

# **Board Policies & Procedures**

## **The Rotary Club of Clovis**



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## **ARTICLE 1 - PREFACE**

The following information is for the exclusive use of members of the organization commonly known as “The Rotary Club of Clovis” in the City of Clovis, California, U.S.A.

Any outside use of this information is strictly prohibited.

## **ARTICLE 2 - DISCLAIMER**

The information in this document is derived from the author’s interpretation of the guidelines of this Club’s Founding Organization known as Rotary International ([www.rotary.org](http://www.rotary.org)). It is intended not to discriminate against any individual, group, party, business or organization by means of race, creed, gender, age, sexual preference or affiliation with any other organization.

## **ARTICLE 3 – TAX STATUS OF CLUB**

The Rotary Club of Clovis is a tax-exempt, not-for-profit organization formed under Section 501(c)4 of the IRS Code. The Clovis Rotary Foundation is a tax-exempt, non-profit organization formed under Section 501(c)3 of the IRS Code. Depending upon an individual’s or organization’s avenue of donation each IRS Code may apply and may or may not be tax deductible. If any business or individual makes a donation or contribution to our Club, we strongly recommend they consult with their tax advisors to determine any tax benefits to themselves or their business.

## **ARTICLE 4 – CLUB LEADERSHIP**

**4.1** - The Rotary Club of Clovis leadership is as follows:

### OFFICERS

President

President Elect

President Nominee

Recording Secretary

Corresponding Secretary

Treasurer

Immediate Past President

Directors

Sgt. at Arms (not considered Board Member or Officer)

**4.2** - For position descriptions and election processes refer to The Rotary Club of Clovis Bylaws Article 1 - Election and Duties of Board of Directors and Article 2 - Election and Duties of Officers.

## **ARTICLE 5 – LEADERSHIP/MEMBER AUTHORITY**

**5.1** - For member authority refer to The Rotary Club of Clovis Bylaws Article 10 - Resolutions.

**5.2** – All Officers and Directors (appointed or elected) have voting privileges on matters before the Club Board of Directors.

**5.3** – A majority of the Board members shall constitute a quorum of the Board. At least 50% + 1 of the quorum's votes must be in favor for approval.

**5.4** - The President has a specific line item in his/her budget for an independent commitment of \$100, three (3) times per year, without Board approval. Amounts greater than \$100 require Board approval.

## **ARTICLE 6 – TYPES OF MEMBERSHIP**

### **6.1 - Membership Categories:**

Proposed 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

### **6.2 - Proposed New Members, Active Members, Active – Rule of 85 Members, Honorary Members and Leave of Absence Status**

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

### **6.3 - Active New Members**

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

1. Attend one (1) fellowship and one (1) service project sponsored by the club.
2. Assist the Registration/Attendance Sgt-at-Arms at least three (3) times at the check-in table.
3. Attend greater than 50% of the general club meetings.
4. Advise the Recording Secretary when requirements have been completed to obtain a BLUE badge.

NOTE: Prior Rotarians of this or other clubs will receive a BLUE badge after induction and when assisting the Registration/Attendance Sgt-at-Arms at least two (2) times at the check-in table and attend greater than 50% of the general club meetings.

## **6.4 – New Member Incentive**

### **Guidelines for Active New Members to earn a charitable donation in their name to a charity of their choice**

The following must be completed in a consecutive 6-month (180 day) period which shall commence NLT 30 days after the completion of the requirements outlined in 6.3 above. The start date within that 30-day period may be chosen by the New Member.

The New Member shall:

1. Attend two (2) fellowship and two (2) service projects sponsored by the club.
2. Assist the Registration/Attendance Sgt-at-Arms at least three (3) times at the check-in table.
3. Serve two (2) times as a Greeter.
4. Attend greater than 50% of the general club meetings. Normal make-ups apply, i.e projects, socials, District functions, committee meetings, etc.
5. Present one (1) Rotary Minute session at a regular club meeting.
6. Present one (1) Vocational session at a regular club meeting.
7. Advise the Recording Secretary when requirements have been completed.

Upon satisfactory completion of the above within the 180-day period the club will:

- Donate up to a maximum of \$500 (the actual amount as requested by the new member) in the new member's name to a charity, non-profit, etc. chosen by the new member.
- The Board retains the right to approve or deny any recipient named by the member.
- No extensions of time will be provided.
- No credit will be given for partial completion of the requirements.

Note: If ALL requirements (1 thru 7 above) are completed within 90 days of the end of a Rotary Fiscal Year (April 1 through June 30), the Board of Directors may opt to delay the payment into the next Fiscal Year, after July 1 and NLT September 1.

## **ARTICLE 7 – DUES, FINANCES AND CLUB ASSETS**

### **7.1 – Dues**

As of January 2017, Member Dues (includes Club, District and RI dues) were established by the Board at \$300.00/Year. These dues are billed at \$150 every Jan. 1<sup>st</sup> and \$150 every July 1<sup>st</sup>. Active/Member (includes Active, LOA & Rule of 85 Member classifications) Dues include Rotary International Membership, Rotary International Magazine, Rotary International

Legislative Levy, Rotary International Club Insurance, District Membership and Club Kick Out Party assessment (\$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.

The lunch meal charge is for meals actually eaten at the current cost agreed to by the venue and the Board. Members and Guests may attend without eating. Payment for meals is acceptable by Cash, Check or Credit Card. 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.

## **7.2 - 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 Board each month.

## **7.3 – 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 six (6) months of dues and eight (8) pre-paid meals; One-year scholarships provide for one (1) year of dues and fifteen (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.

d. Members receiving scholarships are expected to have a minimum of 50% attendance/participation rate, including make-ups.

#### **7.4 - 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 Polio Plus. Member may ring the bell to pledge One Hundred (\$100.00) Dollars (or less). Members must complete a donation form (designating if donation is to Foundation, Polio Plus 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.com](http://www.rotary.com)).
- d. Other voluntary contributions can be made toward club projects including The Clovis Rotary Foundation, Christmas Food Baskets, Military Families etc. as committees make requests.
- e. Quarterly the Board will designate who will receive “Happy Bucks” or other fundraising donations collected during meetings.
- 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.

#### **7.5 – Club Assets**

- a. Financial assets of the Club may be invested by the Board in the Clovis Rotary Foundation or a Club Saving/Investment Account to capitalize on returns that can be donated back to the community.

b. For more information regarding The Clovis Rotary Foundation please refer to the Rotary Club of Clovis Bylaws and Clovis Rotary Foundation Bylaws.

## **ARTICLE 8 – SPECIAL CIRCUMSTANCES**

These guidelines are designed to serve as a “Standard Procedure” in dealing with special circumstances. Recognizing that there may be extenuating circumstances, the Board of Directors may choose to make exceptions to these guidelines on a case by case basis.

### **8.1 - Guidelines for Member Delinquent Accounts**

- a. Any member showing a balance due in excess of the annual dues amount will be considered delinquent.
- b. Members with delinquent accounts of 30 days will receive an email and written letter from the Treasurer requesting payment or arrangement for payments to be made, to reduce the balance within 60 days of the delinquency.
- c. If a member has not responded within 60 days of the delinquency, the Treasurer will present his/her account to the Board as non-compliant. The Treasurer will also send a second notice to the member requesting payment arrangements be made within the next 30 days (90 days from the original delinquency).
- d. Each May and November (prior to payment of dues to the District and RI) all delinquent accounts greater than 90 days will be reviewed for possible termination of membership. The member is considered to have self-terminated, and will be notified by the Treasurer, upon Board approval.
- e. The Board may approve the Treasurer to follow up on collection of delinquent accounts by means of legal action, not limited to Small Claims court in Fresno County Superior Court. Members will be notified in writing of this Board decision from the Treasurer.

### **8.2 - Guidelines for Member Attendance Responsibility**

- a. Attendance Make Up's are defined as:
  1. Attend a regular meeting of another Club.
  2. Attend a meeting of our/other Interact or Rotaract Clubs.
  3. Attend a RI or District sponsored convention or meeting.
  4. Attend and participate in a Club service project, Club sponsored community event or meeting authorized by the Board.
  5. Attend a Board meeting or a meeting of a service committee to which the member is assigned.
  6. Make up through the online internet program (“e-clubs”).



7. Attendance at a Club sponsored social event, including the Fourth Tuesday Breakfast Group.

b. If members fail to have regular attendance in a consecutive six (6) month period (monitored by the Recording Secretary), their absence will be reported to the Board.

c. If directed by the Board, the member's Team Leader (Board Director) will make direct contact with the member discussing their lack of participation, investigate any issues and encourage them to re-engage with the club.

d. If appropriate, members with attendance deficiencies may be encouraged to apply for a Leave of Absence or resign from the club.

### **8.3 - Bereavement of Members and/or Family and Honorary Members of our Club:**

a. Immediate family will be defined as spouse, brother, sister, children or parent of an active Rotary member.

b. In the event of the death of a Rotary member, Honorary member or an immediate family member of a Rotarian, the Club will send a flower arrangement, or in-kind gift, on behalf of the entire Club. A donation of \$100, but not to exceed \$200, will be determined by the Board.

c. In the event of the death of a Rotary member, the Club will also make a \$100 donation on their behalf to either The Rotary Foundation, The Clovis Rotary Foundation or a designated charity identified by the Rotary member's family.

d. Additional recognition of the death of a Rotary or Honorary member may be approved by the Board based on length of membership and/or contributions to the Club and Rotary International, and such other factors designated by the Board.