

Rotary Club of Hyannis Rotary Procedures

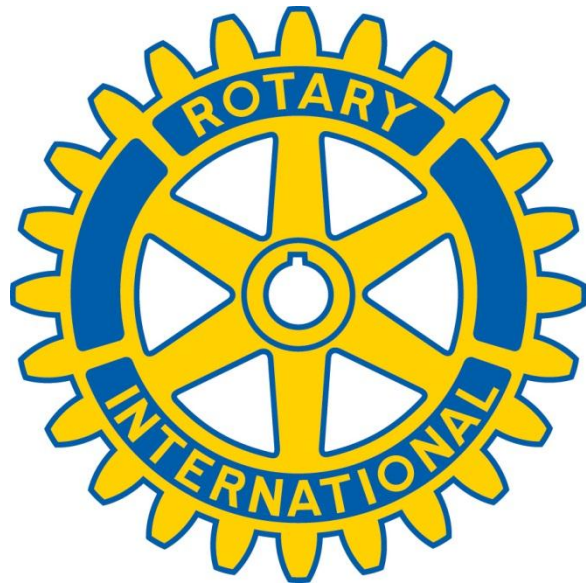


Table of Contents

Article I Member Matters.....	3
Section 1 Attendance.....	3
Section 2 Attendance Policy	3
Section 3 Resignations	3
Section 4 Excused Absence	4
Section 5 Bereavement.....	4
Section 6 New Members	5
Section 7 Birthdays	5
Article 2 Financial Matters.....	5
Section 1 Dues	5
Section 2 Dues Payment.....	5
Section 3 50/50 Raffle.....	6
Section 4 Fines	6
Section 5 Happy Bucks	6
Section 6 Million Dollar Meal	7
Article 3 Club Meeting Matters	7
Section 1 Club Meeting Procedures.....	7
Section 2 Meeting Cancellations.....	7
Section 3 The Friendship Candle	8
Section 4 Club Meals	8
Section 5 Club Assembly	9
Section 6 Club Officer Selection	9
Section 7 Annual Induction of Officers	10
Section 8 Student Guests.....	10
Section 9 Rotary Minute	10
Section 10 Speaker Gifts.....	11
Article 4 Organizational Matters.....	11
Section 1 The Board of Directors.....	11
a Board of Director's Function	11
b Board of Directors Meetings.....	11
c Committees.....	13
d Other.....	13
Section 2 Financial Management	13
Section 4 Gifts and Recognition	14
Article 5 Sample Board of Directors Agenda	15
Article 6 Rotary Club of Hyannis Duties of Officers	16
Section 1 President.....	16
Section 2 President-Elect	16
Section 3 Vice President	16
Section 4 Secretary/Assistant Secretary.....	16
Section 5 Treasurer/Assistant Treasurer	16

Rotary Club of Hyannis Procedures
2012

Section 6 Sergeant-at-Arms 17

This Customs and Procedures Manual expands on the details provided in both the Constitution and the Bylaws with further refinement of those documents.

ARTICLE I MEMBER MATTERS

Section 1 Attendance

1. Club members are given a copy of the Club Constitution and Article 9, Section 1 Attendance is explained along with their Club Roster.
2. Each member is required to inform the Attendance Committee, as necessary, of a makeup, as required by this policy.
3. When a member is absent due to Article 9, Section 2 or Section 4 of the Club Constitution the member must notify the Attendance Committee.
4. When a member requests an excused absence as required by Article 9, Section 3 of the Club Constitution and the Board approves such absence, the member's attendance shall be recorded as required by Article 9, Section 5 of the Club Constitution.

Section 2 Attendance Policy

1. Member attendance requirements are specified in detail in the Club Constitution, Article 9 and Article 12. Nothing contained within this Procedures Manual shall supersede the description of attendance requirements as written in the Club Constitution. Members are required to become familiar with the attendance requirements in the Club Constitution.
 - a. A member must attend or make up at least 50% of club meetings in each half of the year;
 - b. A member must attend at least 30% of the club's regular meetings in each half of the year;
 - c. A member shall be counted as attending a regular club meeting if the member is present for at least 60% of the meeting
 - i. The meeting starts at 12:15 pm. The 60% requirement for the 1 hour meeting is 36 minutes or 12:51 pm.

Section 3 Resignations

1. Consistent with Article 9, Section 8 of the Hyannis Rotary Club Constitution, the resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.
2. The President or their appointee should contact the Rotarian to express their regret.

Rotary Club of Hyannis Procedures
2012

3. There should also be an attempt to see if there are any concerns that were not addressed in the letter of resignation.
4. Resignations should be announced by the President at the weekly meeting following acceptance by the Board of Directors.
5. Resignations should be noted in the Club Log for that week.

Section 4 Excused Absence

1. Consistent with Article 9 Section 3 of the Club Constitution a member may request an excused absence of the board.
2. The board shall establish conditions and circumstances to guide its review and approval of any excused absence request.
3. The President or their appointee should contact the Rotarian to express the nature of the request prior to the Board voting upon the request.
4. There should also be an attempt to see if there are any concerns that were not addressed in the excused absence request.
5. The board shall review said request to determine if there is good and sufficient reason to the request.
6. The excused absence shall not be longer than 12 months
7. An excused should be announced by the President at the weekly meeting following acceptance by the Board of Directors.
8. Approval of an excused absence should be noted in the Club Log for that week.
9. The Fellowship Committee will send a get-well card to members who are on a medical excused absence.
10. The Board, through the President, shall notify any members placed on any and all excused absence are still valid and not excusable.
11. An excused absence prevents forfeiture of membership; it does not operate to give the Club credit for the member's attendance.
12. An active member moving from the locality of the club or the surrounding area may, consistent with the Club Constitution, Article 12, section 2 retain membership in the Club or be granted a special leave of absence not to exceed one year where the member's board grants such permission and the active member continues to be active in the same classification and meets all other conditions of Club membership.

Section 5 Bereavement

1. The President or their appointee will represent the Club at the visiting hours, funeral, or memorial service of a current member of the Club who has died.
2. When possible the President or their appointee will contact the family to see if the Club can be of assistance.
3. The President shall make announcement at the next Club meeting and hold a moment of silence in honor of the Rotarian.

Rotary Club of Hyannis Procedures
2012

4. The Club will donate \$50.00 in honor of the Rotarian to our Scholarship Fund or a charity of the Rotarian family's choice and have the Secretary notify the Rotarian's family.
5. The passing of immediate family members of a Rotarian should be acknowledged at the next meeting and a card sent by the Club.

Section 6 New Members

1. The Membership Committee will assign new members a mentor as part of the Club's Mentor program, which intends to match a new member with an existing member.
2. In an attempt to help introduce new members to the Club members, new members should be assigned as greeters and 50-50 raffle ticket sales.
3. When assisted by a mentor new members will make the acquaintance of all club members within a short period of time.
4. It is also suggested that mentors sit with their member for several weeks in order to introduce them to existing members at the tables.

Section 7 Birthdays

1. The Fellowship Committee will send a Birthday card to each Rotarian from the Club one week prior to the Rotarian's birthday.
2. The Secretary will provide the names of members celebrating birthdays each week to the President so their birthday can be acknowledged with a song.
3. The President will request a member to lead the Club in the Happy Birthday song.

ARTICLE 2 FINANCIAL MATTERS

Section 1 Dues

1. The Club's annual dues are \$ 230.00, and include \$ 20 for the Million Dollar Meal.
2. The dues are billed in two (2) installments due January 1st and July 1st.
3. New members joining at any time during a billing cycle will be billed the year dues.
4. The Club does not have an admission fee.
5. The Treasurer will add the donation to the Million Dollar Meal (see policy under Million Dollar Meal) on each billing cycle.

Section 2 Dues Payment

1. The Treasurer issues and mails the dues invoice to members on July 1 and January 1 each year.
2. Dues are payable by the member within 30 days of issuance.
3. Consistent with the Club Constitution, Article 12 section 3, Termination – Non-payment of Dues:

Rotary Club of Hyannis Procedures
2012

- a) Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
- b) The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

Section 3 50/50 Raffle

1. The Club has a 50/50 Raffle each meeting to help meet the Operations Budget goals.
2. The tickets are sold in different increments
3. 1 for \$ 1.00, 3 for \$ 2.00 or, a sleeve for \$ 5.00.
4. The Attendance committee will assign new members and other club members to sell raffle tickets.
5. The winning ticket is drawn at the end of the meeting by the program speaker or other such designee.
6. Members may elect to donate their winnings to the club but it is the Club's policy that it is at the private discretion of the winner to do so.

Section 4 Fines

1. The President has the discretion to fine members for various reasons.
2. Our club has issued fines for:
 - a) Late Attendance at meeting –the Secretary supplies the names to the President.
 - b) Not wearing your Rotary Member Badge.
 - c) Not wearing your Rotary pin.
 - d) Allowing Visitors to sit without a club member at their table.
 - e) Going to the wrong meeting place when location has changed.
 - f) Having your picture published (other than an advertisement).
 - g) Wearing standout clothing (ties, shorts bright colors, etc.).
 - h) Not knowing the names of new Rotarians when asked by the President.
 - i) Not filling up the front tables at the meeting.
 - j) Always sitting at the same table or with the same group.
 - k) The President is free to create more reasons for fining members, and is always open to suggestions for fines.
 - l) Fines help us meet our Operations Budget goals.

Section 5 Happy Bucks

1. The President shall attempt to allow time at each meeting for members to donate happy bucks to the Operations Budget for the opportunity to share good news with the club.
2. Sad bucks are at the discretion of the member.

Rotary Club of Hyannis Procedures
2012

3. Since the donations are important to meeting our budget goals, the Club encourages members to share their good news.

Section 6 Million Dollar Meal

1. Rotary International requests that each club hold at least one meeting each year which will be designated as a Million Dollar Meal, the proceeds of which are donated to The Rotary Foundation.
2. The Treasurer bills each member \$ 10.00 each on their July 1 and January 1 dues bill for the November Million Dollar Meal.
3. The Treasurer sends 50% of the donation to the Rotary Foundation and the remaining 50% to donate money to programs to feed the hungry on Cape Cod, subsequent to a board vote on the recipients of the funds.
4. The Board has an annual opportunity for the recipient of our donation to apply to the Feinstein Foundation for matching funds or other options. Alan Shawn Feinstein is a Rhode Island Rotarian who offers matching funds to antihunger agencies who receive funds from any source based on his challenge during the month of March.

ARTICLE 3 CLUB MEETING MATTERS

Section 1 Club Meeting Procedures

1. Meeting called to order at 12:15 pm
 - a. Pledge of Allegiance
 - b. Opening song
 - c. Invocation
2. Lunch
3. Introduction of visiting Rotarians and guests, including Student guests when present, awards the Club friendship candle as necessary
4. Address or other program features.
5. Correspondence, announcements, acknowledges birthdays, and Rotary information.
6. Committee reports if any.
7. Any unfinished business.
8. Any new business, asks for happy bucks, and may issue fines
9. Adjournment at 1:15 pm.

Section 2 Meeting Cancellations

1. The Board may cancel a regularly scheduled meeting for some or any of the following reasons:
 - a. If the meeting falls on a legal holiday;
 - b. In the case of the death of a club member;

Rotary Club of Hyannis Procedures
2012

- c. In the event of an epidemic or of a disaster affecting the whole community; or
 - d. In the event of an armed conflict in the community which endangers the lives of the club members.
2. The Board may cancel not more than four (4) regular meetings in a year for causes other than the foregoing, provided that the club does not fail to meet for more than three (3) consecutive meetings.

Section 3 The Friendship Candle

1. It is the Club's custom to present our Friendship candle to the Rotarian who travels the furthest in order to make up at our Club.
2. Doing so helps encourage friendships with Rotary Clubs around the world, since we get many visitors, especially in-season.
3. It may be useful to request that your Sergeant-at-Arms have an "atlas" on hand or Internet map software at meetings in order to determine who is actually from the farthest distance.
4. The presentation of the candle consists of the following:
 - a. *"It has long been the custom of the Rotary Club of Hyannis to present to the Club of the Rotarian traveling the furthest to makeup, our friendship candle. We ask that you take it back to your Club, light it in the spirit of friendship, and have your Club Secretary notify our Club Secretary that you've done so. "*
5. It is the Sergeant-at-Arms responsibility to keep the inventory of candles at an appropriate level for Club usage and to have the candles available for presentation at each meeting.

Section 4 Club Meals

1. Annually, upon negotiation of a contract with the supplier, the Luncheon Committee, with the assistance of the Treasurer, sets a per meal price to members.
2. Based upon this per meal price for meal and non-meal tickets, the Treasurer receives approval from the Board to set a per meal price and non-meal price for members attending each meeting and for the cost of ten-meal tickets.
3. Visiting Rotarians are eligible to purchase a meal in accordance with the per meal and non meal prices set for members.
4. Guest speakers and student guests receive a meal at no charge.
5. A new member prospect receives a meal at no charge his/her first time attending a club meeting.
6. Student guest meal costs are reimbursed annually by the Treasurer through a transfer from the Good Works Fund to the Operations Fund.
7. When a program requires more than three (3) guest speakers or student guests, the program committee member responsible for that weekly program must notify the

Rotary Club of Hyannis Procedures
2012

Treasurer the week before the program of the intended number of guests so that the Treasurer can inform the supplier of the extra meals needed for preparation.

Section 5 Club Assembly

1. The President may schedule, at his/her discretion, a Club Assembly and program for all club officers, directors, committee chairs, and club members to confer on the program and activities of the club.
2. Club assemblies are traditionally held during the visit of the District Governor or Assistant Governor, and such other times as necessary.
3. The President may schedule an assembly subsequent to the District Conference to review reports on the programs and activities of the district and of other clubs in the district.
4. The incoming club President is responsible for conducting a club assembly to be held within three (3) weeks of the district assembly.

Section 6 Club Officer Selection

1. A Nominating Committee, composed of the immediate past president, the incoming president, the vice-president, two past presidents, and the current president serving in an ex-officio basis, shall meet in November each year to select club members for nomination to the club for service as the slate of club officers the next Rotary year.
2. Club members will vote for two past presidents by paper ballot listing all active past presidents before November 1, the two past presidents with the highest number of votes will be selected to serve on the Nominating Committee.
3. Officers to be nominated include:
 - a. President,
 - b. President-elect,
 - c. Vice President,
 - d. Immediate past president
 - e. Secretary,
 - f. Assistant Secretary,
 - g. Treasurer,
 - h. Assistant Treasurer,
 - i. Sergeant-at-Arms, and
 - j. Six Directors.
4. Directors shall serve a three-year term, unless appointed to fill the unexpired term of a resigned Director.
5. The Nominating Committee shall make its recommendations to the members at a regular club meeting not later than the last regularly scheduled meeting in December.

Rotary Club of Hyannis Procedures
2012

6. The club, upon hearing the report of the Nominating Committee, shall, upon the motion of a member, and seconded by another member, cast one vote in favor of the Nominating Committee's slate of officers for the next Rotary year.

Section 7 Annual Induction of Officers

1. In June or July of each Rotary year, the club holds an annual installation dinner for the installation of its officers and directors.
2. The dinner location is selected by the incoming club President, and is coordinated with the Program and Luncheon Committee.
3. The Club budgets \$500 to be used towards Installation.
4. All other costs should be covered by the sale of Installation Tickets.

Section 8 Student Guests

1. At the beginning of each school year, the Barnstable High School Guidance Department supplies the Club with a list of students who will attend our Rotary meetings as Student Guests.
2. There will be two (2) to three (3) students attending each meeting and each student will attend three meetings.
3. Communication and coordination of transportation is the responsibility of the Interact Committee.
4. The students will be introduced each week, and each week one student will deliver a 3-5 minute speech on a topic of their choice.
5. At the end of their three (3) meetings, the Students are given a small gift (currently a key chain that shows the Four Way Test and Motto of Service Above Self).
6. During the month of May or June, representatives of those students who have attended will be asked to return to run a weekly meeting taking over the duties of club members meeting responsibilities.
7. The Interact Committee should coordinate the plans with the Program Committee for that month with the President.
8. It is important that the Program Committee and Treasurer know the number of student representatives who will attend this meeting to ensure the supplier can plan for the appropriate number of meals.

Section 9 Rotary Minute

1. Recognizing that our club is part of an international organization, the President will attempt to provide time at each meeting for members of the International Projects Committee to present ideas, projects, events, etc. that are taking place throughout the world.

Rotary Club of Hyannis Procedures
2012

2. The International Projects Committee is encouraged to reference The Rotarian for information items.
3. The President may also use this time to enable the dissemination of membership information as a Membership Moment.

Section 10 Speaker Gifts

1. It is the custom of the Club to present the program speaker or speakers with a small token of appreciation for their presentation or to make a donation to a local organization. Examples include donations of a children's book to the Hyannis Public Library that is signed by the program speaker(s), donation of funds to the Mass ReLeaf program of the Commonwealth through the Town of Barnstable Tree Warden, or presenting a Rotary pen to the speaker.

ARTICLE 4 ORGANIZATIONAL MATTERS

Section 1 The Board of Directors

a BOARD OF DIRECTOR'S FUNCTION

1. The purpose of the Board of Directors of the Rotary Club of Hyannis is to represent the membership and assure that the Club is operating according to the Club By Laws.
2. The Board is ultimately responsible for setting and adhering to Club policy, is responsible for the Club's finances, for maintaining and developing the Club's image and reputation in the community, for the Club's health and growth, and is responsible for all Club activities and communications.
3. Each Officer of the Board fulfills the function of their office as described in the duties and obligations set forth from Rotary International, and assists in all matters as requested by the President.
4. The Past President, current President, Secretary and Treasurer will comprise an Advisory Committee, which meets as determined by the President.
5. The Advisory Committee has no voting power.
6. Each non-Officer Board member is assigned a committee liaison position, and is responsible for reporting the actions, business and general welfare of their assigned committees to the Board.
7. They are also responsible for informing their committees of Board actions and determinations or positions that may affect their committees.
8. The Committee liaisons should familiarize themselves with the role and purpose of each committee, and assist committee Chairs in accomplishing their goals.
9. A monthly report to the Board from each non-Officer Board member is expected.

b BOARD OF DIRECTORS MEETINGS

Rotary Club of Hyannis Procedures
2012

Location

1. Boards of Director meetings are held monthly at the discretion of the President.
2. At the call of the President, the Board may also meet immediately after a scheduled club meeting, or at other times to act on non-financial matters, such as membership nominations, leaves of absence, etc.
3. Meeting locations are determined by the Club President and can involve the meeting locations being changed-
4. The last Board meeting is sponsored by the outgoing Club President.
 - a. It is suggested that the "incoming Board" members also attend this meeting, as part of orientation.
 - b. Business for this last meeting shall include voting "excess" Goodworks dollars to the Scholarship Funds, reviewing the Board packets with the "new Board" members, and a year-end review.
5. Board Meetings are open to all Club members.

Proceedings

1. The Club President presides over each Board meeting.
2. Board members or Club members should request, prior to the meeting agenda being developed, placement of an item on the agenda for each upcoming Board meeting. (See attached for sample agenda.)
3. The Club President shall finalize the agenda and either s/he or the Club Secretary shall mail, email, or fax the agenda to Board members a minimum of two days prior to the Board meeting.
4. The Board generally utilizes Robert's Rules of Order for the conduct of its meetings.
5. Board members are provided copies of Roberts Rules of Order in their orientation packet and should attempt to familiarize themselves with these Rules of Order.
6. The President shall endeavor to move the meeting along according to the agenda, ensuring Board members, members, or guests do not unnecessarily prolong discussions and the meeting.
7. Meeting length should generally be no more than two (2) hours.
8. Board members who cannot be in attendance shall provide the President and host Board member a courtesy reply on non-attendance prior to the meeting, and also provide their report to the Board either via the President or other designated proxy.

Minutes

1. The Club Secretary is responsible for recording Board meeting minutes.
2. Minutes should state each agenda item motion, the motion maker, and motion seconder, and Board vote.

Rotary Club of Hyannis Procedures
2012

3. Minutes should be distributed to the Treasurer, Assistant Treasurer, President, and to the general Board as soon as possible after the Board meeting.

Board Actions - Reporting and Correspondence

1. The President, through the Secretary, is responsible for reporting Board actions to the Club through notice briefs at the following Club meeting as well as providing notice briefs to the Log Editor for placement in the Log and our Web Site.
2. The President, through the Secretary, is responsible for reporting Board actions to organizations that have requested action by the Board on a specific item.
3. The Secretary shall report Board Action highlights of Goodworks funds distributed and good deeds to the Log Editor.
4. The Secretary, on approval of Board meeting minutes, will provide approved minutes to the Log Editor for distribution to the club membership.

c COMMITTEES

1. Each Committee consists of a chair, as appointed by the President, a Vice Chair, and committee members.
2. The purpose of the Vice Chair is to serve in a learning role as Chair of the committee so that members are trained on a revolving basis.
3. Each Committee has a Board Liaison who is a member of the Board of Directors.
4. The Board Liaison is responsible for reporting the progress/concerns of each committee to the Board.

d OTHER

1. It is among the duties of the President to choose an alternate or a delegate to represent the Rotary Club of Hyannis at meetings of the Cape & Islands Council of Rotary Clubs.
2. The Council meets September, November, January, March, and May.

Section 2 Financial Management

1. The Treasurer is responsible for maintaining all accounts of the Club and providing monthly financial reports to the Board on the status of financial activity for the preceding financial period.
2. The Treasurer, as part of an annual club assembly, shall provide the club an annual financial report on the status of financial activity for the preceding financial year.
3. The Treasurer shall work with the Budget Committee to develop a budget for adoption by the Board not later than the eleventh month of the Rotary year for implementation in the new Rotary year.

Rotary Club of Hyannis Procedures
2012

4. The Treasurer shall work with those designated to perform an audit of the Club's financial records as needed.

Section 4 Gifts and Recognition

1. If the President chooses to acknowledge the service of his/her Board members with a gift at the end of their term, the gifts presented are the responsibility of the President, and the Club bears no financial burden for such gifts.
2. Gifts to serving Board members are totally at the discretion of the sitting President.
3. If the President chooses to recognize Club members for distinguished service and support throughout their year, the President shall create a list of recommendations for Board approval.
4. It is customary for the Club to present certificates of appreciation to designated members.
5. All Outgoing Presidents receive a "Past President's pin" from the Club.
6. The Club furnishes a basic past president's pin for this occasion.
7. Should an outgoing President prefer to upgrade their pin, they are financially responsible for the difference in cost from the basic pin to the upgrade.

Rotary Club of Hyannis Procedures
2012

ARTICLE 5 SAMPLE BOARD OF DIRECTORS AGENDA

Date:

Time:

Location:

- | | |
|---------|--|
| 5 min. | Call to Order: President
Introduce Guests/Visitors |
| 10 min. | Secretary's Report:
Minutes of the Last Meeting Vote to Approve for Acceptance
Correspondence
Other Business |
| 15 min. | Treasurers Report
Financial Report Vote to Approve for Acceptance
Other Business |
| 10 min. | President-Elect's Report
(Home & Garden Show, Wyckoff Raffle, or others) |
| 25 min. | Standing Committee Reports:
Club Administration
Membership
Public Relations
Service Projects
Rotary Foundation |
| 15 min. | President's Report:
District Business
Club Business
Community Business
Old Business
New Business
Next Meeting Date & Location
Adjourn Meeting |

ARTICLE 6 ROTARY CLUB OF HYANNIS DUTIES OF OFFICERS

Section 1 President

It shall be the duty of the President to preside at meetings of the Club and of the Board, and to represent the Rotary Club of Hyannis in the local and greater community, and to perform such other duties as ordinarily pertain to the office of President as may be prescribed in the future

Section 2 President-Elect

It shall be the duty of the President-Elect to serve as a member of the Board of Directors, to serve as Co-Chair of the Home & Garden Show, to substitute for the President when absent or requested; and to perform such other duties as may be prescribed by the President or the Board.

Section 3 Vice President

It shall be the duty of the Vice President to serve as a member of the Board of Directors, to serve as Co-Chair of the Home and Garden Show, and to perform such other duties as may be prescribed by the President or the Board.

Section 4 Secretary/Assistant Secretary

It shall be the duty of the Secretary to keep the records of the membership, record the attendance at meetings, send out notices of meetings of the Club, Board and Committees, record and preserve the minutes of such meetings, (specifically, to distribute the minutes to the Treasurer, Assistant Treasurer, President and Log Editor), make the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the general secretary on the first of April and the first of October of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at club meetings, which shall be made to the district governor within 15 days of the last meeting of the month, collect and remit to RI subscriptions to *The Rotarian*, and perform such other duties as usually pertain to the office of Secretary.

Section 5 Treasurer/Assistant Treasurer

It shall be the duty of the Treasurer to serve as a member of the Board of Directors, to have custody of all funds, accounting for same to the club annually, to the Board on a monthly basis, and at any other time upon demand by the Board, to work in conjunction with the Audit and Budget committees, and to perform such other duties as pertain to the office of

Rotary Club of Hyannis Procedures
2012

Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming treasurer or to the President, all funds, books of accounts, or any other club property.

Section 6 Sergeant-at-Arms

It shall be the duty of the Sergeant at Arms to serve as a member of the Board of Directors, to assure that the Club's banners and signs are posted at each meeting location on a regular basis; to assure the President has the appropriate tools available for running each weekly meeting; to ring the bell signaling the start of each meeting; to choose individuals to introduce visitors and guests; to collect fines and Happy Bucks; to oversee the general decorum of each weekly meeting; and such other duties as may be prescribed by the President and the Board.

Security password = hyannis7950