

Rotary Club of Pleasanton, Dublin & Livermore, California (Tri-Valley Evening) – POLICIES

Last Updated July 19, 2013

GENERAL INTRODUCTORY STATEMENT:

Rotary Clubs are governed by three essential documents. They are the “Constitution”, “ByLaws” and “Policies”.

The Constitution defines the large scale framework within which each individual Rotary Club may operate. It was developed by Rotary International and Tri-Valley Rotary is chartered to operate in accordance with this document. The Constitution may only be changed by the Directors of Rotary International.

The ByLaws define the mechanism by which an individual Rotary Club shall operate. It defines duties of officers, annual meeting and election procedures, standing committee duties, new member procedures and other issues. They are to conform to the Constitution of Rotary International and can only be changed by a majority vote of the general membership at a “specially” advertised meeting.

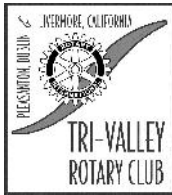
The Policies are a statement of the current President’s and Board of Directors’ ideas as to how the club will operate during the current Rotary year (July 1st – June 30th). They include guidelines that reflect the current thinking concerning attendance, membership, budgets and expenses, recognitions, dark meeting days and other issues. In some ways, Policies act as a working memory for the board so that annual events and other issues are treated in a consistent manner. The Board of Directors may change the Policies at any board meeting with a simple majority vote as long as the changes are consistent with the Constitution and ByLaws.

1. “Early leaver” policy, “Discourage early leavers”. If a member must leave early, the early leaver will apologize directly to the speaker before he/she leaves the meeting.
2. New Members Policy – new member initiation / sustaining member fees are as follows:

New members shall have annual dues of \$240.00 per year, prorated portion thereof, and \$160.00 initiation fee of which \$100.00 will be submitted to the Rotary Foundation as that new member’s contribution to be a sustaining member of the Paul Harris fellowship. The balance of \$60.00 will go to the Tri-Valley Rotary general fund. New members who are already sustaining members or are Paul Harris Fellows are exempt from the \$100.00 initiation fee but still owe the \$ 60.00 toward the Tri-Valley Rotary general fund.

If a prospective member wishes to join without being sponsored, the President shall assign an appropriate sponsor to assist in educating the prospective member of membership responsibilities, etc. If a new member is an experienced Rotarian from another club he or she shall be installed as a “Red Badger” until they complete their indoctrination training.

3. For the birth (or adoption) of a child to a member (or grandchild to a member), a collection will be made at that meeting and the member will match the amount placing it into a savings account in the child/parents names and showing proof by the next meeting that it has been done.
4. The board has agreed to sponsor the President-elect and spouse at Rotary International Conventions. The expenses for the President-elect and spouse will be funded, subject to the availability of clubs funds, and will cover travel related directly to the event. All supporting



Rotary Club of Pleasanton, Dublin & Livermore, California (Tri-Valley Evening) – POLICIES

Last Updated July 19, 2013

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.

5. Board approved expenses:

TRI-VALLEY will pay for the following events:

President-elect for the PETS Conference

Note: When the club treasury increases, the board may elect to pay for other expenses incurred by the President and /or President-elect. Other future possibilities include but are not limited to:

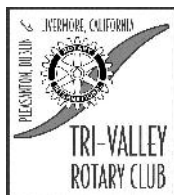
President & President-elect and spouses for District Conference.

President & President-elect and any members for Avenue of Service Banquet

President, President-elect and directors for District Assembly

President and spouse for Rotary Foundation Dinner

6. The regular Tri-Valley Rotary Meeting Fee will be \$20 per month. Meetings that may have increased facility costs may raise the meeting fee accordingly. This cost will be billed to members monthly. This fee helps cover the cost of weekly meetings but does not include the cost of meals.
7. Rotary International (RI) Dues are \$240 per year. Members will be billed \$20 per month to cover this cost. The club Treasurer will accumulate these payments and submit them to RI semi-annually as defined by RI.
8. Members are encouraged to bring guests and potential new members to meetings. Meeting fees for guests will be \$5 per meeting. The meeting fee for guests may be paid for by the Tri-Valley Rotary member who invited them, split 50/50 with the guest, or the guest may cover their own cost. Arrangements may be made in advance for those occasions when membership committee members are bringing a group of prospective members or on a case-by-case basis.
9. Makeup at other Rotary fee-based meetings within two weeks of a missed meeting will constitute a makeup for attendance and for the missed meeting fee. In order to receive credit for the makeup the Tri-Valley Rotary member notify the TVR Secretary within two weeks of the missed meeting with details regarding the makeup. Attendance at other Rotary-sanctioned events other than fee-based meetings will constitute a makeup for attendance records only and will not be considered a makeup for credit of weekly meeting fees.
10. The program chairman should serve the term from August 1 to July 31 of the following year to enable an easy transaction of effective programs during the club President's change.
11. Leave of absence policy:
Pursuant to Rotary International By-laws, Article IX, "Leave of Absence", the Tri-Valley Rotary Club hereby stipulates that upon written request to the board, leave of absence may be granted



Rotary Club of Pleasanton, Dublin & Livermore, California (Tri-Valley Evening) – POLICIES

Last Updated July 19, 2013

for a maximum period of six (6) months, excusing that member from attending the meetings and paying for missed meeting fees of the club, provided that dues remain current.

Furthermore, it is the obligation of the member being granted a leave of absence, to contact the board of directors, in writing, of his intention to become active or terminate membership within the specified leave of absence. The member will confirm his status with board every sixty (60) days.

It is also understood that the member on leave, although excused from attending meetings and those associated meeting fees, may be counted as absent for the club attendance. This determination will be made by the following the district attendance policy in effect at the time. Members on leave are encouraged to attend as many meetings and club functions as possible during the specified leave of absence.

12. Gifts of cash or assistance are primarily presented to organizations or groups as opposed to individual persons. For example, the Tri-Valley Rotary club may choose to give money to or put an event on for the Veteran's Hospital but would likely decline to fund an individual veteran in need.
13. The Treasurer duties may include the collecting of dinner money and all funds at the sign in table and maintaining the Badge Box.
14. The Sergeant-At-Arms position will be responsible for setting up the meeting including hanging of flags, podium, projection screen, accepting charity drawing donations, etc.
15. Each new member shall be assigned a mentor who will help orient them to the Tri-Valley Club and to assure timely completion of Blue Badge Requirements.
16. If an experienced Rotarian joins the Tri-Valley Rotary, they will be inducted as a Red Badge member. The Board of Directors may choose to waive some of the Blue Badge requirements based upon their previous tenure at another club.
17. The Club Policies, Bylaw and Constitution will be available in digital format.
18. Members must be present to win the Blue Ball raffle, no proxies. Guests may win up to \$200.00 in the raffle. If a guest wins the ball is returned to bag and the raffle continues the next week.
19. The Tri-Valley Rotary club will endeavor to adhere to the District 5170 Abuse and Harassment Prevention Policy and the Rotary Code of policies 2.110 and 41.080 as outlined on the Certification Application and will strive to have all members participate in District sponsored Youth Services Certification training. Accordingly, ***the New Member Orientation procedure will be updated to include attendance of at least the Youth Abuse Awareness one-hour certification class prior to being awarded their blue badge.***
20. Regular Tri-Valley Club meetings will be held on Thursdays at a location as agreed upon by the majority of club members. Meeting social starts at 6:00 p.m. with the regular meeting starting at 6:30 p.m. and ending at 8:00 p.m.
21. The Board of Directors' meeting will be held immediately following or in lieu of the regularly scheduled meeting on the second meeting of each month.