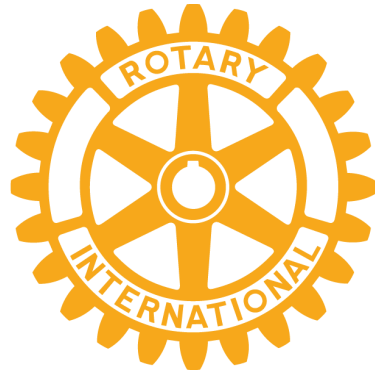


**Rotary**



**Rotary Club of La Crosse  
Policies**

**Updated December 2018**

# ROTARY CLUB OF LACROSSE

## POLICIES

Revised October 2018

### ATTENDANCE

It is the policy of the La Crosse Rotary Club that all members are expected to attend at least 50% of the club meetings. Even though a member may be absent from attending a club meeting, the member is responsible for the meal cost.

**Make-ups:** Absences may be made up at any Rotary Club on any of the fourteen days immediately preceding or immediately succeeding the day of absence. Meeting credit will be given when: the member has attended a Club committee meeting accessed and completed an E-club meeting via the internet, or if the member has attended a regular Rotary meeting at another club.

### EXCUSED FROM COMPLYING WITH ATTENDANCE REQUIREMENTS

**Health Reasons:** Members with prolonged ill health or physical impairment which prevents attendance at meetings shall be excused from complying with the attendance requirements provided they are current with club dues, Rotary Works Foundation and Rotary International Foundation quarterly payments.

**Excused Membership:** Upon request Rotarians can be excused from attendance if two conditions are met: They have been a member of one or more Rotary clubs for at least 20 years, and their years of club membership plus their age equals at least 85. They will pay for only meals when they attend.

**Leave of Absence:** A member may be granted a leave of absence for a variety of reasons if the member is current with their quarterly dues and Foundation pledges. When a leave of absence is granted the member shall pay dues and Foundation contributions, but the meal charges will be waived.

**Board Discretion:** Upon written request, and for good and sufficient cause, the Board of Directors may exercise discretion in excusing members from the attendance requirements provided they are current with quarterly dues, La Crosse Rotary Foundation and Rotary International quarterly payments.

### HONORARY MEMBERS

Unlike other membership categories that can be requested by the member, Honorary Membership is bestowed upon a member by election from the Board of Directors.

Honorary Membership will be offered to members who have distinguished themselves by meritorious service in the furtherance of Rotary ideals. Honorary membership is the highest distinction that a club may bestow and should be

conferred only in exceptional cases. Honorary members cannot propose new members to the club or hold office and are exempt from attendance requirements and club dues. A person may be an active member of one club and an honorary member of another club. Persons may hold honorary membership in more than one club.

The Rotary Club of La Crosse has designed the following criteria in addition to the above: Member must have been classified as an active member for 20 years in the Rotary Club of La Crosse or another Rotary Club. Certain exceptions may apply and be determined by the board of Directors; member must be in good standing; member must have had an active leadership position in the Club or Rotary Works Foundation. (Active is defined as: club officer or board member, committee chairperson.); Member must have monetarily contributed to the Rotary International Foundation to earn at least one Paul Harris Fellow. Contributions to the Rotary Works Foundation will also be considered; and there is no term limit and all past Honorary Members are grandfathered in.

Honorary members will continue to receive *The Rotarian Magazine* compliments of the club.

### **DUES AND MEAL CHARGES**

**Dues:** Active members, unless otherwise approved by the Board, shall pay quarterly dues in effect for the current Rotary year.

**Honorary Members:** Honorary members shall be charged only for meals served at meetings attended.

### **DELINQUENT ACCOUNTS POLICY**

The Rotary Club of La Crosse Board of Directors is responsible for ensuring the financial stability of the Club and Delinquent Accounts is a threat to that goal. The Club's stance will always be to try to work things out, but there has to be a firm payment plan in place to accomplish that. It is incumbent upon each member to keep his or her contact information up-to-date with the Administrator, especially email addresses.

The following process will be followed:

- 1) All accounts are due within 30 days of invoices being emailed by the Administrator.
- 2) At 30 days past due, unless prior arrangements are made, a reminder statement is sent with a past due stamp by the Administrator.
- 3) At 60 days the Administrator gives the past due list to the Sergeant-at-Arms to contact individuals by email of their past due account.

- 5) At 75 days the Administrator sends another email or letter to negotiate a payment plan or discuss membership.
- 6) At 90 days, the Sergeant-at-Arms follows up with a phone call to discuss payment plan or membership.
- 7) At 100 days the Board is notified and termination of membership is discussed.

## **INCOME ALLOCATIONS**

**Club:** Dues, meals, new member fees, fines, weekly raffle, interest income from Club monies, reimbursements for new club start-ups, and any monies collected through fund-raising and any other miscellaneous income shall be allocated to the Club's treasury. Fund raising activities require Board approval.

**Rotary Works Foundation:** Member's pledges are to be forwarded to the Rotary Works Foundation each month. The club itself will pledge to the Rotary Works Foundation an amount based on the financial standings of the club for the respective year.

**Rotary International Foundation:** Paul Harris donations, member's pledges are to be remitted by the Club Treasurer and Administrator to the RI Foundation each month.

**Members:** Where practical, give Rotary Club business to club members.

## **PAID EXPENSES**

**Certain Officers:** The President and Sergeant-at-Arms of the Club shall have the weekly meeting lunch charges waived during their terms of office.

**Staff:** In addition to salary, the cost of meals served to salaried or hourly paid staff who must attend Club meetings shall be paid by the Club.

**President:** Registration, housing, meals and transportation costs (at the Federal prescribed rate) incurred by the president, while president, for attending the District Conference, Board Meetings, weekly club meetings, or any other function while acting in an official club capacity, shall be paid by the Club.

**President – Elect:** Registration, housing, meals and transportation costs (at the Federal prescribed rate) incurred by the president-elect while president-elect, for attending the President-Elect Training Seminar (PETS), the District Assembly, the District Conference and the Rotary International Convention shall be paid by the Club.

**President-Elect Nominee:** Registration, housing, meals and transportation costs (at the Federal prescribed rate) incurred by the president-elect nominee, while

president-elect nominee, for attending PETS, the District Assembly and the District Conference, shall be paid by the Club.

**Board Meetings:** The President, Sergeant-at-Arms and Administrator shall have their meals paid for at regularly scheduled Board meetings. All other Board members shall pay for their meals.

## **AREA CLUB RELATIONS**

To the extent possible, the Club will support area Rotary club projects and events.

## **FUNDRAISER ANNOUNCEMENTS**

With the permission of the club president, Rotary members will be allowed to put informative or fund raiser flyers on the tables each week at Rotary. It is expected that the flyers will pertain only to projects with which Rotarians have a personal involvement. But, in order to save meeting time, only the club president will announce the flyers available on the tables, mentioning a person to contact for more information; no other announcement will be made. Under no circumstances will direct sales of any item be allowed at Rotary meetings, unless it is a Rotary fundraiser. Rotary projects do not fall under this announcement restriction or do projects approved by the Board of Directors.

## **MEMBERSHIP DIRECTORY**

The Board of Directors asks you not to allow anyone to make copies of the membership directory or permit anyone to use it or copies of it as an advertising list

## **MEMORIALS**

When a member, honorary member or immediate family member of a current member passes away, a donation to the Rotary Works Foundation Endowment Fund shall be made in the name of the deceased person. Such donation shall be \$100 for a member; \$50 for honorary member; and \$50 for a spouse, child or parent of a current member and the remaining family shall be notified of such donation.

## **NEWSLETTER**

Items of a controversial nature presented to the Administrator for inclusion in the newsletter shall be reviewed by the executive committee of the Board of Directors and edited only if the contents are of such a nature as to be detrimental to the Club's or members' well being. The newsletter is to be prepared weekly by the Administrator with the exception of those weeks where a club meeting is not scheduled due to holidays or at the Board's discretion. The newsletter will be

electronically distributed to Club members except by special request a paper copy will be generated and mailed.

## **PROGRAMS**

Every effort shall be made to provide a variety of programs including those, which are controversial. When a program is controversial in nature, speakers representing each side shall be asked to jointly present their views at a meeting. If a speaker declines, the speaker shall be informed that the program will be held anyway, and the program presented to the membership informing them of a speaker's inability or unwillingness to appear. If a program is considered a forum for political candidates to present their views, all candidates will be given equal time.

## **RESIGNING MEMBERS**

When a member resigns from the club, for whatever reason, Dues are collected through the date of the written resignation and are not refundable.

## **SOCIAL MEDIA GUIDELINES**

Definition:

Social Media: An online social structure that includes but is not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences, RSS feeds, video sharing and social networking sites (i.e. Facebook, LinkedIn, Twitter). Social media is a type of online media that expedites conversation as opposed to traditional media, which delivers content but does not allow readers/viewers/listeners to participate in the creation or development of the content.

Administrators: Administrators of the sites include, but are not limited to the Club President, Public Relations Committee Chair and others deemed appropriate by the Board, Club President and, Public Relations Committee

- Individuals will be designated as administrators for the Rotary Club of La Crosse by the Public Relations Committee and overseen by an appointed Board Member. Designees will be responsible for uploading content and monitoring responses and discussions on the sites on behalf of the Rotary Club of La Crosse.
- Designees will not share log-in and password information for any social media channel with any person not designated as an administrator, internally or externally by the club.

- Designees will use Rotary's voice and point of view; be professional, friendly and will never be argumentative.
- Appropriate use by designated administrators of Rotary includes, but is not limited to:
  - a. Performing research.
  - b. Accessing technology information.
  - c. Engaging in business communications.
  - d. Conducting public relations.
  - e. Recruiting.
  - f. Information sharing and work group collaboration.
- Inappropriate usage of social networking on behalf of the Rotary Club of La Crosse includes, but is not limited to:
  - Any activity or communication that involves the transmission of or access to sexually oriented, obscene, discriminatory, harassing, defamatory, false, inaccurate, abusive, profane, pornographic, threatening, racially offensive, or otherwise biased, discriminatory or illegal material.
  - Disclosure of an individual's personal information without appropriate authorization.
  - Misrepresenting, obscuring, or replacing a user's identity on an electronic communication.
  - Streaming media (including, but not limited to, YouTube or similar video-sharing sites, online radio and TV stations, movie clips, etc.) for Rotary related use.
  - Knowingly uploading or downloading commercial software in violation of its copyright.