

Final 08-09-07

Hayward Rotary Club Policies and Guidelines 2007-2008

Note: This version incorporates the changes we agreed upon May 30 – they are lined out and the changes are indicated by yellow highlighting. Be aware that when printed, the highlighting may not print on your printer.

A. OFFICERS AND DIRECTORS

1. Rotary International Convention:

a. The Vice-President (President-Elect) shall be the official representative of the Rotary Club of Hayward at the Rotary International Convention held during his or her term of office. The Club shall pay the cost of registration, round-trip coach air fare, meals, lodging and other reasonable expenses of attending the convention for the Vice-President and spouse.

b. If circumstances beyond his/her control prevent the Vice-President from attending the Rotary International Convention during the year of service as vice-president, he/she may attend with spouse during the year of service as President, together with the newly elected Vice President and spouse. The Club shall pay expenses as in section 1, a. above.

2. Attendance at other functions:

All Officers, Directors and Committee Chairman are expected to attend the District Conference, the District Assembly and the Avenues of Service.

In order to encourage attendance, the Club will pay the following costs:

- District Conference - Hospitality Suite for the President and spouse which will also be used by others members.
- District Assembly - Registration fees for all Club members who attend.
- Avenues of Service - Registration fee for all Club members who attend.

3. The Secretary:

a. The Secretary shall keep the following permanent files:

- (1) One copy of each High Gear
- (2) Minutes of all Board of Directors meetings.
- (3) One copy of each District Governor's letter.
- (4) One copy of each Rotary International News and Convention Proceedings.
- (5) One copy of each Treasurer's report.
- (6) Complete records of all Rotary International Foundation - Paul Harris Fellowships.
- (7) Retain a copy of all tax returns.
- (8) Keep the Club's scrap book up to date.
- (9) Any other items deemed pertinent to the history of the Club.

b. The Secretary shall receive reimbursement of \$400.00 per month for storage provided, a mileage allowance of \$400.00 per year and a waiver of annual membership dues in the Club.

4. Assistant Secretary:

The Assistant Secretary may be appointed by the Board of Directors and shall support the Secretary as required. When the Secretary is absent from Club or Board Meetings, the Assistant Secretary shall act in lieu of the Secretary. If the Secretary is unable to fulfill his/her duties and responsibilities, the Assistant Secretary may be appointed as a successor.

5. The Treasurer:

The Treasurer shall receive a waiver of annual membership dues in the Club and shall receive a mileage allowance of \$250.00 per year.

No Bank accounts, checking accounts or Credit Card accounts, or Contractual obligation can be set up in the Club's name without Board of Directors approval.

The year end financial statements will be reviewed by October 31 (4 months after year end). A committee consisting of the club President-Elect, a club board member serving the second year of their term and club member who is a certified public accountant will review the financial statements. The committee's report shall be presented to the club Board of Directors by the November board meeting.

6. Assistant Treasurer:

The Assistant Treasurer may be appointed by the Board of Directors and shall support the Treasurer as required. When the Treasurer is absent from Club or Board Meetings, the Assistant Treasurer shall act in lieu of the Treasurer. If the Treasurer is unable to fulfill his/her duties and responsibilities, the Assistant Treasurer may be appointed as a successor.

7. Club Directors:

a. Each Director shall host one Board meeting per year.

b. Each director is responsible for the successful operation of those committees assigned to him/her in the Organization Chart.

(1) each Director should meet with each committee assigned to him/her.

(2) each Director should meet with committee Chairpersons to agree upon annual goals by July 1, 2007.

B. MEMBERS

1. **BLUE BADGE REQUIREMENTS.** The Blue Badge Requirements must normally be fulfilled by each new member. The Board may waive certain requirements for a former Rotarian who has been a member for at least five years or who has served as an officer or director.

2. **HONORARY MEMBERSHIP.** Honorary Membership in the Club shall be conferred only as authorized by Rotary International in the Standard Club Constitution and By-Laws. Members of long service should be encouraged to stay an Active Member and take advantage of the attendance benefits available.

3. **ABSENCES.** A member who misses a meeting of the Club and does not make up by attending another club shall, or participating in a designated Club project, unless excused, pay a fine to the Attendance Chairman in an equal amount to the usual lunch fee at the Club.

4. **SPOUSES OF DECEASED MEMBERS.** Spouses of deceased members shall remain on the Club's mailing and invitation lists for one full fiscal year following the member's death.

5. **RESIGNATION OF MEMBERS.** When a member notifies the Club that he/she is resigning from the Club, the Secretary shall forward a copy of the member's letter to the member's sponsor, if known and available, and to the Chairperson of the membership committee. The sponsor or the Chairperson of the membership committee shall contact the member to inquire about the reasons for the resignation and to ascertain what the Club might do to retain the member or what the Club can do to assist the member in joining another Rotary Club if the individual is leaving the area.

6. **THE OUTSTANDING HAYWARD ROTARIAN.**

a. An Outstanding Hayward Rotarian Committee consisting of the persons chosen as Outstanding Hayward Rotarian in the five most recent years, shall be appointed by the President to select an Outstanding Hayward Rotarian for the current year.

(1) The committee shall meet and by secret ballot select the person(s) to be honored, and except for notification to the Secretary of the Club, shall not reveal the name (s) of the person(s) chosen until the honor is conferred.

(2) In evaluating potential recipients, the committee shall use the FOUR AVENUES OF SERVICE as Guidelines. The committee may, at its discretion request nominations from Club members.

(3) The committee shall inform the Secretary of the Club of the name(s) of recipient(s) no later than February 1st to permit timely ordering of the Paul Harris Fellowship and Plaque.

b. CRITERIA FOR SELECTION. The Outstanding Hayward Rotarian should be that member of the Club who by character, behavior and morals best represents the ideals of Rotary International. Merit alone should be the basis for selection. Age or length of service alone does not justify selection. The committee shall strongly resist any pressure in behalf of any particular choice.

c. GUIDELINES FOR HONORING THE PERSON(S) SELECTED.

(1) The person(s) selected as the Outstanding Hayward Rotarian shall be honored at a Club luncheon to which spouses shall be invited.

(2) The person(s) selected shall receive a fully paid Paul Harris Fellowship and a suitable plaque with appropriate wording.

(3) The name (s) of the person(s) honored shall be entered on the plaque displayed in the Club meeting room.

(4) The person(s) selected shall be listed in the Membership Roster of the Club under the heading OUTSTANDING HAYWARD ROTARIAN - PAUL HARRIS FELLOW.

C. FINANCES

1. ANNUAL DUES. The annual dues for 2007-2008 will be \$260.00 for active members.

2. MINIMUM FINES. The total fines levied on each member per year shall be a minimum of \$100.00 This minimum total may be collected in part according to the following schedule:

Wedding anniversaries	\$10.00
Birthdays	\$10.00
New Car	\$10.00
Marriage	\$10.00
Trips, Vacations, etc.	\$25.00

3. OTHER FINES. Other fines may be levied at the discretion of the President and may include penalty fines levied, for example, for failure to participate in Club work activities with out being excused by the President. Such fines will not be considered as part of the minimum annual fine of \$100.00.

4. Birth of a Child or Grandchild. When the birth of a child or grandchild of a Rotarian is announced, the President will request donations from all members present at the meeting. The parent or grandparent must match the total amount contributed, and the combined total will be a gift for the child.

5. LIABILITY INSURANCE. The Club shall carry liability insurance as provided by ROTARY

INTERNATIONAL.

6. **OFFICERS AND DIRECTORS INSURANCE.** The Club shall carry Officer's and Directors Liability Insurance. It is agreed that a policy shall cover the officers and directors of the Club and the officers and directors of the Hayward Rotary Club Foundation (HRCF). The Club's portion of the premium is paid by HRCF.
7. **ANNUAL CONTRIBUTIONS AND GIFT PROCEDURES.**
 - a. A reprinted Request Form shall be prepared and made available to persons who wish to request financial contributions from the Club. The form shall request information concerning:
 1. The purpose for which the funds will be expended.
 2. A copy of the latest financial statement of the organization, group or individual requesting the assistance.
 - b. The Club normally contributes only to organizations or groups. Request from individuals will be decided by the Board on a case-by-case basis.
8. **ROWELL RANCH RODEO CONTRACT.** The Chairman of the Rodeo Committee, the President of the Club and the President-Elect shall review the contract with the Rowell Ranch Rodeo, Inc. in September of each year. Contract renewals or modifications must be signed by Chairman of the Rodeo Committee, President, President-Elect and an authorized representative of the Rowell Ranch Rodeo, Inc., no later than January.
9. **WASH EVENTS.** An event that is classified as a "wash event" i.e., one in which the expenses do not exceed the revenues, must be approved by the Board of Directors prior to the disbursement of any Club funds. The Chairman of the wash event shall present a description of the event and proposed budget to the Board for approval.

D. CLUB OPERATIONS

1. **HIGH GEAR:** The High Gear bulletin is the Club's only regular publication, and is the Club's principal means of communication. In order to maintain a consistent Club image and avoid excessive set-up costs, the layout, paper and ink colors should remain the same from year to year. The High Gear Editor Guidelines should also be followed to maintain consistency of style.
2. **INCREASE OF MEMBERSHIP:** The goal for 2007-2008 is to promote new membership, while encouraging active participation in Club function by current members.
3. **SUNSHINE:** When a member is ill, an appropriate plant or flower should be sent to the member. The plants or flowers chosen shall be of equal size and value for all members. The Club should ensure that members who are ill receive get well cards by either inviting all members to sign card that is made available at a meeting or by making individual cards available for sale or use by Club members. An effort should be made to encourage follow-up cards in cases of prolonged illness.
4. **DISTRICT CONFERENCE:** For the year 2007-2008 the Club shall take an active role in the District Conference, which will include preparing an appropriate exhibit and hosting a hospitality room or function during the Conference. These and other activities should be designed to increase membership participation in the conference.
5. **HANDS ON PROJECTS:** Whether or not the Club is involved with additional fund-raising activities, it should continue to do "Hands on" type of projects that benefit the community,
6. **CATERER:**

- a. The Board shall annually select a caterer to provide lunches for Club meetings. The caterer shall not be or become a member of the Hayward Rotary Club.
 - b. The President-Elect is authorized to execute a one year contract between the Hayward Rotary Club and the chosen caterer prior to the beginning of his/her term of office.
7. CLUB EVENT REGISTRAR – To recognize the extensive effort required of the Club Event Registrar to administer registrations and reports, that individual and a guest will be comped for those events.
8. MEMBER LUNCH CARDS – Members can purchase lunch cards, currently 20 lunches at \$15.00 each, as a convenience. There is no discount from the established lunch price. Lunch cards are held by the Club and punched when the owner of the card attends the meeting. The pre-purchased lunches can be used to satisfy make-up requirements. Members who drop their membership in the Club are entitled to a refund of unused lunches, less any unpaid absences, if requested in writing within six months of leaving Club membership.

E. Qualifications to Serve on Board of Directors

To serve on the Board of directors of the ROTARY CLUB of HAYWARD, a member must be in good standing and must have been a BLUE BADGE a minimum of one year.

By accepting the nomination for the Board of directors, he/she is committing to

1. Serving a two (2) year term.
2. Working closely with the President to accomplish the Goals for the President's year.
3. Attending the monthly Board of Directors' meeting.
4. Attending any Emergency Board of Directors' meeting.
5. Attending the District 5170 Avenues of Service each year.
6. Attending the District 5170 Conference each year.
7. Attending the District Assembly each year.
8. Accepting responsibility of Committees under a Standing Committee as assigned by the President.
9. Responding to a request to accept nomination for President at some future date.

END