***ROTARY CLUB OF SLIDELL NORTHSHORE CLUB POLICIES AND PROCEDURES***

# Revised October 11, 2014

**Attendance Matters**

* Upon request, a member will be granted a leave of absence if the member cannot attend meetings because of health or other reasons when there are no make-up meeting provisions readily available, providing the member continues to pay dues (Local, District and International) and the Paul Harris Fellow assessments; but will not pay for meals and other special charges; and the Paul Harris Fellow line of succession will not revert back to “begin over” but only be suspended and adjusted for the time during the Leave of Absence, and the Century Club attendance record, likewise, will not be cancelled and restarted, but only suspended for the Leave of Absence period.
* Century Club and Make-ups
* Make-ups include attendance at board meetings, service projects, District meetings and meetings of other Rotary clubs.
* Attendance at committee meetings, including Heritage Festival meetings, does not count as a make-up.
* It is the club member’s responsibility to notify the Secretary of make-ups.
	+ If the make-up is by attendance at another club meeting, a written make-up should be submitted to the Secretary.
	+ If the make-up is by attendance at a club service project or a district meeting, the club member should submit a written statement to the Secretary verifying his attendance at the project or district meeting.
	+ The Secretary will assume that if a member attends a board meeting he is doing it as a make-up; since the Secretary takes roll at the board meetings it is not necessary to submit written verification of attendance at the board meeting.
* Make-ups must be done either 30 days before or 30 days after the missed meeting.
* The Board of Directors shall resolve any dispute concerning make-ups or the Century Club.

# Awards

1. Club Service Award
	* The Board of Directors at its discretion may recognize committee chairpersons for work done during the year.
	* Not to be limited to events or fundraisers. Open to all committee chairpersons.
	* Can be awarded at Installation Banquet, following the event or any other time Board decides.
	* Not to exceed 4 per year
	* to be given to those chairmen who have assumed substantial responsibility
2. Exceptional Service Award
* Non-Rotarian
* Outstanding Service to the Club or the Community
* Service over a period of time, at least 3 years. Not to be awarded for one-time outstanding service.
* To be approved by the Board of Directors
* To be awarded at the Installation Banquet
* To be confidential, only known by the Board of Directors
* Board not obligated to make the award every year, only when feel needed
* Recipient can be named a Paul Harris Fellow
1. Spirit Award

Chosen by the President

1. Rotarian of the Year Award chosen by the President

# Beepers & Cell Phones

Members are requested to turn the sound off on their beepers and cell phones, so that these devices are either off or on vibrate. A fine of $5 will be assessed for all cell phones or beepers that go off emitting a ringing sound or music during a meeting. (3/01)

# Benefactor Program

* + Name benefactors from our club by use of life insurance policy on an infant-Dominic Brignac (7/00)
	+ Policy be assigned to RCSN & RCSN will be the named beneficiary. (7/00)
	+ As benefactors are named from the Club, Rotary Foundation will be added as a beneficiary. (7/00)
	+ Funding: $1 of $10 monthly assessment to members (7/00)
	+ Club member named as Benefactor as accrue $1000 in life insurance, but not to exceed 10 benefactors per year. (7/00)
	+ Benefactors chosen based on seniority like PHFs, except President and Rotarian of Year not given preference for Benefactor designation. (7/00)

# Business Club Meetings

* Held at least once per month
* Introduce new members at Business meetings (1996-97)
* Paul Harris Fellows announced at Business Meetings (1996-97)

# Caring Committee Guidelines (2/01)

* Hospitalization of member-flowers/card, phone call/visit to determine what assistance might be needed
* Hospitalization of spouse, family member-card/call (same as above)
* Continuing illness of member or family member-continue to maintain contact and to get Club informed of needs and how we might assist.
* Death of Member-donation to Rotary Foundation in their memory; call/visit with family to determine how we can best help. The call will ascertain what other support groups are available (church, etc.). A sympathy card will also be sent mentioning the donation (acknowledgement from Rotary Foundation would not be as timely.)
* Death of immediate family member (spouse, child)-same as above
* Death of parent, sibling-sympathy card/call

Importance of Communication

This is key to our effectiveness. When you find yourself in one of these above-mentioned situations or hear of a club member in these situations, please contact one of the persons on the caring committee. We do an excellent job of caring for others in our community and the world-let’s not forget to show our loving concern to one another as well. (2/01)

# Committees

* Preferably the vice-president of the Club is chairperson of Community Service
* Preferably the president-elect of the Club is chairperson of Club Service and Chair of Membership Development & Retention
* In addition to the committees listed in the Bylaws:
* Nominating Committee:
	+ composed of Past presidents
	+ select incoming officers and directors
	+ Immediate past president is the chairman of this committee
* Needs Assessment Committee
	+ responsible for collecting proposals from club members for charitable donations
	+ proposals to
		- be in writing
		- state the amount of money needed
		- state the purpose or use of the funds

# District Conference

Club pays for the District Conference registration fee (cheapest rate, ie early bird registration) for the Rotarian Only. Club does not reimburse registration fees paid by members if the members do not attend the conference. Any guests or spouses must pay their fee. The club does not pay any late fees.

# Heritage Festival

According to the Articles of Organization for Slidell Heritage Festival, Inc., our club is responsible for nominating one-half of the board, not to exceed six members. The procedure is as follows:

1) Present a program in April to bring club members up-to-date on the Festival and emphasize the need for members to serve on the Foundation board;

2) At the July club board meeting, give a report to board members on the results of the current year’s Festival;

3) At the August club board meeting present our club’s nominations for the Foundation board and vote on the slate of candidates in early September;

4) Present our club’s nominees to the Foundation board in September.

# Immediate Past President responsibilities

* Chairman of:

Nominating Committee

# Installation Banquet

* Outgoing President and President-Elect plan the Installation Banquet.
* President-Elect chooses the location.
* Rotarian of the Year awarded a Paul Harris Fellow at the Installation Banquet. If he/she already has one, then the Paul Harris Fellow goes to next in line.

President does not have the privilege of selecting a Paul Harris Fellow if the Rotarian of the Year is already one.

* The meeting during the week of the Installation Banquet is cancelled and the Installation Banquet counts as a substituted meeting.
* The cost of the breakfast is credited against the member’s cost of the Installation Banquet meal.

# Leadership Slidell

* Club pays the fee for the President, President-elect, or Vice President to attend Leadership Slidell (1996 and revised 6/01). Leadership Slidell requires that the applicant/participant pay $100, the Club pays the balance.
* If the President, President-elect and Vice-President have completed Leadership Slidell or are not able to participate in the program, then the other officers and directors can apply for a partial scholarship, with the Board determining if the application for scholarship will be accepted and the amount of the scholarship. (1997 and revised 6/01)

# Meetings

* Mardi Gras meeting is cancelled.
* One meeting in December is usually cancelled and the Christmas party is counted as a meeting.
* The meeting during the week of the Installation Banquet is cancelled and the Installation Banquet is substituted as a meeting.
* Notify host of meetings (Pinewood Country Club) at least four weeks before the date of the canceled meeting.

# Membership

* + Any member in good standing has the right to object to a prospective member’s admission by writing to the Secretary at the club address within ten days. In order to maintain confidentiality and anonymity, the objector may select a Board Member to present his/her objections to the Board. In the absence of this selection, the Board may assign a Board Member to meet with the objector, to become familiar with the reasons for the objection and to present these to the Board for its consideration. (4/11/99) This is to be printed on each new member proposal circulated to each member.

# Miscellaneous Administrative Matters

Advise Insurance company ahead of time of offsite functions.

# Paul Harris Fellow

* PHF is first awarded to the President and if the President already is a PHF, then PHF awarded according to membership seniority.
* The time that a member is out on leave of absence is not included in calculating his/her seniority level
* Rotarian of the Year is awarded a Paul Harris Fellow, if not already one-see Installation Banquet Policy and Procedure
* Every member will be added back to pool for additional PHF at every 12th annual anniversary of membership or multiple thereof.
* The Awards are governed by the official Paul Harris Fellow list maintained by the club secretary.

# President Privileges/Duties

* President can name two honorary Rotarians
* President is excused from paying dues and other assessments, but not from paying cost for social functions, such as Christmas Party dinner, Installation Banquet dinner, etc.
* Selects Rotarian of the Year

# President-Elect Privileges/Duties

* President-Elect is to present a proposed schedule of charitable donations for the upcoming year. Proposal to be presented at the May board meeting. (2/01)
* See above information on Installation Banquet for participation of President-Elect in planning that event.

# Funding Service Projects and Charitable Donations

RCSN's charitable giving philosophy will coincide with Rotary International's Focus areas:

* *Promoting peace*
* *Fighting disease*
* *Providing clean water*
* *Saving mothers and children*
* *Supporting education*
* *Growing local economies*

Club Philosophy: As a guideline, RCSN will use about 80% of the discretionary portion of the Sunshine Fund for local (St. Tammany Parish) projects supporting local needs. As a general rule, RCSN will not provide monetary support for the fundraising efforts of other agencies. As a general rule, all applicants must be registered as a non-profit agency in good standing with the Louisiana Secretary of State. An IRS determination of 501(c) 3 is preferred but not required.

Funding shall be open to any and all applicants. Consideration of past Rotary funding, and other funding sources, may be included in the determination process. Consideration of the donation of volunteer hours by RCSN members in good standing may be included in the determination process.

Funding decisions shall be approved by the Board of Directors.

Grantee Obligations: Grantees are obligated to spend RCSN funds for the original intent as outlined in the Application for Funding. Grantees must fill out a final report form regarding the use of the funds no later than 30 days after the end of the funded period (see below). Grantees shall acknowledge the support of the Rotary Club of Slidell Northshore in all printed materials and press releases as appropriate.

If requested, the Grantee will attend two RCSN meetings over the course of the fiscal year. One meeting shall be outside of the check presentation meeting.

If requested by RCSN, a Rotary liaison shall be invited to the meetings of the applicant's Board of Directors, when the funded project is to be discussed or acted upon.

The RCSN may request volunteer hours from recipient charities when appropriate.

Charitable donations are to be distributed as follows, per recommendations of the Community Needs Assessment Committee in 1999:

Long term projects:

50% of available funds

1-2 year time period, but must have a beginning and an end Must be a project to which we can attach our emblem Examples: handicap ramps and swing sets

Short term projects:

50% of available funds

Select projects that are compatible with the President’s focus Solicit requests from Club members

Endowment: 20% of fundraisers to Rose fund.

International projects could be included in either long term or short-term projects, depending on the project

* Needs Assessment Committee will continue as a standing committee to meet 2-3 times a year to evaluate the long term project and recommend a new long term project as projects are completed.
* The Community Needs Assessment committee is under Community Service.
* Beginning with the 2000-01 Rotary year, primary and/or secondary beneficiaries of the Golf Tournament are to be selected at the beginning of the Rotary year. The Board is encouraged to chose a different charity each year, but the ultimate decision on the number of charities and choice of charity is within the Board’s discretion. In addition the Board is given the discretion to allocate the percentage distribution to the charities. There is no set distribution amount. (May/June 2000 and May 2001)
* Solicitations for monetary donations from members by passing the hat are to made only when absolutely necessary.

Final Report Form - RCSN Grants

Please fill out this form and return to the club no later than 30 days after the conclusion of your project. This form may be filled out using Microsoft Word or by hand. Click to after each colon to insert text. Save, Print, Sign and email to spstymiest@gmail.com or fax to 985-646-1295.

Applicant Information

Name of Organization: Click here to enter text.

Address: Click here to enter text.

Representative to Rotary: Click here to enter text. Email: Click here to enter text.

Daytime Phone:Click here to enter text. Nightime Phone:Click here to enter text.

Project Information

Project: Click here to enter text.

# Served: Click here to enter text.#Served from Slidell Area:Click here to enter text.

# of Volunteers: Click here to enter text.#Volunteer Hours:Click here to enter text.

Project Cost: Click here to enter text. Grant Amount: Click here to enter text.

Specific Use of Grant Funds: Click here to enter text.

How did the project turn out? Were goals met? Will you continue with the project in future years?

Click here to enter text.

Date Project Began: Click here to enter a date. Project End: Click here to enter a date.

Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Rain or Shine Endowment (“ROSE Fund”)

* Funding:

Club profit from administration each year-already doing this (7/00) 20% of fundraisers-increase from current 10% (7/00)

$2.00/mo/member from the current $10 assessment (7/00)

excess benefactor collection-when membership is greater than 60 members (7/00)

* Use of ROSE Fund

Generally, principal to be saved and only interest to be used, similar to Rotary Foundation (7/00)

Interest can be used as accrued for any club project. (7/00)

Principal can be used as seed money for new projects only if repaid to the fund.(7/00)

* Administration of ROSE Fund

ROSE committee responsible for adopting operating and investment rules to be approved by Board, including guidelines for use of principal. (7/00)

Amendments to rules to be approved by Board. (7/00) Semi-annual accounting to Board. (7/00)

Annual audit by club members not on ROSE committee. (7/00)

# Treasurer/Financial Matters/Billing

* All bills submitted to treasurer are to be signed by a director, dated and contain an explanation of the expense. (1996)
* President is excused from paying dues and other assessments during term as president
* Three percent of net profits from fundraisers are to be dedicated to defray club administrative expenses. If our club income from non-fundraisers is greater than our club expenses at year-end, the surplus is to be credited to the endowment fund. (8/10/99)
* Members on Leave of Absence are not billed for breakfast, but are billed for local, district and international dues and Paul Harris Fellow assessments.
* Breakfast assessment is deducted from the cost for Christmas Dinner and Installation Banquet for Club members. Guests of members are charged the full price for these meals. For example, if the Christmas dinner is $20 and the breakfast meal cost is $7, then each member attending the Christmas dinner will be billed $13 for their Christmas meal and

$20 for their guest’s meal.

* Each member can bring a potential new member to club meetings and the club will pay for two meals for the guest. Thereafter, the proposing club member will be responsible for paying for the meal for the guest.
* Club pays registration fee for each member that attends District Conference.
* RYLA and GSE funded from the Sunshine fund. (8/10/99)
* Public Service Awards funded from the Sunshine fund. (8/10/99)

Solicitations for monetary donations from members by passing the hat are to made only when absolutely necessary.

* Members are requested to turn the sound off on their beepers and cell phones, so that these devices are either off or on vibrate. The owner of the cell phone or beeper that goes off emitting a ringing sound or music during a meeting will be fined $5.
* President-Elect is to present a proposed schedule of charitable donations for the upcoming year. Proposal to be presented at the May board meeting. (3/01)
* Two signatures will be required for all checks written over $250.
* Structure $10 assessment as follows:

$7 to Paul Harris Fellowships

5 year membership required for PHF

Re-circulate on 12th anniversary and multiples thereof

$1 to Benefactor Program

RCSN and RF- beneficiaries on life insurance

club members named benefactors for each $1000 in life insurance

$2 to ROSE Fund

Principal to be saved; interest can be used ROSE Committee to govern the fund

# Weekly Raffle

* The club will first accumulate 50% of the weekly money for the District raffle tickets and hold in an account; after that, the weekly raffle will proceed as follows:
* The weekly raffle is a 50/50 raffle; the winner keeps one-half of the proceeds and the club keeps one-half for later donation to a charity once the club’s part cumulates to $200.
* Winner of the $200 raffle chooses the charity and is responsible for getting the charity representative to the meeting. (7/13/99)
* Public Relations chairman is responsible for contacting the local newspapers concerning the donation presentation (7/99)