

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

1. BOARD

- a. In accordance with Article 2 of the Club Bylaws, the Board shall consist of the following members nominated and elected in accordance with Article 3:

Club Officers

President President-elect Immediate Past President

Vice-President (may also be the Immediate Past President)

Secretary

Treasurer

Directors may include

Community Service International Service Youth/Vocational Service

Fundraising Director Membership Director

At the discretion of the Board, additional Directors or Officers can be added and elected in accordance with article 3, section 1 of the Club Bylaws.

- b. Directors are encouraged to serve on the Board for two years. Where possible, two Directorships should expire each year and two new Directorships commence
- c. The President may appoint a Minute Secretary who will attend Board meetings and may speak but shall not have voting rights on Board matters

2. CLUB SERVICE COMMITTEE

- a. Shall Comprise the Club Administration Officers in accordance with the Club ByLaws
- b. These Officers shall be appointed by the President-elect or if not available at the time a representative of the Board who shall chair the committee and supervise and coordinate all aspects of Club Service

3. OTHER STANDING COMMITTEES

- a. Shall be established and conduct business in accordance with the Club Bylaws
- b. Committees shall meet regularly and provide monthly written reports to the Board

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

- c. There shall be a deputy chairperson for each committee to act in the chairperson's absence. Wherever possible, the deputy chair should assume the role of chairperson in the following year after the retirement of the current chairperson

4. WEEKLY MEETINGS

- a. The Club shall meet weekly in accordance with Article 5, Section 2 of the Club Bylaws
- b. Duty Rotarians should be present by 5.45 pm. The meeting shall commence at 6.15 pm following a warning bell at 6.10 pm. The guest speaker allocated time slot should commence at approximately 6.20 pm for a duration of 20-25 minutes
- c. Whenever possible, meetings should conclude no later than 7.30 pm

5. FINANCE

a. FINANCE AUDIT

- i. The Board shall appoint an auditor who may retain that position for as long as the Board determines
- ii. An audit of the Club's accounts shall be conducted at the end of each financial year and presented at the Club Annual Meeting in December

b. CLUB FUNDS

- i. Annual membership dues shall be determined and payable in accordance with Article 6 of the Club Bylaws
- ii. An individual's membership fee may be reduced at the President's discretion on the grounds of hardship
- iii. The Sergeant may conduct a "fines" session at Club-meetings having regard to the programs for those meetings. The revenue raised shall be allocated to Club funds

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

- iv. There shall be a Presidential allowance to offset personal expenses incurred by the President. The amount of such an allowance shall be reviewed annually by the Board and met from Club funds
 - v. A portion of the interest accrued on accumulated Project funds may be transferred to Club funds to subsidize members' annual subscriptions at the Board's discretion
 - vi. A portion of the District dues may be met from Project funds rather than from Club funds to pay only that portion which represents insurance expenses
- c. **PROJECT FUNDS**
- i. The Board shall determine budgets for the various service/project committees for the year
 - ii. The Board may provide a donation allowance of up to \$5000.00 per annum to the President for discretionary allocation to meet requests for donations and to assist causes he/she considers to be worthy of Club support. Presentations to organizations represented by guest speakers may be met from this allowance
 - iii. The total amount budgeted by the Board for the above two listed items shall not exceed the total fundraising net income for the previous Rotary financial year
 - iv. The Board may not implement the proposed allocations of funding listed above until at least 7 days have elapsed following the presentation of the Budget to the members at a regular Club meeting
 - v. A proposal may be made to the Board by any club committee or individual member for expenditure beyond that stipulated above with funds being provided from accumulated reserves. The Board shall not approve such additional expenditure before obtaining support of the proposal from a majority of members present at a regular meeting that is attended by a quorum being one-third of the Club's members

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

- vi. Donations made to an applicant or organization shall be in accordance with the Rotary Club of St Peters. Inc. Project Funding/Support Guidelines document listed in the addendum to this Club Policy
- vii. Existing accumulated funds plus the unspent monies from any year's operations shall be invested at the best available market rate subject to appropriate prudence. Interest earned may be used for capital expenditure associated with the Shed or to other Club expenditure as detailed in b. CLUB FUNDS

6. PROSPECTIVE MEMBERS

- a. Prospective members shall attend at least one meeting prior to induction. If required, the Club will pay for the prospective member's meal on one occasion only
- b. The Membership Committee shall nominate one or more members to undertake a confidential investigation of the proposed member unless the prospective member is transferring from another Rotary Club or has previously been a Rotarian in which case the terms listed in the Club Constitution shall be followed
- c. The joining fee (if applicable) for a new member shall cover all the costs to the Club of the new membership

7. CATERING

- a. Members are to advise the Catering Officer prior to midday on the day of the weekly meeting. If apologies are not advised, defaulters may be asked to meet the cost of the meal
- b. Members are also to advise the Catering Officer when bringing guests. For designated partner's nights, a list circulated by the Secretary will cover this requirement

8. DUTIES

Members that are unable to fulfil duties for which they have been rostered are to arrange an appropriate substitution with another member

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

9. CHANGEOVER MEETING

- a. The Club may subsidize Changeover Meeting expenses from Club funds up to a maximum of \$250.00 to cover the cost of official invited guests and incidental expenses including a gift to the outgoing President
- a. The outgoing President shall be presented with a Past President certificate, a Past President's badge and the Rotary theme banner for that year of service
- b. The incoming Fellowship Committee may be called upon to assist the President-elect in making arrangements for the Changeover Meeting

10. DISTRICT ASSEMBLY

Incoming Officers and Directors are encouraged to attend the District Assembly. The Club will pay registration fees from Club funds for those attending

11. SUNDRY

- a. Raffle ticket sales initiated by members or Club committees shall not be conducted at Club meetings. Raffle tickets sales may be allowed at other times and places subject to approval of the Board
- b. Banners are generally to be regarded as President-to-President Presentations but members receiving banners personally have the option of retaining them. Banners may be displayed at the President's prerogative. The Secretary shall maintain a stock of banners for members to present as gifts when visiting other Rotary Clubs

12. SHED FUNDRAISING SALES

- a. All goods picked up or delivered to the Shed are Club property. Members may purchase merchandise from the Shed at the marked price. Members may purchase non-priced items only from the appropriate convener or from a member of the Shed committee at a price determined to be fair and reasonable

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

- b. No Club property shall be borrowed, lent or hired to any organization or individual without the approval of the Board or as delegated by a representative of the Board

13. USE OF THE ST PETERS ROTARY TRUCK

- a. Anyone driving the truck must have a valid driver's license
- b. Any member who uses the truck must fill in the vehicle logbook with the date, odometer reading and list the reason for use, legibly print their name and sign the entry so that the user may be identified
- c. At the discretion of the Club President or the fundraising Chair, the truck may be borrowed by a Club member for private use or by members of another Rotary Club for Rotary business only under the following conditions:
 - i. The borrower shall sign a form or be emailed a Truck Hire template to be filled in online, acknowledging all liability for any road traffic infringements that may incur whilst using the truck and to agree to pay the insurance excess in the event of an accident involving damage to the truck and/or a third party at fault.
 - ii. The time of borrowing shall not conflict with St Peters Club activities that require the truck
 - iii. A booking must be made using Teamup, to install Teamup on iPhone or Android, code for Truckup Calendar on Android / iPhone: ksammp5b7ir4kbhh8s or alternatively use a Browser and paste the web link:

<https://teamup.com/ksammp5b7ir4kbhh8s>
 - iii. Cost of the truck use shall be determined by the Fundraising Committee from time to time
 - v. Use by any other parties (e.g. a charitable organization) requires Board approval
- d. The truck will be made available, without the above listed restrictions with the exclusion of liability for any road traffic infringements, to the

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

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appropriate authorities in the event of a national or local disaster to assist with the relief response

14. CLUB POLICY

The Club shall not adopt a Club policy that is inconsistent with the Constitution and Bylaws of RI and this Club's Constitution and Bylaws. Such Club policy may be amended from time to time as therein provided.

15. AMENDMENT

These Club policies may be amended at any regular Club meeting, a quorum being present that is one-third of the Club's members, by two-thirds vote of all members present, provided that a notice of such proposed amendment has been e-mailed to Club members at least ten (10) days before such meeting.

At the commencement of each Rotary year, the Board shall review the current Club policies and may make recommendation for changes for consideration by the Club.

ADDENDUM

FUNDING GUIDELINES

Rotary Club of St Peters Project Funding/Support Guidelines

Rotarians as well as non-Rotarians volunteer their services to support the local and international communities by way of lending a hand or raising funds with the Rotary motto of Service Above Self. There are many worthy projects to support - local, national and international.

* What are the objective guidelines that we can embrace and use to maximize worthy impact and outcome from return of efforts?

Funding support checklist and due diligence by RCStP:

- Project Plans and Actual Needs
- Is the organization registered as a Charity and if so has its Income and Expenditure report been submitted to the relevant government authority and evaluated by a representative from the Club? E.g. for South Australia: www.charities.sa.gov.au and search in the "Current Charity Licences" tab
- Feedback from stakeholders
- Rotarians' inputs (amount, duration and number of volunteers required)

ROTARY CLUB OF ST PETERS, INCORPORATED

CLUB POLICY

Adopted at the Club meeting held on the 14th January 2020

- How will the project benefit the community and extent of impact?
- Disclosure of all funding support viz. government, other donations, etc.
- Publicity/PR for RCStP and Rotary
- Maximum amount provided per project p.a. (ongoing funding may need annual update)
- Project fund requested and duration
- Ongoing or once off project

Application Form for funding/support: Club website (see details and guidelines therein)

Complete Application Form and submit online to the Secretary (for the Board and subsequently all members to discuss/review/approve/embrace)

Details required of applicant/organization seeking support (prior to any funding):

Organization or Person seeking funding/support Name of contact person who is responsible for the project Postal address, email, telephone, website Purpose of organization,

Geographic location served by the organization Amount [\$] and other resources requested?

Number of volunteers required Period of project

All other sources of funding and support received or to be received
Potential risk awareness and responsibilities