athletic teams, such as soccer, baseball, swimming, etc.
- (b) Youth academic teams, such as debate teams, academic decathlon, etc.
- (c) County school programs, but only if the contribution directly benefits students.
- (d) Youth attendance at special events, such as regional and national competitions. Contributions for this type of item will not exceed the lesser of \$500 or \$ 100 per student, unless more than ten students will benefit.

- (e) Interact and similar Rotary Youth programs.
- (f) Girls & Boys Club and similar organizations that serve a large number of young people.

Section 5.04 Regional Assistance Programs

Regional assistance programs are programs that benefit the community generally or a category of needy persons in the community. The Club will support a large variety of regional programs.

The programs noted below are only examples. The Club must receive a completed donation request form for support of a regional assistance program. Mass mailing requests will not be considered. Typical regional assistance programs that the Club will support include the following:

- (a) Law enforcement programs, such as the DARE program.
- (b) Programs that benefit the needy, such as 5-Cities Christian Women's Club.
- (c) Programs that benefit seniors, such as Meals on Wheels.
- (d) Programs that benefit abuse victims.
- (e) Anti-drug programs.
- (f) Programs for the homeless.
- (g) Literacy programs.
- (h) Community improvement programs, such as tree planting and park improvements.

Section 5.05 Rotary International Programs

Rotary sponsors many worthwhile international programs, such as exchange programs and relief programs. The Club recognizes that it is part of an international organization and wishes to provide as much support as possible. However, the Club has limited resources. Accordingly, the Club has adopted a policy to limit the amount that will be budgeted for Rotary International public service programs.

(a) Annual Budget Limitation for International Programs

International programs will not, as a rule, exceed 25% of the annual charitable giving budget. The Board of Directors is authorized to grant three Paul Harris Fellowships each year, even if this would exceed the 25% limitation. The Board of Directors is also authorized to exceed the 25% limitation for disaster relief or exchange programs provided that the cumulative annual gifts for these types of programs does not exceed \$500. Except for these exceptions, the Board of Directors will not exceed the 25% limitation without approval of the general membership. The Board of Directors will not commit the Club to a multi-year program, such as Polio Plus, without the majority approval of the general membership. Paul Harris Fellowships bought by a Club member, and with the member's concurrence, should be used for international matching grants projects whenever practical and will not count toward the 25% maximum.

(b) Procedure to Change Limitation

Upon a majority vote of the Board of Directors, a proposed change in the annual limitation for international programs will be brought to the general membership for a vote. A change in the annual limitation must be approved by a majority vote of the general membership in attendance at a regularly scheduled weekly meeting. Notice of a proposed change in the annual limitation will be given in the Club's bulletin or by a special mailing at least two weeks before the vote.

(c) Voluntary gifts

Any member or other individual may make a gift to the Club with a specific request that such funds be donated to the Rotary International Foundation or any other Rotary program. Such gifts will be excluded when computing the annual limitation. If a member obtains a Paul Harris Fellowship with his/her own funds, the Board of Directors is still authorized to grant three Fellowships.

Paul Harris Fellowships

The Club believes that the Rotary International Foundation is a worthy organization that deserves the support of the Club and all Rotarians, and that all members should be encouraged to become Paul Harris Fellows. Accordingly, the Club's Board of Directors has adopted the following policy with regard to Paul Harris Fellowships:

(a) The Club will contribute at least \$3,000 per year to the Rotary International Foundation, generally in the form of Paul Harris Fellowships, or by matching contributions for the purchase of Paul Harris Fellowships.

(b) The President is authorized, but not required, to name a "Rotarian of the Year" and a "Rookie Rotarian of the Year". The Rookie Rotarian of the Year should have less than two years' service in Rotary. A Paul Harris Fellowship will be purchased in the name of the recipient. If a recipient is already a Paul Harris Fellow, he/she may designate a family member or any other person to receive the Fellowship. The recipient will also receive a plaque in recognition of his/her contributions to the Club.

(i) All members will be encouraged to become a Paul Harris Fellow. To implement this policy, the President is authorized to establish a matching program, whereby the Club will contribute \$ 1.00 for every \$ 1.00 contributed by a member or members towards the purchase of a Paul Harris Fellowship. It is recommended that a minimum of \$1,000 of the annual \$3,000 budget for Foundation contributions be set aside for this purpose. The President is encouraged to find fun and innovative ways to establish a matching program.

ARTICLE VI. PARTICIPATION IN ROTARY INTERNATIONAL AND DISTRICT EVENTS

The Club is part of a world-wide organization that can only exist with the participation of individual Rotarians. The Club recognizes the importance of participation and wishes to encourage its members to be active in Rotary and has adopted the following policies to that end.

Section 6.01 Rotary International Convention

The incoming Club President and his/her companion are expected to attend Rotary International's annual convention as the Club's representatives. The Club does not expect the President to incur significant out-of-pocket costs for attending the convention. However, the Club does not expect the President to profit from attending the convention.

Accordingly, the Club has adopted the following policy regarding the cost of attending the convention:

(a) The Club shall pay for the convention fees charged by Rotary International. Any fees or cost associated with voluntary events, such as golf or tours, shall be the President's responsibility.

(b) The Club shall reimburse the attendees for "reasonable transportation costs" associated with attending the convention. The amount paid by the Club shall not exceed the actual cost incurred by the attendee. For purposes of this paragraph, reasonable transportation costs shall be determined by the Board of Directors, but is expected to be the amount that would be incurred if the attendee and his/her companion traveled on a regularly scheduled carrier at a coach fare.

(c) The Club shall reimburse the attendee for reasonable hotel accommodations for each night of the convention and for the night preceding the convention (expected to be five nights) at double-occupancy rates comparable to those that would be incurred at a U.S.-based four-star hotel. The star rating system has various meanings throughout the world and is used here only as an example of reasonableness. The Board of Directors shall determine the reasonableness of the rates incurred. The attendee must submit proof of the cost incurred for reimbursement.

(d) The Club shall grant a food and incidental expense allowance of \$50 per day for the attendee and \$50 per day for his/her companion if in attendance. The food and incidental cost allowance shall be limited to five days. Such allowance is intended to cover food and incidental cost for the entire period of the convention. The attendee shall not be required to submit receipts for reimbursement.

Section 6.02 District and RI Events (other than the Convention)

The district sponsors various events each year that intended to establish District policy or support to its Clubs. The Club has adopted the following reimbursement policies with regard to the District and RI Events:

(a) Transportation, Lodging, Food and Incidental Costs

The Club will not reimburse or pay for transportation, lodging, food or any other incidental costs incurred by a member as a result of attending a District or other RI event unless specifically authorized by these Continuing Resolutions or in advance by the Board of Directors.

(b) Registration Fees for District or Other RI Events

The Club will reimburse or pay the registration fees, including dinners for the attendee, charged by the District or RI for any member's attendance at a District or RI event, provided the attendance is authorized by the President in advance. Any fees or costs associated with a companion's attendance, and for voluntary events, such as golf or tours, shall be the attendee's responsibility.

Article VII. Meeting Tradition — The Silver Spoon

Section 7.01 Origin

The phrase "born with a silver spoon in their mouth" was used in earlier times to describe a person who has gained privileges by simply being who they are, rather than by merit. In this Club, the Silver Spoon represents a member who has gained privileges by simply being chosen in a random drawing.

Section 7.02 Monthly Drawing

At the first meeting of each month a drawing shall be held. The winning member shall be entitled to hold the Silver Spoon for the remainder of the month. A member must be present at the drawing to win the Silver Spoon. The drawing must occur before the President assesses fines or recognitions. If the President fines a member before the drawing, the fined member shall be deemed to hold the Silver Spoon and the President shall be responsible for the fine.

Section 7.03 Privilege — Advertising Requirement

The winner of the monthly drawing is required to advertise his/her business or a charity or charitable event (maximum one minute) upon winning the Silver Spoon, but may state his/her election to defer the advertising to a specified later meeting. Advertising may be in any form, including oral, but it must be directed to the entire membership and must be visible

or audible to the President. A subsequent holder of the Silver Spoon does not receive this privilege.

Section 7.04 Privilege — Freedom from Fines

The holder of the Silver Spoon will be exempt from fines or recognitions assessed by the Club President against the member's annual pledge. If the President fines a member that legally holds the Silver Spoon, and the member then displays it, the President shall pay the fine (but not more than his/her annual pledge). Holding the Silver Spoon shall not exempt a member from dues, general membership assessments, or fines assessed for not attending the Fish Fry or Rotary Relays.

Section 7.05 Purchase of the Silver Spoon

A member may purchase the Silver Spoon from the member that is legally holding it. The holder of the Silver Spoon is not obligated to sell it. To purchase the Silver Spoon and receive its privileges of freedom from fines, the buyer must do the following two steps:

- (1) take possession of the Silver Spoon; and
- (2) deliver \$5.00 to the Club Treasurer or Secretary either personally or through another person, and notify the Treasurer of the name of the buyer and that the money is for the purchase of the Silver Spoon.

If the winner of the monthly drawing sells the Silver Spoon before he/she has advertised, he/she shall be responsible for the next fine that would have otherwise been the obligation of the President.

Section 7.06 Return of the Silver Spoon

At the end of each month, the member holding the Silver Spoon (whether the original winner of the monthly drawing, or the most recent purchaser) shall return it to the President at or before the end of the last regular Club meeting of the month, whether the holder attends the meeting or not. If the member cannot attend the last meeting of the month, the member must arrange for the Silver Spoon to be returned to the President before the first meeting of the next month. If the member does not return the Silver Spoon to the President before the first meeting of the next month, he/she shall be fined \$100 in addition to any annual pledge by the member. If the Silver Spoon is lost, the Club shall replace it with a Board-approved replacement and the Treasurer will bill the most recent holder for the replacement cost in addition to the \$100 fine. The Board, on application by the holder, may waive either or both of these penalties where the loss of the Silver Spoon was caused by natural disaster or catastrophic event.

ARTICLE VIII MEETING TRADITION MARBLE GAME

The Marble Game is a fun lottery-type game played at the end of each regular meeting held at the usual meeting place.

During the President's announcements at each meeting, he/she will remind each member to put one dollar on the table, to be collected by the member assigned to run the Marble Game. At the first meeting of the month, each member shall put out an additional dollar.

At the last activity of the meeting, before the Club stands to recite the Four-Way Test, the President will ask a guest (or if none present, then a member) to draw a name at random. A black marble is placed in a sack of white marbles, and the chosen member draws one marble from the sack. If the drawn marble is the black one, the member wins the entire "pot" of accumulated money. If the drawn marble is white, the member wins a consolation prize of \$5.00, and the rest of the money remains in the "pot" for the next drawing. The Secretary will have custody of the money until the next drawing.

After each time the game is won by a member, or if no member wins the game before the last while marble is drawn, the "pot" is re-established at \$25.00, and the sack of marbles is re-

filled to 25 white marbles. After each unsuccessful drawing, \$5.00 is added to the "pot" and one white marble is removed from the sack, in preparation for the next drawing.

ARTICLE IX. KEYWAY

The Club's newsletter is the weekly Keyway, which shall be distributed at meetings and by email to all members.

section 9.01 Essential elements of the Keyway

- (a) Communicate Club news to the membership:
- (b) Be a reference for listing Club officers and committees, District and RI contacts, meeting times of other District clubs, and similar information.
- (c) Provide a calendar of events and important future dates.
- (d) Introduce the week's meeting program or speaker.
- (e) List member assignment for club service for meetings in the near future.

Section 9.02 Advertisement

Each month, the President shall auction to the membership one business-card-sized advertisement in the Keyway for the next calendar month. The advertisement does not need to be for or about the member or the member's business, but the member may not receive any compensation for advertising for another person or entity. Proceeds from the sale of the advertisement shall be allocated to the Club's general funds.

ARTICLE X. BILLING POLICIES

Part of the duty of a Rotarian is to financially support his/her club. Without this support, the Club cannot meet its goals of providing service to the local and international communities. The following billing policies will help both the member and the Club keep track of the member's financial participation in the Club.

Section 10.01 Meal Charges

- (a) The Club will bill each Active Member for one meal for each scheduled meeting of the month. The meal charge will be the per-head charge of the restaurant plus an additional amount (not more than \$1.00) as set by the Board of Directors to cover the estimated costs of meals for the Club's speakers and other guests. Billing for the meals scheduled for each month will be at the end of that month.

A member who misses a meeting can submit a make-up card or notify the Club Secretary within two weeks after the missed meeting to receive a credit for the meal charge on the next month's statement.

- (b) The Club will bill each Excused Member and Honorary Member for one meal for each meeting where the member eats a meal during the month, at the same rate as an Active Member. Billing for Excused and Honorary members will be at the end of each month for the meals consumed during the month. New Gen members will pay for meals at the time of the meeting unless they make arrangements with the Treasurer for billing.
- (c) The Board of Directors may excuse a member from the meal charges upon a written request from the member and good cause being shown.

Section 10.02 Billing for Dues - All Members

- (a) Club dues are set by the Board of Directors. Club dues will be billed quarterly monthly in September, December, March and June of each year.
- (b) District dues are set by the District. Dues to the District will be billed semi-annually in December and June of each year.
- (c) RI dues are set by RI. Dues to RI will be billed semi-annually in December and June of each year.

Section 10.03 Other Billable Items

In addition to the above items, the Treasurer is authorized to bill each member for the following items:

- (a) Fines and recognitions assessed by the President in connection with the collection of the member's Annual Pledge, and additional fines specified by these Continuing Resolutions.
- (b) Monthly Keyway advertising fee, if the member is the winning bidder for the monthly auction.
- (c) Voluntary contributions for participation in "pass-the-hat" type donations. Pass-the-hat donations include disaster relief, youth support, food drives and other programs for which a member signs up to be billed for their voluntary contribution. In such cases, the Club bills the donation to the member and, when received, forwards it to the related charity or other organization.
- (d) Sponsorships for Club events such as the Fish Fry or Rotary Relays and for which a member voluntarily signs up to be billed as a sponsor.
- (e) The cost of attendance of the member and any guests at fellowship events of the Club, such as social dinners and the annual holiday party, at the announced per-head charge. If a member signs up for an event at a venue which charges by the number of attendees, but later finds that he/she cannot attend, the member will be billed for attendance unless he/she notifies the event's coordinator at least one day before the event, or before the previously-announced cut-off date, whichever is earlier.
- (f) Donations to non-mandatory Club fundraising events; the cost of items being auctioned by the Club; and other miscellaneous costs throughout the year.

ARTICLE XI. COLLECTION OF ACCOUNTS RECEIVABLE

Each member is expected to pay the balance due on his/her Club billing statement within 30 days after receiving the statement.

Section 1 1.01 Sixty Days Past Due

At each monthly Board of Directors meeting the Treasurer will provide an Accounts Receivable Aging to the President which reflects the then current aging of each member's accounts receivable. The President will contact each member who has a balance that is then more than 60 days old to inquire as to why their balance has not been paid and how the member intends to bring their balance current. The President is authorized to enter into one of the following arrangements with a past due member:

- (a) If the member commits to pay the balance within 15 days after the President's contact, no further action will be taken.
- (b) If the member agrees to make monthly payments that are at least one-third of the then outstanding balance, so that the outstanding balance is fully paid within three months, and to pay future charges within thirty days after billing, no further action will be taken.
- (c) If the member cannot or will not commit to the terms described in Section I I .01 (a) or (b), the President shall notify the member of his/her suspension until payment arrangements are made and approved by the Board.

Section I I .02 Ninety Days Past Due or Failure to Comply With Payment Arrangements

If a past due member fails to comply with the provisions of Section I I .01 and is ninety days past due without making arrangement for the payment of the past due obligations, that member's membership shall be automatically suspended without action by the Board of Directors. The President shall notify the member that his/her membership has been suspended. The suspension shall stand until such time that the member's account is brought current and the Board of Directors accepts him/her as a member in good standing.

Section 11.03 Termination for Non-Payment

If a past due member does not make arrangements that are acceptable to the Board of Directors within 120 days after the initial contact by the President, the member shall be automatically terminated as a member of the Arroyo Grande Rotary Club without action by the Board. The Secretary shall thereafter notify the member, the District and RI that the member has been terminated.