

# **Rotary Club of Paso Robles**

## **Policies and Practices**

Updated November 2017

Amended April 2018

Amended June 2018

The Board of Directors of the Rotary Club of Paso Robles, California, will set guidelines and preserve traditions that otherwise could be lost in the changeover by each succeeding Board.

These policies and practices are not intended to replace the Bylaws of the Club. Each succeeding Board of Directors should review these policies and practices prior to the Board's official year to determine if any should be modified or discontinued.

The Board hereby affirms the following policies and procedures for the 2017-2018 year.

### **I. Leadership**

Directors serve alternating two-year terms. Other officers serve one-year terms.

### **II. Club Meetings and Meals**

A. The club will normally meet and have lunch each Thursday at 12:00 noon at the Paso Robles Inn, unless otherwise specified. Lunch at the Paso Robles Inn will cost each member \$15. The club will pay for the speaker's lunch each week.

A member host Rotarian who brings a guest (who is not a prospective member) will pay the guest's \$15 meal.

B. If a member or visiting Rotarian has a dietary issue, medical problem, or comes too late and is unable to eat lunch, the minimum fee for drink only and attendance credit is \$5.

C. The club will cover the cost of lunch on the first visit for all prospective new members sponsored by members in good standing.

A member in good standing proposing a prospective new member shall be responsible for the guest's meeting and meal cost of \$15 for the three meetings required for that prospective member to be inducted into the club.

If a prospective new member is required to attend more than three meetings prior to induction, the prospective new member or his/her sponsor may pay for lunch.

III. Weekly Meeting Format

Lunch (12:00 Noon)

Call to Order (12:30pm)

Flag Salute

Invocation

Songs

Introduction of visiting Rotarians and guests

Announcements and Rotary information

Member recognition

Early Leavers are excused

Program (1:00pm)

Free lunch drawing

Thought for the day or Rotary tidbit

Adjournment (1:30pm)

IV. Board Meetings

The Board of Directors will meet once per month as determined by the current president.

V. Honoraria

The Secretary, Treasurer, and Account Manager have the option of receiving a \$300 quarterly honorarium. The club President, Cashier, Secretary, and bulletin Chairperson receive complimentary lunches except at the Old Timers' Lunch meeting.

VI. Scholarships

The Scholarship Committee will consist of the Past President, President, and President Elect, and two members at large.

The Board of Directors of the Paso Robles Rotary Club has established Paso Robles Rotary Service, Inc., a tax-exempt organization, for the purpose of receiving and managing funds to be used in support of scholarships to graduating local high school students who enroll in programs of post-high school higher education.

The Board of Directors of the Paso Robles Rotary Club has identified two primary sources of contributions to Paso Robles Rotary Service, Inc., i.e., the annual Winemakers' Cookoff net proceeds and individual contributions by members of the Paso Robles Rotary Club.

The Board of Directors of Paso Robles Rotary Service, Inc. is directed by the Board of Directors of the Paso Robles Rotary Club to invest the assets of Paso Robles Rotary Service, Inc. prudently in perpetuity.

At the direction of the Board of the Paso Robles Rotary Club Service, the Cullen Black Scholarship assets shall be combined with the existing Paso Robles Rotary Service, Inc. portfolio. However, twenty-five percent (25%) of that total fund shall be designated the Rotary/Cullen Black Scholarship Fund portion.

The Board of Directors of Paso Robles Rotary Service, Inc. is directed by the Board of Directors of the Paso Robles Rotary Club to calculate the aggregate annual scholarships as follows:

Starting with the 2018-2019 Rotary Year, and each year thereafter, 25% of the total scholarship amounts awarded shall be identified as Rotary/Cullen Black Scholarships.

For fiscal year 2019-2020 and each fiscal year thereafter, aggregate scholarships awarded in the spring of each fiscal year shall equal 5% of the total portfolio assets on December 31st of the prior three calendar years divided by three.

For fiscal year 2017-2018, the aggregate scholarship amount shall equal \$50,000 plus 5% of the total portfolio assets contained in the Rotary/Cullen Black Scholarship fund on December 31, 2017.

For fiscal year 2018-2019, the aggregate scholarship amount shall equal 5% of the funds' portfolio assets on December 31, 2017 and on December 31, 2018 divided by two.

#### VII. Club Bulletin

The club bulletin will be distributed to the membership at the regular weekly meeting. Pertinent information from the bulletin may also be distributed by email or posted on the club's website.

#### VIII. Mailing Address

Paso Robles Rotary Club  
P. O. Box 3641  
Paso Robles, CA 93447

#### IX. District Governor's Visit

Each year the Board will approve all arrangements for the District Governor's visit, as proposed by the President.

X. Projects and Social Events

A. On-going service projects and club events which the club has sponsored and are recommended to continue are:

1. Bearcats/Hounds Luncheon
2. Boy Scout Troop 60
3. Dictionary project
4. Golf Tournament
5. Old Timers' Lunch
6. Pioneer Day Collections
7. Wine Makers Cook Off
8. High School Scholarships (Scholastic and Vocational)
9. Polio Plus
10. Skills USA
11. Children's' Museum
12. Boys and Girls Club
13. Youth Soccer
14. Interact
15. RYLA
16. Up with Kids
17. Ethics Conference
18. Bearcat Booster Sign
19. 4-H Auction
20. Concerts in the Park
21. Four Way Test Essay
22. Ag Tour

B. The club encourages all members to attend the following club and district events:

1. District Seminars, Assemblies Conferences
2. Joint Thanksgiving Group 11 Lunch Meetings
3. Potential Rotary Leadership Seminars (PRLS)

C. The club encourages all members and their families or guests to attend the following events:

1. Holiday and other social events
2. Paul Harris Fellows Award Ceremony
3. Valentine's Day meeting
4. Rotary sponsored ski trip

5. Governor's visit
6. Other events that the club may coordinate

D. The Club President will attend the Pioneer Day royalty dinner and present the Marshall with a guest book on behalf of the club.

#### XI. Past Presidents' Society

All current members who are members in good standing who are past presidents of the Rotary Club of Paso Robles shall be members of the Society. The immediate Past President shall serve as Chairman of the society. This committee will fall under Club Services and its duties shall include:

1. Upon request of the current President, the society is responsible for providing a substitute meeting leader to preside at meetings when the standing President is not available.
2. Serve as a source of mentors, along with any club member who has been a member in good standing for 10 years, for the newly inducted members of the Club.
3. Serve as the nominating committee for the next person in line to serve as the President Elect Nominee, Designate. This selection process will take place prior to December 31 of each calendar year and be presented to the general Club membership for approval by the last meeting of each calendar year.

#### XII. Eligibility for Club President

Before a member shall be eligible to serve as President, It is recommended that he or she have been a member in good standing of the rotary Club of Paso Robles for a minimum of ten (10) years. A nominee for President shall have served as a member of the Board of Directors of the Rotary Club of Paso Robles prior to his or her appointment as President Elect. The President Elect Nominee and the President Elect Nominee Designee shall be ex-officio members of the Board of Directors and invited to attend all Board meetings during the time they serve in their appointed positions.

#### XIII. Exchange Gifts:

Exchange gifts will be provided to traveling members at their request for exchange with other clubs at no charge to the member.

#### XIV. Rotary and Politics

Club policy will be that political office candidates may not be invited as a program speaker at regular Club meetings. If a candidate attends a club meeting, he or she will

not be recognized, except as a guest. Exceptions shall be made for a regulated and timed forum of debate where all candidate are allowed to attend and speak to club members.

## XV. Fiscal Policies

- A. Each year prior to June 30, the President, President Elect, and Treasurer shall meet to draft a preliminary budget. The budget will then be presented to the Board at the first Board meeting in July for adoption/revision.
- B. The President Elect may have reasonable travel and lodging paid by the Club to attend the R.I. Convention and District Training event, at the discretion of the Board.
- C. All Board members will be encouraged to attend District Conferences, assemblies, training seminars, and PRLS. The Club, subject to the availability of budgeted funds, will pay registration fees to the above.
- D. Members are obligated to pay membership dues semi-annually starting in July by member account statements.
- E. A summary of the current budget will be published by September each year. Members may request a copy of the entire budget. Such requests should be in writing and submitted to the President and the Treasurer.
- F. The following signatures will be authorized for the Club's checking account: President, President Elect, Secretary, and Treasurer.
- G. The Treasurer shall insure that all Internal Revenue Service and California Franchise Tax Board fiscal year requirements are fulfilled. The deadline for this documentation is November 15 of each year unless an extension is filed.
- H. The President Elect shall chair the Financial Advisory Committee. A sub-committee shall be appointed to review the books annually and give a written report to the Board of Directors.
- I. Prior year's financial report will be presented by the Treasurer at a regular Club meeting in August of each year.
- J. New member initiation fee is \$100. Dues for the remainder of the year are to be assessed on a pro-rata basis of the current dues. This will cover member badge, pin, R.I. and district dues, Rotarian magazine and various club expenses associated with the new member.
- K. Accounts may be maintained with a variety of financial institutions, at the discretion of the Board or Treasurer.
- L. The Secretary will maintain an inventory of supplies for new member initiation and other Club activities. Supply orders will be limited to \$250. The Board must approve orders exceeding \$250.
- M. For the Old timers' Lunch, all members will pay \$50. Guests who are not invited as Old Timers will pay \$15 per person.

- N. All members will be required to sell, purchase or otherwise be responsible for Golf Tournament and Wine Makers Cook Off tickets in support of the Club's fund raising activities.
- O. Rotarians may be reimbursed for expenses incurred for Club purposes. These expenses shall have prior approval from the Board or be supported by a receipt if not previously budgeted.
- P. Registration fees for all Board members attending the annual District Assembly, District Conference and other district sponsored seminars, workshops, and authorized meetings will be underwritten by the club.

#### XVI. Paul Harris Fellow

Club members may designate their contribution to the R I Foundation and specify himself or herself or someone else as a Paul Harris Sustaining Fellow. These contributions are to remain with the Club when a member leaves Rotary or dies. These contributions may be matched by the Club to a maximum of \$500, subject to the availability of budgeted funds. All new members will be asked to start a Paul Harris Sustaining membership. New Paul Harris Sustaining Fellows will be recognized at a special ceremony.

#### XVII. Membership Recognition/Fines

Recognition fines in the amount of \$200 shall be part of yearly dues.

#### XVIII. Golf Tournament

All the proceeds of the golf tournament shall be used for the benefit of the youth in of the community. Eighty percent (80%) of the money shall be distributed at the discretion of the golf committee with the approval of the board. Twenty percent (20%) shall be retained by the club to be distributed to the youth based upon board recommendations.