

# The Rotary Club of Santa Maria, Breakfast

District # 5240

Club # 21788

## *Continuing Resolutions 2018-2019*

**BE IT RESOLVED** that by the use of Continuing resolutions, the Board of Directors of the Rotary Club of Santa Maria, Breakfast will set standard operating procedures to serve as guidelines and preserve traditions that otherwise could be lost in the transitions of succeeding Boards.

These continuing resolutions are not intended to replace the Constitution or bylaws of the Club. The resolutions shall not duplicate or in any way amend items already contained and detailed in the Constitution or Bylaws. The Resolutions are intended solely for information and directions herein are not binding on this or any successor Boards.

Each succeeding Board of Directors shall review the Continuing Resolutions at the beginning of the Board's term and at such other times as circumstances warrant, to determine whether any of the Resolutions should be modified, discontinued, and/or whether new resolutions should be added.

**BE IT RESOLVED** that the Rotary Club of Santa Maria, Breakfast accepts the following listing of standard operating procedures as guidelines for the 2018-2019 year and shall continue to remain in effect until changed by succeeding Boards.

1. **NAME** – The official name, in accordance with the Constitution and Bylaws, is THE ROTARY CLUB OF SANTA MARIA, BREAKFAST (hereinafter “Club”). The designation BREAKFAST ROTARY CLUB may be used informally.
2. **MAILING ADDRESS** – The mailing address of the club shall be P.O. Box 1518, Santa Maria, CA 93456. The Treasurer shall pay such fees as required by the United States Postal Service to maintain said post office box.
3. **REGULAR MEETINGS** – The Club shall meet once each week on Thursday at 7:00 a.m. at the Santa Maria Inn. The President may from time to time change the date, time and location of the regular meeting should circumstances so warrant provided a majority of a legally constituted meeting of the Board of Directors concurs with such change. The general membership of the Club shall approve any permanent change in the date, time and location of the weekly meeting.
4. **BOARD MEETINGS** – The Board of Directors shall meet on the third (3rd) Thursday of each calendar month at 8:30 a.m., or immediately following the regular meeting, at the Historic Santa Maria Inn, 801 South Broadway, Santa Maria, California 93454, unless otherwise rescheduled by the President out of necessity. The President may from time to time call for special meetings of the Board of Directors. The Board of Directors shall approve any permanent change in the date, time and location of Board meetings.
5. **SUPPLIES** – Supplies of such items as club banners, badges, make-up slips, Rotary reporting forms, etc. are to be maintained by the Club Secretary who is hereby authorized to procure such items and direct the Treasurer to pay all items invoiced for

such purposes. Supplies required for use by the Treasurer shall be paid/reimbursed upon authorization of the Club President.

6. **PETS** – The President-Elect must attend the President-Elect Training Session (PETS). The Club shall reimburse the registration fees and room accommodations for the President-Elect and his/her spouse to attend PETS. All other costs shall be the responsibility of the President-Elect. The 2019 PETS training is scheduled for February 8-10, 2019 at LAX Marriott.
7. **INTERNATIONAL CONVENTION** - The President-Elect may attend the International Convention as the Club's duly authorized representative. At the President Elect's request, the Club is obligated to pay for the attendance at the International convention for the actual days only for travel, lodging and meal expenses for the member and his/her spouse. The 2019 convention is June 1-5, 2019 in Hamburg, Germany.
8. **REIMBURSABLE EXPENSES** – The cost of Board meetings that include a meal at which attendance by board members is deemed mandatory by the board shall be borne by the board. The meal cost, if applicable, of all other committee meetings shall be borne by the individual committee members unless prior authorization has been obtained by the board or the President.

The cost associated with attendance at International Conventions, Rotary District Conferences, Assemblies, PRLS, and other Rotary related trainings and seminars is a budgeted item and shall be determined on a year by year basis by the board through the budget process.

## 9. **FINANCIAL OBLIGATIONS** –

### **Policy - Members with Past Due Financial Obligations**

Invoices for regular dues and incurred expenses are sent to member's monthly and are payable upon receipt. The Treasurer will report past due members to the board on a monthly basis. Failure to pay dues in a timely manner is, in effect, a resignation from Rotary.

The following procedure will be followed to address past due invoices:

- A. The Treasurer will send a reminder notice to members who have unpaid financial obligations that extend sixty (60) days from the date of the unpaid invoice.
- B. After 90 days from the date of the unpaid invoice, the President will make personal contact with the member. As a result of this contact, the member must pay the financial obligations that are 60 days overdue or have a payback schedule approved by the board of directors or be subject to suspension from all club activities.
- C. Members with unpaid financial obligations who don't have a board approved payment plan or are not complying with the approved payment plan will be terminated 120 days from due date of the unpaid invoice.
- D. Any terminated member who has fully paid their financial obligations, which includes a \$100 reinstatement fee, will be reinstated into the club.

**10. DUES –**

- A. Rotary International Dues are \$78.00 per year and Rotary District 5240 Dues are \$47.00 per year Dues are included in the club monthly statement.
- B. Contributions to The Rotary International Foundation are billed quarterly; \$37.50 per quarter per member.

**11. MEAL CHARGES –** Regular weekly meals shall be assessed and billed at the rate of \$16.50 per week per member (or guest) to cover the charges for said meals by the Santa Maria Inn. If a member misses a regular meeting, the member may have the charge waived by submitting a bona-fide make-up slip to the club secretary within thirty (30) days before or after the missed meeting. Our club relies on all members eating to maintain current pricing and no member will be exempt from this charge unless they present a request to the President. If this request is granted, a coffee-only charge of \$12.50 will be granted and the President will notify the Treasurer. A make-up credit is available as per meals above.

**12. SCOOTERS –** Club Programs are an integral part of a Rotary club meeting. Every effort should be made to attend the entire meeting. However, it is recognized that from time to time, a member must leave prior to the end of the meeting. Each member must notify the secretary and apologize to the speaker for having to leave early. The President will take appropriate measures in the event that scooting becomes a problem or impacts the integrity of our club programs.

**13. 85 MEMBERSHIP –** A club member will be considered for 85 Membership when:

- A. The aggregate of the member's years of age and at least 20 years of membership in one or more clubs is 85 years or more; and the member has notified the club secretary in writing of the member's desire to be excused from attendance, and the board has approved.
- B. The "85 membership" member will pay for meals only when in attendance at Functions.
- C. The "85 membership" member will continue to pay all RI and District dues.
- D. The "85 membership" member will be assessed for normal fines and/or brags.
- E. The "85 membership" member will continue to be required to participate in the annual fundraiser known as "The Barn Party" and the member is expected to contribute a minimum of \$300.00 in gifts and donations for the fundraiser.
- F. The proposed "85 membership" member must be in good standing with the club.

**14. RED BADGE MEMBERSHIP -** Newly inducted members shall undergo an interim membership phase lasting approximately four months, referred to as "Red Badge". During this time, special service requirements are imposed for the purpose of acquainting the new member to Rotary principles as well as to his/her fellow members. These duties may vary from time to time, as determined by the membership committee. The member will be recognized with a BLUE BADGE once their new member tasks are completed.

**15. INITIATION FEE –** The initiation fee of \$100 associated with the cost of assessments from RI for registering the new member and other related costs for informational materials, badges and pin will be paid for by the Club.

**16. HONORARY MEMBERSHIP** - (a) Eligibility. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

(b) Rights and Privileges. Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

**17. ANNUAL BUDGET** – Within two months after the start of a new Rotary year the President shall develop an operating budget. The budget shall be presented for adoption to the new Board of Directors at the start of the new Rotary year. Excess of revenue over expenses for a given budget year, if any, shall be transferred to the Rotary Club of Santa Maria Breakfast Foundation at the end of the year as part of the year end process of closing of the books, unless otherwise directed by the Board of Directors.

**18. CLUB FOUNDATION RELATIONSHIP** - The President of the Club shall be responsible for coordinating with the Club Foundation concerning any funding activities that take place, e.g. - brags incurred by members are passed to the Club Foundation and the President shall keep the Club Foundation apprised on this. The President may from time to time make special requests for funding from the Club Foundation. On an annual basis in late May or early June, the Club through the Scholarship Committee shall secure from the Foundation an allocation of moneys to be used for scholarships awarded to deserving students for academic and vocational scholarships.

**18A. REQUESTS FOR LARGE DONATIONS** – The procedure for these types of requests would be that the Club appropriations committee and Club Board will review and make a recommendation for funding. That request is sent to the Foundation for their review and approval. All such requests will be brought to the full Club for a vote.

**19. FINES AND BRAGS** – Fines may be levied only by the President (or acting President) and are an integral part of the Club for the benefit of the Club's overall operations. Fines shall be levied as equally as practicable and will not exceed \$150.00 per year, unless by consent of the member. The amounts of Brags are unlimited during any Rotary year and shall benefit the Club Foundation.

**20. PAUL HARRIS FELLOW (PHF)** – It is the goal of the club to maintain Paul Harris Fellowship status with 100% of its active members. The Club will provide a 50/50 match for all new members as a first time PHF. The Club will set aside an additional \$3,000 per year for active members in good standing who desire to contribute towards a Paul Harris Fellow in that given year. The member contribution is cash (not PHF recognition points). The actual match will depend upon how many members wish to pursue a PHF for that given year. The \$3,000 club cash will serve as the Club's major contribution to Polio Plus. The process will normally take place during November Rotary Foundation Month.

**21. PAUL HARRIS SOCIETY (PHS)** – Members of the Paul Harris Society are committed to purchasing a PHF each and every year. Any member in good standing is eligible to become a PHS member.

**22. EVERY ROTARIAN EVERY YEAR** – All active members of the Club are committed to a contribution for The Rotary Foundation each and every year. These contributions are billed quarterly at the rate of \$37.50 per quarter (\$150.00 per year.) The sum of member contributions is credited towards a Paul Harris Fellow in the name of the contributing member.

**23. AUTHORIZED SIGNATURES** – The following Club officers shall be authorized to sign on Club accounts: (1) President, (2) Treasurer, (3) President-elect, (4) Secretary. Two signatures are required on Club checks over \$2,500.

**24. BOARD OF DIRECTORS** – Prior to the December elections the immediate Past President Director shall facilitate a meeting of the past presidents to make a recommendation for the proposed President-Elect. The Past President Director shall make a recommendation to the Club board of directors for election of the incoming President Elect nominee. Consistent with the Club Bylaws, the Club Board of Directors shall have seventeen (17) members as follows: Executive Officers (5) – President, President-Elect, Secretary, Executive Secretary, and Treasurer. The remaining Board of Directors shall consist of the immediate Past-President, five (5) Avenues of Service Directors (Youth Service, International Service, Community Service, Vocational Service, and Club Service), a Membership Director, a Families of Rotary Director, a Communications Director, an At-Large Director, a Past President Director and a Club Historian. The Vice-President shall serve as an Avenue of Service Chairperson. Directors shall be elected to two (2) year terms and Executive Officers shall serve one-year terms. An unexcused absence from two consecutive Board meetings shall serve as the member's resignation from the Board.

**25. ELECTION OF BOARD OF DIRECTORS** - During the month of January, the general membership of the Club shall hold an election for the upcoming Rotary Year Board of Directors in the following manner:

**Annually** - The general membership shall ratify the appointment of the Executive Officers of the Board. Appointment is made by action of the Board of Directors.

**Odd Number Years (2019-20)** - The general membership of the Club shall elect six (6) Board members. (International Service Director, Vocational Service Director, Club Service Director, Membership Director, Communications Director, Club Historian.)

**Even Number Years (2018-19)** - The general membership of the Club shall elect five (5) Board members. (At-Large Director, Past President Director, Youth Service Director, Community Service Director, Families of Rotary Director)

**26. CONTINUING ACTIVITIES** – The Club is involved with many activities over the course of a Rotary year. A full listing of our 2017-2018 previous year activities is included on the Club Website.

**27. SOCIAL/FELLOWSHIP EVENTS** - The following social and fellowship events are planned:

<b>EVENT</b>	<b>DATE</b>
A. Rotating Dinners	Two times per year (minimum)
B. PCPA Event	One time per year (minimum)
B. Family Christmas Party	December
C. Adult Christmas Party	December
D. Club Social Outing/Trip	Annually
E. Step-Down Party (Immediate Past Prez to coordinate)	June
F. Past Presidents Month	June

**28. PERPETUAL PROGRAMS**

A. Club Assembly (s)	July/ August
B. Rotary Information	Monthly
C. Literacy Project (Books to Schools)	Monthly
D. Joint Meeting with Local Clubs	Annually
E. Foundation Scholarship Awards	June
F. Annual Barn Party	May
G. Los Prietos Boys Camp Scholarship Awards	October
H. Christmas Parade of Lights	December

**29. INSURANCE AND PERMITS** - The Club shall be responsible for ensuring that all insurance is in place and appropriate permits are obtained for continuing activities and Social/Fellowship events.

**30. CLUB CHRISTMAS GIFTS** – The Club shall pay a gratuity in the amount of \$500 at the meeting prior to Christmas for the benefit of the chef, servers, maitre'd and other employees, as designated by the President, of the Santa Maria Inn

**31. DISTRICT GOVERNOR'S VISIT** – The Club shall offer to pay the cost of the District Governor's lodging for one evening. Additionally, the President shall purchase a gift and offer to host a dinner for the District Governor, Spouse, and other appropriate individuals.

~~**32. MANDATORY EVENTS** – All members will be charged at a rate not to exceed \$55.00 per member. All members will be assessed an amount to be determined by the Club for the annual Step-Down Event. (8/9/18)~~

~~**33. 70 MEMBER CLUB** – Rotary Club Santa Maria Breakfast has a maximum of 70 active members as voted by its membership. (8/9/18)~~

**33. COMPASSION FUND** - Is established for the purpose to provide a responsive, non-bureaucratic means for funding needed assistance to our Club's Rotarians and/or their immediate families who are victims of some type of catastrophic illness or event. We believe in and support our Club's membership and their immediate families and view this as a mechanism to supplement that support monetarily.

**34. LEAVES OF ABSENCE** – The following guidelines will be followed in granting a Leave of Absence to members:

- A. Member must be "in good standing" as defined by Rotary International.
- B. Member must have held a classification for a minimum of 1 year.
- C. Member must supply compelling, inflexible and temporary circumstances.
- D. Online and neighboring Club make-up options must have already been exhausted.

- E. Member would meet all current qualifications imposed on any proposed member.
- F. Leave of Absence to be granted for a limited interval for a maximum of six months.
- G. Member must have an average attendance record of 50% before application for Leave of Absence.
- H. All outstanding charges must be paid before Leave of Absence is granted.
- I. Leave of Absence required Board approval.
- J. Members on a leave of absence are still responsible for mandatory event obligations, such as Barn Party and the Step-Down Dinner.

**35. STRATEGIC PLAN** – It is the goal of the Club to maintain a current Strategic Plan that utilizes the following principles:

- A. Continue to provide service in all of the Rotary 5 Avenues of Service; Club, Community, International, Vocational, Youth.
- B. Continue to recruit and retain quality membership.
- C. Continue financial support for our Club Foundation and The Rotary International Foundation.
- D. Identify and train future Club leaders.
- E. Utilize current and relevant Rotary materials to meet the stated objectives such as: SMBR Continuing Resolutions; District 5240 Awards and Recognition Criteria; Rotary International Presidential Citation.

**Presented by: Michael Buhning, 2018-2019 Club President**

RATIFIED BY CLUB GENERAL MEMBERSHIP ON AUGUST 9, 2018