



ROTARY CLUB OF STEAMBOAT SPRINGS MEMBER HANDBOOK



Welcome to the Rotary Club of Steamboat Springs

The purpose of this handbook is to provide a brief overview of Rotary International and the Rotary Club of Steamboat Springs. It was written over several years and in response to the expressed desire of our members to have:

- A description of Rotary International and its activities
- Comprehensive descriptions of the many ways that members are able to contribute and participate
- Consistent information about the policies and procedures of our club for use by members and to assure continuity for succession planning and leadership development
- An accurate historical record of our club as a means of preserving and enhancing our sense of identity and legacy to the community

Although our club is committed to the regular use of our web site, www.steamboatrotary.com, as well as the web site of Rotary International, www.rotary.org, this handbook is intended as a convenient “coffee table” resource that will be readily available for years to come. Of course, the real in-depth knowledge of Rotary comes from participation in its many diverse activities.

Rotary was founded for the purpose of exchanging information with people in diversified careers, promoting community service and enjoying fellowship. Yet, it is first and foremost a service club — the largest of its kind. It was initially founded as a local service and business organization, but it quickly spread into international service. Today, we are joined by more than 1.2 million worldwide Rotarians from more than 200 countries who are committed to Rotary’s mission of humanitarian service, encouragement of high ethical standards and the building of goodwill and peace in the world.

Rotary champions a wide range of service projects in our community, our country and villages around the world and truly allows the opportunity to make a difference. Our own club has initiated dozens of community and international projects, including the spectacular \$300,000 community boardwalk built at Rotary Park commemorating the 100th anniversary of Rotary in 2005, a wide variety of community grants and scholarships, aid to disaster-ravaged Louisiana, medical supplies and equipment to Nepal and clean water projects in Agua Prieta, Mexico.

Rotary International is a leader in international relief and humanitarian projects. For example, in 1988, Rotary International initiated a worldwide vaccine program to eradicate polio. Our club has contributed tens of thousands of dollars toward this effort, an effort which has now reduced worldwide polio cases by 99 percent — and we’ll continue until there are none.

We hope this handbook will inspire you to become a full and active member of the Rotary Club of Steamboat Springs, as well as Rotary’s worldwide community.



More than 135 children in orphanages in Agua Prieta, Mexico, received gift bags from Steamboat Rotarians. A group picture of Steamboat Rotarians was included in the personally signed cards to each child.

On the cover:

It's commonly known that people come to Steamboat Springs for the winter, but stay in Steamboat Springs for the summer. Blue skies, a wide-open green valley and a multitude of activities make Steamboat in the Summertime a wonderful place to visit and live.

Photo by Corey Kopischke. Photo provided courtesy of the Steamboat Springs Chamber Resort Association and Steamboat in the Summertime.



Steamboat Rotarians hit the slopes of the Steamboat Ski Area.



Each holiday season, Steamboat Springs Rotarians "staff the buckets" in front of Safeway, City Market and downtown Steamboat Springs raising funds for local senior citizen projects.

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WHAT IS ROTARY?

The world's first Rotary club, the Rotary Club of Chicago, was founded on February 23, 1905, by a Chicago attorney, Paul P. Harris. On that day, Paul met with three friends — Silvester Schiele, a coal dealer; Gustavus E. Loehr, a mining engineer; and Hiram E. Shorey, a merchant tailor. Because the men met in rotation at each other's places of business, their club took the name "Rotary." To make the club a representative cross-section of the business and professional community, only one representative of each business or profession was admit-

ted. This was the beginning of the classification principle of membership.

While the original purpose of Rotary was to promote fellowship among business acquaintances, service to others soon became its hallmark. The first community service project was undertaken in 1907 — the establishment of public comfort stations in Chicago's City Hall. Today, local clubs determine their own service activities, which are generally channeled into the areas of community service, vocational service, and international service.

THE OBJECT OF ROTARY

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and in particular to encourage and foster:

- The development of acquaintance as an opportunity for service
- Maintenance of high ethical standards in personal and professional endeavors, recognition of the worthiness of all useful occupations, and the dignity of each Rotarian's occupation as an opportunity to serve society
- The application of the ideal of service in each Rotarian's personal, business, and community life
- The advancement of international understanding,

goodwill, and peace through a world of fellowship of business and professional persons united in the ideal of service

Service is at the core of Rotary — service within the community, the workplace, and throughout the world. Rotarians develop community service projects that address many of today's most critical issues, such as children at risk, poverty and hunger, the environment, illiteracy, and violence. They also support programs for youth, educational opportunities and international exchanges for students, teachers, and other professionals, plus vocational and career development.

ROTARY INTERNATIONAL

Headquartered in Chicago, Illinois, Rotary International (RI) is the worldwide administrative organization for all Rotary clubs. Individual clubs (not members) belong to Rotary International.

The mission of Rotary International is to support its member clubs in fulfilling the Object of Rotary by:

- Fostering unity among member clubs
- Strengthening and expanding Rotary around the world
- Communicating the work of Rotary
- Providing an international administration system

Within this mission, Rotary International offers a broad range of humanitarian, intercultural, and educational programs and activities designed to improve the human condition and advance the organization's ultimate goal of world understanding and peace.

Perhaps the most significant and best known RI initiative is The Polio Plus project. Rotarians are united in a campaign for the global eradication of polio. In 1988,

Rotarians spearheaded a polio eradication program with the World Health Organization, UNICEF and the Center for Disease Control. Since then, Rotary has raised more than \$800 million and provided an army of volunteers to promote and assist during national immunization days in polio-endemic countries. The annual number of polio cases has declined from 350,000 to an estimated 1,600 in 2008. Recognizing Rotary's leadership, the Bill and Melinda Gates Foundation contributed \$100 million to Polio Plus in 2007, with Rotarians to match that contribution by 2010. In a final push to end polio forever, the Gates Foundation contributed another \$255 million in 2009 and asked that Rotarians match that second grant with an additional \$100 million by the end of 2011.

Every Rotary member receives *The Rotarian*, an inspirational monthly publication, containing a wealth of information about current Rotary activities worldwide. For more information, visit www.rotary.org.

"In the life of Rotary, will there be a crisis so imperative, so undeniable that Rotary will mightily raise itself above itself and throw off all that is trivial? These are mighty times. We have come into the light of truth and to recognition of the fact that service is life."

– Paul P. Harris, Rotary founder, February 1917 issue of *The Rotarian*



Together with SHARE, Rotarians and village volunteers built a retaining wall to keep wells from going dry in Mandatane, India.



A young mother and friends travel to the Saga feeding center for food in Niamey, Niger.



Children in Nepal leave their homes to get vaccinated against polio as part of a Subnational Immunization Day.

THE ROTARY FOUNDATION

While Rotary Club members focus on the “hands-on” aspect of Rotary service, The Rotary Foundation was established in 1917 to enhance and assure the financial wherewithal necessary to promote world understanding through international humanitarian service programs and educational and cultural exchanges. It is a not-for-profit corporation supported solely by voluntary, tax-deductible contributions from Rotarians and others who share its vision of a better world. Since 1947, the foundation has awarded more than \$1.1 billion in humanitarian and educational grants, which are initiated and administered by local Rotary clubs and districts. Some funds from the Rotary Foundation are also returned to the contributing Rotary district for use in grants to individual

clubs for community or international projects. Put simply, the objective of The Rotary Foundation is “to do good around the world.”

Each Rotarian is expected to be a sustaining member of the Rotary Foundation by contributing at least \$100 a year. Those who have donated a minimum of \$1,000 to the foundation are honored as “Paul Harris Fellows.”

The contributions and activities sustained by Rotary International and The Rotary Foundation are described in the booklet, “The ABC’s of Rotary,” as well as on the web site, www.rotaryinternational.org. You are encouraged to read this booklet in order to fully grasp the contribution opportunities available to you as a Rotarian.

HOW ROTARY IS ORGANIZED

A Rotary club is an organization of business, community and professional leaders within a defined area. Its purpose is fellowship and service. It has a president and a board of directors who are elected annually.

A Rotary district is a geographical territory in which Rotary clubs are associated for Rotary International administrative purposes. There are 532 districts in more than 200 countries in the world. The Rotary Club of Steamboat Springs is in District 5440, joining 50 other clubs encompassing all of Wyoming, northern and northwestern Colorado, Eastern Idaho and Western Nebraska. Each district is headed by a district governor, who is an officer of RI and whose job is to assist clubs in the district. District governors are nominated by their districts, usually at the district conference and elected for a one-year term at the RI convention. The district conference is an annual meeting of district Rotarians which furthers fellowship and discussion of the affairs of district clubs and Rotary International. The conference is normally held in the club location of the current district governor.

Rotary International is the governing association for all Rotary clubs throughout the world. It is administered by a board of directors consisting of the president and president-elect of Rotary International and 17 other directors from around the world. Directors, who serve two year terms, are elected at the Rotary International convention. The convention, held annually in a major city, affords Rotarians the opportunity to deal with Rotary business while expanding international fellowship and Rotary knowledge.

The Council on Legislation, the legislative body of Rotary International, meets every three years in a different part of the world. The clubs in each district elect a Rotarian to represent them at each council.

The world headquarters of Rotary International is located in Evanston, Ill., a suburb of Chicago. It has an international staff, headed by the general secretary. Service centers also are located in Parramatta, Australia; Sao Paulo, Brazil; Delhi, India; Tokyo, Japan; Zurich, Switzerland; Buenos Aires, Argentina; Seoul, Korea; and Manila, Philippines.

THE FOUR-WAY TEST

The Four-Way Test is the credo of Rotary: **Learn it and live it!**

As part of our mission, Rotarians are expected to live up to high ethical standards that are specifically

expressed in The Four-Way Test. It was written by Herbert J. Taylor in 1932, and it is one of the most widely printed and quoted statements of business ethics in the world.



THE FOUR-WAY TEST

of the things we think, say or do

First,
Is it the TRUTH?

Second,
Is it FAIR to all concerned?

Third,
Will it build GOOD WILL
and BETTER FRIENDSHIPS?

Fourth,
Will it be BENEFICIAL to all concerned?

THE ROTARY CLUB OF STEAMBOAT SPRINGS

The Rotary Club of Steamboat Springs received its charter on August 10, 1974 with 26 members, under the sponsorship of the Fort Collins Rotary Club.

The club met at the Holiday Inn for the first two years. Many of the original members were former Rotarians from other areas. Early in its existence members chose to meet at breakfast.

Founding members included: John Ahern, Thomas Allen, Michael Barry, Jack Black, Gene Cook (board member), Donald Conroy, Bill Gardener (vice president), Jim Golden (president), Alfred Grinkewich, Glen Jones, Reed Keller, Don Kincaid (board member), Thomas Lee (treasurer), Daries Lile (sergeant-at-arms), Lloyd Lockhart (secretary), Tyrone Lockhart, James Nelson, Dubois Nichols, Allen Ratcliffe Jr., McPherson Raymond, W.C. Rorex, Royce Schipper, John Sherrill, Dr. J.A. Utterback, Porter Waterman, and John Wilkenson (board member).

In the early days, recruiting members who represented various business sectors in the community was an important goal to maintain diversity in the club and meet the requirements of Rotary International. Member classifications were strictly adhered to, with no duplication of business or professional sectors among members. This created problems for the club because of the limited number of classifications provided by R.I. Our club modified these classifications into sub categories that allowed the club to grow and prosper in a diverse manner. (Years later Rotary International dramatically liberalized the classification policy to allow up to 10 per cent of a club's total membership in any given business or profession.)

A dramatic policy change occurred in 1987 when women were invited to join Rotary International clubs. Rita Valentine became the first female Steamboat Springs Rotarian in 1988 and Cyndi Simms served as the first female president in 1989-1990. Today, nearly 40 percent of our own members are women.

Since its inception, our club has played an active role in community projects and activities.

Past and current events include:

- Fourth of July rodeo and parade
- Horizon's Child and Family Services annual spaghetti dinner and auction
- Concessions at Steamboat's Vintage Auto Races and Soapbox Derby
- 1976 Winter Special Olympics
- "Tango and Cash" dinner dance and fundraising raffle
- Holiday season bell ringing
- Creation of Rotary Park on the Yampa River
- Construction of the Rotary Park handicapped-accessible boardwalk
- Books on the Bayou — collection and distribution of 40,000 hard-cover books to flood-ravaged libraries in Houma, La.
- Co-sponsorship of an annual Ski-Town USA Golf Classic & Auction for the Yampa Valley Medical Center and the Rotary Club of Steamboat Springs Endowment
- Strawberry Park and Soda Creek elementary schools playground project
- Relay for Life
- Annual Rotary community barn dance

Our club sponsored the new Craig Rotary Club in 1982. In 2005, our club sponsored the Ski Town USA Rotary Club, making it the second club in Steamboat Springs.

The Rotary Club of Steamboat Springs formed a Rotary Interact Club in 2007, which received its charter from Rotary's district governor in 2008. Interact members include high school students from all grades who meet weekly under the guidance of Rotary club advisors and perform one community and one international project each year.

The Rotary Club of Steamboat Springs takes pride in both its financial contributions and the active involvement of its members in numerous community endeavors. Our club has provided grants and scholarships totaling more than \$500,000 in support of local, national and international organizations. More than 50 percent of our members are Paul Harris Fellows.



Rotarians assemble and deliver flower-filled barrels every summer. Business and property owners pay Rotary for the use of the barrels, and proceeds go to Rotary's scholarship program.



Above: Dusty Reed assembles playground equipment at Strawberry Park Elementary School. Reed is a member of Boy Scout Troop 194 and an Eagle Scout. The Rotary Club of Steamboat Springs charters the local scout organization.

Left: More than 135 children in orphanages in Agua Prieta, Mexico, received gift bags from Steamboat Rotarians.

LONG-TERM STRATEGIC GOALS

The following strategic goals were first established in a club strategic planning session in December 2005 and are reviewed and affirmed annually:

- Establish and maintain a comprehensive internal & external communications program to encourage membership commitment and community awareness
- Establish and implement a long-term financial stability plan for the club
- Develop and maintain an ongoing leadership structure that provides continuity
- Tie our club programs, activities and community service programs to our club mission and strategic goals and The Four-Way Test
- Develop, establish and implement a member recruitment and retention plan including the encouragement of a high level of membership commitment and participation
- Create an environment of community service that is meaningful to our members and enhances our reputation in the communities we serve
- Practice and promote ethical behavior

FOUR AVENUES OF SERVICE

Rotary strives to achieve its objective of “Service Above Self” through activities in four primary areas. These are referred to as the Four Avenues of Service.

Community Service

Relates to the activities that Rotarians undertake to improve the quality of life in their community. Particular emphasis is given to helping children, needy families, the aged, the handicapped and those most in need of assistance. Rotarians strive to promote the ideal of service in their personal, business and community lives.

Vocational Service

Represents the opportunity that each Rotarian has to emphasize the dignity and utility of one’s vocation as an opportunity to serve society. Rotarians promote and foster high ethical standards in business and professions and

promote the recognition of the worthiness of all useful occupations.

International Service

Rotarians strive for the advancement of international understanding, goodwill and peace through a world fellowship of business and professional persons united in the ideal of service. International service projects are designed to meet the humanitarian needs of people in many lands, with particular emphasis on the most underprivileged children and families in developing countries.

Club Service

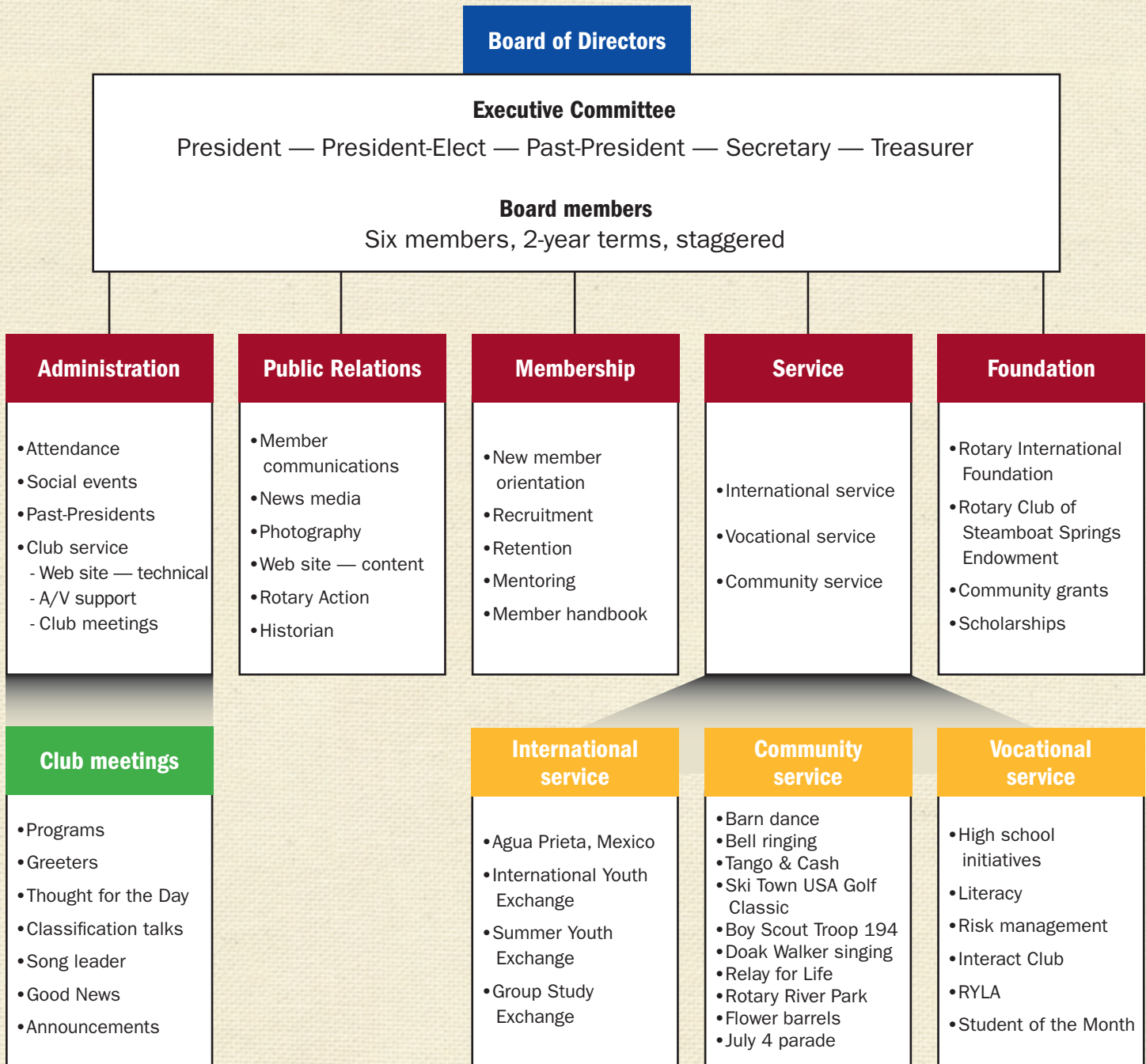
Promotes the development of acquaintance as an opportunity for service. It involves the activities necessary to make the club function successfully and achieve its goals.

The Rotary Club of Steamboat Springs participates actively with its sister club in Agua Prieta, Mexico (Near Douglas, Ariz.) by bringing potable water to the village and helping to support local schools.



Pamela Graham, Lift-Up Food Bank manager and case worker, accepts a contribution for the food bank from Rotarian Suzie Hawkins.

ROTARY CLUB OF STEAMBOAT SPRINGS ORGANIZATIONAL CHART



“We get into Rotary at different times. Yet for each Rotarian, there comes a moment when we realize Rotary has gotten into us.”

– Steamboat Rotarian

COMMITTEE PROGRAMS & EVENTS

Our club is organized around the Four Avenues of Service and Rotary International's Leadership Plan, which includes five key committee leadership positions — Administration, Membership, Service, Public Relations and Rotary Foundation. Within these groups the club has nearly 40 standing and single-event sub-committees from which members may choose to participate. To ensure continuity of each committee's activities and whenever possible, committees include current, incoming, and past chairpersons. Committee chairs present regular updates to the board.

I. ADMINISTRATION

This committee conducts all the club's administrative activities associated with the effective operation of the club, including fulfillment of Rotary District and Rotary International reporting requirements. The committee tracks and reports attendance and organizes programs for regular weekly and special meetings.

OFFICERS AND BOARD OF DIRECTORS

The officers and administrative board of directors serve as the governing body and consists of the president, president-elect, secretary, treasurer, immediate past-president, and the six directors.

PAST-PRESIDENTS

The Past-Presidents Committee meets annually to review and offer nominations for the following year's slate of officers and board members. The group meets more frequently at the discretion of the current president in order to discuss strategic and operational issues.

PROGRAM COMMITTEE

The Program Committee schedules stimulating presentations for weekly meetings and assigns responsibility for the different roles and activities for each meeting.

- **GREETERS** help members, their guests, and visiting Rotarians feel welcome at our weekly meetings. New members often share in this role to help them more quickly assimilate into the club.

- **THE FOUR-WAY TEST** is recited by members, following the **PLEDGE OF ALLEGIANCE** to actively remind members of the importance of these values.
- **THOUGHT FOR THE DAY** is intended to provoke thought and reflection on the issues of our lives and world. Recognizing that our members have diverse beliefs, the Thought for the Day does not contain religious themes or specific political positions.
- **CLASSIFICATION TALKS** are presented by both new and "vintage" members and serve to build friendships and enhance our appreciation for each other. We learn about a member's personal history, experiences and accomplishments and are inspired by both the diversity of our backgrounds and the sharing of our common values.
- **GOOD NEWS** is a unique feature of our club and is offered in place of club fines. It promotes camaraderie as members share what's going on in their lives. A contribution is expected for sharing Good News and funds are used to provide academic scholarships to local high school students.
- Joining other members in **SONG** at the beginning of each meeting builds our group spirit and provides both fun and ritual to each week's meeting.
- **SPEAKERS AND PRESENTATIONS** help make our Rotary meetings valuable, interesting and inspiring. Formal programs are usually limited to 20 to 25 minutes followed by questions.

II. MEMBERSHIP

This committee implements a clear, fair, and consistent policy for membership qualification, participation and retention. It reviews and advises the Board of Directors on those membership-related matters which require board action; identifies individuals qualified for membership;

and defines the responsibilities and expectations the club has for members. The committee provides a comprehensive orientation process to enhance new member assimilation, participation, and involvement and administers a new member mentoring and retention program.

“We make a living by what we get, but we make a life by what we give.”

— Sir Winston Churchill

III. SERVICE

Service committees plan and carry out educational, humanitarian and vocational projects that address the needs of not only our local community, but also nationally and around the world. Our club's service initiatives are divided into community, vocational and international arenas and are each headed by a group leader.

COMMUNITY SERVICE

Community service includes the activities that Rotarians undertake to improve the quality of life in their community. Particular emphasis is given to helping children, needy families, the aged, the handicapped and those most in need of assistance.

- The fundraising resources of the Rotary Club of Steamboat Springs, the Ski Town USA Rotary Club, and The Healthcare Foundation of the Yampa Valley are brought together each year for the **ANNUAL SKI TOWN USA GOLF CLASSIC**, which is considered the premier charity golf event in the Yampa Valley. This long-standing and energetic partnership has raised over a \$1,000,000 to benefit the Yampa Valley Medical Center, as well as the endowments of both Rotary clubs.
- Once a month Rotarians honor and show appreciation to our senior residents at the **DOAK WALKER EXTENDED CARE CENTER** through fellowship of song.
- **THE ANNUAL ROTARY COMMUNITY BARN DANCE**, held each fall on a local ranch, is a family event to raise funds for a specific community need.
- **ROTARY RIVER PARK AND BOARDWALK** was built and is maintained by the club to serve the public. The 1,300-foot long handicapped-accessible walk sits atop a flood plain and follows the path of the Yampa River. The walk features weather-proof signs depicting local flora and fauna. The adjacent park is a favorite picnic and river access spot for visitors and residents.
- More than 200 wooden Rotary **FLOWER BARRELS** are assembled and distributed to local businesses each spring. The flower barrel project enhances summertime beautification for local storefronts and provides a cooperative work experience for club members. Funds raised are used for our club's charitable granting program.
- **THE DON LUFKIN LIFT-UP FOOD BANK** aids low-income families and victims of all forms of trauma through donations of food, clothing, and money. Don Lufkin, a long-time Steamboat Springs Rotarian, was honored through the naming of the newly built Lift-Up building for his contributions of time and money. Our local club collects more than \$4,000 a year to support Lift-Up.
- **HOLIDAY BELL RINGING** occupies our Rotarian volunteers "through sleet and snow" with proceeds benefiting our club's support of seniors.
- **TANGO & CASH** is an annual cash raffle event which generates \$10,000 in aid to either a local not-for-profit organization or the Rotary Club of Steamboat Springs Endowment. The event also provides an evening of fun and fellowship for club members, their families and guests.
- The Rotary Club of Steamboat Springs holds the charter of **BOY SCOUT TROOP 194**. The club underwrites annual charter fees, scout dues and provides opportunities for community service, mentoring and fellowship through club activities.
- **RELAY FOR LIFE** is an outdoor fund-raising event for cancer research. Teams walk in continuous shifts for 18 hours ("because cancer never sleeps") in honor of survivors and in memory of cancer victims.

VOCATIONAL

Vocational Service offers each Rotarian an opportunity to represent the dignity and utility of their vocation as they serve society. Rotarians promote and foster high ethical standards in business and professions and promote the recognition of the worthiness of all useful occupations.

- Club volunteers teach **THE FOUR-WAY TEST** in local high schools to expose students to both the challenges and rewards of a high standard of ethical behavior
- **STUDENT OF THE MONTH** honors are awarded to outstanding students at Steamboat Springs High School, Lowell Whiteman School, Christian Heritage School and Hayden High School during the school year. The club provides public recognition to these young adults who have stretched their boundaries in the pursuit of excellence — be that academic, cultural, athletic or civic.
- Each year the club's **LITERACY PROGRAM** provides nearly 400 third-graders in Routt County with their own dictionaries.
- **HIGH SCHOOL INITIATIVES** are a major interest of the club. Rotary volunteers participate in career counseling, mock job interviews and curriculum guidance at Steamboat Springs High School.
- **The ROTARY INTERACT CLUB** was formed by the Rotary Club of Steamboat Springs in 2007. The club, based at Steamboat Springs High School, received its official charter in 2008. All high school students are eligible to participate in the weekly Interact meetings and the club's community and international service projects.
- Rotarians took the lead in community projects to install **BARRIER-FREE PLAYGROUNDS** at Strawberry Park and Soda Creek elementary schools in 2008. Community volunteers raised nearly \$800,000 to purchase the equipment. Rotarians recruited their own members and more than 200 community volunteers to finish the project.
- **ROTARY YOUTH LEADERSHIP AWARDS (RYLA)** program promotes youth leadership development locally and recruits youth with leadership potential for district and international RYLA events.
- **RISK-MANAGEMENT** is a program to ensure that proper policies and procedures are followed for the protection of youth, club members, and other protected persons from abuse or harassment during any club or district activities.

INTERNATIONAL

Rotarians strive for the advancement of international understanding, goodwill and peace. Rotary clubs reflect a global fellowship of world business and professional persons united in the ideal of service. International projects are designed to meet the humanitarian needs of people everywhere, with particular emphasis on the most underprivileged children and families in developing countries.

- **AMBASSADORIAL SCHOLARSHIPS**, the world's largest privately sponsored international scholarship program, has sent abroad more than 21,000 scholars at a cost of over \$181 million.
- Most years our club sends one or two local students to a foreign country for the school year and hosts foreign students in return under Rotary's **YOUTH EXCHANGE** program. Participating students gain respect for other cultures that will promote world fellowship, peace and understanding.
- A shorter **SUMMER YOUTH EXCHANGE** program is also a regular feature of the club's international program.

It involves young people from our community and their counterparts throughout the world in an exchange of ideas and the sharing of cultural experiences.

- **GROUP STUDY EXCHANGE (GSE)** is a Rotary district program that provides travel expenses for a team of non-Rotarians to visit a foreign Rotary district for 4-5 weeks. A similar team from that country tours our district. Our club has sponsored numerous participants, many who return and join Rotary because of their experiences.
- **FOREIGN COMMUNITY SERVICE PROJECTS** are a regular feature of our club. Typical projects involve the participation of a "sister" Rotary club. In the past several years our club has worked with the Rotary Club of Macedonia to provide reading materials, clothing and computers, and a multi-year project with the Rotary Club of Agua Prieta, Mexico to provide clean drinking water to schools and gifts and support to orphans. The club has also raised funds to provide modern medical and communications equipment for a remote hospital in Nepal.

IV. PUBLIC RELATIONS

The Public Relations Committee promotes, publicizes and gains recognition for all Rotary events, programs, and accomplishments. The committee also provides on-going information to club members through e-mail messages and information on the club's web site www.steamboatrotary.com.

- The *Steamboat Pilot & Today* **ROTARY IN ACTION NEWSPAPER INSERT** is produced three times each year (November, March and July) and distributed in the Sunday edition which reaches 8,000 households. The publication is produced by the PR Committee and Rotary volunteers. It features information and photographs about both Steamboat Springs Rotary clubs and is produced to enhance

the public's understanding and support of the goals and mission of our clubs, Rotary International and their value to our community.

- The **STEAMBOAT SPRINGS ROTARY WEB SITE** features the latest information about the club to the general public, as well as member-only (password-protected) information, such as e-mail contacts, e-mail distribution lists and internal club documents.
- **NEWS MEDIA RELATIONS** is handled by the committee and includes regular news releases on club activities, community projects, scholarships and Student of the Month selections.



Golfers from Steamboat Springs, Silverthorne and Long Island, New York, give the "thumbs up" to the spectacular golfing conditions at the Ski Town USA Golf Classic.



Italian Angelica D'Angelo and Steamboat Springs resident Erica Gayle visit the canyonlands of Gateway. A Rotary exchange program took Gayle to Italy for a year.



In 2008, Rotarians built accessible playgrounds at Soda Creek and Strawberry Park elementary schools.



Rotarians join Santa Claus in bringing Christmas cheer to residents of the Doak Walker Extended Care Center.

V. FOUNDATION

The Foundation Committee oversees local club involvement in the Rotary International Foundation and the Rotary Club of Steamboat Springs Endowment. The committee is also responsible for the club's community grants program and for its scholarship program.

- Members' tax-deductible contributions to the **ROTARY FOUNDATION** are used to fund an array of international grants and scholarships, together with hundreds of millions of dollars devoted to the eradication of polio. Some funds from the Rotary Foundation are also returned to the contributing Rotary district for use in grants to individual clubs for community or international projects. Each Rotarian is asked to be a sustaining member by contributing at least \$100 a year to the Rotary Foundation.
- **PAUL HARRIS FELLOWSHIPS** are awarded to members once they have contributed \$1,000 to the Rotary Foundation. Every Rotary club strives to have all of its members in the fellowship. Most members contribute a set sum each quarter to earn their fellowship. More than 50 percent of our members are Paul Harris Fellows, and about one-fourth have earned multiple fellowships.
- **ROTARY INTERNATIONAL BENEFACTORS AND BEQUESTS** program has been established to encourage Rotarians to include Rotary in their estate planning. A Benefactor designation is awarded members who include at least \$1,000 in bequests to RI. Those who provide RI with \$10,000 or more in their estate are inducted into the Bequest Society.
- **THE ROTARY CLUB OF STEAMBOAT SPRINGS ENDOWMENT** was created in 1996 in memory of founder member Jack Black who died suddenly at an early age.



Jack Black

Jack was known to all for his generosity and vision for our community. He believed that we are enriched by sharing with others and he epitomized the Rotary motto of "Service Above Self." The purpose of the endowment is to build a permanent financial resource for our grants program. The endowment is maintained by the Yampa Valley Community Foundation as a 501(c)(3) tax-exempt fund.

- Earnings from principal are used each year to fund community grants. Our goal is to build the endowment to \$300,000. The endowment is part of the Jack Black Fellowship program. Each Steamboat Springs Rotarian is encouraged to contribute at least \$25 per quarter with the goal of becoming a **JACK BLACK FELLOW** (upon contributing a total \$1,000).
- Each year the club distributes about \$10,000 to non-profit organizations, clubs and individuals through the **COMMUNITY GRANTS PROGRAM**. These funds are available through earnings on the club's endowment, together with other dollars gained through fund-raising projects. A grants committee reviews applications and is authorized to award up to \$500 to a deserving applicant without board approval. Grants in excess of that amount are presented to the full board for discussion if recommended by the grants committee.
- **SCHOLARSHIPS** totaling more than \$10,000 annually are awarded to local students for pursuit of higher study at academic and vocational institutions. Awards are based on standards of academic and vocational performance, citizenship, and community service.

Famous Rotarians: Neil Armstrong, Admiral Richard Byrd, Sir Winston Churchill, Walt Disney, Thomas Edison, Orville Wright, Margaret Thatcher, Condoleezza Rice, William H. Gates Sr., Bill Gates, Dianne Feinstein

CLUB POLICIES AND GUIDELINES

BOARD of DIRECTOR MEETINGS are normally held on the second Monday of each month at noon. Members are welcome to attend and receive a “make-up” for coming. Information on the selection of board members and officers is contained in the club bylaws.

ATTENDANCE POLICIES mirror the requirements of Rotary International. Members who participate actively in our club share in the rich legacy of Rotary. Active member participation makes the club stronger as well. The Administration Committee works with the club secretary and the Membership Committee to encourage good attendance and keep accurate attendance records.

The Administration Committee is charged with enforcing the attendance rules set forth by Rotary International.

- A club member must attend at least 50 percent of regular club meetings or “make-ups” in each half of the fiscal year in any Rotary club, including our own. (The list of acceptable “make-ups” is listed below.)
- Attend at least 30 percent of our own club’s regular meetings in each half of the fiscal year.
- Those with less than the required attendance in that quarter without extenuating circumstances will be notified in writing.
- Those with two consecutive quarters below the required attendance level will be contacted by their sponsor or a board member and asked to commit to an attendance or make-up plan.
- A third consecutive quarter of low attendance will be cause for dismissal from the club.
- Failure to attend or make up four consecutive meetings without extenuating circumstances may subject the member to termination.

Members can check their attendance at any time with the club secretary. If special circumstances occur, members are urged to discuss them with a club officer. “Make-ups” can be acquired in a variety of ways:

- Attendance at another Rotary club meeting
- Attendance at an Interact meeting
- Participation in a club project or club-sponsored community event
- Attendance at a monthly board meeting
- Participation in an E-club (internet) meeting at: **www.rotaryclubone.org**

Information on “make-ups” must be sent to the club secretary for appropriate credit.

MEMBER ETIQUETTE is important. Our meetings are structured to encourage fellowship before the official start of the meeting. As such, members are encouraged to arrive several minutes prior to the official start. Members are expected to give their full attention to individual speakers (members or otherwise) as the meeting progresses. Also, members are expected to be language and content appropriate at all times.

Cell phones must be deactivated or put on silent ring during the meeting. Members whose cell phone rings during the meeting are expected to contribute \$50 to Good News.

The intent of **GOOD NEWS** is to help members learn more about each other through the sharing of important events in our lives. Guidelines for Good News are to be brief, language and content appropriate, and non-controversial. (Politics, religion, and personal business gain are taboos.) Members are asked to remain for the entire meeting. Should they be unable to do so, a contribution to Good News is expected with apologies to the speaker and other members. If a member wishes to make a business-related announcement, or a non-Rotary sponsored nonprofit announcement, such as the United Way, Steamboat High Booster Club, etc., a \$50 contribution is expected. No solicitations or ticket sales involving non-Rotary sponsored events are allowed without the approval



Third-graders at Soda Creek Elementary School show off the free dictionaries they received from Rotarians.



Sandy Evans Hall holds one of the babies at an Aqua Prieta orphanage. Some adoptions take up to three years in Mexico.

of the Board of Directors, and any approved ticket sales must be conducted outside our meeting room. Collections from Good News fund the club's local high school scholarship program.

USE OF E-MAIL LISTS is quickly becoming the preferred method of communication in our Rotary world. These guidelines (developed by Rotary International) promote the efficient and effective use of electronic communication:

- No one should distribute e-mail addresses or forward e-mail messages without the owner or sender's consent.
- No Rotarian should be added to an "e-group" or other type of bulk mailing list without that person's permission.
- Broadcast e-mail is discouraged except where essential for efficiency or effectiveness.
- "Rotary" should be used in the subject line and e-mails should contain a signature block that includes the name of the person sending the mail and the sender's title or committee designation (if any).
- All policies and procedures contained in the Rotary International Manual of Procedure pertaining to circulation shall be applicable to all e-mail communication.
- Brevity is encouraged. Whenever possible, "copy and paste" content into the body of the e-mail message, rather than adding attachments.

THOUGHT FOR THE DAY shall not reflect a specific religious or political bias, in recognition that our members have diverse beliefs.

CLASSIFICATIONS TALKS provide new members with an opportunity to provide the club with their personal background and are considered a valued way for the club to get to know a new member. Given after the new member is officially inducted to our club, presentations are to be brief (up to 10 minutes) and include such things as the member's business or profession, their family, educational background, their journey to Steamboat Springs, hobbies and recreational interests. The talk must be brief and reflect the Rotary guidelines of appropriate language and content.

Also, once a month a "Vintage Classification" talk is presented by one of our "veteran" members (defined by years in the club). These talks are a way for newer members to learn more about our long-standing and experienced members.

POLITICAL ACTION Rotarians may not use the Rotary name, emblem, club membership lists or other lists of Rotarians for the purpose of furthering political campaigns. Any use of the fellowship of Rotary as a means of gaining political advantage is not permissible.

SCHOLARSHIPS Our club generally offers multiple scholarships each year for those students pursuing both academic and vocational study. The total number may change from year to year depending on funding available and applications received.

Value — The amount of the scholarships ranges from \$500 to \$2,500 each, to be determined by the Rotary Scholarship Committee.

Eligibility — Any resident of Routt County, in the year that he/she graduates from high school and who plans to further her/his education through a college, university or vocational school.

Qualification Criteria:

- **Leadership:** This is determined by awards the applicant has received, as well as in what organizations and activities the applicant has been involved and held leadership positions.
- **Need:** Applications ascertain a student's financial status, other obligations such as siblings in college, and what other financial resources are available to the student.
- **Focus of Educational Plans:** Applicants provide both short-term and long-term plans, an idea of what school he/she will attend and the probable cost for that school. Rationality and probability of success is considered.
- **Community Service:** Specific community involvement and contribution is considered.
- **Scholastic Achievement:** For those who plan to study in an academic institution, the grade point average and class standing is very important. For applicants seeking a vocational scholarship, efforts towards earning good grades is carefully considered.
- **Character and Demeanor:** The letters of reference are considered very strongly in making this evaluation.
- **Self-help:** What the student has done to earn money and to save for an education is considered. In addition, future plans to obtain money are evaluated.

GRANTING The Rotary Club of Steamboat Springs Grant Committee shall:

- Solicit, receive, and act upon, grant requests from Steamboat Springs and surrounding Routt County communities for financial support directed primarily to activities that will support the quality of life in Steamboat Springs and Routt County
- In the case of larger gifts, make recommendations for approval by the club's board, for the granting of financial gifts for the support of improvement of the quality of life in Steamboat Springs and Routt County
- Publicize granting activities in order to better link it to the club's fundraising activity to the community

Areas of Focus for Grants Program

Areas of focus are established to provide overall guidance for the Grant Committee, but are not absolute. The

Grant Committee or board may award grants based on the individual application, funds available and special circumstances. Funded activity:

- Shall improve quality of life in Steamboat Springs and Routt County
- Shall primarily serve, but not be limited to, youth and seniors
- Shall not be used for re-granting by recipient

Other criteria:

- Grants will not be given for activities that have already occurred.
- Grant funds will not be used for operational purposes, but for specific activities.
- Grant determinations will favor those activities that impact larger numbers of citizens.
- Generally, grants will be made for distinctive, one-time activities and should not be anticipated for multiple years for the same activity.

Rotary Grant Committee Operational Procedures

The Rotary board will determine the funds available to the Grant Committee during the budget for each year. Funds for activities supported by the Rotary club each year will be part of the budget process and not part of the granting process.

- The grant application and this guideline document will be available on the club web site in a downloadable format. Applicants will be encouraged to scan completed applications and send them to the Grant Committee chairman electronically.
- Applications from student or staff from Routt County schools, for school related projects, must be sponsored by applicable school administration. Such requests will also require a Rotarian sponsor.
- Each grantee (individual or organization) shall be eligible to receive one (1) grant per year.
- A Steamboat Rotarian must sponsor all requests and support application through review procedure (Grant Committee meeting and board meeting, if required).
- Generally, grants do not exceed \$500. The committee will have authority from the board to authorize and distribute grants up to \$500 directly. Recommended grants above \$500 shall require board approval prior to distribution.

From time to time, the board may direct the committee to investigate and recommend options for support granting (funding or otherwise) for longer term and/or larger program support locally, regionally, or globally. The committee would be acting solely in an advisory function in these cases.

The Grant Committee consists of between six and 10 Rotary club members. This assures an adequate number of varied opinions during any grant application review. The club uses its web site, club announcements and the publicity of current granting activities to let possible ap-

plicants know of the funding opportunities.

The committee chairperson periodically reports status of granting activities, including the requesting of approval of grants above \$500, to the board, as well as reporting directly to the club membership.

ENDOWMENT

Guiding Principals for the Rotary Club of Steamboat Springs Endowment

- The endowment will have a spending policy of 4.5 percent of the principal/fund balance each year.
- The club will donate \$50 for each new member who pledges to become a sustaining contributor to the Endowment.
- Jack Black fellows will be recognized on the "Recognition Board."
- Five percent of the net proceeds from each fund raiser will be contributed to the endowment. This includes Good News contributions.

MEMBERSHIP POLICY

New Member Qualifications include the following:

- Candidates must be well known by their two sponsoring Rotarians.
- Candidates' vocation and background shall fit with the club's goals for membership diversity as determined at the discretion of the Board of Directors.
- Candidates must attend a minimum of four Rotary meetings before "Proposal for Membership."
- A candidate must have resided in Routt County for at least one year prior to "Proposal for Membership" or, alternatively, have attended at least six Rotary meetings.

A preliminary new member orientation shall be provided all prospective members in order to communicate effectively the responsibilities and expectations of the Rotary Club of Steamboat Springs. The orientation presentation shall emphasize attendance, financial responsibilities, member involvement, service expectations, and the history of Rotary International and the Rotary Club of Steamboat Springs. A complete guide to becoming a new member is provided at the new member orientation.

General Requirements of Members include the following:

- Member biography to be posted on club web site using Rotary Club Secretary's Member Data Survey;
- Attendance at weekly meetings (noon Tuesdays at the designated meeting place):
 - a. 50 percent minimum attendance of all regularly-scheduled weekly meetings for all members (75 percent for new members);
 - b. No more than three consecutive absences unless approved by club secretary and ratified by the board;
 - c. Make-ups — attendance credit shall be extended for attending a club board meeting or club-sponsored

community event (e.g., ECC singing, fundraising events, new members follow-up meeting, committee meetings lasting over one hour in length, etc.).

Financial Expectations — While financial support should never be perceived as a substitute for the commitment of service hours, it is deemed a vital part of club membership. See “Good Beginnings” checklist for financial details.

Service Expectations — The minimum annual commitment required of all members (new and “veteran”) are:

- To participate actively in two fundraising events; and
- To serve on at least one club committee.

Additional requirements of new members, to occur during member’s first year:

- Attend three club board meetings during first six months of membership — normally held the second Monday of the month
- Attend two Doak Walker sing-a-longs per quarter — currently held the second Tuesday of the month
- Participate as a “greeter” once per quarter
- Present a classification talk at a weekly meeting during the first six months of membership
- Participate in Good News once per month
- Present a Thought For The Day once during first six months
- Experience the international aspect of Rotary International

HONORARY MEMBERSHIP Four specific qualifying attributes should be considered in granting honorary membership. A fifth qualifier shall recognize “special circumstances.” Points should be assigned to each attribute (i.e., 20 for each) and an aggregate score of 75 points shall be required for a candidate to qualify.

The attributes include:

- Member for 10 years or more: Up to 20 Points (Pro-rate

for less than ten years, but at least five years.)

- Club Leadership: Up to 20 Points (An officer of the board, board membership and/or committee chairmanship)
- Financial Support: Up to 20 Points (Paul Harris and/or Jack Black Fellowship; other substantial contributions)
- Regular Attendance and Participation: Up to 20 Points (Participation in club meetings and projects)
- Other Significant Factor(s): Up to 20 Points (Significant financial support; extraordinary leadership or service)

In addition to these criteria, an Honorary Member must agree to the following:

- Attend three to four meetings of our club each year (a waiver if the individual is unable to attend due to illness or disability).
- Contribute at least \$100 annually to the Steamboat Springs Rotary Endowment and \$100 to the Rotary Foundation.
- If an Honorary Member has moved away and does not return to Steamboat Springs periodically, they should relinquish their honorary status.

One member of the Board of Directors shall serve as the coordinator of the Honorary Member program.

That board member shall be responsible for:

- Evaluating honorary membership requests and recommend action to the board based on the aforementioned evaluation criteria
- Assisting the president in communicating with existing honorary members periodically (at least every two years) to ascertain their interest in continuing their honorary member status
- Recommending the maximum number of honorary members as a percentage of active club members



Rotarians granted \$500 to Liz Leibold for a People to People Ambassador trip to India.



The Rotary Club of Steamboat Springs granted \$1,000 to the Storm Peak Laboratory for an elementary school weather and climate change program at the Steamboat Ski Area.

AWARDS & RECOGNITION

A RECOGNITION BOARD, located on the wall outside the Burgess Creek Room at the Steamboat Grand Hotel, provides a permanent, publicly displayed record of honor for those club members who have especially distinguished themselves through their “Service Above Self” and their commitment to the ideals of Rotary.

THE SERVICE ABOVE SELF AWARD is given to honor a Rotarian or a non-Rotarian member of our community for service rendered in the spirit of Rotary’s mission and to gain inspiration from these individuals who serve as models for our own conduct.

ROTARIAN OF THE MONTH acknowledges the contributions each month of a member who has provided outstanding service to the club. The award recipient is selected and announced by the president at a weekly meeting.

ROTARIAN OF THE YEAR is selected each year by the outgoing president. This is the member who has contributed substantial value to the success of the club during the previous year and is presented to the recipient during the annual “Changing of the Guard” ceremony.

PAUL HARRIS AND JACK BLACK FELLOWS are members who have achieved the required contribution level for each respective foundation. They are acknowledged at a weekly meeting and given their fellowship plaque, pin or medallion.

JACK MORRISON LIFETIME ACHIEVEMENT AWARD was created as a tribute to Jack Morrison for his many years of exemplary leadership and is presented when appropriate to a member of our club in honor of long-term, long-lasting, and substantial positive impact on the world of Rotary.

“The more you give, the more you get.”

— Jack Morrison



Les Gibson was presented with the Jack Morrison Lifetime Achievement Award in 2005.

ADDITIONAL RESOURCES



THE ABC'S OF ROTARY

THE ROTARIAN MAGAZINE

ROTARY INTERNATIONAL: www.rotary.org

ROTARY CLUB OF STEAMBOAT SPRINGS: www.steamboatrotary.com

ROTARY DISTRICT 5440: www.rotary5440.org

MATCHING GRANTS: www.matchinggrants.org

ROTARY GLOBAL HISTORY FELLOWSHIP: www.rfhf.org



Rotarians and family members from the Rotary Club of Steamboat Springs ride their brightly decorated float in the community's annual Fourth of July parade down Lincoln Avenue.



Rotarians pitch in to help garden during the Routt County United Way's annual Day of Caring.

BYLAWS OF THE ROTARY CLUB OF STEAMBOAT SPRINGS

(Amended August 26, 2008)

ARTICLE I

Election of Directors and Officers

Section 1- Nominating Committee. The Nominating Committee will be composed of all past-presidents still active in the club in addition to the current president and the president-elect. The committee will be chaired by the immediate past-president.

- A) By December 1st, the immediate past-president will convene the Nominating Committee and ask for suggestions for the various offices.
- B) By December 15th, the Nominating Committee shall submit the suggested slate of officers and board members to the club for first reading. Additional nominations shall be accepted from the floor.
- C) The second reading will take place prior to January 1 of each year. The general membership of the club shall then, in regular meeting, vote on the proposed slate of officers and board members. The candidates for president, president-elect, secretary and treasurer receiving a majority of votes shall be declared elected to their respective offices for a one year term. The three candidates for director receiving a majority of votes shall be declared elected for a two year term.
- D) Officer and board member terms commence July 1.

Section 2- Vacancy. A vacancy in the board, director-elect, any office or officer-elect shall be filled by the action of the remaining members of the board.

ARTICLE II

Board of Directors

Section 1- Governing Body. The governing body of this club shall be the Board of Directors, consisting of eleven members of this club, namely six directors elected in accordance with article I, section 1 of these bylaws, the president, president-elect, secretary, treasurer and immediate past-president.

ARTICLE III

Duties of Officers

Section 1- President. It shall be the duty of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to his/her office.

Section 2- President-Elect. It shall be the duty of the president-elect to serve as a member of the Board of Directors of the club and to perform such other duties as may be prescribed by the president or the Board of Directors. The president-elect shall also serve as vice president with the duty to preside at meetings of the club and Board of Directors in the absence of the president and to perform such duties as ordinarily pertain to his/her office.

Section 3- Secretary. It shall be the duty of the secretary to keep records of membership, record the attendance at meetings and send out notices of meetings of the club and the Board of Directors. The secretary shall record and preserve the minutes of board meetings and make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the general secretary of Rotary International on January 1st and July 1st of each year. The secretary shall prepare and submit the monthly report of the attendance at club meetings to the district secretary immediately following the last meeting of the month, collect and remit to Rotary International subscriptions to The Rotarian and perform such other duties as usually pertain to his/her office. The secretary shall be a voting member of the Board of Directors during his/her term of office.

Section 4- Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the full club membership annually and to the Board of Directors at least quarterly or any other time upon demand by the Board of Directors and to perform such other duties as pertain to his/her office. Upon his/her retirement from office he/she shall turn over to his/her successor or to the president all funds, books of accounts and any other club property in his/her possession. The treasurer shall not receive a stipend or compensation for his/her duties as treasurer; however, the treasurer may be compensated for reasonable and necessary expenses related to carrying out the functions of the office. The treasurer shall be a voting member of the Board of Directors during his/her term of office.

ARTICLE IV

Meetings

Section 1- Annual Meeting. An annual meeting of this club shall be held in December of each year on a date determined by the Board of Directors at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2- Regular Meetings. The regular meetings of this club shall be held on Tuesday at noon. Due notice of any changes in or cancellation of the regular meetings shall be given to all members of the club. All members, excepting an honorary member (or member excused by the Board of Directors of this club, pursuant to Article VII, Section 3 of the Standard Rotary Club Constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the members being present for at least fifty (50) percent of the meetings of this club or any other Rotary club or an acceptable make-up as determined by the Board of Directors.

Section 3- Quorum. One-third of the membership shall

constitute a quorum at the annual and regular meetings of this club. A majority of the members of the Board of Directors shall constitute a quorum of the board meetings.

Section 4- Board of Directors Meetings. Regular meetings of the Board of Directors shall be held on a date determined by the Board of Directors each month. The membership shall be notified of the date and time of the regular meetings of the Board of Directors at least twice per year. Special meetings of the Board of Directors may be called by the president, whenever deemed necessary, or upon the request of two (2) members of the Board of Directors, due notice having been given.

ARTICLE V Fees and Dues

Section 1- Admission Fee. The admission fee shall be determined by the Board of Directors and must be paid before the applicant can qualify as a member.

Section 2- Membership Dues. The membership dues shall be the amount necessary to ensure the financial security of the club as set by the Board of Directors annually and shall become effective after notification to the membership. Dues are payable quarterly on the first day of February, May, August and November with the understanding that the appropriate amount shall be applied to each member's subscription to The Rotarian and district and national dues.

ARTICLE VI Method of Voting

The business of this club shall be transacted by viva-voce, except at those times as directed by the president or, in his/her absence, the president-elect.

ARTICLE VII Committees

Section 1- General Rules.

A) The president shall, subject to the approval of the Board of Directors, appoint members to leadership positions of the following committees:

- Membership
- Public Relations
- Club Administration
- Club Service Projects
- Rotary Foundation

B) The president shall, subject to the approval of the Board of Directors also appoint additional leadership positions and service team members on particular phases or sub-

committees of Membership, Public Relations, Administration, Service and Rotary Foundation as he/she may deem necessary.

- C) The president shall be an ex-officio member of each committee/service team and, as such, shall have all the privileges of membership thereon.
- D) Each committee/service team shall transact such business as is delegated to it in the Bylaws and such additional business as may be referred to it by the president or Board of Directors. Except where special authority is given by the Board of Directors, such committees/service teams shall not take action until a report has been made to the Board of Directors and approved by the Board of Directors.
- E) Where feasible and practicable in the appointment of leadership positions and service team members, there should be a provision for continuity of responsibility, either by appointing one or more members for a second term or by appointing one or more members for a two year term.

ARTICLE VIII Duties of Committees

Section 1- Membership Committee. This committee shall develop and implement a comprehensive plan for the recruitment and retention of members.

Section 2- Public Relations. This committee should develop and implement plans to provide the public and the general membership with information about Rotary and promote the club's service projects and activities.

Section 3- Administration. This committee should conduct activities associated with the effective operation of the club.

Section 4- Service Projects. This committee should develop and implement educational, humanitarian and vocational projects that address the needs of the community and communities in other countries.

Section 5- Rotary Foundation. This committee should develop and implement plans to support The Rotary Foundation and the Rotary Club of Steamboat Springs Endowment through both financial contributions and program participation.

Section 6- Executive Committee. The officers of the club (president, president-elect, immediate past-president, treasurer and secretary) shall constitute the Executive Committee. This committee may meet from time to time to discuss club operations, long-range plans, committee appointments, board meeting agendas and other items that do not require board approval.

“How can we express enough our gratitude for over 20 years of Rotary support?
Horizons and our whole community have greatly benefited!”

— Susan Mizen, Horizons Specialized Services

“In May of 1999, Rotary collected six bags of food valued at \$41 for Lift-Up. Since that first donation, Steamboat Rotarians have provided more than \$200,000 to help us feed the hungry. Thank you Rotary!”

— David Freseman, Lift-Up of Routt County

Section 7- Additional Committees. Additional committees/service teams may be appointed as needed in accordance with Article VII, section 1 of these Bylaws.

ARTICLE IX

Leave of Absence

Upon written application to the Board of Directors, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time and upon such terms as determined by the Board of Directors. Leave of absence may be retroactive if the board deems this to be fair and reasonable. Leave of absence may be granted for illness, extended out-of-town stays, or for any other reason deemed to constitute sufficient cause by the Board of Directors. Any Rotarian on a leave of absence is responsible for Rotary International dues and will be billed accordingly.

ARTICLE X

Finances

Section 1- Deposit of Funds. The treasurer shall deposit all funds of the club in a federally insured financial institution to be named by the Board of Directors.

Section 2- Payment of Bills Financial Review. All bills shall be paid only by checks signed by two officers of the club, to include either the treasurer and/or the president. A review by a certified public accountant or other qualified person of the club's financial transactions shall be made periodically as deemed necessary or advisable by the Board of Directors.

Section 3- Bond of Officers. Officers having charge or control of funds shall be bonded as may be required by the Board of Directors for the safe custody of the funds of the club. The cost of the bond, should one be required, shall be borne by the club.

Section 4- Fiscal Year — Payment of Dues to Rotary International. The fiscal year of this club shall extend from July 1st to June 30th, and for the collection of members' dues shall be divided quarterly as described in Article V, section 2 of these Bylaws. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

Section 5- Budget. At the beginning of each fiscal year the Board of Directors shall prepare or cause to be prepared a budget of estimated income and estimated expenditures

for the year, which, having been agreed to by the Board of Directors, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board of Directors.

ARTICLE XI

Method of Electing Members

Section 1- Active Members

- A) To be eligible to submit an application for membership, the applicant must have attended four (4) weekly meetings of the club and have been a full-time resident of Routt County for more than one year. If they have lived full time in Routt for less than one year they must attend six (6) meetings. If the applicant is currently a member of another Rotary club, then he/she need only attend three meetings prior to submitting the application.
- B) No individual who is standing for election to any public office that club members are eligible to vote on shall be considered for membership in the club to avoid any appearance of club endorsement for that particular candidate.
- C) A prospective member must then be submitted to the Membership Committee by two sponsoring members of the club in good standing. The sponsors (or a member of the Membership Committee) shall inform the prospective member of the purposes of Rotary and of the privileges and responsibilities of membership in the club, following which the prospective member shall be requested to complete and submit an application for membership.
- D) The Membership Committee shall consider and report to the Board of Directors on the eligibility of the proposed member based on the proposed member's classification, character, business and social standing in the community. A waiver shall be necessary from the Board of Directors if the addition of the proposed member's classification causes that classification category of active members to exceed ten (10) percent of total active membership.
- E) The Board of Directors shall consider and approve or disapprove the recommendation of the Membership Committee and shall then notify the sponsoring members, through the membership chair, of its decision. If the decision of the Board of Directors is favorable, the sponsoring members or a member of the Membership Committee shall contact the prospective member and seek permission to read the prospective members' name at two consecutive regular meetings of the club.

- F) If a written objection to the proposed member is received by the secretary from a member in good standing within six days of the second reading, the Board of Directors shall review the issue in executive session with input from the proposed member's sponsor(s) and from the objecting member(s) at any regular or special board meeting and shall ballot on the proposed member. Unless two or more negative votes are cast by board members, the proposed member shall be approved for membership.
- G) If no written objection is received within six days of the second reading by the secretary, the prospective member, upon payment of his/her admission fee as prescribed in Article V of these Bylaws, shall be considered to be elected to membership.
- H) Following the members' election as herein provided, the secretary shall issue a new member's badge to the member and report the member's name to the general secretary of Rotary International. The new member shall then be formally introduced at a regular meeting of the club.

Section 2- Honorary Members. The name of a proposed candidate for honorary membership shall be submitted to the member of the Board of Directors designated by the president to oversee honorary membership policies. That board member shall apply the criteria for honorary membership as contained in the club's Honorary Membership Policy. A recommendation shall then be presented to the full Board of Directors and the election shall be in the same form and matter as prescribed for the election of an active member; provided, however, that such proposal may be considered at any regular or special meeting of the Board of Directors and that the Board of Directors may at its discretion waive any of the steps as set forth in Section 1 of this Article and proceed to ballot on the proposed member. If two or more negative votes are cast by members of the Board of Directors in attendance at the regular or special meeting, the proposed member shall not be granted honorary membership.

ARTICLE XII

Resolutions

No resolution or motion to commit this club to any matter shall be considered by the club until it has been considered by the Board of Directors. Such resolutions, if offered at a club meeting, shall be referred to the Board of Directors prior to any further discussion at the club meeting.

ARTICLE XIII

Order of Business

Regular club meetings shall follow substantially the following order of business:

- A) Meeting called to order
 - a. Pledge of Allegiance
 - b. The Four-Way Test
 - c. Thought for the Day
 - d. Song
- B) Introduction of Guests and visiting Rotarians
- C) Correspondence and announcements
- D) Committee reports (if any)
- E) Any unfinished business
- F) Any new business
- G) Good News
- H) Address or other program features
- I) Adjournment

ARTICLE XIV

Amendments

These Bylaws may be amended at any regular meeting of the club, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been announced at the prior regular meeting. No amendment or addition to these Bylaws can be made which is not in harmony with the club constitution and with the Constitution and Bylaws of Rotary International.



Rotarians from Steamboat Springs and Houma, La., participate in a massive drive to replace books, computers and telephones in flood-ravaged Louisiana libraries.

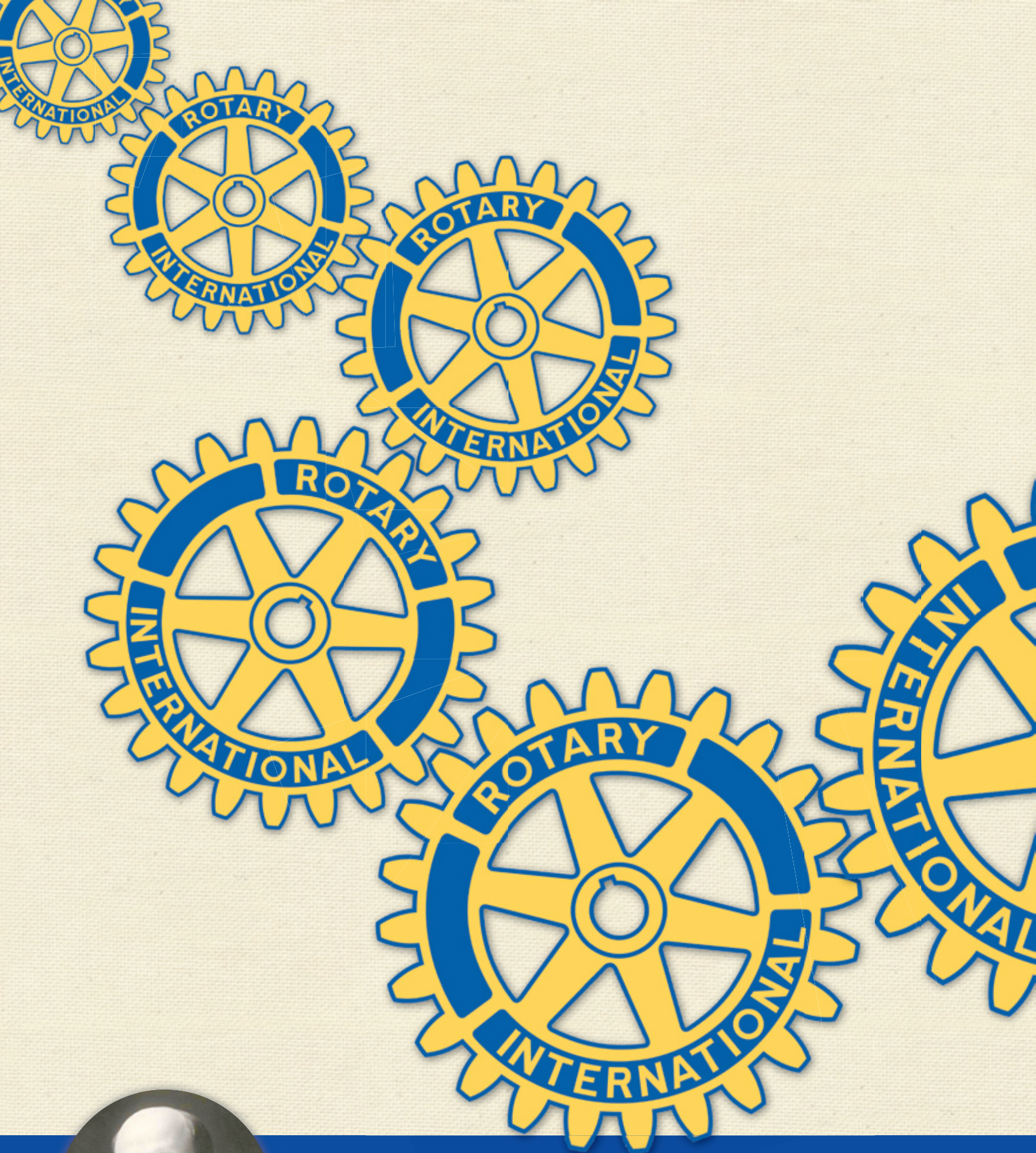


Rotarians and their families pose on the handicap-accessible Boardwalk during a picnic celebration to mark the third anniversary of the project's completion.

ROTARY RIVER PARK AND BOARDWALK



In 2005, the Rotary Club of Steamboat Springs completed a 1,300-foot boardwalk that offers a peaceful walk along a previously inaccessible piece of the Yampa River. The boardwalk was built in the Rotary River Park, a 10-acre piece of land adopted by the club in 1993. The project was part of Rotary International's centennial celebration.



“You will profit from Rotary in proportion to what you put into your efforts.”
— Rotary founder, Paul P. Harris