

**Member Manual**

**For**

**The Rotary Club of Clovis**

**Rotary**  
**Club of Clovis, CA**



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## **SECTION 1 - What is The Rotary Club of Clovis?**

The Rotary Club of Clovis (founded in 1961) is a Rotary International Service Organization and member of Rotary District 5230. Rotary is not religious or political in nature, and encourages diversity in thought and character.

To become a Rotarian, you must be sponsored by an existing member. The Membership process includes:

1. A Membership Application (Information) form (paper or electronically) is completed by the proposed member, submitted to the Membership Chair and reviewed by the Membership Committee.
2. The proposed member information is submitted to the Board for their approval.
3. If not approved, the sponsor will receive communication and asked to inform the proposed member that their proposal is not a good fit for the club at this time.
4. If approved, an information meeting is scheduled with the existing member and proposed member with the Membership Orientation committee to assure the prospective member is aware of all requirements.
5. Proposed members are asked to sign their acceptance of Rotary obligations and permission to publish their information as a proposed member to the club membership.
6. A notice that a new member is being proposed is sent to the entire membership for a 7-day period. Members objecting to the proposed member must submit their objection in writing to the Board during the 7- day period.
7. If there are no objections, the proposed member is considered duly accepted.

The Rotary Club of Clovis has Officers and a Board of Directors that provides leadership and oversees the operations of the Club. Officers include: President, President Elect, President Nominee, Secretaries- Recording and Corresponding, Treasurer and Immediate Past President. There are twelve Directors of the Board that oversee the Teams and Committees of the Club.

Bylaws describing Board responsibilities etc., and the New Member Application are available on the Clovis Rotary Club website.

## **SECTION 2 - Guiding Principles**

These principles have been developed over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

## Service Above Self

The Motto of Rotary is “Service Above Self”. Rotary membership means serving our local and international communities above self-interest. There are opportunities for members to participate in any of the Five Avenues of Service.

## 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:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian’s occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service in each Rotarian’s personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## The Four-Way Test

The Four-Way Test is a nonpartisan and nonsectarian ethical guide for Rotarians to use for their personal and professional relationships.

Of the things we think, say or do

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

## Avenues of Service

We channel our commitment to service at home and abroad through five Avenues of Service, which are the foundation of club activity.

- **Club Service** focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.

- **Vocational Service** calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
- **Community Service** encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
- **International Service** exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.
- **Youth Service** recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards (Camp Royal), and Rotary Youth Exchange.

## **Areas of Focus**

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Contributions to The Rotary Foundation make it possible for clubs to transform lives worldwide. Your generous support funds projects in seven important areas, and Polio Eradication:

- **Peace and Conflict Prevention/Resolution**
- **Disease Prevention and Treatment**
- **Water and Sanitation**
- **Maternal and Child Health**
- **Basic Education and Literacy**
- **Economic and Community Development**
- **Supporting the Environment**
- **PolioPlus**

## **SECTION 3 - Leadership/Member Authority**

For member authority refer to The Rotary Club of Clovis Bylaws Article 10 – Resolutions.

## **SECTION 4 - Team Responsibilities**

Each Director will lead a Team of members to coordinate the Club Service activities at the Club's regular meetings (one month per year), and a Social Event (one month per year).

Teams are different than Committees. Club members may be on multiple Committees under different Directors, but only one Team.

Teams are responsible for:

### **Club Service:**

1. Assign a greeter at the door from 11:45 to 12:15. Assist with the introductions of visiting Rotarians and guests.
2. Provide someone to "host" the guest speaker to greet, sit with and introduce them to the club.
3. Assign someone to lead the Pledge of Allegiance.
4. Assign someone to say the Invocation (prayer).
5. On the 3<sup>rd</sup> Friday of the month have members draw numbers for table assignments to encourage club member interaction (Sgt-At-Arms assists).
6. On the 1<sup>st</sup> meeting of the month brings a birthday cake or other dessert and acknowledge the members' birthdays and Rotary anniversaries.
7. Coordinate a "happy bucks" or other fundraising activity.
8. Have a FUN activity - be creative and help make the meeting fun.
9. Provide a Rotary Minute - 5 minutes or less about Rotary which could be informational, a quiz, contest, or game.
10. Vocational Service - have a member in 5 minutes or less share their personal or professional history to increase membership knowledge of each other.
11. Team Leaders (Board Directors) will be responsible for communicating their Club Service schedule to the President and take responsibility for managing the time allowed for their activities.

### **Social:**

Teams will plan a Club Social of their choosing during their assigned month. The Team will be responsible for notifying members at the meetings, create sign up lists, making arrangements with their destinations, and communicate details and member attendance to the Treasurer and Recording Secretary. The Corresponding Secretary will send any emails related to these events. Socials can be supported through Club finances. Other expenses will be the responsibility of the membership attending.

Team Listing and Club Service Activity form are available on the Clovis Rotary Club website.

## **SECTION 5 - Committees**

Each Director is assigned a set of committees to oversee and ensure these committees remain active and productive throughout the year. Committees are consistent with and support the 5

Avenues of Service – Club, Vocational, Community, International and Youth Services. Committees have Chairs and members, and are supported through volunteers from the entire membership. Members may be assigned to multiple committees, under different Directors. As new projects or committees are formed each year, this list may be modified at any time.

### **Camp Royal (RYLA)**

Camp Royal (RYLA) is a youth leadership training event that sponsors junior year high school students through scholarships to attend the week-long camp. Scholarships are provided to Clovis North (6), Buchanan (6), Clovis High (6) and Clovis East (6) and Clovis West (6). Rotarians also support the camp by volunteering as speakers and activity participants. The committee should recommend for acceptance (3 boys, 3 girls, 2 alternates (1 boy, 1 girl)) and the school is notified. Selections are submitted to the Youth Services Chair to submit all school selections to District 5230 for student notification by April 15. Students attend the camp in June.

### **Caring Committee**

The Caring Committee will acknowledge personal milestones and challenges of Club Members (i.e. Birthdays, Rotary Anniversaries, Marriages, Births, Sympathy etc.) through cards, meeting announcements and personal contact.

### **Christmas Food Baskets**

Clovis Rotary partners with the Clovis Police Department, Salvation Army and schools to identify families in need of support during the holiday season. Food items and donations are collected to purchase supplies to package approximately 500 food boxes for those in need in the community.

During the first week in December, food donations bins are delivered to the schools. Bins are collected on the third Friday of the month for separation of items on Saturday. Final assembly and distribution occur on Sunday. Club and Interact volunteers are needed at each stage to coordinate the assembly and distribution of the food baskets.

### **Christmas Stockings**

In November, Clovis Rotary members and volunteers decorate Christmas stocking and collect donations of personal care and hygiene products to assemble holiday stockings for the elderly in our community. In December, members deliver these stockings and sing holiday songs to local long-term care residents to share the joy of the holidays.

### **Club Grants (Club Donations)**

This committee evaluates the requests of any member or organization soliciting a Grant, usually a non-profit, that they feel deserve financial aid. Grants usually average five hundred (\$500.00), but can be requested for lesser or greater amounts. The committee consists of four club members and one Director of the Board. The Grants Committee has an established budget each year, created by the Finance Committee and approved by the Board.

An application form explaining the nature of the grant request, must be filled out by the applicant and submitted to the Grants chair. It is considered by the Grants committee and either supported or denied by that committee. If supported, the Grant request is presented to the Board of Directors for final approval. If approved, the request is passed on to the Treasurer for final payment of the approved funds requested. Some Grants are checks for money and some are for the purchase of needed items or supplies for the individual or organization.

Projects change every year and each member is encouraged to suggest a new project for the Club. Members suggesting a project should investigate the project to determine the number of volunteers needed and the equipment and funds that may be needed for its success.

Grant Application form is available on the Clovis Rotary Club website.

### **Club Training Assembly (CTA)**

In the Spring, District 5230 sponsors a CTA each year. New Board members and those interested in taking on a greater leadership role are encouraged to attend.

### **Community Outreach**

Community Outreach includes identifying the needs in our local community, and/or partnering with other organizations to have a greater impact. Other organizations can join with Clovis Rotary such as the Clovis Police and Salvation Army during our Christmas box distribution, or Clovis Rotary joining other organizations in support of their initiatives such as the SA Food Distributions or events of other non-profit organizations. Partners also include club affiliations with Clovis Chamber and BOOTS. Partnering with other organizations raises awareness of Rotary in the local community and will assure we are addressing the most important needs in our area.

### **Corporate Members**

Throughout the year, this committee meets with larger local businesses to gain support of our club fundraisers and initiatives, raise awareness of Rotary's contributions in the community, and encourage membership and donations to the Clovis Rotary Foundation.



## **Crab Feed Fundraiser**

In the month of February, the Club sponsors our fund-raising event of the year. Traditionally it is held at the Clovis Veterans' Memorial Hall, with a capacity of approximately 650 attendees. This fundraiser includes an "All You Can Eat Crab Dinner" with a variety of side dishes and desert, and a hosted bar.

Members solicit support from local businesses; donate individual items or money to purchase items for Silent and Live Auctions, obtain sponsors, and sell tickets to the event and for the raffle. The Club also retains the assistance of an auction company to provide additional items and increase revenues for the Silent and Live Auctions. All Club members are expected to support this fundraiser through volunteering before and during the event due to the revenues it provides the Club to support our community.

In February of the year prior to the event, the venue of the event and auction company should be secured. In November, club member table reservations are secured and the club website is activated for on-line ticket sales. Starting in December, donations should be secured from club members and outside organizations for Silent and Live auction items and desserts. In January volunteer assignments will be made. Assignments include set-up and break-down, food preparation, bar, raffle ticket sales, auction assistance, Interact coordination etc.

Directors of the Board are responsible for their Team members to assure participation from all members.

## **Dictionaries**

In July, the elementary schools supported by this project (currently 13) are contacted to determine an approximate number of 3<sup>rd</sup> graders at each school. Dictionaries and labels are ordered and payment is made. Once dictionaries are received, volunteers gather to place Clovis Rotary labels on the inside of each book. Each school is assigned a Dictionary Captain and each Captain receives guidelines and approximate schedules for the project. In September, Dictionary Captains contact their school to schedule a distribution date. Captains recruit volunteers, pick up their dictionaries and present the books to the students directly in September and October.

## **District Conference/Mid-Year Assembly**

Each year a District Conference and a Mid-Year Assembly are held for District 5230 to share ideas and celebrate successes. This committee informs members of conference and assembly details and registration, and encourages attendance. Reports to acknowledge and highlight club activities are completed by Chairs to share at the conference.

## **District/Global Grants**

In March/April of each year, a minimum of one (preferably two) member must attend the District 5230 Grant Training Seminar. This training provided by the District and attendance by the Club is required each year for the District and Club to be qualified to receive a District or Global Grant. Our club may make a donation to another club in support of their District or Global Grant to be considered as participating in a District or Global Grant.

**District Grants** - If sponsoring a grant, agreements between the Club and our District must be signed and returned to the District by July 31. A District 5230 Grant Project Application for a qualifying project must be completed, with all appropriate attachments, and submitted to District 5230 between July 26 – 31 (first come, first serve). Once approved and grant monies are received, a Project Final Report must be submitted to the District documenting the use of funds including receipts etc. Final reports must be received by all District Clubs before receiving further grant resources from RI.

**Global Grants** - Global grants require a Host Rotary Club on the ground to assist with the coordination and oversight of the Grant Project, our club is considered the International Club and responsible for completing the grant application.

Global Grants must apply to at least one of the Rotary's Areas of Focus. Projects may be started at any time, but if no action is taken within a 12-month period after grant approval from RI, it must be re-applied for. An on-line grant application through Rotary International must be completed outlining all aspects of the project with supportive documentation attached. On-line authorizations are required from both the Host and International Primary Contacts (project chairs), Foundation Chairs and District Governors. Once a project is completed, final reports must be received by RI before the District will qualify for future Global Grant funding.

## **Finance**

The Finance Committee consists of the President, President Elect, President Nominee, Secretaries – Recording and Corresponding, Treasurer and Immediate Past President. The role of this committee is to develop and oversee the Clubs finances and budget. Once developed, the Committee will review the Budget with the Board of Directors for final approval (June). Budgets must be approved by the incoming Board before it can take effect. Members may request a copy of the budget and club financial information at any time.

The Finance Committee also confidentially reviews and approves Member Scholarships, with final approval by the Board. They also confidentially review the member balances to assure accounts are paid in a timely manner.

### **Hands-On Project**

This committee is responsible to find and coordinate volunteers for a hands-on project in the community. If the project also includes a financial request, the appropriate grant application or proposal should be made to the Board.

### **Interact/Student Guests**

Committee members assist local high schools to create and maintain Rotary affiliated clubs, coordinated by the students under the direction of a school coordinator. Volunteers from our Club are responsible to keep each school in contact with the Clovis Rotary, and coordinate projects and events they might share in or volunteer for (Two Cities Marathon, Christmas Boxes and Stockings, Crab Feed etc.). Chairs are responsible for sharing Interact sponsored events with the Club to encourage participation and support of their efforts. The goal of Interact is to teach the value of community service and encourage future Rotarians.

In August, contact is made with the Teacher Club Coordinator to attend the school sponsored Club Membership Drive and attend their meetings to coordinate annual activities. Attendance of the Interact meeting should occur at least once per month. Interact Clubs are supported financially by Clovis Rotary with a donation each year, presented by the Interact Chair to the club at their first meeting.

At least once per month during the school year (Sept – May), students from either the local high schools, community college or area universities should be invited to attend a club meeting in order to expose and introduce them to Rotary and service to their community. Coordination of visits should be made through the assistance of the School Chairs. Special programs can also be arranged for scholarship recipients, Camp Royal attendees, Spelling Bee winners, school chorus, plays, groups we support etc. to attend.

### **International Service**

This committee is responsible to the Board of Directors and the Club to find and create service projects on an International Level (not located in the Continental United States). The Chairperson researches the worthy project, determines the funding sources available and recommends how our Club can participate in it. These projects can be increased in scope and amount by collaborating with other Clubs in our District or International by requesting a Matching Grant from the District and/or Rotary International Organization.

### **Membership Chair (Development & Recruiting)**

**Development** - All members are encouraged to bring guests to club meetings and/or

socials. Let them see that Rotarians are friends and enjoy good fellowship, and invite them to join. When a guest is interested in joining, the Membership Chair will give them a new member packet with an application to join (either in paper or via email).

When the Membership Chair receives a new member application within 2 days a member from this committee will conduct a review of the proposed member's business and personal information. If the proposed member is a prior Rotarian, this review must include contact with the previous club to assure that person left in good standing.

**Recruiting** - The Membership Chair is responsible to find ways to encourage potential members to join our Club, and to retain existing membership. During Membership and New Club Development Month in August (or other times), this chair should coordinate recruitment education and events. They create strategies for the Club to help generate new members, support new members and maintain good relations with new and existing members (retention) of the Club. Guests of members are encouraged to pursue club membership and are given an application form (either paper or via email). The Membership Chair will follow up and assist in completing the new member application process.

Periodically clubs will receive Membership Leads from the District who are individuals that have expressed interest in club membership through RI. These should be followed up within 2-days and either invited to our club or referred to another based on their location or preferences.

New Member Application form is available on the Clovis Rotary Club website or on-line on the District 5230 website.

### **Member Orientation Chair**

Following the satisfactory review, the Board must approve the proposed new member application at their next meeting. Within 2 days of board approval, the Member Orientation Chair will schedule an informational meeting between the proposed new member, the proposing member, and a member of the membership committee to review Rotary history, club information and expectations, and to answer any questions the proposed new member may have. At that time, if still interested, they will be asked to sign the proposed member acknowledgement form agreeing to all requirements, and to the publication of their name to the membership.

Once the above is completed, a 7-day notice will be sent to all club members announcing the new member proposal. Members have these 7 days to submit any objections in writing to the board. If none are received, the proposed member will be inducted at the earliest available

meeting of the club. Once inducted, the Recording Secretary, with 2 days, will enter the information into the District website, or process the application electronically if it was made online.

### **Military Support**

In recognition of past and current service to our country, during the holidays this committee works with the local Air and Army National Guard who identifies needy military family(ies) to receive a monetary donation from our Club. Money for this donation comes from the Club budget and member donations.

### **News and Notes/Bulletin**

This Chair (Corresponding Secretary) is responsible for creating a weekly bulletin for the benefit of Club members, guest of members, visitors and speakers. Information included in the bulletin is a summary of the past meeting, upcoming speakers, current events of the Club and to inform the club of upcoming meetings and important events. Persons attending these Club events may submit articles or photographs for the bulletin in order to share Club activities. Bulletins are distributed via email or method as determined by the Board of Directors.

Archived Bulletins are available on the Clovis Rotary Club website.

### **Policies and Procedures**

Policies and Procedures, Bylaws and Manuals have been created for the Board and Membership. They will be reviewed annually for accuracy and/or updates as needed.

### **Public Relations**

This committee is charged with assuring that Rotary International and the Clovis Rotary Club are promoted in the local community. Events including fundraisers, meetings, socials, grants presented, awards, community service projects, and club activities are memorialized and published. These activities should be submitted to local, District and RI media and invitations sent to them in order to get optimal coverage.

### **Reading Program**

Each week during the school year, members attend the Sierra Vista Elementary School for one hour reading sessions. Members should be reminded and invited to these sessions to increase participation.

### **Rotary Foundation**

This Chair is responsible to coordinate information and donations to Rotary International.

Members are encouraged to donate each year to support the projects of Rotary International. The Paul Harris Fellowship is the most common opportunity for Rotarians to support Rotary International's projects. One of the best-known projects coordinated at the international level is the "PolioPlus Program" through which the goal is to eradicate Polio. This could only be done with major donations from individuals, Rotarians, and supporters such as Bill Gates. This Chair should formally present information about the Rotary Foundation during the Foundation Month in February to educate members about the Foundation, encourage donations and recognize Paul Harris Fellows.

### **Salvation Army - Liaison**

This liaison arranges for the participation in the monthly food distribution on the first Tuesday of each month at the Clovis Salvation Army from 8 AM - Noon. All members are encouraged to participate. The liaison also coordinates other events including Bell Ringing at Clovis community events and during the holidays.

### **Scholarships**

Scholarships are provided to 12<sup>th</sup> graders planning on continuing their education from Clovis North (4), Gateway (4), Buchanan (4), Clovis High (4), Clovis East (4), and Clovis West (4). High School students are recruited and recommended by school administration in March, and interested students' complete applications provided by the school.

Applicants are interviewed by Rotarians by the end of April for selection. A committee of 3 (not less than 2) Rotarians conduct the interviews of 8 – 12 applicants for final selection and school administration is notified of the outcome. Youth Services Chair is notified of selections for student notification. School/Scholarship Chairs attend the schools Scholarship Night in May and present the checks.

Scholarships are also provided to Freshman or Sophomores planning on continuing their education at Clovis Community College (4). Students are notified of scholarship opportunities and students complete applications provided by the school.

Applicants are interviewed by Rotarians by the end of August for selection. A committee of 3 (not less than 2) Rotarians conduct the interviews of 8 – 12 applicants for final selection and school administration is notified of outcome. CCC Scholarship Chair notifies students of selection and attends Scholarship Night in September and present the checks.

For all scholarship interviews, a list of alternatives should be retained by the chair in the event a student declines or does not meet the requirements to receive the scholarship.

## **Social Media**

Our Social Media pages are maintained by a group of members assigned to post pictures and messages in support of Clovis Rotary. This committee is charged with assuring that Rotary International and the Clovis Rotary Club are promoted in the local community. Events including meetings, socials, grant presentations, awards, community service projects, fundraising events and club activities are memorialized and published.

## **Speakers/Programs**

The Speaker Chair and committee are responsible to find and schedule Speakers for nearly all of the 40 + Friday meetings of the Club. The general membership is asked to seek and search out possible candidates to be speakers. Programs shall not be political or religious in nature and should be appropriate for general audiences, including children. The subject matter should be informative, entertaining and/or educational in nature and can encourage support of their non-profit or educational organization. For-profit organizations are not permitted to solicit members.

The Speaker will have up to 30 minutes to speak and in return will be asked to autograph a new children's book, which will be donated to the Sierra Vista Elementary School Library in their name. Books are selected and bought by the school and invoices are submitted to the club for payment.

Speakers may also be found by using the District Speakers Bureau at [district5230.org](http://district5230.org).

## **Spelling Bee**

In March/April, the Joe Augustino Annual Spelling Bee is held at Sierra Vista Elementary School for 4<sup>th</sup> graders which our Club hosts and sponsors with Tee Shirts and awards for the winning students each year. Contact with school administrators should be made in January to schedule a date. In March, the number of participants, staff and Rotarians should be identified to order T-shirts, Thesaurus's (12?) and medals. Refreshments for those attending are also provided.

## **Two Cities Marathon**

The Club participates in this event by providing water and cheering stations during the Marathon in coordination with our Interact clubs. Early in October, Club and Interact members will be asked to volunteer and shirts are ordered for all participants. This event is held on the first weekend of November.

## **Youth Exchange Students**

If the Club chooses to sponsor an incoming exchange student, this committee is responsible to

coordinate the housing and communication needed to bring in an exchange student from a foreign country. The Club Youth Exchange Officer works with the District to assure compliance with Rotary International and State Department regulations. Before committing to host a student, the club should assure that 3 families are available to host the exchange student for three months each. Host families are typically Rotarians, but need not be. The student Counselor is a Club member of the same sex as the student who must maintain regular contact with the student and help resolve any difficulties or issues.

Clubs hosting an exchange student ~~may~~ must also sponsor a local student to send on outbound exchange to a foreign country. Our intention to sponsor an outbound student is communicated to the District in October. Interviews and applicant selections occur in November.

Fees are associated with both inbound and outbound students. A monthly stipend is provided to our inbound student to assist with expenses.

### **Website**

The Rotary Club of Clovis website can be accessed through any of the following URLs: [www.clovisrotary.com](http://www.clovisrotary.com); [www.clovisrotary.org](http://www.clovisrotary.org), or [www.clovisrotaryclub.com](http://www.clovisrotaryclub.com)

The Club's website provides information about our Club's history, membership, forms, programs and projects both past, current and future. It also provides several links to RI, District and Club websites and information.

\*\*Up to date resources and forms available on the Clovis Rotary Club website include: New Member Application, Teams Listing, Team Club Services Activities form, Committees listing, Monthly Calendars, Yearly Timeline of Activities, Grants Application, Membership Scholarship Application, Birthdays, Rotary Anniversaries and Archived Bulletins. Members may also enter attendance Make-Ups on this website.\*\*

A link to the District 5230 website is available on the Clovis Rotary Club website or directly at [www.rotary5230.org](http://www.rotary5230.org) . A link to the Rotary International website is available on the Clovis Rotary Club website or directly at [www.rotary.org](http://www.rotary.org) .

## **SECTION 6 - Types of Membership**

### **Membership Categories:**

- Prospective New Members
- Active New Members
- Active Members
- Rule of 85 Members



Honorary Members (may also be designated as corporate, associate, family etc.)  
Members on Leave of Absence (LOA)  
Friends of Rotary (acknowledgement only)

For process of electing new members and member status details refer to The Rotary Club of Clovis Bylaws Article 9 - Method of Electing Members and Types of Membership.

**Active New Members**

Guidelines for New Members to earn their BLUE membership badge. The following must be completed in a consecutive 3-month (90 day) period:

1. Prior Rotarians of this or other clubs will receive a BLUE badge upon induction and after assisting the Registration/Attendance Sgt-at-Arms at least 2 times at the check-in table.
2. Attend 1 fellowship and 1 service project sponsored by the club.
3. Assist the Registration/Attendance Sgt-at-Arms at least 3 times at the check-in table.
4. Attend greater than 50% of the general club meetings.
5. Advise the Recording Secretary when requirements have been completed to obtain a BLUE badge.

**SECTION 7 - Dues and Financial Obligations**

**Dues**

As of January 2017, Member Dues (includes Club, District and RI dues) were established by the Board at \$300.00/Year.

Members are required to pay dues, kick out party assessments and pay for the lunches eaten.

Membership Dues.....\$300.00 per Calendar Year

These dues are billed at \$150 every Jan. 1<sup>st</sup> and \$150 every July 1<sup>st</sup>.

Active/Member Dues (includes Active, LOA & Rule of 85 Member classifications) include Rotary International Membership, Rotary International Magazine, Rotary International Legislative Levy, Rotary International Club Insurance, District Membership and Club Kick Out Party (\$60.00 per year). Members who have a significant other or spouse also in the club will be charged \$30.00 per year for the Club Kick Out Party assessment.

Lunch Meals..... Current cost per meal

The lunch meal charge is for meals actually eaten. Members and Guests may attend without eating. Payment for meals is by Cash, Check, Venmo, PayPal or Credit Card (Visa, Master

Card, American Express and Discover). Members may also pre-pay for meals using the same payment methods. There is no expiration for pre-payments made. Records are kept with the Registration/Attendance Sgt-at-Arms and receipts are available upon request.

### **Guidelines for Member Current Accounts**

These guidelines are designed to serve as a “Standard Procedure” in dealing with current accounts:

- a. The Treasurer assigns each club member an individual club account, used for member billing for club dues, kick out party assessments or for other purchases made at/for club events (i.e. Rotary Shirts, Crab Feed auction purchases, bell ringing etc.).
- b. The Treasurer will email a monthly statement to all members only if there is a balance to be paid, and at other times the member incurs a charge or makes a payment. Members without an email account can make other arrangements with the Treasurer to receive billing statements.
- c. A summary of member account receivable balances is presented to the Finance Committee confidentially as necessary.

For guidelines for member delinquent accounts refer to The Rotary Club of Clovis Board Policies and Procedures Article 8 – Special Circumstances.

### **Voluntary Contributions**

These contributions are encouraged and include:

- a. Members are encouraged to support and participate in all club fundraisers to benefit our community and service projects.
- b. Crab Feed Fundraiser support - Members are encouraged to donate at least \$200 through donations, solicitation of donations, dinner and raffle ticket sales.
- c. Rotary International Foundation (Paul Harris) – Members are encouraged to give \$100 per year towards the RI Foundation or PolioPlus. Members may ring the bell to pledge One Hundred (\$100.00) Dollars (or less). Members must complete a donation form (designating if donation is to the Foundation, PolioPlus or an approved District/RI initiative) with payment by check attached when the pledge is made (no cash accepted). Payments to RI may also be made on-line through Rotary Direct at the Rotary International website [www.rotary.org](http://www.rotary.org) .
- d. Other voluntary contributions can be made toward club projects including Christmas Food Baskets, Military Families etc. as committees make requests.
- e. Quarterly the Board will designate “Happy Bucks” or other fundraising donations collected during meetings to local organizations the club supports.

- f. Club members may make contributions to organizations the Club supports that have been invited to present a program regarding their mission to the membership. Members may ring the bell to pledge a designated amount to that organization or make contributions directly. Speaker organizations will coordinate these donation payments independently or through the Club Treasurer through billing. If donated through the Club Treasurer through billing, members will be billed and a check will be sent from the Club to the organization directly.

### **Member Scholarship**

- a. The Board recognizes the value of its members and their contributions toward service within Rotary.
- b. The Board recognizes that members may go through a period of financial difficulty, and in an interest in retaining valued members to benefit the club and our community, members may apply for a Member Scholarship.
- c. Scholarships may be approved for a six month or one year period. Six-month scholarships provide for 6 months of dues and 8 pre-paid meals; One-year scholarships provide for 1 year of dues and 15 pre-paid meals. Meals consumed beyond the pre-paid amount are the member's responsibility.
- d. Members must complete the Member Scholarship Application for consideration. Applications will be reviewed and approved confidentially by the Finance Committee, with final approval by the Board.
- e. Members receiving scholarships are expected to have a minimum of 50% attendance/participation rate, including make-ups.

Member Scholarship application is available on the Clovis Rotary Club website.

### **SECTION 8 - Member Attendance Responsibility**

In addition to financial obligations to the Club, every member should strive to maintain active participation in Club meetings and/or Club projects or events. Attendance may also be accomplished by what is considered a "Make Up" by attending another Rotary Club's meeting (locally, nationally or internationally), or participating in administrative, social or service events of our Club. This additional attendance credit can be used to offset any missed regular meetings at our Club. Make Up's are encouraged to expose our Club members to service projects, fellowship opportunities and other clubs that can provide a new prospective that can be shared with our Club. Any member not meeting attendance responsibilities for a consecutive 6-month period will be reviewed by the Board and contacted to assess their current situation and to encourage participation.

Attendance Make Up's are defined as:

- a. Attend a regular meeting of another Club.
- b. Attend a meeting of our/other Interact or Rotaract Clubs.
- c. Attend a RI or District sponsored convention or meeting.
- d. Attend and participate in a Club service project, Club sponsored community event or meeting authorized by the Board.
- e. Attend a Board meeting or, if authorized by the Board, a meeting of a service committee to which the member is assigned.
- f. Make up through the online internet program ("e-clubs").
- g. Attendance at a Club sponsored social event, including the Fourth Tuesday Breakfast Group.
- h. A convenient link is provided on the Clovis Rotary Club website to enter the make-ups. Committee Chairs for projects and socials should enter make-ups for members attending their events. Members should enter their own make-ups for other circumstances.
- i. For guidelines for member attendance deficiencies refer to The Rotary Club of Clovis Board Policies and Procedures Article

## **SECTION 9 - Weekly Meetings/Order of Business**

Our Club's weekly meetings are held at Salvation Army, 210 Barstow, Clovis, CA 93612. Check in with the Sgt at Arms begins at 11:45 AM. Members, Guests, and Speakers should arrive no later than 12:00 P.M. for check in and socializing with other members and guests.

Meals, beverages (non-alcoholic) and dessert are served starting at 12:00 Noon. Club meetings start at 12:30 P.M. by the Club President or person assigned by the President. After the Order of Business, any special guest or speaker is invited to the podium at approximately 1:00 PM to present program. Speaker time is limited to thirty (30) minutes, including questions and answers. Guest speakers may stay after a meeting to offer additional time for questions from the Club.

The meeting is adjourned promptly at 1:30 P.M. Special Board Meetings may be called at the end of the meeting to address items in need of immediate action or concern.

### **Order of Business:**

Meeting called to order

Salute to Flag  
Invocation (voluntary)  
Introduction of visiting Rotarians  
Introduction of Guests  
Correspondence and announcements  
Committee reports  
Old business  
New business  
Address or Program introduction  
Adjournment

## **SECTION 10 - DACdb**

The Term DACdb stands for District and Club Data Base. It is a Website administered by Rotary International and District 5230. This website contains all pertinent information about every Club in District 5230. Member access is limited by their position of authority in the Clubs, District or International. The higher the position, the more information is available. Every member should access their personal information and is responsible for its accuracy. Training on how to access you own personal information will be provided by the Member Sponsor or Club Secretaries.

A link to the District 5230 website is available on the “Rotary Int’l” page of the Clovis Rotary Club website or directly at [www.rotary5230.org](http://www.rotary5230.org) . A link to the Rotary International website is also available on the “Rotary Int’l” page of the Clovis Rotary Club website or directly at [www.rotary.org](http://www.rotary.org) .

## **SECTION 11 - Individual Foundation Giving**

### **Definitions**

1. Rotary Foundation Sustaining Member - When a member gives \$100 or more per year to the Annual Fund.
2. Benefactor - When a member includes the Endowment Fund as a beneficiary in their estate plans or when they donate \$1,000 or more to the fund outright. Benefactors receive a certificate and insignia to wear with a Rotary or Paul Harris Fellow pin.
3. Paul Harris Fellow - When a member gives \$1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant. To recognize someone else as a Paul Harris Fellow, you can give that amount or use your recognition points in their name.

4. Multiple Paul Harris Fellow - When a member gives additional gifts of \$1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant.

Current PHF Level - Recognition levels are determined based on the following guidelines:

Recognition Amount	PHF Levels	Pin donor or recipient is eligible to wear
1,000 to 1,999.99	PHF	original PHF pin
2,000 to 2,999.99	PHF+1	one sapphire
3,000 to 3,999.99	PHF+2	two sapphires
4,000 to 4,999.99	PHF+3	three sapphires
5,000 to 5,999.99	PHF+4	four sapphires
6,000 to 6,999.99	PHF+5	five sapphires
7,000 to 7,999.99	PHF+6	one ruby
8,000 to 8,999.99	PHF+7	two rubies
9,000 to 9,999.99	PHF+8	three rubies

5. Paul Harris Society Member - When a member gives \$1,000 or more annually to the Annual Fund, PolioPlus, or an approved Foundation grant.

6. Bequest Society Member - When a member gives \$10,000 or more via their estate plans. Bequest Society members are recognized with an engraved crystal recognition piece and a Bequest Society pin.

Recognition items commemorate giving at these levels:

- a. Level 1: \$10,000 to \$24,999
- b. Level 2: \$25,000 to \$49,999
- c. Level 3: \$50,000 to \$99,999
- d. Level 4: \$100,000 to \$249,999
- e. Level 5: \$250,000 to \$499,999
- f. Level 6: \$500,000 to \$999,999
- g. Level 7: \$1,000,000 to \$2,499,999
- h. Level 8: \$2,500,000 to \$4,999,999
- i. Level 9: \$5,000,000 to \$9,999,999
- j. Level 10: \$10,000,000 and above

7. Major Donor - When a member's cumulative donations reach \$10,000. Major Donors receive a crystal recognition piece and a Major Donor lapel pin or pendant.

Recognition items commemorate giving at these levels:

- a. Level 1: \$10,000 to \$24,999
  - b. Level 2: \$25,000 to \$49,999
  - c. Level 3: \$50,000 to \$99,999
  - d. Level 4: \$100,000 to \$249,999
8. Arch Klumph Society - When a member's cumulative donations reach \$250,000. Recognition includes an induction ceremony at the Rotary International headquarters in Evanston, Illinois, USA, and a picture and biography in the Arch Klumph Society interactive gallery.
- Members also receive invitations to society events, along with membership pins and crystals that commemorate giving at these levels:
- a. Trustees Circle: \$250,000 to \$499,999
  - b. Chair's Circle: \$500,000 to \$999,999
  - c. Foundation Circle: \$1,000,000 to \$2,499,999
  - d. Platinum Trustees Circle: \$2,500,000 to \$4,999,999
  - e. Platinum Chair's Circle: \$5,000,000 to \$9,999,999
  - f. Platinum Foundation Circle: \$10,000,000 and above

## **SECTION 12 – Clovis Rotary Foundation, Inc. (CRF)**

The purpose of the Clovis Rotary Foundation is to receive gifts of money and property, to maintain and manage same, and to distribute money and property to support local and international causes supported by The Rotary Club of Clovis, as decided upon by the CRF Board of Directors as provided in the CRF Bylaws.

The foregoing notwithstanding, the Corporation shall carry on only those activities permitted to be carried on (a) by a corporation exempt from federal tax under section 501(c)(3) of the Internal Revenue Code or (b) by a corporation making contributions which are deductible under section 170(c)(2) of the Internal Revenue Code.