

**Preamble to
The Policies of the Board of Directors
Rotary Club of Skidaway Island**

By Bob Neumann

Why a policy manual?

The Rotary Club of Skidaway Island, now in its thirteenth year of service to the community, has benefited from excellent leadership. The founding members' vision of a viable Rotary Club on Skidaway Island has been realized.

The club is now a maturing organization. Club history resides in the minds of only a few charter members still active. Likewise, many decisions and policies made by successive Boards of Directors tend to be forgotten. So while charter members and past board members presently maintain for the club a corporate memory, incoming members of the board do not easily tap into that memory.

This policy manual, therefore, established in a moment of time in the 2009/10 Rotary year, seeks to codify the decisions of past boards, decisions that can be evaluated by each successive incoming board and kept as policy or changed to meet a changing environment. Each incoming board need not wrestle anew to gain an understanding of past board decisions.

In some cases, policies are rules that must be followed such as the dues structure and effective monetary procedures. In other cases, policies are guiding principles for management of the club such as the committee structure. Policies can also be descriptions of job responsibilities, such as the secretary and treasurer responsibilities. Finally, policies are also statements of philosophy for situations not entirely under board control, such as the privacy policy. In all cases, policies should express the philosophy and directives from the Board.

Establishing a policy manual may seem like just another bureaucratic effort to deny spontaneity and creativity to incoming boards. Actually, the opposite is true. The policies give each incoming board a jumping off point for discussion and for decision-making. They are not limiting but welcoming, opening avenues for thought and discussion.

(December 13, 2009)

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ROTARY CLUB OF SKIDAWAY ISLAND

BY-LAWS AND POLICIES

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SECTION I – BY LAWS

By-laws of the Rotary Club of Skidaway Island

Article I Organization

The name of the organization shall be the Rotary Club of Skidaway Island.

Article II Purposes

The Rotary Club of Skidaway Island has been formed under the auspices of Rotary International with the purposes of providing a forum for business and professional people to meet and form friendships, exchange ideas, get up-dates on community activities, and join in social gatherings. In addition, under the Rotary motto of “Service Above Self,” club members, through fund-raising and giving of time, provide service and financial support both in the local community, and through Rotary International, to the world at large. Through meetings and activities, members foster the ideal of service, promote high ethical standards, and advance international understanding, goodwill and peace.

Article III Membership

Membership is open to all adult persons of good character and good business, professional and/or community reputation proposed by a present club member in good standing. Admission to the club shall be in accord with Rotary International procedures.

Article IV Meetings

1. Regular Weekly Meetings—Weekly meetings of this club shall be held on Wednesday at 7:15 a.m. on Skidaway Island, Savannah, Georgia. Notice of any changes in time/place or cancellation of the regular meeting shall be given to each member in a timely manner.

2. Annual Meeting—An annual meeting of this club shall be held on the first Wednesday of December in each year, at which time the election of officers and directors shall take place. One-third of the membership shall constitute a quorum at the annual meeting.

3. Board of Directors’ Meetings—Regular monthly meetings of the board shall be held at a time and place as determined by each Board at its initial meeting. Special meetings of the board shall be called by the president or upon the request of two members of the board. A majority of the board of directors shall constitute a quorum at any meeting.

Article V Order of Business

1. Weekly Meetings--At weekly membership meetings the order of business shall be as follows:

- Call to order
- Prayer & Pledge of Allegiance
- Introduction of Visiting Rotarians and Guests
- Correspondence and announcements
- Committee reports, if any
- Program
- Adjournment

2. Board Meetings--At Board of Directors' meeting, the order of business shall be as follows:

- Call to order
- Approval of previous meeting's minutes and secretary's report
- Treasurer's Report
- President's report
- Committee reports
- Old business
- New business
- Adjournment

Article VI Board of Directors

1. Composition--The governing body of this club shall be the board of directors consisting of twelve members of this club, namely, five directors, the president, president-elect, immediate past-president, vice-president, secretary, treasurer, and the sergeant-at-arms. Each member of the Board of Directors shall have one vote and voting may not be done by proxy.

2. Term of Office--Each director shall be elected for a three-year term. The vice-president, secretary and treasurer shall be elected each year with yearly right of succession. Their term of office shall be in accord with the established Rotary year, i.e. July 1 of the year following election and ending June 30 of the subsequent year. The president-elect, by virtue of election to that position, shall assume the office as club president on the first day of July immediately following the year of service on the board as president-elect and shall be limited to one term.

3. Absentees--A member of the Board of Directors absent from three consecutive regularly scheduled monthly meetings of the Board or absent from any three such meetings during any six month period shall be automatically removed from the Board and the Board may fill the vacancy in accord with the provisions in Article VI, 5 (below). Board members so removed from the Board

shall be notified by the Board secretary of their removal and shall have ten days from receipt of notification to appeal in writing to the Board.

4. Removal from Office--An officer or director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any officer or director. An officer or director may be represented by counsel at any removal hearing. The Board of Directors shall adopt such rules for this hearing as it may in its discretion consider necessary for the best interest of the organization.

5. Vacancies--Vacancies in the Board of Directors, except for the office of president and president-elect, shall be filled by a vote of the majority of the remaining members of the board for the balance of the term.

6. Responsibilities--The Board of Directors shall have the control and management of the affairs and business of the club and shall act in the name of the club only when it shall be regularly convened by the president or other officer authorized to act in the president's absence.

7. Policies--The Board of Directors may establish policies, in consonance with the rules and regulations of Rotary International, for the conduct of club affairs. All policies, once established, shall be dated and placed in a policy manual available to club members. Policies and by-laws shall be reviewed by each incoming Board of Directors at its first organizational meeting and shall, if approved, be readopted.

8. Procedure--No resolution or motion to commit this club on any matter shall be considered by the club until the Board of Directors has considered it. Any resolution or motion offered at a club meeting without having been considered by the Board of Directors shall, without further discussion, be referred to the Board of Directors for consideration. All meetings of the Board of Directors shall be conducted in accord with the parliamentary procedure established in Robert's Rules of Order.

Article VII Officers

1. Election of Directors and Officers

a. Nominations--By October 15 of each year, the President shall appoint a nominating committee, composed of five members of the club, at least one of whom shall be a past president of the club. The nominating committee shall prepare a proposed slate of directors and officers to be presented at a regular club meeting no later than the last meeting in November of each year.

b. Election--At the first regular meeting in December, the election of officers and directors shall take place. The president or presiding officer shall again

present the nominating committee's report and ask for additional nominations by members of the club for president-elect, vice-president, secretary, treasurer, and directors.

c. Voting Procedure--Balloting by members shall be by voice vote, or if called for following a motion made by a member and a plurality of members present approving, by secret ballot. The candidates receiving the majority of the votes shall be declared elected to their respective offices and shall assume their offices on July 1 of the following year.

2. Duties of Officers

a. President—It shall be the duty of the president to preside at meetings of the club and the Board of Directors and to perform such other duties as ordinarily pertain to the office of president. The president shall be an *ex officio* member of all committees.

b. President-elect—It shall be the duty of the president-elect to serve as a member of the board of directors, to preside over meetings in the absence of the president, and to perform such other duties as may be prescribed by the president or the board.

c. Vice-president—It shall be the duty of the vice-president to preside at meetings in the absence of the president and the president-elect and to perform such other duties as ordinarily pertain to the office of vice-president.

d. Secretary—It shall be the duty of the secretary to keep the records of the club including membership, attendance at meetings, and other such records as prescribed by Rotary International and as described in the secretary's manual. The secretary shall also maintain a consolidated manual of all policies of the board of directors and shall promulgate new and revised policies in a timely manner to the membership. The secretary shall also record the minutes of the annual club meeting and the board of directors' meetings and shall prepare reports required by Rotary International. He/she shall also perform such other duties as usually pertain to the office of secretary.

e. Treasurer—It shall be the duty of the treasurer to have custody of all funds, to account for the funds at each regular meeting of the Board of Directors and annually to the club and to perform such other duties as usually pertain to the office of treasurer. Upon retirement, the treasurer shall pass all of his/her documents to the incoming treasurer.

f. Sergeant-at-arms—It shall be the duty of the sergeant-at-arms to be responsible for all club property, to coordinate with the site manager all items,

including food, needed for each meeting, to organize all weekly fund-raisers and to perform such other duties as usually pertain to the sergeant-at-arms.

Article VIII Committees

1. Formation—The president shall, subject to the approval of the board, appoint all members of the standing committees shown below. Each member's term on a committee shall be for one year or less if terminated by action of the Board of Directors.

2. Standing Committees--Standing committees shall be as follows:

- Club Service committee
- Vocational Service committee
- Community Service committee
- International Service committee
- Sergeant-at-arms committee

3. Composition--Each standing committee shall consist of a chairperson, who shall be a member of the Board of Directors, and not fewer than two additional members of the club. Where feasible and practical, committee membership should provide for continuity by appointing one or more members for a second term.

4. Responsibilities--The five standing committees shall devise and carry into effect plans to guide and assist the members of this club in discharging the responsibilities for club, vocational, community and international service. The chair of each committee shall be responsible for regular meetings of the committee and shall report to the Board of Directors on all activities.

Each committee shall transact such business as referred to it by the president and the Board of Directors. Except where special authority is given by the Board, such committees shall undertake no action until a report has been made to the Board and approved by the Board.

5. Sub-committees--The president shall, subject to the approval of the Board of Directors, also appoint such committees on particular phases of club service, vocational service, community service and international service as deemed necessary.

Article IX Fees and Dues

1. Admission Fee--The Board at its initial meeting shall establish the admission fee for that year, and the fee must be paid before an applicant can be inducted as a member. A portion of each admission fee as established by the Board shall be forwarded to The Rotary International Foundation. The Board of Directors may waive the admission fee for returning or transferring members.

2. Membership Dues--Membership dues shall be invoiced quarterly on the first day of July, October, January, and April. Dues shall be established by the Board each year and shall include a member's subscription to The Rotarian magazine and costs for breakfast.

Article X Amendments

These by-laws may be amended at any regular club meeting, provided that notice of any proposed amendment shall have been mailed to each member at least ten days before such meeting. A two-thirds vote of all members present is required to pass an amendment. No amendment can be made that is not in harmony with the club constitution and the constitution and by-laws of Rotary International.

These by-laws are effective December 5, 2012 and supersede all previously established by-laws and amendments. Voted upon and accepted by the membership at a regular meeting of The Rotary Club of Skidaway Island on the 5th day of December, 2012.

SECTION II--MEMBERSHIP

Prospective Members

STATEMENT OF POLICY: The Club, in recruiting and accepting members, will not discriminate on the basis of race, sex, religion, national origin or sexual orientation. Prospective members include all adult members of the community, active and retired members of the business and professional community and citizens from other walks of life, all of whom must have high ethical standards and express a willingness to join fellow Rotarians in "Service Above Self."

Membership Types

STATEMENT OF POLICY: In accordance with Rotary International procedures, the club shall recognize the following membership types and the attendance requirements associated with the membership:

Active: During each half of the Rotary years, active members must attend at least 60% of club meetings, 40% of which must be at the club's regular meetings, 20% of which may be make-ups. Failure to adhere to these attendance requirements may result in membership termination. (See Note #1)

Active members must also attend or make-up at least once during any four week period. Unless otherwise excused by the board for good and sufficient reason, each member that fails to attend or make-up four consecutive regular meetings shall be informed by the secretary that the member's non-attendance may be considered a request to terminate membership in the club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Active Exempt: Those members whose age and years in a Rotary club total 85 or more may have their membership listed as Active Exempt. Active Exempt members are exempt from attendance requirements but remain responsible to pay for Rotary dues and meals.

Honorary: From time to time the Board may confer an honorary membership. Persons so honored should not be active members of the club. Reasons for conferring such a membership may include exceptional past service, involvement in special projects without being an active member of the club, or recognition for exceptional contributions to the community, apart from Rotary projects. The foregoing reasons are examples and are not meant to be exclusive. Honorary members have no attendance or financial requirements.

Note #1: Make-ups. Making-up missed meetings at another Rotary club in the US or abroad is highly encouraged as doing so enables members to meet new

groups of Rotarians, observe how other clubs operate, and share information about our Club. A member may receive attendance credit, if within 14 days of a missed meeting; the member participates in any of the following:

1. Attends a meeting of another Rotary club.
2. Participates in a club-sponsored event or service project.
3. Attends a Skidaway Island Club board meeting or a service committee meeting authorized by the board.
4. Participates in an E-club meeting for at least 30 minutes.
5. Attends a District Conference, District Assembly or District Committee meeting (at the request of the District Governor).
6. Attends an RI committee meeting, RI convention, or Rotary Institute.

Leaves of Absence

STATEMENT OF POLICY: A member in good standing may request a leave of absence (LOA) by completing an LOA request form available from the secretary and submitting it to the club secretary. During the term of an approved LOA the member is excused from attendance requirements.

Billing: During the term of an LOA, a member will continue to be billed for and is responsible for the payment of dues and the cost of the weekly meal. However, on the quarterly billing statement following the member's return from an LOA, the member will receive a credit of \$8.00 for each regular meeting missed or a full meal credit for each meeting made up at another club. Any difference between the cost of the meal at the Skidaway Island club and the member's reimbursement credit is applied to the fixed cost of the weekly meetings.

Leaves of two to six months: The Board shall entertain requests for a LOA for periods of no less than two months and no more than six months. For members needing an LOA for a period exceeding six months, resigning and rejoining at a later date may be an attractive option; there is no charge for a former Rotarian to rejoin the club. When an approved LOA expires, the member may apply for an extension for no more than six months, though each request is subject to Board approval.

Types of Requests: The following types of requests are normally approved by the board secretary without board consideration:

1. Extended stay at a second home.
2. Business pressures
3. Medical issues for self or family.

Requests involving reasons other than the above will be reviewed by the Board and will be subject to board approval.

Membership Development

STATEMENT OF POLICY: The Board wishes to recruit responsible members of the community as members of the club. Likewise, the Board realizes its responsibility to orient and develop each member's interests and potential as a contributing member of the club. Accordingly, the Board will establish programs in each of the following areas:

1. Recruitment of new members
2. Orientation of new members
3. Integration of new members into club projects and activities.

SECTION III--ADMINISTRATION

By-law and Policy Review

STATEMENT OF POLICY: To effectively conduct the affairs and business of The Rotary Club of Skidaway Island, the board has established policies, consonant with the club's by-laws.

While yearly changes to the by-laws are not anticipated, the board recognizes that there should be at least a yearly review of the by-laws, this to ensure the continued currency of the by-laws being in harmony with the club's practices and with directives from Rotary International.

Policies, on the other hand, being the working operational documents of the board, may be changed as the need arises. Accordingly, at the first organizational meeting each year of a new board, the board will review and formally readopt the policies of the previous board. During the course of the Rotary year, the board may adopt new and revised policies. To ensure that any new or revised policy receives due consideration, a policy, in writing, must be presented at a formal board meeting at least fourteen days before the policy may be adopted at a subsequent board meeting.

Duties of the President

STATEMENT OF POLICY: Because the president of each Rotary club changes annually, the board has enumerated the following catalogue of duties normally completed by the president. The listing is not intended to totally inclusive.

1. Ensure compliance with the Club's by-laws and policies.
2. Attend the District Conference and other important district meetings.
3. Extend an invitation to the District Governor to visit our club.
4. Ensure that the President-elect attends the President-elect Training (PETS).
5. Conduct the weekly meetings according to the format prescribed in the by-laws.
6. Maintain oversight over all standing committees and sub-committees and serve as an ex officio member of the committees.
7. Communicate district priorities and important information to the board and to the club.
8. Serve as the club's official spokesperson to the public.

Club Secretary

STATEMENT OF POLICY: The Board of Directors assigns to the Secretary the following responsibilities:

1. Keep the records of membership.
2. Record the attendance at meetings.
3. Record and preserve the minutes of Board meetings.
4. Make the required reports to the District Governor and to RI, including the semi-annual reports.
5. Maintain an up-to-date By-laws and Policy Manual, and insure that incoming board members receive an up-to-date manual.
6. Pass to the successor Secretary all club records.
7. Serve as the archivist for the club, maintaining all records of historical importance.

Management of Files and Records

Club Treasurer

STATEMENT OF POLICY: The Board of Directors assigns to the Treasurer the following responsibilities:

1. Have custody of all funds.
2. Present at each regular Board meeting an accounting of the assets and liabilities of the club.
3. Present annually to the membership and at any other time upon demand of the Board an accounting of the assets and liabilities of the club.
4. Pass to the successor secretary or to the president all funds, books of accounts, and any other club property.

Meeting Site and Notifications

STATEMENT OF POLICY: The board shall adhere to the following provisions in establishing a meeting site:

1 ***Regular Meetings.*** All regular meetings of the club shall be held at The Plantation Club Ballroom on Wednesdays at 7:15 a.m. Any change in location should be published by the president, or his assignee, to the members at least seven days before the meeting date. For the benefit of visitors, when a location

has been changed, a notice of the new location will be posted by the sergeant-at-arms on the entry doors to The Plantation Club.

2. **Monthly Board Meetings.** Notice of the time and location of regular monthly Board meetings will be published to members at least fourteen days prior to the meeting. Members wishing to have an item placed on the agenda or speak to the Board should submit the item/request at least seven days prior to the regular meeting. All members are welcome to attend board meetings.

3. **Special Board Meetings.** The time and location of special Board meetings, when called in accordance with the by-laws, shall be announced by the President or the President's designee.

Awards and Gifts

STATEMENT OF POLICY: To recognize our speakers and those members making a significant contribution to the work and success of the club, the following shall apply:

1. **Speakers**—Each speaker at a regular club meeting will receive a gift. \$550 yearly shall be budgeted for such gifts. The President shall determine the type of gift to be given during his/her term of office.
2. **Awards to Members**—The President may select those club members that have, in his/her estimation, contributed above and beyond to the success of the club. Moneys for the purchase of plaques or other appropriate recognition awards shall be budgeted in the club's supply budget.

Privacy Protection--E-mail Privileges

STATEMENT OF POLICY: The Board recognizes that in the 21st Century, a person's privacy is easily compromised through publication of e-mail addresses. Therefore, the Board will make every effort to protect e-mail addresses and to avoid the indiscriminate use of the addresses by non-authorized sources. The following principles shall apply to the publication and use of e-mail addresses:

1. Every member will be given an opportunity to allow or deny publication of his/her e-mail address in official club directories.
2. Any member's request to refrain from publishing his/her e-mail address will be honored.
3. Official e-mail from the club will include the weekly bulletin provided by the Club Bulletin Committee.
4. All other e-mail sent to the distribution list of members must in each case be approved by the President.

SECTION IV--FINANCE

General Information and Requirements

STATEMENT OF POLICY: The Board requires the finances of the club to be accounted for in a professional manner. The following provisions shall apply:

Fiscal Year--The fiscal year of this club shall extend from 1 July through 30 June.

Accounting Records--The treasurer shall maintain a record of all receipts and disbursements according to established accounting principles.

Bonding--Officers having charge or control of funds may be bonded by the board with the cost of the bond to be borne by the board.

Audit—Annually, a thorough review of all financial transactions shall be made of the club's financial records by a certified public accountant or other qualified person.

Budgeting Procedure

STATEMENT OF POLICY: Prior to the beginning of each fiscal year, the treasurer-elect, shall, in cooperation with the president-elect, prepare a preliminary budget of estimated income and estimated expenditures for the year. The preliminary budget shall be presented in June to the incoming board for changes and approval. The budget as approved shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

Fees and Dues

STATEMENT OF POLICY: The Board establishes the following fees and dues and, as part of its fiscal responsibility, shall review the following items annually.

Admission Fee--Each first-time Rotarian applicant for membership must, before becoming a member, pay an admission fee of \$150, \$100 of which is submitted to the RI Foundation to establish a Paul Harris account in the name of the new member. Former or transferring Rotarians are exempt from all admission fees.

Membership Dues--Membership dues is established as \$140 annually payable in quarterly increments of \$35.00 with billing to be promulgated on or about the first day of July, October, January and April.

The Rotarian Subscription: Three dollars of each quarterly membership dues shall be applied to each member's subscription to The Rotarian magazine and the collective subscription fees shall be paid to RI on July 1 and January 1 of each year. The amount submitted to RI shall be based on the membership of the club on the submission date.

Medical Equipment Transport Service (METS): The contribution to METS shall be paid as part of budgeted District Dues.

Meal Cost—The cost for 13 weeks of meals at a weekly cost of \$11.00/meal shall be added to the quarterly billing statement. Costs of meals for persons on leave of absence (LOA) shall be as specified under the membership policy for LOA

Credit for Make-up--When a member makes-up at another Rotary club and pays for a meal; he/she will receive a meal cost, as above, credit in the billing for the following quarter. The secretary, upon receiving the make-up card, will give the member credit for attendance and, prior to the quarterly statements prepared by the treasurer, will notify the treasurer, in writing, of members earning make-up credit.

Cash Management

STATEMENT OF POLICY: The Board establishes the following procedures to ensure the proper management of cash:

Deposits—The treasurer shall deposit all funds of the club in a bank to be designated by the Board.

Disbursements--All bills shall be paid only by check written by the treasurer upon presentation of a voucher or receipt presented by a member of the Board of Directors.

Authorized Signatures—Authorized signatures are the treasurer, the club president, and one other board member to be named annually.

Fund-raising Receipts--The treasurer or chairperson of each fund-raising event shall submit to the club treasurer a summary financial report of the receipts and expenditures and all cash and checks for the funds raised.

Gifts and Bequests

STATEMENT OF POLICY: The board establishes the following procedures for the receipt of gifts and bequests:

Gifts--The Board will, through the Secretary or other designate, acknowledge with a personal letter, all monetary gifts or items of value that are contributed to the general fund of the Club or to an individual project of the club.

Bequests—In accepting bequests, the Board will attempt to use the bequests as designated. However, should it be impossible or unsuitable for the use of the bequest exactly as designated, the Board will attempt to honor the intent of the person making the bequest.

Travel and Other Expenses

STATEMENT OF POLICY: The board may authorize payment of travel and related expenses for officers and members to participate in training, conventions and other activities sponsored by the Rotary Club, Rotary District or Rotary International. All requests for travel expenses to be reimbursed must be approved by the Board prior to the start of travel.

The board also authorizes the purchase of office supplies, software, and other items needed particularly by the secretary and treasurer.

The board secretary and treasurer shall have their breakfast costs waived while they are in office, this in recognition of the additional time needed in the completion of their responsibilities.

Officers and members receiving approval for reimbursement must submit receipts to the treasurer.

Tax Exempt Status

STATEMENT OF POLICY: Because the club is not an approved 501 (c) 3 charity under the IRS code, the board, in accepting contributions and gifts to its projects, may employ the services of the Savannah Community Foundation. Donors may designate gifts to the club to be channeled through the Savannah Community Foundation so that the gift-giver will be able to gain credit for IRS purposes.

SECTION V—ACTIVITIES

Fund Raising

STATEMENT OF POLICY: The board must approve all fund raising activities, and all fund raising is subject to the following:

Chair of Event—The chair of each fund raising event will be appointed by the president with the approval of the board.

Fund Raising Receipts—The chair of each fund raising event shall submit to the club treasurer a summary financial report of the receipts and expenditures and a check for the funds raised.

Funds for Vocational, International and Community Service—The board authorizes the following fund-raisers:

1. Fall Festival and Spring Fling—On the day of and prior to the event, club members are encouraged to sell food products and raffle tickets.
2. Major February/March Fund Raiser—A thematic community event normally held in the Plantation Club ballroom. This may change in scope and timing with board approval
3. Other—New fund-raising events that may become pertinent and approved by the board

Matching Grant Funds—The board approves of the collection of money weekly as part of the “50/50” golf ball raffle. The money distributed to members whose raffle number is drawn will not exceed \$75 weekly. Funds collected will be available for matching member contributions to local charities (up to \$250). Members must complete an application for the matching grant.

Member Solicitation of Funds at Meetings—Often club members are part of another charitable community organization in need of funds. The board strictly forbids, at a regular meeting of the club, any member’s solicitation of funds for an organization or cause not sanctioned by the board. Members seeking to raise funds for a community charity not sanctioned by the club should direct their request for consideration to the board president.

Allocations

STATEMENT OF POLICY: The Board has set as its priorities in allocating charitable funds the following areas:

Literacy
Leadership
Health

The Allocation committee is charged with evaluating all requests for funding and is to be guided by the board's priorities in bringing recommendations to the board. No funds may be promised to any organization until approved by the board.

After funds have been disbursed to an approved charitable organization, the Allocation committee is responsible with making an on-site visit to the charity, the specific purpose being to determine if the donated funds are being effectively employed.

Rotary International Foundation

STATEMENT OF POLICY:The Board is committed to active participation in the outreach program of the Rotary International Foundation. Accordingly, the Board encourages participation of each member in the following programs:

- 1. Every Member/Every Year (EREY)**—Members may be encouraged to contribute \$25 per quarter, as an add-on to the dues for that quarter.
- 2. Paul Harris Fellow (PHF)**—Members may be encouraged to contribute \$1000 to become a Paul Harris Fellow. Once a member is designated a Paul Harris Fellow, he/she may contribute to have another person, a member or non-member of the club, to become a Paul Harris Fellow. A member may also make additional contributions to become a multiple Paul Harris Fellow. The use of PHF "club points" is at the discretion of the President for award/recognition of a member's significant service to the club or to match a member's contribution (up to 250 points) for the purpose of moving a member to the next PHF level.

District Fund Raisers

STATEMENT OF POLICY: When the District establishes a fund-raiser and seeks participation from all the clubs in the district, the Board shall weigh the merits of the charity designated for the funds as well as the fit of the District fund-raiser with the fund-raising scheduled by the Club.

- 1. CART Fund (Coins for Alzheimer's Research Trust)**--The board approves of the collection of "Happy Dollars" weekly. Funds collected will be given to the District for the CART Fund, a fund established to contribute for research on the causes and cures for Alzheimer's disease.

2. Medical Equipment Transport Services (METS)—The board approves a yearly contribution, from member dues, of \$15 to the district METS program and the participation of club members in working at the METS warehouse. The treasurer is authorized to make payment to the district semi-annually in equal installments.

Georgia Rotary Student Program (GRSP)

STATEMENT OF POLICY:The Board wishes the Club to be an active participant in the Georgia Rotary Student Program that brings to a college in Georgia an international student for one academic year. When the Club cannot bear the total cost for sponsorship of a student, it shall work cooperatively with other Savannah-area Rotary Clubs in financing and selecting a student each year.

Youth Programs

STATEMENT OF POLICY:The Board places a heavy emphasis upon the development of leadership skills in our youth. Following is a list of sanctioned youth programs. For those programs currently viable, the board will each year, in establishing a budget, give due recognition to the programs.

Interact
Rotaract
Rotary Youth Leadership Award (RYLA)
High School Speech Contest

SECTION VI--COMMITTEE MISSIONS

Club Service Committee

Vocational Service Committee

Community Service Committee

International Service Committee

Sergeant-at-arms Committee

Club Service Committee

STATEMENT OF POLICY: The club service committee will assist the members in discharging their responsibilities in matters relating to club service.

Responsibilities:

(a) Attendance Committee

1. Devise means for encouraging attendance at all Rotary meeting—including attendance at district conferences, intercity meetings, regional conferences and at regular meeting of this club and at regular meetings of other clubs when unable to attend meeting of this club.
2. Keep all members informed on attendance requirements.
3. Promote better incentives for good attendance.
4. Seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

(b) Classifications Committee

1. Make a classification survey of the community as early as possible, but no later than 31 August of each year.
2. Compile from the survey a roster of filled and unfilled classifications, applying the classification principle.
3. Review, where necessary, existing classifications represented in the club
4. Counsel with the Board on all classification problems.

(c) Club Bulletin Committee/Website Committee

1. Endeavor through the publishing of a weekly club bulletin to stimulate interest and improve attendance.

2. Announce the program of the forthcoming meeting.
3. Relate highlights of the previous meeting.
4. Promote fellowship.
5. Contribute to the Rotary education of all members.
6. Report news of the club, of its members and of the worldwide Rotary program.
7. Maintain the club's website at skidawayrotary.org so that information is current and features items such as club projects, fundraising events, charitable allocations and the like.

(d) Fellowship Activities Committee

1. Promote acquaintance and friendship among the members.
2. Promote participation by members in organized Rotary recreational and social activities.
3. Work in pursuance of the general object of the club as may be assigned by the president or the board.

(e) Membership Committee

1. Consider all proposals for membership from the personal side and thoroughly investigate the character, business, social, and community standing and general eligibility of all persons proposed for membership
2. Report all decisions on applications to the Board.
3. Review continually the club roster of filled and unfilled classifications.
4. Take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.

(f) Program Committee

1. Prepare and arrange the programs for the regular and special meetings of the club.

(g) Public Relations Committee

1. Devise and carry into effect plans to give the public general information about Rotary, its history, object, and scope.
2. Secure proper publicity for the club.

(j) Rotary Information Committee

1. Inform prospective members about the privileges and responsibilities of Rotary Club membership.
2. Keep members informed about the history, object, and activities of Rotary at all levels.
3. Oversee the orientation of new members during their first year in the club.

(k) Greeter Committee

1. To establish a friendly approach to members and visiting Rotarians as they enter the meeting site

Vocational Service Committee

STATEMENT OF POLICY: The vocational service committee will devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in the area of vocational relationships.

Responsibilities:

- 1) Supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service, for example:
 - a) The DeRenne Partnership and its component parts—Junior Achievement, Dictionaries, Career Days, Learning/computer Center, tutoring and other areas needed by the DeRenne Middle School.
 - b) The Pulaski Partnership and its component parts—Junior Achievement, Dictionary program.
 - c) Rotary Youth Leadership Awards (RYLA)
 - d) High School Speech Contest
 - e) Interact Club
 - f) Rotaract Club

Community Service Committee

STATEMENT OF POLICY: The community service committee will devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in their community relationship.

Responsibilities:

(a) Fund Raising Committee

Develop and carry out board approved fund raising activities

(b) Allocations Committee

1. Solicit Requests for Funding from local (non religious) community charitable organizations that provide services in keeping with the board's stated charitable priorities.
2. Evaluate the requests and bring recommendations for funding to the board for discussion and approval.
3. Follow-up, once disbursements have been made, to determine if the funds are being used for the purpose allocated.

(c) Opportunity Committee

Develop opportunities for service in community charitable organizations, promulgate the opportunities to club members, and enlist volunteers.

(1) Environmental Protection Committee

Guide and assist the members of this club in monitoring and improving the quality of the community's environment.

(2) Partners in Service Committee

Guide and assist members in building relationships with other Rotary-sponsored organizations and Rotary Clubs within the community.

International Service Committee

STATEMENT OF POLICY: To devise and carry into effect plans that will guide and assist the members of this club in discharging their responsibilities in matters relating to international service.

Responsibilities:

- 1) Be responsible for the international service activities.
- 2) Strive for multiple club involvement in international projects.
- 3) Supervise and coordinate the work of any committees that may be appointed on particular phases of international service, for example:
 - a) Matenwa Project and development of the learning center
 - b) Group Study Exchange
 - c) Polio Plus
 - d) Paul Harris Fellowships
 - e) GRSP
 - f) METS
- 4) Identify possible international needs, request Club funding, and allocate funds as authorized by the Board

Sergeant-at-arms Committee

STATEMENT OF POLICY: The sergeant-at-arms committee will devise and carry out plans that will insure an orderly meeting site and that will add to the members' rapport with their fellow members.

The Board designates the sergeant-at-arms to act as the coordinator between the club and the Manager of The Plantation Club. All requests for facility usage, equipment needs, and menu items should be directed to the coordinator. The

name of the coordinator shall be published to the members so that all member comments regarding equipment, service, or menu items may be addressed to the management in an organized and coherent fashion. The sergeant-at-arms must also notify The Plantation Club manager of the cancellation of any meeting and, on the day of the cancellation, post a notice of cancellation or alternate meeting site on the Plantation Club entry door .

Weekly Responsibilities:

1. Prior to the start of each meeting, by 7:10 a.m., ensure that banners, bell and flags are in place. Ensure that stairs are in place and sound equipment and wireless Internet are working properly.
2. Carry-out any fund-raising activities during the meetings including the selling of weekly raffle tickets and conducting the raffle.
3. Devise procedures for member recognition at meetings.
4. Following the meeting, return banners, bell and flags and other Rotary items to storage.
5. Maintain in an orderly manner the Rotary closet at the Plantation Club.
6. Communicate with the meal provider regarding the price/menu selection/quality/and quantity of the meals served.

SECTION VII--FACILITIES

Meeting Site

STATEMENT OF POLICY:The board shall adhere to the following provisions in establishing a meeting site:

1 ***Regular Meetings.*** All regular meetings of the club shall be held at The Plantation Club Ballroom on Wednesdays at 7:15 a.m. Any change in location should be published to the members at least seven days before the meeting date. For the benefit of visitors, when a location has been changed, a notice of the new location will be posted on the entry doors to The Plantation Club.

2. ***Monthly Board Meetings.*** Notice of the time and location of regular monthly Board meetings will be published to members at least fourteen days prior to the meeting. Members wishing to have an item placed on the agenda or speak to the Board should submit the item/request at least seven days prior to the regular meeting. All members are welcome to attend board meetings.

3. ***Special Board Meetings.*** The time and location of special Board meetings, when called in accordance with the by-laws, shall be announced by the President

Coordination with Site Owner/Manager

STATEMENT OF POLICY: The Board designates the sergeant-at-arms to act as the coordinator between the club and the Manager of The Plantation Club. All requests for facility usage, equipment needs, and menu items should be directed to the coordinator. The name of the coordinator shall be published to the members so that all member comments regarding equipment, service, or menu items may be addressed to the management in an organized and coherent fashion. The sergeant-at-arms must also notify The Plantation Club manager of the cancellation of any meeting.

Weekly Meeting Set-up

STATEMENT OF POLICY: The Board charges the sergeant-at-arms committee with the responsibility of setting up the meeting room each week. Appropriate set-up includes prominent display of the American flag, club banners, and podium with microphone and bell. All should be in readiness by 7:10 a.m. for an orderly start to the 7:15 a.m. social period.

The sergeant-at-arms committee is also in charge of selling the weekly "50/50" matching funds raffle tickets, conducting the raffle drawing and soliciting "Happy Dollars" for the CART fund.

These Policies are effective July 1, 2012 and supersede all previously established Policies and amendments. Voted upon and accepted by the board at a Board of Directors meeting of The Rotary Club of Skidaway Island on the 9th day of July, 2012.