

Oakland Rotary Club Policy Manual

April 2017

These policies are consistent with and do not supersede or replace the requirements established in the Constitution and Bylaws of the Oakland Rotary Club

1. Definitions and Abbreviations

For the purposes of this Policy Manual, the following have these meanings:

- 1.1 ORC means Oakland Rotary Club
- 1.2 ORE means Oakland Rotary Endowment
- 1.3 Board means Board of Directors of ORC
- 1.4 ORD means Oakland Rotary Development LLC
- 1.5 RI means Rotary International
- 1.6 EC means Executive Committee
- 1.7 Extraordinary Grant Request means a funding request that exceeds the program scope or funding capacity of an ORC committee to approve the grant request during the current fiscal year.
- 1.8 District means Rotary District 5170

2. General Administration

2.1 Financial Oversight

An annual compilation of the ORC finances is required.

2.2 HOPE Administrative Support by the ORC

The ORE, ORD, and ORC's Help Oakland Pupils Excel (HOPE) project must pay an appropriate amount for ORC staff administrative support, as determined by the board.

2.3 Employee Policies

The ORC will comply with all laws and regulations applicable to the organization and its employees. An Employee Policies Handbook shall be available to all employees.

2.4 Youth Protection

ORC members working with youth must adhere to Youth Protection Policies and Abuse and Harassment Prevention Policies of RI, as published by the district.

2.5 ORC Roster

The ORC roster shall be produced in a printed and bound format annually. An electronic version shall be made available semi-annually.

2.6 Student Labor

ORD will not pay students working on an ORD project.

2.7 Executive Committee

Oakland Rotary Club Policy Manual

April 2017

The Executive Committee, consisting of the Executive Director, ORC President, ORC President-Elect, and (once selected by the ORC membership) ORC President Elect-Elect, shall meet on a regular basis (in person or by telephone) to address operational issues of the ORC, ORE and ORD. The EC also may identify issues that warrant review by the board or the ORE trustees, or both.

3. Committees

3.1 Budgeted but Unused Funds

A committee budget for the coming fiscal year will be determined by the President, in consultation with the board, after review of the committee's written business plan or equivalent information that details specific program needs for the coming fiscal year. Unused funds from the current fiscal year are not carried over to the next year.

3.2 Procedure for Extraordinary Grant Requests – The person or entity requesting the grant submits the funding request to the appropriate ORC committee. If the funding request is extraordinary it shall be directed to the board for review and action by one of the following: the committee chair, the committee director- liaison, the ORC Executive Director, or the ORC President. The board shall consider the funding request within 60 days of receipt by the board of the written or electronic communication of the request. The decision of the board shall be communicated by the board director-liaison to the committee.

4. Conflict of Interest

4.1. Definition

A conflict of interest arises whenever the personal or professional interest of a board member is potentially at odds with the best interests of the ORC, ORE, or ORD. The ORC will avoid even the appearance of a conflict of interest whenever possible.

4.2. Rotarians Doing Business with ORC

Individuals and businesses that are qualified to provide goods and services to the ORC often are members. Therefore, on occasion, a member may be commercially engaged by the ORC to provide professional services, office supplies and equipment, or other items. Because these situations involve potential conflict of interest, the following procedures apply.

- a. If an issue to be decided by the board involves a potential conflict of interest for a board member, it is the responsibility of the board member to:
 - (1) Identify the potential conflict of interest.
 - (2) Recuse him/herself from discussion of the program or motion being considered and leave the room.
 - (3) Not vote on the issue/motion.
- b. Concerning potential conflicts of interest, it is the responsibility of the board to:

Oakland Rotary Club Policy Manual

April 2017

- (1) Decide to hire or contract with a board member only if they are the best qualified individual available, and they are willing to provide the goods or services needed at the best price.
- (2) Record in the minutes of the board meeting the disclosure of potential conflict of interest, the fact that the member recused himself or herself, left the room and did not vote.
- (3) Make findings to show that the decision was based on the criteria listed above.

4.3 Board Member Compensation

Although it is not a conflict of interest to reimburse board members for expenses incurred (such as the purchase of an approved committee expense), board members are prohibited by law from being paid for serving on the board.

5. Dues and Fees

5.1 Discounted and Reduced Dues for Senior Members and Past Presidents and Offers of Honorary Memberships

Members who are 65 years or older may pay their dues at the designated senior discount rate. In addition, the board may decide on the following:

- a. Permanent dues reduction for a Past President who moves outside of the Bay Area.
- b. *To offer an honorary membership to a current member who is more than 90 years old and who has 20 years of membership in the ORC. **

5.2 Deferred Dues

A member may defer payment of club dues for six months upon the approval of a payment plan filed with the Executive Director and approved by the EC.

5.3 Delinquent Dues

A member whose dues are delinquent at the end of a quarter and who does not have an approved payment plan pursuant to Section 5.2 will be immediately sent a letter asking him/her to settle his/her account. A member may be terminated for non-payment of dues upon action of the board.

5.4 Waiver of Application Fee

The ORC will waive application fees in the following situations:

- a. A member who resigns and then rejoins no later than one year after resignation
- b. A new member who applies to the ORC within 6 months of being a member in good standing of another Rotary Club.

6. Expenses and In-Kind Donations

6.1. Entertainment Expenses

Oakland Rotary Club Policy Manual

April 2017

Social events and functions shall be self-supporting. If reservations are cancelled after the designated cancellation date which is three days before the event, (if the event organizer has not designated a cancellation notice requirement), no refund will be made.

6.2 Food and Beverage Expenses

Members are required to pay for lunch or beverages prior to consuming.

6.3 In-Kind Donations

The boards of ORC, ORE, or ORD, as the case may be, will decide whether to accept a donation that is not cash and the applicable board reserves the right to refuse an offer of a donation. Factors to consider will include the ease of converting the offered asset to cash, the usefulness of the offered asset if not converted to cash, and the burdens, if any, to the ORC, ORE or ORD in using, storing and disposing of the asset.

7. Membership – Individual, Corporate and Honorary

7.1. Individual Membership

An individual may apply for an individual membership. An individual membership is not transferable. Dues are invoiced semi-annually at the individual membership rate approved by the board.

7.2 Corporate Membership

- a. A business, nonprofit organization, educational institution or other organization, may apply for a corporate membership, with two or more named individuals as the corporate representatives. Generally, the President, CEO, or other lead executive is the primary member representative, with another executive or senior leader serving as the secondary member representative.
- b. Each initial member representative must pay the standard application fee. However, the corporation may replace a named member representative and will not be required to pay an application fee for the new representative
- c. Dues for a corporate membership are invoiced annually at the corporate rate approved by the board.
- d. Corporate membership representatives have the same privileges, benefits and responsibilities as individual members. For example, they are expected to participate on committees, may hold club leadership positions, will receive Red Badges and Blue Badges, and will give three-minute self-introductions.

7.3 .3 Lunch for a Prospective Member

The Membership Development Committee will pay the cost of one meal per prospective member.

7.4 Gift to New Member

The President will determine the gift to each new member upon induction.

Oakland Rotary Club Policy Manual

April 2017

8. Public Policy, Candidacy

The ORC, ORE, and ORD programs and activities may not advocate for or against a candidate for public office or for any ballot issue, proposed or actual. This includes but is not limited to guest speakers, bell-ringers, Thought for the Day presenters, the *Live Oak* and the ORC website.

9. Fundraising

9.1 Club Calendar

In order to keep club members from being solicited multiple times to support multiple approved fundraising activities, the board shall adopt an annual calendar that includes approved fundraising activities:

- a. Annual Fundraising Event
- b. Rotary International Foundation Campaign
- c. Feed the Hungry Campaign
- d. Oakland Rotary Endowment Campaign

9.2 Committee Fundraising

- a. Meetings, Live Oak, email

A committee may not raise funds from ORC members during meetings (from the floor, with flyers on tables, or at the podium) or by other means such as the *Live Oak*, email, or regular mail without the prior consent of the board.

b. Outside Funding - If an ORC committee determines that a project will benefit from outside funding it will submit an Outside Funding Request Form to the EC, for submission to the board for its review and determination.

The Outside Funding Request Form will include the following:

- *Sponsoring ORC committee*
- *Project Name*
- *Project Purpose*
- *Date committee authorized seeking outside funding*
- *Sponsoring committee member responsible for applying to donors and reporting to donors and board. If that member becomes unavailable, the committee chair will assume the responsibility*
- *Currently identified outside funding source(s)*
- *State why donors will be interested and how they will be solicited*
- *Identify any potential conflicts with ORC or ORE current fundraising activities*
- *A line to indicate approval or disapproval by the board*
- *A line to indicate date of the board decision*

Oakland Rotary Club Policy Manual

April 2017

All committees approved for outside funding will adhere to the following guidelines:

- ✓ *No solicitation for personal donations from ORC members is allowed, however ORC members may choose of their own accord to make directed contributions to ORE for specific projects.*
- ✓ *To ensure that ORC and ORE are presented to outsider funders in a consistent way, applications and reports must be submitted to the EC for review before filing.*
- ✓ *The sponsoring committee member must coordinate with the Executive Director to have grant requests, approvals, and reports saved in ORC records.*
- ✓ *If ORC member employers or ORC member owned companies are being considered as potential donors, the committee must specify in the request how the solicitation will ensure maintenance of general ORE donations and club cohesion.*
- ✓ *The board must pre-approve request for outside funding prior to any solicitation.*
- ✓ *All solicitation for outside funding must be for a specific, board approved ORC committee project.*
- ✓ *Donations can made to ORE or to The Rotary Foundation (District or International) in the name of the project*

*Funding can be in the form of cash or in the case of other Rotary clubs, donated DDF ***

9.3 Speakers

A speaker may not ask for donations to the speaker's organization or another organization the speaker supports. A speaker may not sell tickets to a non-Rotary event. A speaker may make books available for purchase at the end of a meeting. A speaker may distribute flyers and informational materials at the discretion of the President.

9.4 Bellringers

A bellringer announcement may not solicit funds for any purpose.

10. Publicity

10.1 Non-Rotary Events Publicity Policy

A member may not promote or solicit funds in any manner for an event or organization other than one connected to the ORC, ORE, ORD, the District or RI-except as allowed under policy 11.3 below. This rule covers regular club meetings, committee meetings, outside ORC events, Live Oak, email and the ORC website.

10.2 Bellringer Announcement

Regardless of policy 11.1, a member may make a one-sentence announcement.

10.3 Meeting Sponsorship

Oakland Rotary Club Policy Manual

April 2017

An ORC member may sponsor a meeting and will pay the designated meeting sponsorship fee. A meeting sponsor has three minutes at the podium to promote the sponsor's business or another organization the sponsor supports. Sponsors may not promote political or candidate campaigns. A non-profit may promote an upcoming event such as a fundraiser or concert.

10.4 Use of Luncheon Tables

An ORC member may place a flyer or brochure or other objects on the tables at regular meetings if the purpose is to promote:

- a. ORC committee projects
- b. District and RI activities
- c. Area One Rotary Club Events (at the discretion of the President)
- d. Interact Club Announcements (at the discretion of the President)
- e. Public Service Announcements (at the discretion of the President)

10.5 Live Oak

Another Rotary club may post an announcement in the *Live Oak* after first posting to the District calendar and then sending *Live Oak* staff the information and link.

10.6 Broadcast emails to all Members

The following may be broadcast via email to all members:

- a. Major fundraisers and membership events of the ORC/ORE
- b. Press releases about Rotary
- c. High Adventure, Entertainment, and Sports Committee events
- d. Volunteer opportunities managed by the ORC committees
- e. General Announcements of club activities/matters as determined by the EC

*** Section 5.1 b was added by board action on March 22, 2017**

*** * Section 9.2 b was amended by board action on April 27, 2017**