



**Chartered on October 26, 1920**

**A new Rotary club formed by the merger of the  
Rotary Club of Ventura South  
and the Rotary Club of Oxnard**

**July 15, 2025**

**Rotary District 5240**

**CONTINUING RESOLUTION**

This document is the guideline for the coming year, setting forth procedures for the operations of the Club pursuant to the Club *Bylaws*. Club *Bylaws* supersede the CR.

**Whereas**, it is the desire of the current Board of Directors of the Rotary Club of West Ventura County to govern in continuity with the policies and precedents of the predecessor Boards, to the extent possible and practical; and

**Whereas**, the current Board of the Rotary Club of West Ventura County adopted *Continuing Resolutions*, setting forth guidelines for governing the Rotary Club of West Ventura County and has urged the current Board to review these guidelines, revise, and adapt them as necessary to ensure that they reflect the needs and desires of the membership;

**Therefore**, be it resolved that the current Board of Directors adopts the following *Continuing Resolutions 2025-26* as a statement of operating procedures it will seek to honor as it governs the Club in the current year.

The President-Elect and incoming Board updates the "CR" prior to the new Rotary fiscal year.

Adopted by the Board of Directors for the year beginning July 1, 2025  
September 23, 2025

Attest, John Zaruka, President

# ROTARY CLUB OF WEST VENTURA COUNTY

## Organization of the Club

### I. Board of Directors

- A. Members of the Board of Directors are to be selected based on the Club *Bylaws*.
1. The Board for the Rotary year 2025-2026 consists of 14 voting members: 8 from the Ventura South Club and 5 from the Oxnard Club. There will one (1) non-voting *ex officio* member at the discretion of the club president.
  2. The officers of the Club for 2025-26 will be:
    - President.
    - President-Elect
    - Immediate Past Presidents (2)
    - Secretary
    - Treasurer
  3. Other members of the Board who *may* also serve as:
    - Club Service Chairperson
    - Community Service Committee Chairperson
    - International Service Committee Chairperson
    - Vocational Service Committee Chairperson
    - Youth Services Chairperson
    - Membership Chairperson
    - Program Chairperson
- B. Board Responsibilities include but are not limited to:
1. Adopting and updating the *Continuing Resolutions* and *Bylaws*
  2. Adopting and amending the annual budget and financial policies
  3. Assisting the President in conducting the business of the Club
  4. Maintaining relations with Rotary International and Rotary District 5240
  5. Approving official Club activities and fund-raising functions

### II. Nominating Committee

- A. The Club Nominating Committee consists of the Immediate Past-Presidents plus two past-presidents of the Club chosen by the President-Elect.
- B. The Nominating Committee meets in December to nominate members to serve as the officers during the coming Rotary year and works in cooperation with the President-Elect in its deliberations. Elections for officers for the coming year shall take place at the Annual Meeting in January pursuant to the Club's *Bylaws*.
- C. The President-Elect selects the remaining Board of Directors pursuant to the Club *Bylaws*.

### III. Avenue of Service Committees

- A. Committee chairs are selected by the President. Avenues of Service Committee chairs may also be members of the Board.
- B. Members of the Club are assigned to these committees each year.

- C. As new members join the Club during the year, they too are assigned to these committees.
  - D. Avenues of Service Committees correspond with Rotary International's Avenues of Service.
    - Community Service Committee
    - Club Service Committee
    - International Service Committee
    - Youth Service Committee
    - Vocational Service Committee
- IV. *Ad Hoc* Committees: In addition to the permanent committees, *ad hoc* committees may be created by the Board of Directors for any variety of Club purposes.
- V. Board Meetings
- A. Calling Board Meetings
    1. The Board normally meets once a month at a time and place agreed upon by the Club President and Board of Directors and communicated to all Board members.
    2. The President can cancel scheduled meetings and call special meetings by providing notice to all Board members.
    3. Board meetings are open to members of the Club. All members of the Club will be notified of Board meetings.
  - B. Board Meeting Agendas: The President and Club Secretary shall collaborate and prepare an agenda for each Board meeting with the following items, although the items and order may vary.
    1. Call to order; recognize guests
    2. Approve minutes or records of the prior Board meeting
    3. Old Business
    4. Membership update
    5. Reports by Committee Chairs on pending and past Club projects
    6. Budget and finance reports
    7. Foundation requests
    8. RI Foundation update
    9. New Business
    10. District 5240 activities
    11. Rotary International activities.
    12. Preview of future Club meetings.
    13. Kudos and congratulations to Club members
    14. Closing announcements by the President and others
    15. Adjournment
- VI. Non-Club Presentations and Requests
- A. Presentations or requests by non-Club members may be allowed at Board meetings at the discretion of the President. The Board may act then or take requests under submission for future consideration.

- B. Individual members must avoid being perceived as obligating the Club financially or otherwise, unless prior authorization is given by the Board. Members who incur expenses without prior approval should not expect reimbursement or credit toward their account.

#### VII. Records of Board Actions

- A. The Secretary or another designated individual will prepare minutes of Board actions including a record of how members vote. Minutes should be prepared and available for review and approval at the next Board meeting. Minutes should be posted to the Club website.
- B. Execution of Official Club Documents: Official documents must be signed by the Club President, Officers or Committee Chairs as appropriate and recorded on the Club website.

#### VIII. Regular Club Meetings

- A. Regular meetings are held on selected Tuesdays at the Holiday Inn North Oxnard (formerly the Courtyard by Marriott Hotel) Evening and other special meetings may be held at other locations or on other dates. At least three meetings will be scheduled each month.
- B. Meetings will start at noon and adjourn at 1:15 p.m., although some meetings such as the District Governor's visit may continue until a later time.

#### IX. Meeting Format

- A. The President has wide latitude in determining the content and order of meetings; it is typical for the meeting to adhere to the following sequence of activities.
  1. *Bylaws* of the Club suggest that lunch meeting begin at noon for networking and end at 1:15 p.m.
  2. Before the meeting officially starts, the Greeter welcomes visiting Rotarians and guests, and raffle tickets are sold.
  3. Call to order, welcome
  4. Flag salute -- Pledge of Allegiance
  5. Invocation or inspirational thought for the day
  6. Announce the raffle prize
  7. Recite the Rotary Four-Way Test or Rotary Minute
  8. Greeter recognizes visiting Rotarians; members respond "Hi (*first name*)"
  9. Members recognize potential members as "Guests of the Club"
  10. Members introduce or recognize their personal guests
  11. Members sing the song of that meeting
  12. Special presentations or awards including Rotary badges
  13. Announcements of interest to the members and updates on Rotary
  14. Members can make announcements with financial contributions to the Club
  15. Induction of new members
  16. Program or presentation for that meeting
  17. Draw the winning raffle ticket

18. Closing announcements
  19. Adjourn
- X. Roster of Club Members: A roster of members with contact information is kept and updated by the Club Webmaster utilizing the computer program ClubRunner.
- XI. Categories of Club Members
- A. Active Members
    1. An Active Member is invoiced for the Rotary Club of West Ventura County, District 5240, and Rotary International dues, luncheons and miscellaneous charges.
    2. The Club reports and pays Rotary International and District dues for these members, and they are reported on membership and attendance records.
    3. Membership Categories
      - a. Active membership categories
        - Individual
        - Corporate
        - Premier
      - b. Honorary
        - i. Honorary members are not invoiced for Club, Rotary District or Rotary International dues, nor do they count in Club membership and attendance records.
        - ii. This membership category may be granted by the Board of Directors for no more than one year, although it may be renewed for a subsequent year.
  - B. Active Members on Leave of Absence
    1. Rotary International does not provide a “leave of absence.” However, the Rotary Club of West Ventura County has created a special “Leave of Absence” category for active members.
      - a. A member of the Club may request and the Board may approve of absences for up to a six-month period. The leave can be renewed for subsequent periods not to exceed six months each.
      - b. A member on leave of absence pays Rotary International, Rotary District, and Club dues but no other mandatory obligations. They are charged meal costs only for meetings they attend. They are counted in Club membership and attendance records.
- XII. Prospective Members
- A. It is the responsibility of every Club member to grow membership The 2025-26 goal is to increase net membership by 10 members to a total of active members of 60 by June 30, 2026.
  - B. Prospective members are to be hosted by the Club for one (1) regular meeting before being proposed for membership.
  - C. Each prospective member shall be given a Prospective Member package by a member of the membership committee.
  - D. Membership proposals shall be processed in accordance with the *Bylaws* of the Club and the *New Member Proposal Form* adopted by the Board of Directors.

- E. Membership is invitation-based. The Club member who sponsors the new member shall make the approved new member invitation.

### XIII. Induction and Orientation of New Members

- A. Induction Ceremony: New members are inducted during a Club meeting. The President or a member appointed by the President conducts the induction. The Club member who sponsored the new member is included in the ceremony.
- B. Packet of Rotary materials new members receive at the time of their induction:
- Rotary label pin and second pin (with challenge to bring in a new member)
  - Object of Rotary plaque
  - Four Way Test plaque
  - Club Banner
  - Other collateral information

- XIV. New Member Orientation: Once each quarter a Club orientation session should occur, introducing the new members and their spouses or partners to our Club and to Rotary International in an informal setting at one of our members' homes.

### XV. Club Website

- A. The Club maintains an active website to keep members up to date on Club activities and provide information for prospective Club members, visiting Rotarians, and the general public. The website is administered and kept current by one or more members of the Club.
- B. The Program Chair, Board members, and Committee Chairs are responsible for submitting timely information to the webmaster for posting on the site, and all members of the Club are encouraged to maintain their personal profile and submit content for consideration.

### XVI. Finance and Budget Policies and Procedures

- A. Individual members will be invoiced quarterly for total membership costs of \$1,400 per year, billed at \$350 quarterly. These membership dues cover RI and Rotary District dues, as well as meals at all regular club meetings.
- B. A Financial Handbook will be the guideline and procedure manual for The Rotary Club of West Ventura County. The Financial Handbook is intended to provide sound operating practices. It does not try to foresee or predict every possible financial or budget situation.
- C. The Board of Directors should review and keep the handbook up to date. Each incoming Board should review this document annually, preferably at its first meeting, and make modifications as needed.
- D. Rotary, as a non-profit organization, provides service to others in need, builds community, and fosters friendship. The Rotary Club of West Ventura County seeks to manage its financial affairs in a business-like manner, be a responsible steward of donations, and maximize the use of its funds to fulfill the Club's goals.
- E. The purpose of this policy is to guide the Club's money-management methods in order to effectively utilize and safeguard its finances. It is based upon the RI Treasurer's Manual, generally accepted accounting principles, advice from professional bookkeepers, and best budgeting practices and practical solutions utilized by other Rotary Clubs.
- F. Fiscal Year: The Club operates on a fiscal year from July 1 to June 30.

1. There should be a review or mini-audit of the Club's finances at least annually and whenever there is a change from one Board to the next.
2. The incoming President should arrange for the review either by Club members or others and provide the results to both the incoming and outgoing Boards.

XVII. Paul Harris Fellows Account

- A. A separate account is opened to purchase Paul Harris Fellowships from Rotary International.
- B. Periodically, funds are transferred from the General Account to the Paul Harris Fellows Account due to (1) Paul Harris Donor (PHD) contributions and (2) if occasional contributions are made by the Club.

XVIII. Responding to Requests for Financial Support

- A. The Club and its members are approached by individuals, groups or nonprofit organizations with appeals for support, usually for financial contributions to worthy causes. If the Board approves the request, then it may pay directly out of Club funds or refer the request with a recommendation to the Club's Foundation.
- B. All solicitations should be brought to the Board's attention and handled based on standard procedures with respect to the budget.

XIX. Rotary Leadership and Training -- Participation by Club members

- A. The Club recognizes the importance of District and Rotary International activities. The Board may determine to pay all or part of the registration fees for members who attend leadership, training, and fellowship activities including District Assembly, District Convention, RI Convention, Potential Rotary Leadership Seminars (PRLS), and President-Elect Training Session (PETS).
- B. Pre-event cash advance
  1. Members may request a cash advance and submit a Check Request Form and completed registration form to the Treasurer. The request should be submitted in sufficient time prior to the event to provide time to process a check.
  2. If the Club advances funds and a member does not attend, the member is responsible for reimbursing the Club for the expenditure.
  3. Post event reimbursement: Members can provide a Check Request Form and expense receipts after the event. The request should be submitted to the Treasurer within three (3) weeks of the event.
- C. District Assembly: The District Assembly is a one-day educational and social event held in the spring. It is designed for current and future Club leaders. Club members are encouraged to attend and participate. The Club will pay or reimburse registration fees for members who attend.
- D. District Conference: The District Conference is held in the fall to enhance and promote District-wide communication. All Club members are encouraged to attend. The Board may determine to pay or reimburse all or part of the registration fees for members who attend.
- E. Potential Rotary Leaders Seminars (PRLS)
  1. Rotary District 5240 guidelines encourage members who will serve as Club leaders,

especially as President, to complete a course of basic Rotary leadership training known as “Potential Rotary Leaders Seminars” (or PRLS). The advanced course is “Master PRLS.”

2. All individuals interested in Club leadership positions are strongly encouraged to complete these courses for personal enrichment and betterment of the Club. The Board may determine to pay all or part of the fees for members who attend.
- F. President-Elect Training Seminar (PETS): PETS is a three-day course held in the spring prior to the President’s year. Club-paid expenses include registration, lodging, and meals.
- G. Rotary International Convention
1. The RI Convention is held in June. The Board may determine to pay all or part of the expenses incurred by the President-elect for attending the Convention.
  2. The following are authorized expenses for the President-elect and spouse to the extent that budgeted funds are available:
    - Registration for the convention and related events
    - Hotel accommodations for the period of the convention
    - Transportation to and from the convention
    - Meals and miscellaneous expenses during the convention
    - Club-sponsored hospitality activities during the convention
  3. Plan ahead. Due to the high demand for Convention events, advance registration, reservation, and travel arrangements are needed. Check with District Governor Nominee to coordinate planning for the RI Convention.

XX. District 5240, Group 7 Meetings

- A. District 5240, Group 7, includes Rotary Clubs in Ventura, Ojai, Santa Paula and Fillmore, Camarillo, and Oxnard.
- B. Typically, there are monthly meetings of all Group 7 Rotary Club Presidents to foster fellowship, communication, and successful endeavors among the individual Rotary Clubs and their members.

XXI. District Governor’s Visit

- A. Each year the District Governor attends a Club meeting and sometimes a social event. The visit is intended to be a unique, enjoyable experience for the Governor and the Club.
- B. Since it is a privilege to host the Governor and spouse, the Club should make advanced plans, cover all related costs, and be a good host.
- C. Communication with the Governor is needed regarding the meeting schedule, travel needs, accommodations, and ancillary needs. Lodging reservations should be made in sufficient time prior to the visit.
- D. Determine whether the Governor wants to be the program or if a standard typical program should be selected.
- E. If special events are being considered, they should be finalized in sufficient time prior to the visit.

- F. The Club often chooses to recognize the Governor with an award or gift.
- G. Board members should be available to meet with the Governor to review the Club profile, goals, and current conditions. Often such a meeting occurs the same day as but prior to the Club meeting that the Governor will attend.

XXII. Club Website

- A. The Club website is intended to keep members up to date on Club activities and programs.
- B. An updated roster should regularly be updated with names, spouses, telephone numbers and addresses.

XXIII. Channel Islands Assignments – There is an “Everything You Ever Wanted to Know About Channel Islands Duties” in the documents section of the website.

- A. The Channel Islands Chairperson will be responsible for the Club Service assignments.
- B. Greeters to welcome members, guests, and visiting Rotarians. A greeter will also introduce the visiting Rotarians during the meeting.
- C. Raffle prize - provide a prize and sell raffle tickets at the meeting.
- D. Lead the Pledge of Allegiance.
- E. Give an invocation or inspirational thought.
- F. Present a “Rotary Minute.”

XXIV. Weekly Club Programs

- A. Programs or presentations are a focal point of Club meetings, where speakers are scheduled to educate, enlighten, and entertain the members.
- B. Program Chairperson - A Program Chairperson appointed by the President or Avenue of Service Chairpersons is responsible for arranging programs.
- C. Craft Talks - Every six to eight weeks the program schedule should incorporate a “craft talk” by a member of the Club.
- D. Club Assemblies - Quarterly, the program should be an assembly for meetings and reports from the Avenues of Service Committees.
- E. Recognition of Speakers - As an expression of gratitude, a gift from the Club has been given to guest speakers. Recently, this consisted of a donation in their name to Food Share or another charity of the Club’s choosing.

XXV. End of the Year Step-Down Dinner

- A. The outgoing President is feted by the Club at a “step-down” dinner near the end of the term of office. The purpose is to celebrate a successful year, promote Club fellowship, and recognize the outgoing President and Board.
- B. The President-Elect, with assistance of a committee, is responsible for planning the event.
- C. In keeping with Club history and tradition, 100% attendance of the members is expected. A mandatory assessment for the cost of this event is charged to the account of each member for a step-down dinner.

- D. Spouse and guest tickets are purchased by members or Rotocharged to their account. The Club pays for the outgoing President and spouse.

XXVI. Responsibilities of the Club Secretary: In collaboration with the Club Treasurer, the Club Secretary's responsibilities include, but are not limited to:

- A. Club Mail -- Retrieve, open and route incoming mail from post office box at the Wake Forest Post Office. The Club's address is P.O. Box 6383, Ventura CA 93306.
- B. Weekly Club Meetings - Record attendance at the weekly Club meetings.
- C. Duties Related to New and Dropped Members:
  - 1. Order name badge when the new member is inducted.
  - 2. Submit new member forms to the District and RI (done quarterly) Submit dropped member forms to the District and RI (done quarterly)
  - 3. Input data about new and dropped members to update the roster on the website.
- D. Board of Director Meetings:
  - 1. Prepare minutes of Board meetings and provide an unofficial copy to the President and Board for approval at the next Board meeting.
  - 2. Prepare and send follow-up correspondence as indicated.
- E. Attendance reports -- Send monthly attendance reports on RI forms to the District Secretary.
- F. RI Club Roster: Each six months RI sends a roster to the Club. The Secretary edits and returns the Roster to ensure the Club and RI membership records coincide.

XXVII. Club Treasurer Responsibilities are listed in the Club's Financial Handbook

XXVIII. Relationship with the Rotary Club of Ventura South Foundation

- A. In 1990, the Club Foundation was formed as a Federal 503-C corporation to receive and expend tax exempt donations for charitable purposes. Where appropriate, this Guide is also intended to help guide the Club's Foundation.
- B. The Foundation operates independently with its own *Bylaws*.
- C. The Foundation Board of Directors consists of Rotarians. Officers of the Foundation cannot be officers of the Club. The Foundation President is recommended to be a Director of the Club.
- D. Allocating proceeds of fund-raising events should be coordinated with the Foundation. Requests to the Foundation should be consistent with Club priorities and the availability of resources.
- E. Coordination between the Club and Foundation prior to beginning the official year is very important. The Club Board of Directors should identify projects to be considered by the Foundation at a meeting in the spring.