

**Rotary Club of
Pleasanton Policies &
Procedures
January 19, 2023
Updated July 20, 2023**

1. Annual membership dues are currently set at \$360 and are due on the first day of the Rotary year. Dues can be paid by check or charged through the PAYA accounts on ClubRunner, payable to the Rotary Club of Pleasanton. Additionally, each member will also be invoiced for their Every Rotarians Every Year (EREY) donation to Rotary International at a Minimum of \$25 each year. Annual Dues and the EREY donation are due on the first day of the Rotary year [July 1st].
2. The Club Treasurer will send out an invoice for the annual membership dues for the following Rotary year on the 1st of May with payment of the membership dues due by July 1st of each new fiscal.
3. New member one-time admission fee is \$50 to be paid at the time of induction into the club.
4. Members who join the club after the beginning of the Rotary year will have their annual dues prorated accordingly. The \$50 new member fee is constant regardless of the month the new member joins the club.
5. Membership Categories are as follows:
 - a) **Regular Membership.** Requires attendance at a minimum of two, Club lunch meetings and/or Club Rotary events, per quarter.
 - b) **Family membership.** Your spouse/partner or other family member that resides in the same house as you may join the club with 50% annual dues plus \$50 one-time membership fee. Family membership discounted dues is only available for one member of the household.
 - c) **Rule of 85.** Members with service and age totaling 85 pay dues and are exempt from attendance requirements.
 - d) **Honorary Membership.** Members who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their support of Rotary's cause may be elected to honorary membership. Honorary members shall be exempt from the payment of dues, shall have no vote, and shall not be eligible to hold any office in the Club and are exempt from attendance requirements.
6. In addition to annual membership dues, members are expected to contribute a minimum of \$100 annually to the Rotary Club of Pleasanton Foundation, and a

minimum of \$25 annually to Rotary International - Every Rotarian Every Year (EREY). Members should present their Foundation-Charitable General Fund checks to the Foundation Treasurer. Members should present their Rotary International EREY check to the International Service Chair of the Club.

7. At the end of the Rotary year, any funds remaining in the Rotary Club's operating budget as well as receivables deemed collectable, upon approval by the Rotary Club of Pleasanton Board, may be applied to the income side of the Foundation budget.
8. If the current President of the Rotary Club of Pleasanton is not already a Trustee of the Foundation Board of Directors, he or she will automatically become a Trustee of the Foundation Board of Directors the year following his or her year of being Club President. This will be a one-year appointment to the Foundation Board.
9. The Foundation Board of Directors will annually make a list of recommended candidates they propose to be added as new Trustees on the Foundation Board of Directors for the following year. The Club board of directors will then vote on each proposed candidate. Approved candidate[s] will begin serving on the Foundation Board the following Rotary year. In the event of a mid-term vacancy to the Foundation Board of Directors, the remaining Foundation Board Trustees will nominate a club member to fill the vacancy. The Club Board of Directors will vote to approve or not approve the nominated club member. After approval, the nominated club member will immediately become a Trustee of the Foundation Board of Directors.
10. Nomination Committee – By the second Thursday of October, the current club president shall appoint a nominating committee consisting of the last most recent five past presidents with the immediate past president as its chair. The nominating committee shall immediately begin to meet with a slate being finalized by the second Thursday in November. The chair of the nominating committee shall announce to the club the slate of candidates by the second Thursday in November.
11. The meeting cost is \$25.00 per week and includes lunch. Club members may elect to purchase a meeting punch card voucher to eliminate the possibility of having to reimburse the club for meeting cost, IOUs, and simplify the check in process. Meeting costs, for the club president are complimentary and are paid by the club. Prospective members are required to attend any two types of club events before being considered for membership. Prospective members meeting fees and Speaker(s) meeting fees are paid by the club. With approval of the Board, Honorary Members who attend Club meetings and do not eat lunch, are exempt the \$25 meeting fee. The President may hold email votes of the Board to approve acceptance of new member proposals or other important issues. A majority of the board must respond in the affirmative for the vote to be approved.

12. The Club shall sponsor the President-elect and a guest at Rotary International Conventions. The expenses for the president-elect and guest will be funded to a predetermined limit and subject to approval by the Board of Directors, and will cover travel and boarding expenses related directly to the Rotary event. All supporting expense invoices will have to be submitted to the treasurer for approval before the board will reimburse the president-elect. Advances may be considered if submitted in writing and are subject to the availability of funds.
13. All club members, except for honorary members, are required to participate in the Annual Spirit Run. If the member cannot attend because of a conflict that day, the member shall contact the Spirit Run chair and help with the event in another way.
14. Standing Committees - The club has the following standing committees:
 - a. Membership/Marketing Committee. This committee shall meet regularly to review recruitment and retention of club members. The committee shall secure proper publicity for the club with the goal of increasing membership. This committee may review attendance records and contact members who are not meeting attendance requirements.
 - b. Club Service Committee. This committee shall be responsible for the regular meetings of the Club.
 - c. Club Fun Committee. This committee shall promote acquaintance and friendship amongst the members.
 - d. Program Committee. This committee shall schedule and monitor upcoming program presentations for the current and future Club meetings.
 - e. Community Service Committee. This committee shall coordinate local community projects and recommend to the board donations in the community.
 - f. International Service Committee. This committee shall coordinate international projects and recommend to the board international donations.
 - g. Youth Service Committee. This committee shall support the youth in the community through Interact, RYLA, Youth Speech Contest, Boy Scout Troop 911, Explorers 911, Cub Scout Troop 944 and recognition of students of the month.
 - h. Public Image Committee. This committee shall manage all the club's social media accounts, interface with all club committees, publicize the club, club events and club fundraisers
15. Each committee chairperson will serve on the club board of directors. Each committee chairperson shall periodically give a report or update the website on the activities of their committee.