

**Policies and
Procedures
Rotary Club of
Burnsville –
Adopted
02-20-2017**

Amended #1 05-11-17

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I. Club Structure

A. Committees

1. Every Committee will have an assistant chairperson. Under normal circumstances the assistant chair will be appointed chair upon the departure of the chairperson but all committee chair appointments are made by the President Elect and ratified by the club membership.
2. There will be a Past Presidents Committee – all active Past Presidents will be members chaired by the Past President that has been out of office one full year.

B. Club Historian

1. The Club shall have a club historian. This person should keep a record of important events and maintain the existing historical documents.

II. Club Procedures

A. Hospitality – The club will support its members and their immediate family should one of them be hospitalized or upon the death of a club member or member of their immediate family, with appropriate observances and gifts to be determined by the Social Committee chair.

B. Paul Harris Awards

1. Awards will be in two different categories – awards to club members and awards to deserving members of the community who have supported Rotary and or who have been exemplary in community service. (Both awards will be made using “banked” Paul Harris points.) An ad hoc committee composed of past club Paul Harris Award recipients will select recipients for the club Paul Harris awards. The Foundation Committee will recommend community Paul Harris recipients for Board approval. Customarily one club Paul Harris award is made each year along with a limited number of community Paul Harris awards. The awards will be made bearing in mind the significance of the award and in not diluting that significance.

2. One (1) additional Club Paul Harris Award will be made annually to a Club Member in memory of past Club Member Dick Manley. The recognition will be awarded each year depending on Rotary Foundation donations designated for this purpose. (Club “points” will not be used for this award.)

a. Eligibility

- i. Recipients must be a member in good standing of the Rotary Club of Burnsville and have been a member for at least two years.
- ii. Recipients must be a respected and productive member of the community.
- iii. Recipients must exhibit character and actions consistent with the Four Way Test and the example set by Dick Manley.
- iv. Those making Rotary Foundation gifts for this purpose will be ineligible.

b. Selection

- i. Award determinations will be made each year in May at the end of the Club fiscal year.
- ii. Selection of the award recipient will be made by the President, the President Elect, the Foundation Chair and four additional club members to be designated by the Manley Family. Initial designees will be Ron Demars, Wayne Huelskoetter, Bill Perron and Dave Porter.
- iii. On or before May 1 of each year the selection panel will meet to discuss the year’s award recipient and to make their final decision.
- iv. The award will be made at a designated special meeting or awards banquet as determined by the Board of Directors. Manley family representatives will be invited to this session.

- C. Tax Filing - The Outgoing Club president is responsible to see that all tax filings for his/her year ending 06-30 are filed as required by IRS regulations. The Club tax accountant will be assigned to prepare the filings.
- D. Conferences
 - 1. The Club registration and lunch fees for any member who attends District Conferences will be paid by the Club.
 - 2. Rotary International Conferences- The club will offset travel, food, registration and lodging costs for the President Elect to attend Rotary International Conventions in an amount not to exceed \$2,400 subject to the availability of funds.
- E. Social Events - The Club supports various social events as coordinated by the Social Committee. In general, the costs for these activities and borne by the individual members participating however from time to time the Board may budget for funds to support a social event.

III. Regular Meetings

- A. Fines - There shall be a \$3.00 limit on weekly fines to members unless the membership in attendance waives said limit.
- B. Club Assemblies – The club shall conduct quarterly meetings where each of the avenues-of-service chairpersons gives a summary of what has been happening during the prior quarter. Other club business items may be addressed at these meetings as well.
- C. Student of the Month – The Club shall work with School District 191 to honor a “Student of the Month” at one meeting each month.

IV. Projects

- A. Ongoing Projects – The Board approves ongoing projects year by year. From time to time projects are added or eliminated. Ongoing projects presently supported include:
 - 1. Kids of Summer – The event conducted in cooperation with the City of Burnsville normally occurs in August. The club furnishes and serves a fun picnic meal for all participants in the City summer recreation program.

2. McAndrews Road – Spring Clean-Up and Fall Clean-Up – These events occur in early to mid-May and early to Mid-October. The club in cooperation with Dakota County picks up trash on McAndrews Road between Nicollet Avenue and CSAH 5.
 3. Salvation Army Bell Ringing – This normally occurs in the first two to three weeks of December. It is conducted in cooperation with the Salvation Army.
- B. Special Projects – From time to time the Board may approve special projects. Each project will have a chairperson and that chairperson will be responsible for completing a project report/budget and presenting a final summary to the Board. All reports are to be turned over to the Secretary at the conclusion of the project.
- V. Membership
- A. Fireside Chats – New members will receive orientation through processes to be devised by the Membership Committee. In the past “Fireside Chats” have been used as a part of this process.
 - B. Each member should serve on at least one committee.
- VI. Finances and Budgeting
- A. Annual Budget – the Board shall annually prepare a proposed budget and submit that budget for member review no later than August 1.
 - B. Dues and Charges - In conjunction with the preparation of the Annual Budget the Board shall annually review dues and other member charges to ascertain if existing dues and other member charges are appropriate and will maintain an adequate fund balance.
 - C. Requests for Unbudgeted Donations
 1. The Board of Directors may approve transactions in an amount not to exceed \$500 without club approval. Transactions greater than this amount must be approved by the club membership with at least ten (10) days’ notice via email and announcement during at least one meeting prior to membership consideration.

2. No approval of any contribution proposal can be made at the meeting of the proposal. The proposal must be reduced to written form and published to the entire club before action.
- D. Membership Responsibilities for Raffle and Other Ticket Sales - It is the policy of the club to encourage all members to purchase tickets and contribute items. This is not mandatory. Members must decide for themselves what they can and cannot do.