

# **ROTARY CLUB OF WASHINGTON COUNTY POLICIES**

## **Proposing a New Member**

### **Membership Qualifications**

The prospective member should be an adult person of good character and good business or professional reputation.

The prospective member must be personally and actively engaged in the business or profession in which he/she is to be classified OR be retired from an active business or professional life in that classification.

### **The Proposal Process**

1. Obtain a proposal card from the club Secretary.
2. Complete the proposal card, sign it, and return it to the club Secretary.
3. The board, upon satisfactory reports by the club's Classification and Membership Committees, will consider the proposal.
4. The Rotary Information Committee will invite the proposer and prospective member to meet with them. (Note: Until notified by the Information Committee, prospects should not be informed that they have been proposed for membership.)
5. The prospective member will be asked to complete an application card and to grant permission for his/her name and proposed classification to be published/read to the club members.
6. If no objections are received in writing by the board within seven days after the second reading of the prospect's name, he/she will be considered to be elected to membership on the day of his/her installation.

### **The Steps in the Proposal Process**

1. Proposal card received by Secretary
2. Approval by the Classification Committee
3. Approval by the Membership Committee
4. Approval by the Board of Directors
5. Approval by Rotary Information Committee Chair
6. First reading at club meeting
7. Second reading at club meeting
8. Proposer notified of prospective member's acceptance
9. New member is introduced at a club meeting.
10. The new member will pay a \$25 new member fee in addition to the regular annual dues, which will be prorated based on the month the new member joins.

## **Commitments of Membership**

The following commitments are expected from each member of the Rotary Club of Washington County:

### **1. Attendance**

- a. Members should strive for 100% attendance of weekly Rotary meetings but are required to attend at least 60% of the meetings (including make-ups).
- b. If members are unable to attend one of the weekly meetings of the Rotary Club of Washington County, every effort should be made to make-up the meeting at another Rotary club meeting. Make-up meetings may be attended up to two weeks before or two weeks after the missed meeting. Members should receive a make-up card to document the meeting and provide it to the club Secretary. A list of area make up sites can be found on the inside back cover of this directory. The Secretary also has a reference guide of all Rotary Club locations and meeting days. Participation at other club meetings can be very enjoyable and rewarding.

### **2. Membership**

- a. Identify and recommend new members for Rotary who are in vocation classifications not represented in this club, and who live by the principle of Rotary and the 4-Way Test.
- b. Introduce yourself to any new member of the Rotary Club of Washington County within one month of the new member's association with the club.
- c. Serve on a committee under one of the four avenues of service (i.e., Club, Community, Vocational or International.)
- d. Serve on the Program Committee when asked and seek to bring informative and/or entertaining speakers before the club. Note: Approximately once every year you will be asked to serve on a Program Committee.

### **3. Participation in Community Service Projects**

- a. Participate in all other service projects the club may schedule.

### **4. Participation in Club's Fund-Raising Effort**

- a. The club's annual fund-raiser provides funds for community-based organizations and requests throughout the Rotary year.
- b. Each year the President and the officers will decide to raise funds for the club's service projects by a fund-raiser and/or a request for a cash donation from each member.
- c. Each member is expected to participate in the designated fund-raising effort.

### **5. Annual Dues**

- a. Annual dues will be set in June/July by the Board.
- c. Each member will be billed for dues in July. (A \$25 late fee will be added for payments made after September 15.)

## **Leaves of Absence**

Requests for leaves of absence or inactive status of membership shall be submitted in writing to the Board of Directors. Requests for leaves of absence or inactive status will be limited to: change in residence, serious illness or other cases of extreme hardship. The Board of Directors, at a regular meeting, may act upon the request and may approve such requests by a two-thirds vote of the Board. The length of the leave of absence or period of inactive status will be determined by the Board of Directors with the usual length of the request being 30 days. Extended periods of leave may be granted by the Board in case of extreme hardship. Members requesting the leave of absence or inactive status will be required to pay all dues and fees that would normally be required to maintain membership in the club. Refunds of dues will not be granted.

It is recommended that a member requesting a leave of absence or inactive status longer than 90 days be encouraged to resign from the club and reapply for membership at a later date. Such requests would allow the member to return upon written application. The member would not be required to pay any other fees other than the regular membership dues.

## **Contribution Guidelines**

The Rotary Club of Washington County is a community service organization whose guiding principle is "Service Above Self." One of the avenues available for achieving this goal is through contributions to worthy community-based service organizations and/or projects. In evaluating the many requests received by the Rotary Club of Washington County, consistent guidelines will be utilized by the Board of Directors to ensure the most effective and fair utilization of contribution dollars. These guidelines are as follows:

1. All contribution requests should be submitted in writing to an officer of the Rotary Club of Washington County or mailed to the club at P.O. Box 160, Brenham, Texas 77834. This request should briefly, but adequately, address the following:
  - \* Name of the individual/organization requesting the funds
  - \* Amount of funds requested
  - \* Proposed use of funds
  - \* Proposed beneficiaries of funds and/or project to be funded
  - \* Brief history of organization and/or project to be funded (to allow the Board to understand the success and/or needs addressed.
  - \* Other sources of funding proposed, if any.

2. The Rotary Club of Washington County's Board of Directors will review and allocate contribution funds as part of their routine board responsibilities. Generally, the majority of donation dollars will be designated through the adopted budget as the beginning of the year. The Board may designate a portion of funds, which will be held in "contingency" to fund requests that arise during the year. The President, with the concurrence of one additional officer, has the delegated authority to grant up to \$500 to any request which may arise between regularly scheduled board meetings, and to then report such contribution at the next regularly scheduled board meeting.
3. The Rotary Club of Washington County seeks to utilize its contribution dollars to benefit the following areas: youth services (recreation, prevention of drug and alcohol abuse, vocational guidance and development), community services (recreation, education and medical) and economic development. When considering whether to contribute to an organization and/or project which is outside of these parameters, the Board will consider whether a precedent is being established for future contribution requests. The Rotary Club of Washington County will not make contributions in support of political candidates or political issues.
4. Funds contributed by the Rotary Club of Washington County should benefit non-profit organizations, community groups, or a specified community-based project. Generally speaking, contribution requests, which benefit only one individual, or a specific family, may not be funded, as the Rotary Club seeks to be a community service organization and not a charitable foundation.
5. The Rotary Club of Washington County will generally limit its approval to "one-item" contributions and not commit to multi-year requests. An organization is free to resubmit a request to the Rotary Club to achieve multiple-year funding, but prior year contributions should not be construed as an indication of the Rotary Club's willingness to contribute again. To the extent possible, when an organization is requesting "repeat funding," they should indicate the use of funds previously contributed and indicate the level of success achieved with those funds.
6. As the Board of Directors is duly selected by members of the Rotary Club of Washington County to direct the activities of the club, the contribution and allocation decisions of the Board should be considered final. If a requesting organization believes that its request was declined due to inadequate information or a misunderstanding of the information presented, it may resubmit the request (in writing) for reconsideration. It is at the President's sole discretion whether the Board will reconsider the contribution request.

### **Memorial Gifts**

The Rotary Club of Washington County will contribute \$100 to the Rotary Foundation in memory of a club member who has died and \$25 in memory of the spouse or child of a club member. The club will acknowledge any other deaths in a member's family with a card of condolence.

## **General Financial Policies**

1. The general functioning of the club will be funded by dues, fines and member contributions. The related receipts and expenditures will flow through the General Fund.
2. Non-community service expenses by the club will be funded through the General Fund. This will include items such as Rotary International and district dues, club awards, officer training, club operation costs, etc.
3. The service projects and contributions of the club may be funded by fund-raisers, assessments and contributions. The related receipts and expenditures will flow through the Service Fund.

## **Fund Balance Policies**

1. The General Fund will have a minimum closing balance of \$2,000 every June 30. This cash reserve allows for unexpected demands on the club.
2. The Community Service Fund will have a minimum closing balance of \$1,000 every June 30. This cash reserve allows the club to carry out service projects and make contributions prior to fund-raising.

## **Budget Policies**

1. The President Elect will draft a proposed budget and present it during the June meeting of the Officers and Directors.
2. The proposed budget will include (1) receipts and expenditures for the General Operating Fund of the club and (2) receipts and expenditures for the Service Fund of the club.
2. The proposed budget for the General Fund will include a carry-over line item reflecting either the cash balance in excess of \$2,000 as income or the cash balance below \$2,000 as an expense item.
4. The proposed budget for the Service Fund will include a carry over line item reflecting either the cash balance in excess of \$1,000 as income or the cash balance below \$3,000 as an expense item.
5. The budget will be approved in July by the Officers and Directors.

## **Major Responsibilities of Officers**

### **1. President**

- To set the vision for the club during his/her term of office.
- To lead the club in the fulfillment of the vision.
- To preside at the club meetings.
- To preside at meetings of the Board of Directors.
- To schedule, plan and organize the annual Installation Banquet in coordination with the President Elect.

### **2. President Elect**

- To appoint program committees and coordinate the weekly programs.
- To introduce guests and visitors at weekly club meetings.
- To organize and coordinate any major fund-raiser.
- To attend Rotary International's President Elect Training Seminar (PETS).
- To preside in the President's absence.
- To schedule, plan and coordinate the club Christmas party.

### **3. Vice President**

- To recruit members to lead the prayer, pledge and song during club meetings.
- To carry out other special duties as assigned by the President.
- To preside in the President-Elect's absence.

### **4. Secretary**

- To file the appropriate and requires forms with Rotary International and the District.
- To track attendance of members.
- To record and distribute minutes of board meetings.
- To order needed supplies.

### **5. Treasurer**

- To maintain the club's financial records.
- To deposit monies and write checks for outstanding debts or contributions.
- To make monthly financial statements available to the Board of Directors.