

ROTARY CLUB OF CUPERTINO POLICIES AND PROCEDURES

(Approved on 4/27/2023)

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ROTARY CLUB OF CUPERTINO

POLICIES AND PROCEDURES

100 GOVERNANCE - CLUB

101 BOARD OF DIRECTORS

101.1 GENERAL

POLICY - The Rotary Club of Cupertino (RCoC) will be governed by a Board of Directors (Board) who will manage the financial affairs and set the operational and strategic policies for the Club. The Board of Directors shall be elected by the membership. The governance shall be dictated by the Bylaws, Articles of Incorporation, Policies and Procedures, minutes, and other documents as they pertain to governance and the financial well-being of the organization. In the event of a conflict, the Bylaws take the first precedence and then the other governance documents, in the order listed.

101.2 EXECUTIVE COMMITTEE

POLICY - There may be a standing committee, called the Executive Committee, which will serve at the pleasure of the Board. The Executive Committee will be comprised of the President, President-Elect, President-Elect-Nominee, Chief Financial Officer (CFO), and Strategic Development Officer (SDO).

PROCEDURES

1. The President-Elect and the SDO shall confer with the Board as to whether an Executive Committee would be useful in certain strategic and practical matters for the coming year.
2. The Executive Committee will report its recommendations to the Board. The Board shall discuss options and vote, as appropriate.
3. Responsibilities - to serve at the pleasure of the Board.

101.3 ORGANIZATIONAL STRUCTURE

POLICY - By June 1, the President-Elect shall present to the Board, for their approval, the recommended organizational structure for their Rotary Year. The Organizational Chart is to be posted on ClubRunner©.

101.4 ROLES & RESPONSIBILITIES

POLICY - The Board has the overall responsibility for the governance as well as the strategic and operational management of the Club, including leadership, financial management (budgeting and charitable giving), leadership training, membership growth and retention, fellowship, and overall health and morale.

PROCEDURES

1. **Governance** - The Board is responsible for the oversight of the Club Bylaws and the Club Policies and Procedures.
 - a. The Club Administrator is responsible for maintaining the latest version of both the Club Bylaws and the Club Policies and Procedures and ensuring that the current version of each document is readily available to the membership (typically posted on ClubRunner©).
 - b. Updates to the Club Bylaws require a vote of the membership (per Club Bylaws).
 - c. Updates to the Club Policies and Procedures are voted upon by the Club Board (per Club Bylaws).
2. **Leadership** - The President will lead the Board. The SDO will assist the President with leadership, ensuring that the strategic planning activities are integrated into the Board agendas and activities. The President may request members of the Board of Directors to have other specific responsibilities.
3. **Meetings** - The Board will meet at least quarterly, and potentially monthly, to conduct the business of the Club.
 - a. Attendance – excused absence should be formally requested or noted to the President prior to a Board meeting. Board members are expected to attend 70% of meetings.
 - b. Minutes – The Club Secretary, or designee, will take minutes at each Board Meeting, distribute them to the Board prior to the next meeting, and store them appropriately in hard and/or soft copy for easy reference.
4. **Strategic Planning** - The SDO is responsible for leading the long-range strategic planning for the Club. The SDO will keep the Board and Club membership informed on both the Strategic Plan and the progress toward Strategic Plan execution. (*See Section 101.5 Strategic Plan.*)
5. **Finances** - The CFO is responsible for the Club Budget and will coordinate with CREF regarding the Club's Charitable Giving Funds.
 - a. Club Budget - The CFO-Elect will work with the Board to annually adopt a Club Budget for Club committees and functions. Regular monthly reports and budget variances will be provided to the Board and stored appropriately in hard and soft copies for easy reference.
 - b. Club Charitable Giving Funds – The CFO-Elect will annually calculate the Charitable Giving Budget as outlined in Section 202. The CFO-Elect, together with the President-Elect, propose a budget for the AOS committees¹ to the Board for their review and approval no later than July 1st.
6. **Fundraisers** - It is the Board's responsibility to determine what fundraisers the Club will perform both on an annual and on a one-time basis.

The Board is responsible for the oversight of all Club fundraisers including the annual The Rotary Foundation (TRF) capital campaign, periodic capital campaigns for the Permanent Fund (PF), the Silicon Valley Day n Night Fun Festival (SVDNFF), the Cupertino Rotary Golf Tournament and Global Elegance. Note that in the 2022-23 Rotary year, the Year of the Rabbit one-time fundraiser and Levi Stadium concessions (pilot) were added as Club fundraisers.

¹ Cupertino AOS Committees – Defined as Climate Action, Club Service, Community Service, Youth Service, Workforce Development (aka Vocational Service), and World Community Service

It is the Board's responsibility to periodically evaluate the efficacy of Club fundraisers and potentially suggest changes to the mix of fundraisers.

The Board shall have a Fund Development Officer (FDO) who will chair the Fund Development Committee, lead the long-term fund development strategy, and coordinate / oversee the yearly fundraising activities of the Cupertino Rotary Club, striving to optimize income opportunities and minimize expenses.

7. **Training of Board and Cabinet Member** - It is the responsibility of the Administrative Chair, or their designee, to conduct training for the next year's Board of Directors and Cabinet members on or before the first Board of Directors Meeting of the new year. The training shall include familiarizing Board members with the Bylaws, Policies and Procedures, and Board member responsibilities and expectations as well as the Anti-Harassment Policy, Code of Ethics, Confidentiality Policy, Conflict of Interest Policy, Whistle Blower Policy, and Board Member Responsibilities Form.
8. **Absence of the Club President** – In the absence of the President, the President-Elect or a past president will serve as the acting President.
9. **Selection of temporary replacement for temporary incapacity of President** – In this situation the temporary replacement will be determined by the previous Nominating Committee. (*See Club Bylaws, Article 1, Sections 2 and 3.*)
10. **At-Large Directors** - The at-large directors will be actively engaged in the Club. They will serve on a Club committee (AOS, Admin, Club Service, etc.) and/or fundraiser committee and act as a liaison between the members and the Board of Directors.

101.5 STRATEGIC PLAN

POLICY A - The Board shall have a Strategic Development Officer (SDO) to provide long-range vision and planning for the Club.

PROCEDURES A - The SDO shall work with the President and Board to define, implement, and update the Strategic Plan. The SDO will have the following responsibilities:

1. Keep the Board and membership informed on the progress toward achieving the strategic plan.
2. In consultation with the Chief Financial Officer, provide continuity training for the Board to ensure Board plans and budgets are consistent with the strategic plan.
3. Review the Strategic Plan with the President-Elect and President-Elect-Nominee.
4. Work with the Fund Development Officer (FDO) on multi-year fundraising strategies.
5. Provide guidance to Board committees with regard to multi-year project continuity.
6. When new strategic initiatives are put forward for approval by the Board of Directors, the SDO, FDO, and CFO together need to ensure the Board has a clear picture of the planning and resources necessary, the long-term and short-term financial impacts, and the fundraising needed to achieve Initiative success.
7. The SDO will resolve differences between the President, President-Elect, and President-Elect-Nominee over multi-year commitments like staff job descriptions and staff budgeting.
8. The SDO will organize Board and Club leadership to enhance, implement, and evolve the Strategic

Plan.

9. The SDO will consult with the Club President to set the agenda for Club Board Meetings in order to enable the Board to remain focused on strategic issues.
10. The SDO will work with the President, the President-Elect, and the President-Elect-Nominee to provide continuity across Rotary Club fiscal years (Bylaws Article III, Section 6).

POLICY B - There shall be a strategic plan and the Board is responsible to see that the Club's strategic plan is implemented.

PROCEDURES B

1. A Strategic Planning Task Force will be formed as necessary, upon the determination of the Club Board, to review and update the strategic plan.
2. The SDO, with the input of the Club President, will appoint the members of the Strategic Planning Task Force.
3. The Strategic Plan including, but not limited to, a Mission Statement, Goals, Objectives, etc. shall be a multi-year plan, reviewed annually, and updated as determined by the Board.
4. The format and methodology for the Strategic Planning process shall be a written document, with supporting graphs and charts for clarity.
5. The task force will determine if a process facilitator is necessary and will choose a facilitator if needed.
6. The timeline for review, any additional research necessary, and process for determining options will be agreed to by the Task Force and presented to the Club at a regular meeting, and through the newsletter.
7. Any revisions requiring Board approval will be brought before the Board for discussion and a vote.
8. Revisions are incorporated into the plan and communicated to the Club.
9. The Strategic Plan is posted on the member-only ClubRunner© site for members to access.

101.6 FUND DEVELOPMENT

Policy - The Board shall have a Fund Development Officer (FDO) who will chair the Fund Development Committee, lead the long-term fund development strategy, and coordinate/oversee the yearly fundraising activities of the Cupertino Rotary Club, striving to optimize income opportunities and minimize expenses. The FDO will keep the Board and membership informed and advised on fundraising events and strategies and will make recommendations to the Board for any new fundraising events.

Procedure

1. The FDO will support the Board, working closely with the President and the SDO to entertain, discuss, and recommend the annual mix and timing of fundraisers and events to optimize income, minimize expenses (including administrative expenses), optimize Cupertino Rotary and community impact, and reflect the realistic turnout of Rotary volunteers needed to make the event successful.
2. The FDO will act as a resource advisor to the Club fundraiser chairs and treasurers, Cupertino Rotary Endowment Foundation (CREF), and The Rotary Foundation (TRF).

3. The FDO will assist the President, President-Elect, and President-Elect-Nominee in identifying fundraiser chairs and co-chairs. The chair and co-chair will be identified at least 6 months before the date of the fundraiser.
4. The FDO will act as counsel and resource for the various Club fundraisers, monitoring/reviewing budgets, income and expense statements, and marketing the fundraisers.
5. The FDO will act as the clearing house for scheduling fundraising events, taking into consideration the timing of other major community fundraisers including those of Rotary Partners.
6. The FDO and the TRF Chair will assist the President-Elect and the President-Elect-Nominee in setting appropriate TRF fundraising goals with the District as they prepare for their years of leadership.
7. The FDO will attend and report at the Club Cabinet meetings as appropriate.

101.7 BOARD GOVERNANCE POLICIES

POLICY - The Board shall have the following Board governance policies: Anti-Harassment Policy, Code of Ethics, Confidentiality Policy, Conflict of Interest Policy, Whistle Blower Policy, and Board Member Responsibilities Form. (*See Appendix 1.*)

101.8 ROTARY PARTNERS

POLICY - Cupertino Rotary will promote and develop Rotary Partners within our community to help further the Rotary goal of Service Above Self. A Rotary Partner is an organization in which there is a mutually beneficial relationship. This would include supporters of Club fundraisers, Service Projects, and opportunities to promote service. Commitments to Cupertino Rotary Partners may include cross-organization fundraising and Rotary led hands-on projects or events.

PROCEDURE

1. The Board will actively seek Community Rotary Partners. Each year it will review and update the list of Rotary Partners and add and delete partners based on the present relationship.
2. Club resources can be used to support a Rotary Partner provided there has been approval for a project or event by an AOS and/or the Club Board. Resources may include funds, staffing, and promotion.
3. Rotary Partner events may be included on the Club Calendar.
4. Rotary Partner announcements can be included in the Club's weekly Community News and posted in the Rotator. Those announcements may also be made by the President or their designee at a luncheon meeting. These announcements may include contact information but no sponsorship or attendance requests. (*See Section 506.1 - Solicitation of Membership.*)

102 CABINET – ROLES AND RESPONSIBILITIES

102.1 GENERAL

POLICY - There will be an operational Club Cabinet made up of the Club President, President-Elect, Secretary, CFO, the Administrative, Membership, Program, Communication, and AOS¹ chairs and/or co-chairs as well as any others invited by the President.

PROCEDURE - The Cabinet shall have the following duties and responsibilities:

1. Report to the President.
2. Annual operation of the Club - working within approved budgets.
3. Operate within the strategic plan adopted by the Board. It is the President's responsibility to keep the Cabinet informed on the strategic plan status and issues.
4. Meet at least quarterly with committee reports submitted in writing in advance of the meeting if the chair and/or co-chair are unable to attend.
5. Meetings are for the purpose of inter-committee coordination, joint problem-solving, and team building.
6. The President may appoint a Cabinet task force to evaluate ongoing Club issues, responsibilities, and/or duties.
7. The Secretary will ensure that there is a CREF calendar review agenda item at each meeting so the Cabinet can identify upcoming AOS commitments (e.g., awarding of specific scholarships).
8. On or before the 1st Cabinet meeting of a new Rotary year, the incoming Cabinet will participate in training conducted by the Club Administrator or designee. The training shall include familiarizing Cabinet members with the Bylaws, Policies and Procedures, and Cabinet member responsibilities and expectations as well as the Anti-Harassment Policy, Code of Ethics, Confidentiality Policy, Conflict of Interest Policy, and Whistle Blower Policy.

102.2 CHARITABLE AVENUES OF SERVICE: Climate Action, Community, Youth, Work Force Development (Vocational), World Community Service (International); excluding Club Service

102.2(a) LEADERSHIP

POLICY - With the goal of continuity of leadership and preservation of knowledge and experience from year to year, each Avenue of Service committee will normally have a chair and a co-chair, both of whom will normally serve two years, one year as chair and one year as co-chair. This yearly rotation model does not preclude other chair and co-chair pairing options as long as continuity from year to year is achieved. (i.e., a person could serve as chair for multiple years as long as there was an active co-chair in place to assume chair responsibility when needed.)

PROCEDURES

1. The President-Elect and President-Elect-Nominee will consult with one another when choosing committee leadership for future years.

2. The chair and co-chair understand they will normally serve two years, the first year as the co-chair and the second year as the chair.
3. Normally, the chair will rotate off as chair after their one-year term as chair.
4. Normally, the co-chair will become the chair in their second year on the AOS.
5. Normally, a new co-chair will be brought onto each AOS committee each year.
6. Chairs or co-chairs of AOS committees should attend at least 70% of the Cabinet Meetings.
7. Chairs and co-chairs should review the CREF calendar monthly to identify any AOS commitments (e.g., the awarding of specific scholarships).
8. Each committee chair will organize and store relevant documents (such as a list of committee responsibilities, tasks, budgets, project/event playbooks, and any other pertinent information) on cloud storage so that succeeding chairs have easy access and a historical record is available.

102.2(b) CHARITABLE PROJECT PROPOSAL

POLICY A - Any AOS charitable project must have a Rotary champion and be approved by an AOS committee. *(See Policy B for Club Board sponsored Charitable Projects. See Appendix 2 for Project Proposal Flow Chart and AOS Project Proposal Form.)*

PROCEDURES A

1. Any AOS charitable project/program must have a Rotarian champion who fills out the project proposal (request) form and submits it to an AOS for committee approval.
2. The project approval form includes: the name and description of the project/program, the name of the Rotarian who will champion the project, the amount of funds requested, the charitable purpose of the project/program, the recipient or beneficiary of the project/program, whether the recipient is a tax-exempt organization (and the tax id), how the project will be carried out, the time frame in which the project/program will be performed and completed, and the anticipated number of Rotarians needed to perform the project.
3. If approved by the AOS committee, the project proposal form is signed by the project lead and the AOS chair and submitted to CREF.
4. A project proposal form need only be filled out once. If the same project (same purpose, same recipient, and comparable dollar amount) is being performed in subsequent years, the original form shall be sufficient.
5. The Project Proposal Form is available on ClubRunner®.

POLICY B - Alternately, the Club Board may also sponsor a charitable project. *(See Appendix 2 for Project Proposal Flow Chart and AOS Project Proposal Form.)*

PROCEDURES B - Procedures for a Club Board charitable project are the same as those for an AOS charitable project with the following changes;

1. Any project/program must have a Rotarian champion who fills out the project proposal (request) form and submits it to the Club Board for approval.
2. If approved by the Club Board, the project proposal form is signed by the Club President or CFO and submitted to CREF.

102.2(c) CREF GRANT REQUESTS (See Section 200)

POLICY A – For AOS charitable projects, the chair from each of the AOS committees will be designated by the Club President as authorized to submit CREF grant requests. *(See Policy B for Club Board Charitable Projects. See Flow Chart in Appendix 2 for process flow. See ClubRunner© for Form 1: Request for Grant of Funds.)*

PROCEDURES A

1. The designated chair (and only the chair) from each AOS will be responsible for signing and submitting Form 1: Request for Grant of Funds to the CREF Administrator. Approval may be given electronically.
2. The AOS chair will submit the project grant request (Form 1) after the project has been approved for the current year by a vote of the AOS committee.
3. A grant request (Form 1) also requires a project proposal form to be submitted with the grant request. For an approved repeat project, a project proposal submitted in the previous year is sufficient.
4. Form 1 - Request for Grant of Funds is available on ClubRunner©.

POLICY B – For Board charitable projects, the Club President will submit CREF Grant requests. *(See Flow Chart in Appendix 2 for process flow. See ClubRunner© for Form 1: Request for Grant of Funds.)*

PROCEDURES B

1. The Club President will be responsible for signing and submitting Form 1: Request for Grant of Funds to the CREF Administrator. Approval may be given electronically.
2. The Club President will submit the project grant request (Form 1) after the project has been approved for the current year by a vote of the Club Board.
3. A grant request (Form 1) also requires a project proposal form to be submitted with the grant request. For an approved repeat project, a project proposal submitted in the previous year is sufficient.
4. Form 1 - Request for Grant of Funds is available on ClubRunner©.

102.2(d) CREF CHECK REQUESTS (See Section 200)

POLICY A - Expense reimbursement shall be submitted to the CREF administrator using Form 3: Check Request. *(See Flow Chart in Appendix 2 for process flow. See ClubRunner© for Form 3: Check Request.)*

PROCEDURES A – For AOS charitable Projects;

1. The designated chair from each AOS will be responsible for signing and submitting check requests to the CREF Administrator. Approval may be given electronically.
2. If the AOS chair is not available, the co-chair may sign and submit the check request.
3. All requests for reimbursement of project expenses shall be attached to Form 3: Check Request.
4. If the chair is requesting reimbursement, then the co-chair must sign the check request form.
5. Check Requests are to be submitted to the CREF Administrator. If the Administrator is not available, the requests should be submitted to the CREF Treasurer or designee.

6. Form 3: Check Request is available on ClubRunner©.

PROCEDURES B – For Club Board Projects;

1. The Club President will be responsible for signing and submitting check requests to the CREF Administrator. Approval may be given electronically.
2. If the Club President is not available, the CFO may sign and submit the check request.
3. All requests for reimbursement of project expenses shall be attached to Form 3: Check Request.
4. If the President is requesting the reimbursement, then the CFO must sign the check request form.
5. Check Requests are to be submitted to the CREF Administrator. If the Administrator is not available, the requests should be submitted to the CREF Treasurer or designee.
6. Form 3: Check Request is available on ClubRunner©.

102.2(e) CHARITABLE GIVING BUDGET (Funds Held by CREF)

POLICY A - The Community, Youth, Work Force Development (Vocational), and World Community Service (International) AOS committees and the Climate Action Committee will annually be allocated funds for Charitable Giving. The Climate Action Committee will be treated as an AOS within Cupertino Rotary, even though it is not designated to be an AOS by Rotary International. The AOS Charitable Giving Budgets are determined by the Club Board. Each committee is to operate within its approved budgets.

PROCEDURES A

1. The CFO will notify each AOS chair of their approved budget for each Rotary year.
2. The AOS committee must stay within its approved budget unless they receive prior approval from the Club Board for additional funds.
3. Administrative expenses are considered inherent in charitable giving projects and should be included within each Avenue of Service budget.
4. CREF will maintain a spreadsheet that tracks the Charitable Giving Budget. The spreadsheet will include grants that have been approved and charitable payments that have been made. The spreadsheet will be shared monthly with the Club CFO, Club President, and chair of each AOS committee.
5. In April of each year, the Club Cabinet will review AOS budgets to determine if any of the AOS committees is projected to have unspent funds from their current year's Charitable Giving Budgets. Based on their review, the Cabinet should recommend to the Board whether or not to move uncommitted current year charitable giving funds from an AOS committee's budget to another charitable purpose.
6. Each year, upon completion of CREF's annual audit (typically in December), CREF will determine if there are any unspent charitable giving funds. The Club Board is to determine how to allocate these unspent funds. Options include but are not limited to: reallocation to the following year, moved to the multi-year fund, added to the Permanent Fund, or allocated to a specific project.

POLICY B – It is the practice of Cupertino Rotary to allocate District Dedicated Funds (DDF) to WCS projects. This is a decision made by the Cupertino Rotary Board to maximize the impact of DDF funds.

DDF funds used for TRF/Global Grants are eligible for International Matching Funds. This decision is at the discretion of the Club Board.

102.2(f) NON-CHARITABLE CLUB BUDGET (Funds Held by CLUB)

POLICY - Reimbursement requests for non-charitable expenses incurred by AOS committees should follow the process outlined in Appendix 2. Because these expenses are operational and not charitable, they are reimbursed from Club funds; not CREF charitable funds.

PROCEDURES

1. A person requesting reimbursement should submit the Club Check Request Form and all the receipts to the AOS committee chair for approval. The chair will review the appropriateness of the request and determine whether it is within budget prior to approval of the request.
2. If the chair is not available, the co-chair may approve the reimbursement request. If neither the chair nor co-chair is available in a reasonable period of time, the Club CFO may approve the request.
3. If the chair is submitting the request, the co-chair or the CFO must approve the request.
4. Club CFO or President must also approve a Club Check Request for \$5000 or more.
5. Check requests should be submitted to the Club Secretary who will forward to the Club Accountant for processing. If the request was approved by Club CFO or President, they cannot sign the final check.
6. The Club check request form is available on ClubRunner®.

102.3 CREF SPONSORED FUNDRAISERS

102.3(a) REQUESTING CREF SPONSORSHIP OF A NEW FUNDRAISER

POLICY - The Club may request CREF sponsor a Club fundraiser(s) which is (are) intended to raise funds for Club charitable projects. *(See Appendix 2 for a process flow chart. See CREF Policies and Procedures for Form 2: Request for Sponsorship of a fundraiser.)*

PROCEDURES

1. The Fund Development Committee will make recommendations to the Club Board, for Club Board approval, regarding any Club fundraiser wanting CREF sponsorship.
2. Any fundraiser requesting CREF sponsorship will propose raising a minimum of \$2000.
3. As part of the Board's approval process, the Fund Development Office (FDO) shall present a proposed budget.
4. If approved, the Fund Development Officer, or President, will submit to the CREF Board, for approval, a Form 2: Request for Sponsorship of a fundraiser.
5. Form 2: Request for sponsorship of a fundraiser is available on ClubRunner®.

102.3(b) LEADERSHIP

POLICY - With the goal of continuity of leadership and preservation of knowledge and experience from year to year, each major fundraiser will normally have a chair and a co-chair, both of whom will normally

serve two years, one year as chair and one year as co-chair. This yearly rotation model does not preclude other chair and co-chair pairing options as long as continuity from year to year is achieved. (i.e., a person could serve as chair for multiple years as long as there was an active co-chair in place to assume chair responsibility when needed.)

PROCEDURES

1. The Fund Development Officer, President, and President-Elect will consult with one another when choosing the fundraising chair and co-chair for the year.
2. The fundraising chair and co-chair understand they will normally serve two years, the first year as the co-chair and the second year as the chair.
3. Normally, the chair will rotate off as chair after their one-year term as chair.
4. Normally, the co-chair will become the chair in their second year on the fundraising committee.
5. Normally, a new co-chair will be brought onto the fundraiser committee each year.
6. The Fund Development Officer or designee will work with the chair and co-chair to review the prior year's budget and wrap-up report, set a date for the upcoming event, develop a marketing plan, review sources of income, control of expenses, member engagement, and partnership opportunities.
7. Each fundraising committee chair will organize and store relevant documents (e.g., committee responsibilities, tasks, budgets, and any other pertinent information) on cloud storage so that succeeding chairs have easy access and a historical record is available.

102.3(c) CREF CHECK REQUESTS

POLICY - Expenses for a Club fundraiser shall be submitted to the fundraiser treasurer using Form 3: Check Request. *(See Appendix 2 for process flow.)*

PROCEDURES

1. The chair of a fundraising event will be responsible for submitting and signing check requests to cover expenses of the fundraiser. Approval may be given electronically.
2. If the fundraiser chair is not available, the fundraiser co-chair may sign the check request.
3. All requests for reimbursement of fundraising expenses will be attached to the Form 3: Check Request.
4. If the chair is requesting the reimbursement, then the co-chair must sign the check request form.
5. Fundraiser Check Requests are to be submitted to the fundraiser treasurer. If the fundraiser treasurer is not available, the requests should be submitted to the CREF Treasurer.
6. Form 3: Check Request is available on ClubRunner®.

102.4 MAJOR COMMITTEES OF THE CABINET AND CLUB SERVICE AOS (For Example: Club Service, Programs, Membership, Communications, Finance, Fund Development, Administration)

102.4(a) LEADERSHIP

POLICY - With the goal of continuity of leadership and preservation of knowledge and experience from year to year, each major Cabinet committee will normally have a chair and a co-chair, both of whom will normally serve two years, one year as chair and one year as co-chair. (This yearly rotation model does not preclude other chair and co-chair pairing options as long as continuity from year to year is achieved. (i.e., a person could serve as chair for multiple years as long as there was an active co-chair in place to assume chair responsibility when needed.)

PROCEDURES

1. The President-Elect and President-Elect-Nominee will consult with one another when choosing the major committee chair and co-chair.
2. The major committee chair and co-chair understand they will normally serve two years, the first year as the co-chair and the second year as the chair.
3. Normally, the chair will rotate off as chair after their one-year term as chair.
4. Normally, the co-chair will become the chair in their second year on the major committee.
5. Normally, a new co-chair will be brought onto the major Cabinet committee each year.
6. Chairs or co-chairs of major Cabinet committees should attend at least 70% of the Cabinet Meetings.
7. Each committee chair will organize and store relevant documents (such as a list of committee responsibilities, tasks, budgets, and any other pertinent information) on cloud storage so that succeeding chairs have easy access and a historical record is available.

102.4(b) CLUB CHECK REQUESTS

POLICY – Reimbursement requests for expenses incurred in the execution of major Club committee duties should follow the process outlined in Appendix 2. Because these expenses are operational and not charitable, they are reimbursed from Club funds; not CREF charitable funds.

PROCEDURES

1. A person requesting reimbursement should submit the Club Check Request Form and all the receipts to the Club committee chair for approval. The chair will review the appropriateness of the request and determine whether it is within budget prior to the approval of the request.
2. If the chair is not available, the co-chair may approve the reimbursement request. If neither the chair nor co-chair is available in a reasonable period of time, the Club CFO may approve the request.
3. If the chair is submitting the request, the co-chair or CFO must approve the request.
4. Club CFO or President must also approve a Club Check Request for \$5000 or more.
5. Check requests should be submitted to the Club Secretary who will forward to the Club Accountant for processing. If the request was approved by Club CFO or President, they cannot sign the final check.
6. The Club check request form is available on ClubRunner®.

102.4(c) BUDGETS

POLICY - Each committee will operate with a budget as approved by the Club Board.

102.5 MISCELLANEOUS COMMITTEES

POLICY - The Club may have other standing or special committees as determined by the Bylaws, President, or Board.

102.5(a) NOMINATING COMMITTEE

POLICY A - The Nominating Committee is responsible for evaluating and nominating a yearly slate of officer and Board candidates to govern the Club. (Refer to Club Bylaws Articles I and II for additional details.)

POLICY B - The Nominating Committee shall consider the following qualifications and attributes when determining nominations to the Club Board. (*See Appendix 6 for additional details*)

1. An active member of the Club for the last three years.
2. Successfully served in a key leadership role.
3. Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club.

102.5(b) AWARDS AND RECOGNITIONS COMMITTEE (*See Appendix 5*)

POLICY - The President shall appoint an Awards and Recognition Committee annually for the purpose of identifying Cupertino Rotarians deserving of special recognition during each Rotary year.

PROCEDURE - The Awards and Recognition Committee is to identify Rotarians that have promoted and demonstrated Rotary and Club Ideals and have inspired others through their service and example.

200 GOVERNANCE - CLUB and CREF

201 GENERAL

POLICY – The Rotary Club of Cupertino (RCoC) is a 501(c)(4) non-profit organization. CREF is a 501(c)(3) charitable Non-Profit Organization. CREF sponsors approved Club fundraisers that are intended to raise Charitable Giving Funds for Club charitable projects. Fundraisers are approved by the Club and CREF Board in accordance with Section 102.3. Grant requests and check requests for Club Charitable Projects must be approved by CREF. [See Section 102.2(c) and Section 102.2(d)]. All Club Policies and Procedures relating to CREF are intended to be consistent with CREF Policies and Procedures and CREF Bylaws. See the CREF Policies and Procedures Manual for further details. In the case of a conflict, CREF's Policies will prevail.

202 ANNUAL CHARITABLE GIVING BUDGET

POLICY – Each Rotary year, the Club Board will approve a Charitable Giving Budget as outlined in Sections 101.4 and 102.2(e).

PROCEDURES

1. When setting the Charitable Giving Budget for the next Rotary year, the Club CFO will take into consideration the following income:
 - a. The average undesignated net income from fundraisers for the previous three calendar years.
 - b. Funds made available by CREF from the Permanent Fund for the next Rotary Year.
 - c. District Designated Funds (DDF) made available for the next Rotary year.
 - d. Interest or earnings on the charitable giving fund investments.
2. The President-Elect and Club CFO-Elect will recommend to the Board, for their approval, a Charitable Giving Budget for each of the AOS committees and a discretionary Charitable Giving Budget for the Club Board for the next Rotary year.
3. The Club CFO-Elect will notify each AOS committee chair of their approved budget for the next Rotary year. AOS committees must stay within their approved budgets unless they receive approval from the Club Board for additional funds.
4. Administrative expenses are considered inherent in charitable giving projects and should be included within each Avenue of Service budget.
5. The Club CFO will notify CREF if any of the Club Charitable Funds are to be placed in a multi-year fund.
6. CREF will maintain a spreadsheet that tracks the Charitable Giving Budget. The spreadsheet will track grants that have been approved and charitable payments that have been paid. This spreadsheet will be shared monthly with the Club CFO, Club President, and chair of each AOS committee, and chair of the Climate Action Committee.
7. As each AOS committee allocates its budget, it will send an updated budget allocation report to the CREF Administrator; in no event will it be sent less often than quarterly.

8. Prior to the selection of a project, all requests for AOS Charitable Funds shall be submitted, in writing, to the AOS committee using a project proposal form. Project proposal forms are located on ClubRunner© and in Appendix 2. The written request must include:
 - a. Project name and project description
 - b. Name of the Rotarian who will champion the project
 - c. Amount of funds requested
 - d. Charitable purpose of the project
 - e. Who will benefit from the project
 - f. The recipient or beneficiary of the project/program & whether the recipient is a tax-exempt organization (and the tax id)
 - g. How the project will be carried out
 - h. Anticipated length of time needed to complete the project
 - i. Anticipated number of Rotarians needed to perform the project
9. The AOS committee chair (and only the chair) will be responsible for signing and submitting their committee grant requests to CREF. The AOS chair (or co-chair in the chair's absence) will sign and submit check requests to CREF. Requests may be submitted electronically.
10. The President or CFO will be responsible for signing and submitting Club Board grant requests to CREF. The President or CFO will sign and submit check requests to CREF. Requests may be submitted electronically.
11. During the budgeting process for the next Rotary year, the Board will review Charitable Grants given for the present year. After reviewing the Charitable Projects that received Grants, the Board may provide to each AOS recommendations, suggestions, and guidance for setting priorities for the upcoming year.

203 CREF FINANCIALS

POLICY - The Club Board will have access to monthly CREF financials.

PROCEDURES

1. Prior to each Board Meeting and Finance Committee meeting, the CREF Accountant will provide to the Board and Finance Committee, a CREF YTD Balance Sheet, Income Statement, and Avenue of Service Grants' Schedule. In addition, the CREF Treasurer will make a presentation at each Club Finance Committee meeting with comments and insights into CREF's previous month's YTD financial statements and will answer questions by members of the committee (*See Section 308.*)
2. The CREF Treasurer and CREF Accountant will provide audit and tax information to audit and tax authorities and shall be responsible for filing all required tax returns on the Club Charitable Giving Account.
3. If a donation is given for a designated charitable purpose, CREF will maintain a separate worksheet of those funds.

204 DISTRIBUTION OF CHARITABLE FUNDS

POLICY - The Club Board will advise CREF on the annual distribution of undesignated Charitable Funds. Designated funds will be distributed in accordance with the donors' designated purpose. The CREF Treasurer will maintain a worksheet that tracks designated donations to ensure that they are used for the designated purpose.

PROCEDURES

1. The Club will advise CREF as to the distribution of the charitable funds.
2. CREF, in making its distributions, will be guided by its legal and fiduciary responsibilities and by IRS requirements.
3. Both the Club and CREF anticipate that CREF will follow the advice of the Club, but both organizations understand that CREF has no legal obligation to follow such advice. If the advice of the Club cannot be followed, CREF will seek additional advice from the Club as to distributions.
4. The CREF Treasurer and Accountant are authorized to write checks for the Avenue of Service provided they are within the AOS budget and have been approved by the CREF Board. Expenditures must meet the standards of charitable causes.
5. When a request is made for a cash advance, it must meet the same conditions as provided in Bullet 4. In addition, the person receiving the advance must provide detailed documentation of the anticipated expenditures. The person requesting the cash advance shall submit a follow-up expense form with actual expenses incurred, and return to the CREF Administrator any cash advances not spent.

205 COMMUNICATION WITH CREF

POLICY - The Club Board shall communicate on a regular basis with the CREF Board.

PROCEDURES

1. The President, Past President, President-Elect, and SDO are annual members of the CREF Board.
2. The CREF President is a member of the Club Board.

206 INVESTMENT POLICY

POLICY - Charitable Giving Funds held by CREF should be invested in accordance with a CREF-adopted Investment Policy for Charitable Giving Funds.

PROCEDURES

1. Charitable Giving Funds will be placed into appropriate investments as determined by the CREF Investment Committee taking into consideration the need for liquidity to provide for charitable projects.

300 FINANCIAL

301 CHIEF FINANCIAL OFFICER (CFO)

POLICY - The Club shall only elect to the position of Chief Financial Officer (CFO) persons with a background in finance, accounting or banking, or whose background is such that the Board is otherwise satisfied that the candidate can satisfactorily perform the duties of that position.

302 CLUB OPERATIONS & CHARITABLE BUDGET

POLICY - An operations and Charitable Giving Budget for the following Rotary Club year shall be prepared by the President-Elect and CFO-Elect for approval by the Club Board prior to July 1.

PROCEDURES

1. The CFO-Elect confers with the CREF Treasurer by April as to charitable funds available for the next Rotary year.
2. President-Elect and CFO-Elect work up a preliminary budget to include both Club and charitable funds for the coming year.
3. The preliminary budget (per 2 above) is presented to incoming AOS chairs and Club committee chairs for review and input.
4. After incorporation of input in #3 above the President-Elect and CFO-Elect request Club Board approval no later than July 1st.

303 CHECK SIGNING AUTHORITY FOR CLUB NON-CHARITABLE FUNDS

POLICY - Check signing authority shall be limited to the following officers: President, Immediate Past President, President-Elect, CFO, and Secretary.

PROCEDURES

1. Expenses shall be reimbursed by check provided the applicable Club Expense Form has been filled out and signed by the requestor, signed by the appropriate committee chair or the CFO, all receipts have been attached, and the expenses are within the committee's approved budget.
2. Only one signature of the five (5) authorized will be required for amounts under \$1,000.
3. Any two (2) signatures are required for checks of \$1,000 or more.
4. Club CFO or President must approve any Club Check Request for \$5000 or more.

304 CLUB OPERATIONS RESERVE POLICY

POLICY - The Club shall have a Club Operations reserve policy.

PROCEDURES

1. The Club will maintain a Reserve (Retained Earnings) of not less than 50% of the Annual Club Expenses exclusive of pass-through expenses. (Pass-through expenses are defined as direct food-based lunch expenses and expenses for District and R.I. dues.)

2. As part of the new budget, CFO shall recommend to the Club Board, for approval, the annual Reserve amount to be carried forward to the following Rotary year.
3. Chief Financial Officer shall recommend to the Board the maximum amount to be held in the Club's non-charitable account(s). The Board will determine whether any excess funds shall be transferred to CREF's Permanent Fund, Charitable Giving Funds including the Multi-year Fund, and/or other activities as determined by the Board.

305 CLUB RESERVE POLICY FOR CHARITABLE GIVING ACCOUNT HELD BY CUPERTINO ROTARY ENDOWMENT FOUNDATION (CREF)

POLICY - No reserves will be maintained in the Club's Charitable Giving Account held by CREF unless otherwise directed by the Club Board.

306 PAYMENTS TO VENDORS AND CREDITORS

POLICY - It is the policy of the Cupertino Rotary Board of Directors that payments to vendors and creditors shall be made within 30 days of receipt of an approved invoice.

307 UNCASHED CHECKS

POLICY - Any check that has not been cashed within six months shall be canceled and the funds returned to the Club.

308 REVIEWING THE CLUB'S FINANCIAL TRANSACTIONS

POLICY - The Club shall implement procedures for the keeping of appropriate financial records and the appropriate expenditures of funds.

PROCEDURES

1. The Board shall form a Club Finance Committee in conformance with the Club Bylaws.
2. The Club Finance Committee shall meet at least quarterly, prior to the meeting of the Club Board.
3. The committee shall be chaired by the CFO and shall consist of the CFO, President, President-Elect, CREF Treasurer, and additional Club members as deemed appropriate by the CFO.
4. The Review procedure shall be as follows:
 - a. Each month by the 20th working day, the Club Accountant will submit electronically to the CFO the Club's previous month's monthly and YTD financial statements including an income statement, balance sheet, Aged Accounts Payable, Aged Account Receivable, Check detail, and deposits detail.
 - b. The Club CFO will review each of these financial statements and, using his/her best judgment, will inquire with the Club Accountant regarding, the appropriateness and/or timing of any transactions or balance.
 - c. Upon resolution of any issues, the CFO will authorize the Club Accountant to release/send to each member of the Finance Committee the Club's previous month's YTD Income Statement

and Balance Sheet. These financials must be sent to the members of the committee at least 3 full days prior to the date of any Finance Committee meeting.

- d. Each member of the Finance Committee will review these financials prior to the meeting of the Finance Committee, assuring themselves that the funds are being spent in accordance with Club's policies and procedures.
 - e. At the Finance Committee meeting, the Club CFO will present the highlights of the Club's previous month's Financial Statements and answer any questions the members of the committee may have.
5. The following records shall be kept:
- a. Financial Statements and Tax Returns
 - b. Bank statements
 - c. Budgets
 - d. Cash receipts/disbursements
 - e. General ledger
 - f. Insurance Policies & Claims
 - g. Vendor invoices
6. These records will be maintained in the following locations.
- a. Master file-soft copy on QuickBooks® cloud with limited secure access (or equivalent accounting software). The CFO will determine who will be allowed access based on their Club responsibilities.
 - b. Only the Club Accountant or their designee will be allowed to do postings. The CFO will assure that the Club Accountant is keeping adequate backup to assure continued accessibility of financial records.

309 AUTHORITY TO CONTRACT

POLICY - Authority to contract with outside vendors, suppliers, and other third parties for more than \$10,000 shall be submitted by the fundraising or AOS committee chair and approved by the CFO. Contracts exceeding \$20,000 shall be approved by the Board. When practical, competitive bids are required.

310 ANNUAL REPORT

POLICY - It is the policy of the Cupertino Rotary Board of Directors that the membership shall be given an annual report summarizing the Club's fundraising and charitable activities and financial standing.

PROCEDURES

1. President appoints an Annual Report Committee no later than May 1st to work on the Annual Report for the July-1 - June 30 Rotary Year.
2. The outline will be agreed to by the Annual Report Committee.
3. Presentation is determined for ClubRunner© and print.
4. Print budget is a line item under administration in the annual Club Budget.
5. Final approval of content and presentation by outgoing President and President-Elect.

6. The target completion date is September 15th.

311 DUES AND FEES

POLICY - Dues and fees for the following Rotary Club year are recommended by the President-Elect and approved by the Board at the time of budget approval, no later than April 30th. Dues and fees shall be set to cover all administrative and operational costs. No charitable funds may be used for Club Administrative or operational purposes.

312 DUES LETTER – INITIAL INVOICE

POLICY - The President-Elect finalizes the annual dues letter by May 1st. The Secretary will send out the dues letters to all members in May. Dues and fees are due 3 weeks after the dues letter is sent and delinquent after that date unless a member makes special payment arrangements.

PROCEDURES

1. Dues letter and invoice are to be sent by the end of the first week in May of each year.
2. Secretary or his/her designee creates and sends out the invoice.
3. The following items are electronically sent to the current membership, prior to the invoice:
 - a. The Dues cover letter written by the President and sent out by the Secretary
 - b. Including the:
 - President-Elect's letter
 - Financial & Time Expectations Letter
4. An invoice then is sent following the communication from the Secretary.
5. Dues are due prior to June 1st and delinquent thereafter.
6. Secretary or his/her designee collects and tracks dues on a separate spreadsheet, which is also used by the Membership Committee for follow-up with outstanding members.
7. Secretary or designee gives payments to Club Accountant for processing and depositing. Dues can be paid by check, credit card, or online in ClubRunner©. Secretary shall update ClubRunner© as the official system of record and ensure it reflects all data.
8. Delinquent dues are referred to the Membership Committee (of which the Secretary is a member) for follow-up. The following sequential steps are taken, beginning June 1st, to determine if those who have not yet paid their dues wish to remain active members.
 - a. A second and third invoice will be sent by the Secretary, as a reminder that dues are past due to members still outstanding.
 - b. The Membership Committee reviews the remaining list of delinquent members and determines whether a personal outreach is appropriate and who should do the outreach.
 - c. The Membership Committee informs the President and CFO of all members whose dues are delinquent.
9. Prior to July 1st, when payment of dues from the Club to the district and RI are required, a determination is made on a case-by-case basis as to the likelihood that the member will pay their dues.

- a. If the determination is made that the individual will likely pay their dues, they are retained as a member and assigned to someone for follow-up of payment.
 - b. If the determination is made that the individual will not likely pay their dues, they are dropped as a member.
10. Prior to December 1st, final notice shall be sent to any member whose dues and fees are not paid and a confirmation contact from the Membership Chair will occur. Notice shall state that their membership will be terminated on January 1 if their dues and fees remain unpaid as of Dec 15th.
11. Unpaid members are dropped prior to January 1st.

NOTE

12. Installment payments are an option under special circumstances.
- a. Secretary reviews the details of the request with the Membership Chair for decision.
 - b. Secretary communicates decision to the requestor.
13. If installment payment is not made as agreed, Secretary follows up with member.
14. If payment is still not made, Secretary advises the Membership Chair which decides on further action

313 DUES PAYMENT BY A NEW MEMBER

POLICY - All dues and other monies shall be paid no later than one week after being inducted into the Club.

PROCEDURES

- 1. All new members must pay their Dues and Initiation Fee no later than one week after they are inducted.
- 2. Dues and Initiation Fee may be paid by cash, check, or credit card.
- 3. The Dues & Initiation Fee are to be given to the Secretary for record-keeping and then to the Club Accountant for depositing.

314 CREDIT CARD PAYMENTS

POLICY - A credit card charge of \$1,000 or less does not require a signature.

315 PAYMENT FOR SPECIAL EVENTS (e.g., Evening Mtgs/Kick-out/Holiday Party/Off-site)

POLICY - Registration and prepayment are required for all special events.

PROCEDURES

- 1. An event treasurer will be appointed and they, or their designee, will be responsible to take reservations and collect payments.
- 2. Reservations and prepayment will only be accepted through a specified date determined for each event. (NOTE: The deadline will be as close to the event as possible. This date likely will change with each event depending on the complexity of the decorations and the requirements of the caterer.

3. No reservations will be accepted without payment.
4. No refunds will be issued after the registration cut-off date.
5. An informal waiting list for those not registered and prepaid may be established and, if established, will be coordinated by the event treasurer. Payment from those on the waiting list who are taking over a reservation of someone pre-paid and not able to attend will be made to the person whose registration they are taking over. The event Treasurer will not be involved in that part of the process, but the event treasurer will coordinate the exchange.
6. The event chair or event treasurer will notify the Club members of this prepayment requirement for each event frequently and far enough in advance of the event so members have time to register and prepay. The notifications could consist of one or more of the following:
 - a. Make announcements of the event for at Club Mtgs
 - b. Publish an article in the Rotator each week for at least three weeks before the event
 - c. Send out a reminder email before each weekly Club meeting as well as the day before the deadline. It is recommended to send only to people who have not yet registered and prepaid.
7. The event chair and/or event treasurer will determine payment options (this could change from event to event); for example:
 - a. on-line with payment ([www._____](#)).
 - b. at the _____, _____, and _____ Club meetings – See **event treasurer, (name)** at the meeting to make a reservation and pay.
 - c. check made out to **Rotary Club of Cupertino** and mailed to the designated PO Box 637; Cupertino, CA 95015, attn.: _____ – check must be received BY _____.

316 THE BOARD'S DISCRETIONARY CHARITABLE FUND

POLICY - The Board may have a charitable fund, in the Club Budget, to be used by the Board for specific Board-sponsored charitable activities.

317 THE PRESIDENT'S DISCRETIONARY FUND

POLICY – The Club Budget may include a President's discretionary fund, listed as a line item entitled the 'President's discretionary fund' in the Club Budget, to be used by the President for any of the following uses provided the expenditure is an unanticipated expense that does not exceed \$1000 and meets one of the following criteria.

Criteria:

- a. Builds Relationships within Rotary and the Community
- b. Encourages membership involvement and leadership
- c. Promotes Rotary's goal of Service
- d. Helps retain and build membership

Examples include:

- a. Participation in an event or activity that promotes Rotary and its goals
- b. Reception for a visiting Rotary Partner or dignitary

- c. Miscellaneous expenses associated with Rotary meetings
- d. Awards and Recognition for Club Leadership which may include plaques, flowers and social events. (The combined total not to exceed \$1000.)

318 USE OF THE 'PRESIDENT'S CLUB' FUNDS BY THE CLUB BOARD

POLICY - Annually, the Board shall designate whether the donations to the President's Club (*See Section 506.2 for definition of the President's Club*) will be used, for charitable or non-charitable purposes. This designation will be conveyed to the Club membership at the beginning of each Rotary year. The Board shall update the members at the beginning of the year, or on a regular basis as appropriate, as to the exact use of these funds, and how their use relates to Rotary Club of Cupertino's Club activities or charitable projects.

PROCEDURES

1. Membership notification of charitable or non-charitable designation will take place at the beginning of each new Rotary year either at the first Club luncheon of the new Rotary year, in the Rotator, or by email to the Club membership.
2. Details of the use shall be described as early as possible. Some examples of typical designations include the Permanent Fund, particular Club goals - business, social, or charitable - that the President would like to achieve or highlight during his or her presidential year, long-range Club goals, etc.
3. If the donation is to be charitable CREF will be notified and ask to track donations.

400 FUND DEVELOPMENT

401 FUNDRAISING EFFORTS

POLICY - The Club's fundraising efforts will be centralized under the Fund Development Officer (FDO) and the Fund Development Committee (FDC).

PROCEDURES - Subcommittees may be formed. (e.g., Sponsors, events, individual gift program, other income streams).

1. The FDO and President will appoint, at the beginning of each Rotary year, a fundraiser chair and co-chair for each of the Club fundraiser events.
2. The Rotarian responsible for securing sponsorships shall communicate the sponsorship commitment to the fundraiser treasurer.
3. The fundraiser committee is responsible for carrying out the sponsorship agreements detailed in the sponsorship packets.
4. The chair and co-chair of each major fundraiser shall work closely with the Fund Development Committee to monitor income and expenses.

402 FUNDRAISING APPROVAL

POLICY - All fundraisers must be approved by the Club Board. The Board will determine if a request will be made of CREF to sponsor a fundraising event. All CREF-sponsored fundraisers shall be planned for \$10,000 or more net income. If a fundraiser is planned as a one-time event, it shall not be repeated unless approved by the Club Board.

PROCEDURES

1. The net proceeds from any fundraising event shall be distributed to Rotary identified charitable projects either through the Avenues of Service or the Club Board.
2. Any donations received from a donor for a designated charitable purpose will be accounted for separately and used for the charitable purpose identified by the donor. Pass-through donations to another non-profit will not be accepted unless part of a specific fundraising effort approved by CREF and the Rotary Club of Cupertino.
3. Annual ongoing Club fundraising events of net income of \$10,000 or more, once approved, shall continue to be considered approved for CREF sponsorship unless the CREF Board or Cupertino Rotary Club Board requests in writing that CREF Sponsorship of an event be discontinued.
4. All fundraisers shall have a fundraiser chair, co-chair, and a fundraiser treasurer. The fundraiser treasurer is to be jointly appointed by the CREF Treasurer and the fundraiser chair.
5. Check Requests for all fundraiser expenses shall be submitted to the fundraiser treasurer.
6. Where the fundraiser includes charitable funds and services provided (such as Global Elegance), the fundraiser chair, in consultation with the fundraiser committee, will be responsible for determining the value of goods and services given, e.g., the value of dinner, golf round, prizes, etc. The determined value is to be given to the CREF Treasurer, or designee, for the purpose of sending required IRS letters for donations valued at \$250 or more.

7. The fundraiser treasurer will keep records of all sources of income and expenses for the event.
8. The fundraising treasurer shall work with the CREF Treasurer, or their designee, and will be responsible for invoicing and collecting outstanding commitments.
9. All materials used for a fundraiser such as advertising, flyers, brochures, tickets, invitations, and letters shall show CREF as the *"Sponsor of the Fundraiser"* and/or that it is a *"Project of CREF."* It shall be made clear that CREF is the recipient of any funds raised.

Required wording for all solicitation materials is:

Alternative "1"

"This _____ (e.g. Golf Tournament) is a **project** of CREF (Cupertino Rotary Endowment Foundation, a 501(c)(3), Tax ID 77-0288042) to raise funds for charitable purposes of the Rotary Club of Cupertino. Make checks payable to CREF (Attn: _____ (e.g. Golf Tournament), P. O. Box 1101, Cupertino, CA 95015-0983).

OR

Alternative "2"

"This _____ (e.g. Golf Tournament) is **sponsored** by CREF (Cupertino Rotary Endowment Foundation, a 501(c)(3), Tax ID 77-0288042) to raise funds for charitable purposes of the Rotary Club of Cupertino.) Make checks payable to CREF (Attn: _____ (e.g. Golf Tournament), P. O. Box 1101, Cupertino, CA 95015-0983).

10. Copies of all fundraising materials used in marketing a fundraising event (advertisements, public communications, and sponsor packets) shall be kept in a fundraiser event file in both CREF's and on the Club's cloud storage and a copy given to the CREF Secretary in hard or soft copy.
11. The approved 'Request for Sponsorship of a Fundraiser' from the Club Board will be signed by the CREF President and the CREF Secretary.

403 SPONSORSHIP PAYMENTS

POLICY - Sponsorships for fundraising events shall be collected prior to the sponsored event, unless special arrangements are made prior to the event.

PROCEDURES

1. The Rotarian responsible for securing the sponsorship shall communicate the sponsorship commitment to the fundraiser treasurer.
2. Sponsorship packets will outline the different sponsorship levels along with the benefits to be received.
3. Sponsorships and/or in-kind contributions will be collected prior to the fundraiser unless special arrangements are to be communicated (and agreed to) by the fundraiser chair and/or treasurer.
4. The fundraiser treasurer and CREF Treasurer will work together to assure each is kept informed on the status of the fundraiser's finances.

404 CONTACT DATABASE

POLICY – The FDO, or designee, will oversee the development and maintenance of a master contact database for fundraisers.

PROCEDURES

1. The Club Board will designate a Rotarian to keep the fundraising contact database current on behalf of the Club using current information from the event chairs, Sponsorship Committee members, etc.
2. The contact database is currently managed using the software program Constant Contact®. The tool for managing the contact database may be changed with Board approval.
3. Annually, a backup copy of the database should be stored on cloud storage (currently the Club Dropbox™).
4. The President, President-Elect, Fund Development Officer, Secretary, and others as agreed to by the Board may have access to the database.
5. The database is to be used for Cupertino Rotary Club business only.

500 ADMINISTRATION

501 RECORD KEEPING AND RETENTION

POLICY - Appropriate records will be kept for historical, legal, and fiduciary purposes.

PROCEDURES - The following records shall be kept:

1. Meetings
 - a. Board and Cabinet meeting minutes will be kept for a minimum of seven years and posted for reference on ClubRunner®.
 - b. All other committees (AOS, Club, subcommittees, task force, etc.) are encouraged to keep minutes.
2. Governance
 - a. Original articles of incorporation shall be kept indefinitely.
 - b. Current versions of Governing documents (e.g., Bylaws, Policies and Procedures) will be posted on ClubRunner®.
 - c. Strategic Plans for 5 years.
3. Contracts and TRF Grants
 - a. All Rotary Foundation Global Grants signed by the President shall be stored on cloud storage for 5 years.
 - b. Contracts over \$1,000 shall be stored on cloud storage for 2 years.
4. All records will be kept on cloud storage:
 - a. Currently approved cloud storage is Google Drive, ClubRunner® or Dropbox™.
5. The Club Administrator, or designee, shall ensure Policies and Procedures are current.

502 LEAVE OF ABSENCE

POLICY - A member may request a Leave of Absence in accordance with the Club Bylaws. There will be no reimbursement of dues paid. The Membership Committee will adjudicate requests for a Leave of Absence on a case-by-case basis and recommend approval/disapproval to the Board.

503 COMPLIMENTARY LUNCHES – APPROVING, TRACKING, AND REPORTING

POLICY - There may be situations in which a visitor may be eligible to receive a complimentary lunch. They are as follows:

1. No Cupertino Rotarian is to receive a complimentary lunch unless they are the main speaker for the Wednesday lunch program (excludes Club Assemblies & committee presentations).
2. Guests will pay for their own lunch or they may be hosted by a Rotarian.
3. Guests of an AOS committee or fundraising event (e.g. Cupertino Rotary Golf Tournament, Community Services) provided the guest is part of a current AOS project or fundraising event may receive a complimentary lunch. Charge to applicable AOS or fundraising committee.

4. On the day of their induction, the member being inducted and one guest of the inductee is eligible to receive a complimentary lunch - charged to Membership Committee.
5. Rotary Dignitaries, when they are visiting as part of an official visit, receive a complimentary lunch - charged to Club Service Committee.
6. The lunch Speaker and one guest are eligible for a complimentary lunch – charged to the Programs Committee.

PROCEDURES

1. Rotarians with guests are to familiarize themselves with and adhere to, the policy.
2. When possible, if a Rotarian is bringing a guest who will receive a complimentary lunch, the Rotarian is to advise the Secretary prior to the meeting, of the name of their guest, their purpose for visiting, and to which committee the lunch should be charged. The member should receive prior approval from the committee chair. The Secretary coordinates with the Head Cashier.
3. Cashiers are to record ALL hosted lunches on the “Club Hosted Complimentary Lunch Form.” (*See Appendix 3.*)
4. Club Accountant is to expense each lunch to the appropriate AOS or committee.
5. Only the Club Secretary or President may grant exceptions to situations delineated above.

504 MANAGEMENT OF CLUB POST OFFICE BOX

POLICY - At least two (2) people shall have access to the Post Office Box.

PROCEDURES

1. At the beginning of each Rotary year, the Secretary will collect Post Office Box keys. A key will be distributed to, as a minimum, the Secretary and a designee determined by the Secretary in consultation with the Club President.
2. At the beginning of each Rotary year, ‘ownership’ of the Club post office box will be updated to reflect the current Club Secretary. The primary ‘owner’ will be the Club Secretary, and the CFO will be the secondary. Additionally, the current Club CFO and another Club Officer shall be registered at the post office as ‘having access’ to the post office box.
3. The Secretary, or designee, will collect the mail at least weekly and distribute it to the appropriate person at each Wednesday meeting.

505 BYLAWS AND POLICIES & PROCEDURES COMMITTEE

POLICY - The Club Administrator will be responsible for reviewing the Bylaws and Policy and Procedures and keeping them current.

PROCEDURES

1. Periodically, at least every three years, the Administrator will appoint a Bylaws and Policy and Procedures Committee to review the Bylaws and Policies & Procedures as to compliance, consistency, and relevance.

2. Periodically, the committee will advise the Board as to any recommended revisions or new Policies and Procedures and/or Bylaws.

506 CLUB MEETINGS AND COMMUNICATION

506.1 SOLICITATION OF THE MEMBERSHIP

POLICY - Weekly Rotary luncheon meetings, the Club Rotator, Club Calendar, and Club email list may only be used to conduct Cupertino Rotary business. Announcements made at the weekly luncheon meetings, in the Rotator, or through the Club's email list are to be used for promoting ongoing approved Cupertino Rotary fundraisers and AOS projects and related Rotary business, (i.e., Rotary Partners, District Conferences and Rotary International Convention.)

PROCEDURES A - MAJOR ROTARY FUNDRAISING PROJECTS

(i.e., Global Elegance, SVDNFF, Cupertino Rotary Golf Tournament, Permanent Fund, & TRF Campaign)

1. **Announcements:** Subject to the approval of the President, and the availability of meeting time, there is no limitation on the number of announcements that can be made to support these projects. Project chairpersons may also utilize the Club Calendar, the Rotator, and Email blasts via ClubRunner© to publicize these projects.
2. **Printed Materials:** There is no limitation on the amount of printed materials that may be distributed to support these projects. Materials (this could include "volunteer sign-up sheets") may be placed on luncheon tables and signage may be displayed within the luncheon room.
3. **Requests for Financial Support:** This may include Ticket Sales, Oral and Silent Auctions, and Solicitation of Sponsorship Opportunities. Any and all of these activities, with the approval of the President, may occur at our weekly luncheon meetings and at other Club gatherings.

PROCEDURES B - AVENUES OF SERVICE PROJECTS: The following applies to projects currently supported by an AOS.

1. **Announcements:** Subject to the approval of the President and the availability of meeting time, there is no limitation on the number of announcements that can be made to support these projects. Project chairpersons can also utilize the Club Calendar, the Rotator, and Email blasts via ClubRunner© to publicize these projects.
2. **Printed Materials:** There is no limitation on the amount of printed materials that may be distributed to support these projects. Materials (this could include "volunteer sign-up sheets") may be placed on luncheon tables and signage may be displayed within the luncheon room.
3. **Requests for Financial Support:** Organizations are expected to primarily seek Financial Support through an AOS within the AOS-approved budget.

PROCEDURES C - ROTARY PARTNERS: We will provide support within the following limitations.

1. **Announcements:** Subject to the approval of the President and the availability of meeting time, a maximum of 2 announcements, per event, may be made on behalf of a Rotary Partner's event. Their event may be placed on the Club Calendar and advertised in the Rotator. They may not use Email blasts via ClubRunner© to advertise the event.

2. **Printed Materials:** A table outside the meeting room will be available for Rotary Partners to display their event fliers and other advertising materials including volunteer sign-up sheets, ticket sales, raffle sales, and /or Silent Auction items.
3. **Requests for Financial Support:** Generally, requests for financial support should be made to an Avenue of Service.

PROCEDURES D - FOR THE GOOD OF THE COMMUNITY: Cupertino is a very active Community and we recognize that there are many organizations and causes, in addition to our AOS and Rotary Partners, that need support. Rotary can assist within these limitations.

1. **Announcements:** The President should limit announcements of this nature to those the President deems are significant. The President may authorize use of the Club Calendar or the Rotator to help publicize these events. Email blasts via ClubRunner© are prohibited. Requests for Financial Support or requests for volunteers should not be made at our luncheon meetings.
2. **Printed Materials:** Printed materials supporting these events may be placed on a table outside our luncheon room. Placement of printed materials on tables inside the luncheon room is prohibited.
3. **Requests for Financial Support:** The President should direct Rotarians who are interested in supporting these projects to a contact person of the event and state that support by Rotarians is strictly voluntary.

506.2 PRESIDENT'S CLUB

POLICY – Any member may join the President's Club by making a donation of \$100 or more. (*See Section 318 for Use of the President's Club funds.*)

PROCEDURES

1. Presidents Club announcements are limited to personal, professional, or community achievements about either themselves, family members, or other Rotarians (e.g., birthday, anniversary, birth of a child/grandchild, awards, newspaper article, and/or personal achievement).
2. May not be used to publicize other organization fundraisers or events. No solicitation of funds or volunteers. (*See Section 506.1*)
3. May not be used for Religious or Political campaigning including promoting "for or against" any ballot issue.
4. Announcements shall be limited to no more than two minutes.

506.3 FLYERS AND BROCHURES IN MEETING ROOM

POLICY – Flyers and Brochures in the meeting room are limited to material intended to promote an approved Cupertino Rotary project, Cupertino Rotary fundraiser, or related to the program of the day.

PROCEDURES - With prior approval, Rotary Partners may set up a table outside the meeting room for the purpose of distributing their fundraising flyers.

506.4 USE OF MEMBERSHIP INFORMATION

POLICY – Membership information such as addresses, email addresses, and phone numbers may only be used for Cupertino Rotary business

PROCEDURES

1. Members may not use membership information to solicit business.
2. Members may not use membership information to promote any projects, fundraisers, or causes other than Cupertino Rotary approved projects, fundraisers, or causes or other Rotary Business.

506.5 ROTARY INTERNATIONAL POLICIES ON COMMUNITY, NATIONAL, AND INTERNATIONAL AFFAIRS (RI Manual of Procedures 2019; Article 14)

POLICY 1 — *Proper Subjects*. Any public question involving the welfare of the community, the nation, and the world is a proper subject of fair and informed discussion at a Club meeting. However, this Club shall not express an opinion on any pending controversial public measure.

POLICY 2 — *No Endorsements*. This Club shall not endorse or recommend any candidate for public office and shall not discuss at any Club meeting the merits or demerits of any such candidate.

POLICY 3 — *Non-Political*.

1. *Resolutions and Opinions*. This Club shall neither adopt nor circulate resolutions or opinions and shall not take action dealing with world affairs or international policies of a political nature.
2. *Appeals*. This Club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

506.6 INTRODUCTIONS OF GUESTS AND VISITING ROTARIANS

POLICY - A **visiting Rotarian** will introduce him/herself.

A member with a guest will introduce their guest by stating only their name and occupation (no mention will be made if they are considering membership). After the introduction, the membership will clap or welcome them verbally.

507 CLUB PROPERTY

POLICY - The Club owns significant property which is located in various places; most notably in the Mary Avenue Storage unit and in closets in the Quinlan Center. The Club Service Committee is responsible for the oversight of these storage units and Club property contained within. Rotarians will have access to these materials for their committee activities, fundraising events, and work projects. When using Club-property the following rules apply.

1. They are only to be used for Rotary related projects. This includes use by Rotary Partners, and, with Presidential approval, for the “Good of the Community” projects. They are not available for personal use.
2. All borrowed items are to be returned to the proper storage area upon completion of the project.

600 MEMBERSHIP

601 PROCESS TO RECRUIT AND INDUCT NEW MEMBERS

POLICY – The Membership Committee shall establish procedures to review the eligibility of a proposed applicant for membership to the Club.

PROCEDURES - *(As outlined in the Club Bylaws Article VIII Membership, Section 1):*

Applications will be reviewed and approved in the following order:

1. A member candidate shall be proposed for membership by an active member.
2. A completed application shall be submitted to the Membership Chair for distribution to the Membership Committee for review and approval.
3. If the Membership Committee approves the application it is submitted to Club Board for review and approval.
4. If approved by the Club Board, the application is sent by email to the active members. Any active member may object to the application, provided the objection is submitted in writing to the Membership Chair or Club President within seven days of the email notice.
 - a. If no written objection is filed, the applicant, upon paying the initiation fee, is approved for membership.
 - b. If a written objection is submitted, the Membership Committee will review the application and make a recommendation to the Club Board who will vote on the application at either a special or regular meeting. The Board will act upon the application by majority vote.

602 RED BADGE PROCESS FOR NEW MEMBERS

POLICY - All new members are expected to complete certain criteria (as may change from time to time) before they are moved from “Red” to “Blue” Badge status. (NOTE: The purpose is to help the new member become acquainted with Rotary International, District 5170, The Rotary Club of Cupertino, and Club members.)

New members who have not met the Red Badge criteria within three years after their induction date will no longer be monitored.

All new members are assigned a Mentor for a minimum of one year under the Mentorship Program, a sub-committee of the Membership Committee.

603 MEMBER ENGAGEMENT, INVOLVEMENT, AND RETENTION

POLICY - Members are encouraged to be involved in Club activities and attend regularly scheduled Cupertino Rotary Lunch meetings and other Rotary activities. All Rotarians must complete the Youth Protection Awareness Training.

PROCEDURES – Engagement opportunities include:

1. Cupertino Rotary Avenues of Service meetings or projects.
2. Committee Meetings - any scheduled meeting concerning Cupertino Rotary business.

3. Other Rotary clubs: <https://my.rotary.org/en/search/club-finder>.
4. District events.
5. Events of other Rotary clubs.
6. The Rotary International Convention.

POLICY - All members should fulfill their time and financial obligations consistent with the commitment letter. Currently, that commitment includes eight cumulative hours of volunteer time at the SVDNFF and/or the Cupertino Rotary Golf Tournament.

604 HONORARY MEMBERS

POLICY - Honorary Membership may be offered. For Definition, Criteria, Nominating Process, Rights and Privileges, and the Honorary Member Nomination Form - *See Appendix 4*.

605 ROTARACT DUAL MEMBERSHIP

POLICY - It shall be the policy of Cupertino Rotary to accept Rotaract members into dual membership with our Club.

PROCEDURES

1. This member category applies to current Rotaract members.
2. Members would hold dual membership in both their current Rotaract Club and Cupertino Rotary.
3. Members must be in good standing with their Rotaract Club.
4. After the Membership Committee has fully vetted the candidate, following the normal Cupertino Rotary membership process, the new member pays a \$100 one-time initiation fee and 50% of regular membership dues for the first-year annual dues.
5. The 50% of regular membership annual dues will continue each year for three additional years, or until age 35, whichever occurs first.
6. The member choosing dual membership shall be eligible for dual membership for four years, or when the Rotaractor becomes 35, whichever occurs first. At that time the member would pay full dues as a Cupertino Rotary member.

606 FAMILY MEMBERSHIP -

POLICY - It shall be the policy of Cupertino Rotary to accept Family Memberships members in our Club.

PROCEDURES

1. Family Membership applies to a Spouse or Significant Other of a member of the Rotary Club of Cupertino.
2. The first family member from the Family Membership (the 'Primary Member') shall pay the full annual Club dues and initiation fees. The second family member of the Family Membership shall pay 50% of the annual Club dues and the full initiation fee.

3. Each Family Member shall otherwise be bound by, and be entitled to, all rights, privileges, and responsibilities of full Rotary membership as established by the Club, including regular participation in Orientation and Red Badge programs. Financial obligations/contributions shall be per member, not per family.

607 RETENTION OF MEMBERSHIP RECORDS

POLICY – Appropriate membership records will be kept for historical purposes.

PROCEDURES

1. The following membership records shall be kept:
 - a. Applications for membership - unsuccessful candidates.
 - b. Applications for membership - successful candidates.
2. These records will be kept:
 - a. Master file soft-copy on cloud storage deemed appropriate by the Club Board.
 - b. Master File accessible by Club leadership.

APPENDIX 1 – BOARD GOVERNANCE POLICIES

ANTI-HARASSMENT POLICY

The Rotary Club of Cupertino is committed to equal opportunity for all persons without regard to sex, age, race, color, religion, creed, national origin, marital status, disability or sexual orientation.

POLICY: We comply with all federal, state and local laws and regulations regarding equal opportunity. In keeping with that policy, the Rotary Club of Cupertino is committed to maintaining an environment that is free of harassment. Accordingly, we will not tolerate harassment of any of our members or others present at our meetings or events.

Harassment:

Harassment consists of unwelcome or unwanted conduct, whether verbal, physical or visual, that is based upon a person's protected status. Examples of unlawful harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her race, national origin, sex, disability, age, religion or other protected attribute.

CODE OF ETHICS

1. As a 501 (c) (4) nonprofit corporation, the RCoC is subject to the laws of the jurisdictions in which it conducts business. The Board of Directors (Board) shall adhere to applicable laws in order to protect the assets and mission of the Club.
2. The Board will adhere to the provisions of RCoC's Bylaws and adopted policies and procedures, as documented in the RCoC's Policy and Procedures Manual.
3. The Board will serve for the benefit and the purposes of RCoC and RI (Rotary International).
4. The Board will not utilize their office for personal financial benefit.
5. The Board will exercise due care in the diligent performance of their obligations to the Club. The Board should inform themselves, prior to making a decision, of all material information reasonably available to them.
6. The Board will take actions based on an essential fairness to all concerned and consistent with the Four-Way Test.
7. The Board will promote transparency of important financial information.
8. The Board will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information.
9. The Board will comply with expense reimbursement policies.
10. The Board will interact with RCoC membership and the CREF Board in a professional and respectful manner.
11. The Board will adhere to this Code of Ethics and report any suspected or potential violations to the Secretary, President or President-Elect. The efficacy of this Code of Ethics is dependent on compliance of the Board.

When made aware of a potential or alleged violation of the Code of Ethics, the Secretary, President and/or President-Elect will provide available details to the Executive Committee or the Board, if there is no Executive Committee.

The Executive Committee, or Board if there is no Executive Committee, will then obtain all relevant information and take such action as it deems appropriate, including providing counsel to the alleged violator and providing recommendations to the Board for corrective action. Only the Board may take disciplinary action against an Officer, Director, or Cabinet member, consistent with RCoC's Bylaws and adopted policy and procedures.

12. **Indemnification of Officers and Directors** - RI provides Directors and Officers (DO), Employee Practices (EPL) and General Liability Insurance (GL).

Limits on the insurance are as follows:

- \$ 2,000,000 per occurrence for general liability
- \$ 4,000,000 per club aggregate for general liability
- \$ 10,000,000 all clubs aggregate for general liability
- \$ 1,000,000 Non-owned and rented auto liability
- \$ 500,000 per premise for damage to rented premises
- \$ 250,000 Deductible (*All claim costs paid at this retention level are paid for by assessments collected from U.S. Rotarians through the July SAR.*)
- \$ 5,000,000 per occurrence for excess liability

Link for additional information: http://www.rotary.org/RIdocuments/en_pdf/gli_program_summary.pdf

13. The Board will have an annual orientation to assure Board members are knowledgeable of all Club governing documents which include e.g., Bylaws, Code of Ethics, Conflict of Interest, Whistle Blower Policy, Anti-Harassment Policy, Policies and Procedures, and Financial Statements.
14. Members of the Board will sign a Board approved annual statement agreeing to follow the Club's governing documents.
15. All Club Governing documents; e.g., Club Bylaws, Policies and Procedures, etc. will be posted on the Club's website for access by the Club membership.

CONFIDENTIALITY POLICY

Purpose: The purpose of the Confidentiality Policy is to define confidential or proprietary information that requires Board members and staff to keep confidential.

Board information to be kept confidential: All information about matters specifically determined by Board motion or discussion to be matters of confidence including, but not limited to, matters dealt with during closed session of the Board.

Personal Information: All personal information about members such as financial information, family matters, and any other personal information which would usually be considered to have been given in confidence.

Financial Information: All financial information otherwise not generally available to the public.

Other Information: All information specifically marked as "Confidential."

CONFLICT OF INTEREST POLICY

The Board has adopted a "Conflict of Interest Policy" for Officers and Directors of the Board (referred to in this document as the Board) as follows:

- A. A conflict of interest arises when a person in a position of authority over the Organization benefits financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.
- B. The Board is covered by this policy.
- C. Persons covered by this policy will disclose to the Secretary, President, or President-Elect interests that could give rise to conflicts of interest.
- D. The Secretary, President, and President-Elect, working together, will determine and recommend to the Board whether to: a) take no action; b) assure full disclosure to the Board and other individuals covered by this policy; c) ask the person to recuse from participation in related discussions or decisions within the RCoC d) ask the person to resign from his or her position in the RCoC, or e) if the person refuses to resign, become subject to possible removal in accordance with the RCoC's removal procedures.

WHISTLE BLOWER POLICY

Article I – Purpose: The purpose of the Whistleblower policy is to encourage officers, staff, and volunteers to come forward with credible information on illegal practices or serious violation of adopted policies of the Organization and to protect such persons who do come forward. (The term "Organization" shall hereafter refer to the RCoC (Rotary Club of Cupertino)).

Article II - Encouragement of Reporting: The Organization encourages complaints, reports, or inquiries about illegal practices or serious violations of the Organization's policies, including illegal or improper conduct by the Organization itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies.

Article III - Protection from Retaliation: The Organization prohibits retaliation by, or on behalf of, the Organization against officers, staff, or volunteers for making good faith complaints, reports, or inquiries under this policy or for participation in a review or investigations under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The Organization reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports, or inquiries or who otherwise abuse this policy.

Article IV - Where to Report: Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the basis for the complaints, reports or inquiries. They should be directed to the President of the Board of Directors; if this person is implicated in the complaint, report or inquiry, it should be directed to the President-Elect or the immediate Past President who is not implicated in the matter. If there is no such person, the matter should be directed to the highest-ranking officer of the Rotary Club of Cupertino who is not implicated. The Organization will conduct a prompt, discreet, and objective review or investigation. Members of the Organization must recognize that the Organization may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

Rotary Club of Cupertino

BOARD MEMBER RESPONSIBILITIES

As a Board Member of the Rotary Club of Cupertino, I will follow the Rotary Four-Way Test to carry out my duties to jointly fulfill Board responsibilities. The Rotary Four-Way test states, "Of the things we think, say or do,

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

Board responsibilities include adopting and modifying Club strategy, approving and rectifying Club policies and procedures, auditing and approving Club budgets and financials, approving Club Avenue of Service (AOS) programs and other related Board business.

I will use my best efforts to become knowledgeable of and abide by the Club's Bylaws, Policies and Procedures Conflict of Interest, Anti-Harassment Policy, Code of Ethics Policy, Whistleblower Policy, Confidentiality Policy and decision of the Board of Directors and membership.

I will serve for the benefit and the mission of the Rotary Club of Cupertino and Rotary International (RI).

I will conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the best interests of the Club and will interact with Cupertino Rotary Endowment Foundation (CREF) Board members to establish a cohesive common goal.

I will make my best effort to attend all the Board meetings with the expectation that I will attend at least seventy percent (70%) of the Board meetings.

I understand Rotary International provides Directors and Officers Insurance, Employee Practices Insurance and General Liability Insurance.

Agreed and accepted:

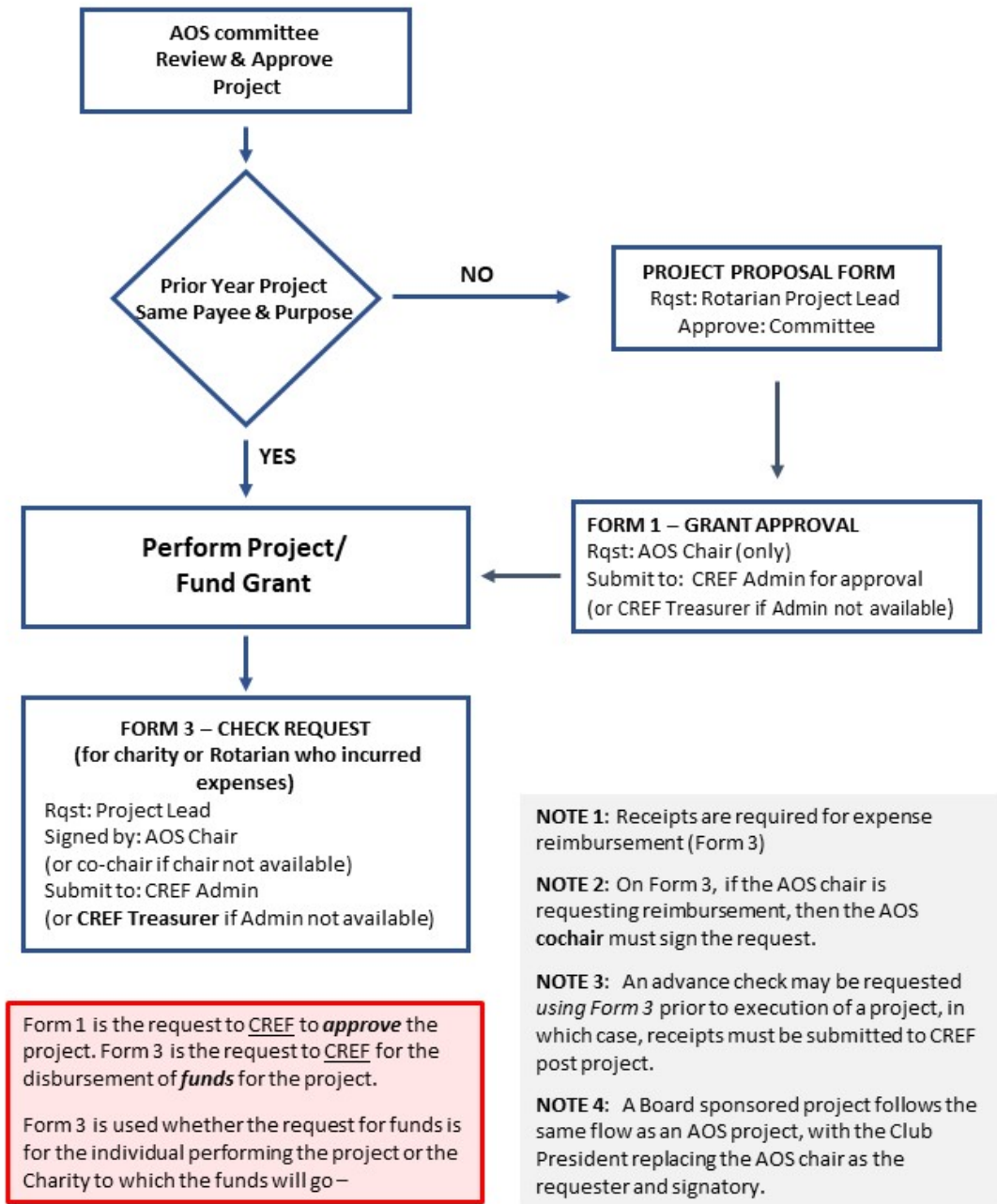
By (Print Name)

Signature

Date

APPENDIX 2a – CHARITABLE PROJECT APPROVAL & PAYMENT PROCESS

The process flow for an AOS charitable project is shown in the flow chart below.



Every project must have a Rotary Champion and be approved by an AOS committee. All requests for AOS charitable funds shall be submitted in writing to the appropriate AOS for their review and action. (Per Club Policies & Procedures, Sec. 201: Procedure 9 & Section 102.2(b))

Project Proposal Form –

- 1) You may use the standard (fillable .pdf) form (preferred) found on ClubRunner© (called Form 1), or create your own form as long as all required information is on the form.
- 2) The written request must include:
 - Project Description - the charitable purpose; not the payee
 - Name of the Rotarian who will champion the project/Project Manager - The Project Manager will be responsible for overseeing the project and assure all funds are used for the approved charitable purpose
 - Amount of funds requested by the AOS submitting the form (note on the form if additional funds will be requested by another AOS committee)
 - Charitable purpose of the project
 - Who will benefit from the project? Payee name and 501 (c)(3) Tax ID#, contact info where applicable
 - How the project will be carried out
 - Length of time of the project
 - Anticipated number of Rotarians who will participate in the project

Request for Grant: Form 1

- 1) All Grants MUST be approved by CREF.
- 2) Projects that have been previously approved as an ongoing Club Project and have received previous Grant Approval *within the last year* do not need to apply for a new Grant. Examples are Rebuilding Together, Winterfest, DeAnza Scholarship, Faces of Hope. The CREF Administrator maintains a list of ongoing approved Club Projects. Note: A **Project** is what the funds are used for, **not** the Payee

Completion of Request for a Grant: Form 1 / Signatures needed

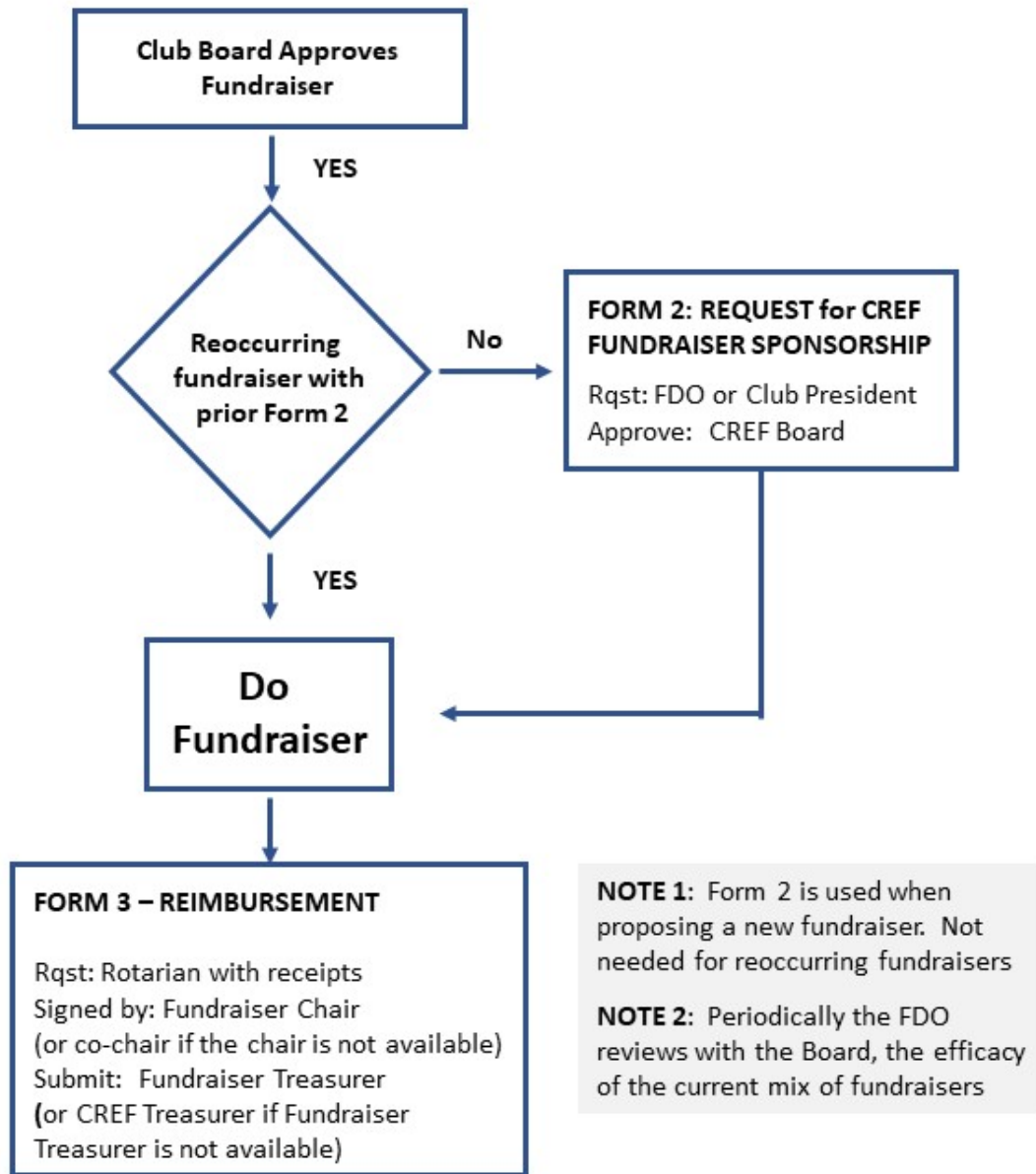
- 1) Complete all sections in their entirety
- 2) All projects require a Cupertino Rotarian as a project champion (manager).
- 3) If Payee is a non-profit, write in the tax ID number.
- 4) The Form 1 must be signed by the AOS chair (and only the chair) for an AOS project, or by the Club President or Club CFO for a Board Project.
- 5) Completed Form 1s go to the CREF Administrator (Be sure to attach the AOS-approved Project Form). If the CREF Administrator is not available, then the Form 1 may be given to the CREF Treasurer who will ensure that the CREF Administrator gets a copy.
- 6) All Forms may be submitted electronically.

CREF Board Meetings

- 1) CREF meets the 3rd Wednesday of each month from 1:45 – 3 PM
- 2) A completed Request for Grant: Form 1, including all applicable signatures, should be given or emailed to the CREF Administrator on or before the Friday before the CREF Board Mtg; i.e., the 2nd Friday of each month as Grant Requests are approved monthly at CREF Board meetings.

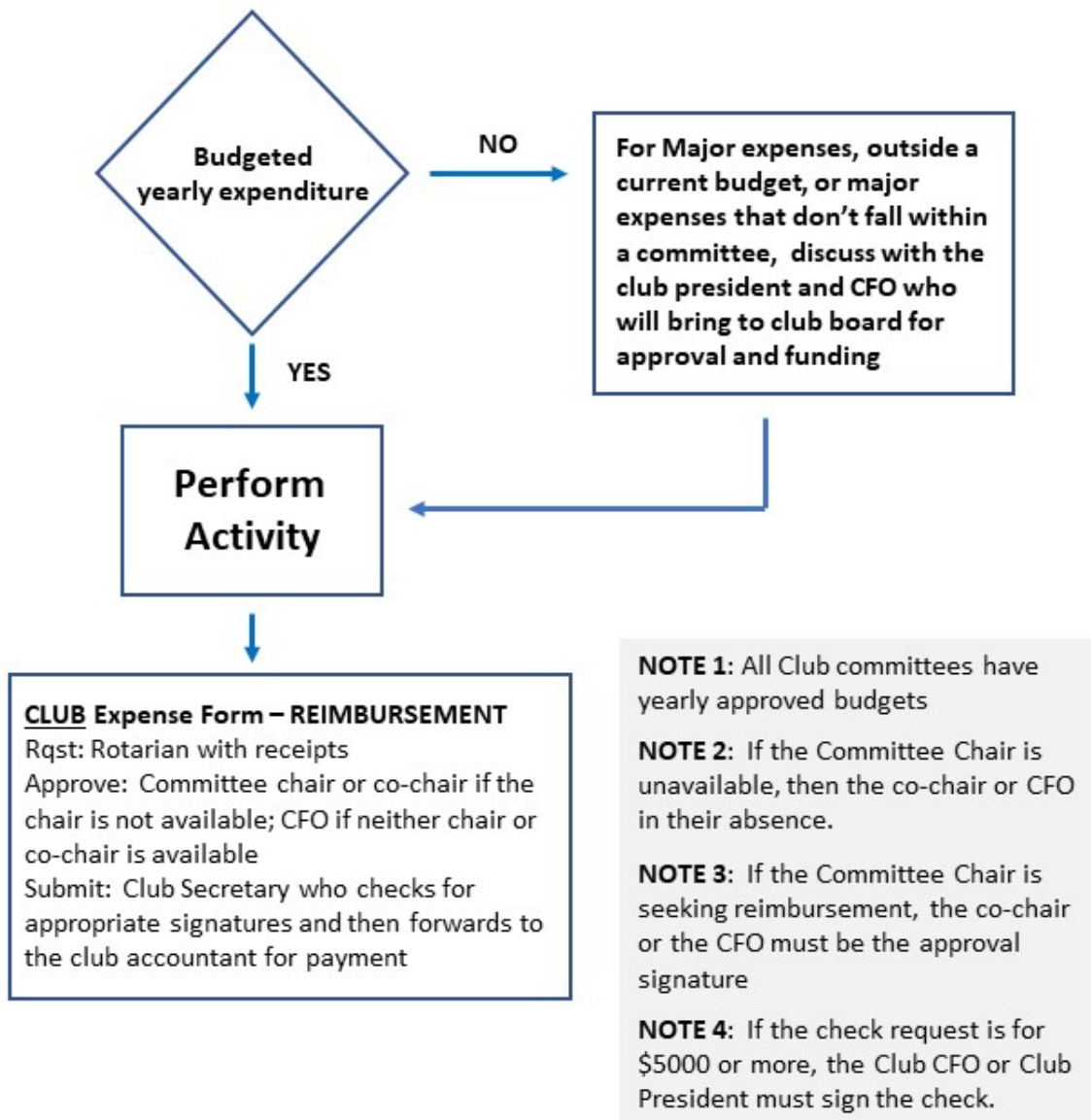
APPENDIX 2b – FUNDRAISER APPROVAL & EXPENSE REIMBURSEMENT PROCESS

The process flow for a Club fundraiser is shown in the flow chart below.



APPENDIX 2c – EXPENSE REIMBURSEMENT PROCESS FOR CLUB EXPENSES

The process flow for a Club Expenses is shown in the flow chart below.



APPENDIX 3 - COMPLIMENTARY LUNCHES APPROVING, TRACKING, AND REPORTING FORM

If one of the situations listed below does not apply, consult the Club Secretary or President.

- **No Cupertino Rotarian is to receive a complimentary lunch**, UNLESS they are the main speaker for the lunch program (excludes Club Assemblies & committee presentations)
- **Guests** will pay for their own lunch or they may be hosted by a Rotarian
- **Guest of an AOS committee or fundraising event** (e.g. Cupertino Rotary Golf Tournament, Community Services) provided the guest is part of a current AOS project or fundraising event may receive a complimentary lunch - charge to applicable *AOS or fundraising* committee.
- **Inductee**: On the day of their induction the member being inducted and one guest are eligible to receive a complimentary lunch - charge to *Membership* Committee
- **Rotary Dignitary** when they are visiting as part of an official visit – charge to *Club Service*
- **Speaker and one guest** – charge to *Program* Committee

Accounting Codes: **Speaker/Guest - #5004**
Avenue of Service/Committee - #6311
New Member Induction & Guest - #6410

Complimentary Lunch Procedure

1. The club member sponsoring the person receiving the complimentary lunch will provide the Club Service Chair the person's name and email address.
2. The Club Service Chair will email to the comp lunch recipient, the link to the website of the lunch provider
3. The comp lunch recipient informs the Club Service Chair of their lunch preference
4. The Club Service Chair orders the lunch (can the lunch provider send a bill to the Club Service Chair?)
5. On a monthly basis, when there have been comp lunches, the Club Service Chair will complete an expense report using the proper accounting codes and send it to the club CFO for review.
6. The club CFO will forward the expense report to the club Secretary who will send it to the bookkeeper for payment

APPENDIX 4 – HONORARY MEMBERS

An **Honorary Member** (HM) is a special friend of Cupertino Rotary who has been involved in a significant way on behalf of the Club or served some significant purpose/s for the Club, has been nominated and meets the criteria for eligibility, is recommended by the Membership Team as an Honorary Member, and is confirmed by the Board of Directors. The Honorary Member recognition will be reviewed annually and is not to be considered an automatic ongoing recognition.

CONSIDERATIONS FOR ELIGIBILITY FOR AN HONORARY MEMBER

1. Current significant engagement over the past few years (e.g., contributes sponsorship funds or resources to Club projects, actively involved with projects and/or fundraisers, performs services for or at the Club's request, attends meetings). NOTE: Financial contribution should not be the sole reason for nomination.
2. Continued active engagement anticipated by the nominating sponsor.
3. Meaningful appreciation of Honorary Membership by the nominee.
4. Spouse of a deceased member, if spouse has actively participated during the member's time as a Rotarian.
5. With possible rare exceptions, an active member is not eligible to become an Honorary Member.
6. All Honorary Membership nominations will be reviewed annually.
7. Other considerations determined by the Membership Committee.

PROCESS TO NOMINATE SOMEONE FOR HONORARY MEMBER RECOGNITION

1. Club member completes a nomination form for someone they believe meets the Honorary Member definition.
2. Club member submits form by April 1st to the Membership Chair for review by the Membership Committee at their April meeting.
3. The Membership Committee presents Honorary Member recommendations to the Club Board for review at the May Board meeting.
4. The Club Board votes on each Honorary Member at the next available Board meeting before July 1st.
5. The Membership Chair notifies each selected individual of their recognition as an Honorary Member explaining the membership is for one (1) year. The Membership Chair also explains their "Rights and Privileges".

RIGHTS AND PRIVILEGES:

1. Shall be exempt from payment of dues and fees.
2. Shall have no vote and not be eligible to hold any Club office.
3. Shall not hold a Classification.
4. Shall be entitled to attend all meetings at no cost to Rotary.
5. Shall have the right to visit other clubs without being the guest of a Rotarian.
6. Shall be sponsored by a Regular Member of the Club.
7. Shall receive a badge and pin.
8. Shall receive electronic Club communications and The Rotarian magazine.

HONORARY MEMBER NOMINATION FORM:

The Membership Committee would like to thank you for taking the time to nominate someone you believe deserves to be recognized as an Honorary Member and thank you in advance for completing the information below.

I would like to nominate _____ to be considered for the recognition of an Honorary Member of the Rotary Club of Cupertino for the RY _____. I nominate this person for the following reasons (NOTE: Prior to submitting the nomination please be sure to review all the criteria for eligibility listed at the bottom of this form.)

CRITERIA	EXAMPLES OF HOW THEY MEET THE CRITERIA
1) Provided current significant, worthwhile engagement over the past few years: (e.g., contributed money, time, attended meetings, involved with projects and/or fundraisers, and/or services performed for or at the Club’s request. NOTE: Financial contribution should not be the sole reason for nomination)	
2) The Honorary Member designation does or will mean something to the person being nominated	
3) The nominator expects their nominee will continue to be engaged; if so, in what ways	

Please submit this nomination to _____, the Membership Chair, on or before June 1, 20__.

Please note the HM recognition is reviewed annually adhering to criteria in place at the time of the review and is not considered to be an automatic ongoing recognition.

Your Name

Date

CONSIDERATION FOR ELIGIBILITY FOR AND HONORARY MEMBER

1. Current significant engagement over the past few years (e. g. contributes sponsorship funds or resources to Club projects, actively involved with projects and/or fundraisers, performs services for or at the Club’s request, attends meetings). NOTE: Financial contribution should not be the sole reason for nomination.
2. Continued active engagement is anticipated by the nominating sponsor.
3. Meaningful appreciation of Honorary Membership by the nominee.
4. Spouse of a deceased member, if the spouse has actively participated during the member’s time as a Rotarian.
5. With possible rare exceptions, an active member is not eligible to become an Honorary Member.
6. All Honorary Membership nominations will be reviewed annually.

APPENDIX 5 – AWARDS and RECOGNITIONS

The following are the awards that are customarily given by the President at the conclusion of their year.

Purpose and Objectives:

- To promote our Club values and to visually reinforce them
- To help educate and inspire others to strive for worthy goals
- To honor outstanding Cupertino Rotarians who set high standards and achieve important goals
- To institutionalize the award and recognition process
- Additional awards may be given at the discretion of the President.

Its Uenaka Award (Club level)

“In recognition of inspirational leadership and commitment to the Rotary Club of Cupertino.” The Its Uenaka Award is given for multi-year dedication and contributions to the Rotary Club of Cupertino.

Vocational Service Award (Club level)

An important and effective way to encourage vocational excellence, the practice of high ethical standards, and the use of one’s vocational abilities for the benefit of the community is to recognize such activity through a vocational service award program. This can be done by bestowing vocational awards on deserving individuals who practice their vocation in the Cupertino area. The awardees can be Rotarians or non-Rotarians. The accomplishments can be a major effort or simple, thoughtful acts. The presentation ceremony will occur periodically at a Club meeting.

Criteria for selection:

- 1) Is the individual respected in his or her field by his or her peers?
- 2) Does the individual conduct his or her vocation in an ethical manner consistent with Rotary’s 4-way test?
- 3) Does the individual conduct his or her vocation in a way that places service above self?
- 4) Does the individual provide the services of his or her vocation for the benefit of the community for which he or she receives no compensation?

President’s Award (Club level)

To provide the Club President an opportunity to recognize member(s) for demonstrating an exceptionally high level of service and support to the President.

Fundraiser(s) of the year (Club level)

1. A Rotarian(s) who has led the way with their influence, time and treasure to ensure the Rotary Club of Cupertino has the financial resources to conduct its charitable work.
2. Has led major fundraising effort(s) to success.

Rookie Rotarian of the Year (Club level)

1. Joined the Club in the last 24 months or less.
2. Exhibits high standards by following the Four Way Test principle.
3. Showed initiative in Club’s projects/activities and participates in meetings, events, and projects.
4. Made a positive impact on the Club.
5. Embraces membership with enthusiasm and commitment.

Membership Service Award (Club level)

1. Promoted membership objectives in membership development and retention.
2. Actively led or involved in key membership development function(s) and made significant contributions.

Rotarian of the Year Award (Club level)

1. Exemplified Rotary's motto of "Service Above Self" for the current year and adhered to the Four Way Test principle over a period of time.
2. Made significant contributions, during the current year, to the mission and operation of our Club, and one or more Avenues of Service, and/or major committees.

APPENDIX 6 – BOARD MEMBER CRITERIA

Rotary Club of Cupertino - Nominations for ____ - ____ Year

These sheets provide criteria for the Nominating Committee to consider as they evaluate and nominate Club members for leadership positions on the Rotary Club of Cupertino Board of Directors.

Position: Board of Directors

“Manage the financial affairs and set the strategic and operational policies for the Club.” Bylaws Article I

“The at-large directors will be actively engaged in the Club. They will serve on a Club committee (AOS, Admin, Club Service, etc.) and/or fundraiser committee and act as a liaison between the members and the Board of Directors.” Bylaws Article III Section 8

Board Member Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for Board Members

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Position: President-Elect

“It shall be the duty of the President-Elect to perform such duties as may be prescribed by the President of the Board. The President-Elect shall attend the Rotary District’s President-Elect Training Seminar during his/her term.” Bylaws Article III Section 2

President-Elect Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for President-Elect

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Traits Applicable to President-Elect

- Demonstrated ability to conduct effective meetings
- Able to assist the President
- Strong Leadership skills
- Able to effectively represent Cupertino Rotary in the greater community
- Strong understanding of the Club’s culture, structure, and operations

Position: Strategic Development Officer

“The role of the strategic development officer is to provide long-range vision and planning for the Club. The SDO will collaborate with the President to set Board meeting agendas. The SDO will assist the Board in the implementation and updating of a strategic plan. The SDO will work with the current President, the President-Elect, and the President-Elect-Nominee to provide continuity across Rotary Club fiscal years.” Bylaws Article III Section 6

SDO Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for Strategic Development Officer

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Traits Applicable to SDO

- Able to develop and implement Club’s strategic plan
- Strong understanding of the Club’s culture, structure, and operations
- Able to assist President and President-Elect with yearly planning and agenda setting
- In-depth knowledge of Club, community, and Rotary community inter-relationships
- Understands partnerships

Position: Fund Development Officer

“The Fund Development Officer will chair the Fund Development Committee, which will lead the long-term fundraising strategy and advise the yearly fund development of the Cupertino Rotary Club, striving to optimize income opportunities and minimize expenses.” Bylaws Article III Section 7

FDO Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for Fund Development Officer

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Traits Applicable to FDO

- Intimately familiar with Club fundraising including TRF & CREF PF.
- Able to coach fundraiser chairs and treasurers
- Financial acumen
- Able to effectively communicate with Club CFO, Club and CREF Accountant, CREF Treasurer, and CREF Administrator
- Understands Club/CREF financials

Position: Chief Financial Officer

“It shall be the duty of the chief financial officer to oversee all financial matters of the Club, oversee all event treasurers, oversee financial reporting of Club operations, prepare reports regarding the Club’s charitable accounts prior to each Board of Directors meeting, and other duties as usually pertain to this office. The chief financial officer shall oversee the preparation and filing of required federal and state tax or other forms and reports.” Bylaws Article III Section 5

CFO Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for Chief Financial Officer

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Traits Applicable to CFO

- Understands Club/CREF financials
- Financial Acumen/Accounting skills
- Able to effectively communicate financial issues to the Club Board and Cabinet
- Able to effectively communicate with Club Accountant, FDO, CREF Treasurer, and CREF Administrator

Position: Secretary

“It shall be the duty of the Secretary to send out notices of meetings of the Club Board, record and preserve the minutes of such meetings, keep records of membership, make required reports to Rotary International, and perform such other duties as usually pertain to this office.” Bylaws Article III Section 4

Secretary Qualifications from Policy and Procedures Section 102.5(a)

- An active member of the Club for the last 3 years.
- Successfully served in a key leadership role
- Knowledge, skills, time, and experience to effectively assume responsibility for the governance as well as the strategic and operational management of the Club

Additional Criteria for Secretary

- Time to commit
- Competent/effective
- Effective communicator and listener
- Actively engaged in Club activities
- Understands the Club’s culture, structure, and operations (leadership structure, AOS and other Cabinet committees, TRF, fundraisers, and interaction with CREF)
- Able to work effectively with individuals across the organization - i.e., Board, Cabinet, committee leadership, and Rotary members

Traits Applicable to Secretary

- Able to effectively support the President
- Computer skills
- Organized