

Rotary Club of Norfolk Sunrise

Member Handbook Practices and Policies

2010/11

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This document is meant to supplement the more formal Constitution and By-Laws of the RCNS. It is a living document, being updated as needed when policies or practices change.

The Rotary Club of Norfolk Sunrise (RCNS) was chartered in 1996 under the sponsorship of the Rotary Club of Simcoe. The Club has been strong with about 50-60 active members throughout its existence. We are part of the Rotary International District 7090.

The RCNS considers its local community to be Norfolk County.

The fiscal year for Rotary is July 1 to June 30 of each year.

Membership

- Members must be invited to join
- New applicants for membership may attend 3 club meetings before submitting an application for membership – prospective members who attend meetings as guests will attend with no charge for 3 meetings, and the regular meeting fee will apply after the 3rd meeting
- Past members who submit an application to rejoin, or members from other Rotary clubs who apply to transfer to the RCNS, may apply directly without the need to attend meetings before applying
- The Board is responsible to approve new member applications, but will request input from the members before a new member is approved
- Prospective members should be made well aware of the responsibilities and practices of the Club by their sponsor before submitting an application
- New members should be mentored by other members, and should take part in an orientation program
- Family Membership (an option for the member's partner) is a unique status for RCNS, allowing them to attend meetings in the member's place. Therefore the family member will not be required to pay the meeting fee should they be replacing the actual member for the meeting. If the family member and the member attend together an additional meeting fee is billed. All family is encouraged to participate in Rotary activities.

Meetings

- Club meetings occur weekly at 7:00-8:15 AM on Tuesday mornings at the Norfolk Golf & Country Club
- Members are encouraged to arrive at 6:45 AM for fellowship
- Members will meet in committee, generally, on the 2nd Tuesday of each month
- Meeting location and/or time may be changed for special circumstances, and members will be given notice of a change in location or time at a meeting and/or in the weekly Sunriser
- Members are free to bring guests to meetings, and the meeting fee can be paid at the door or charged to the member by the Treasurer (will appear on quarterly bill)

Board

- The Board of Directors is comprised of 5 officers plus the 7 chairs of the standing committees
 - The officers include: President, President-Elect, Past-President, Treasurer, and Secretary
- The President-Elect is selected by a nominating committee comprised of the five most recent Past-Presidents
- The President-Elect is responsible to fill the positions of Secretary, Treasurer, and the 7 committee chairs for the year ahead
- The slate of officers is presented to the members in November by the nominating committee, for the following year's Board. Members have the opportunity to make further nominations for the officer positions, and to vote on the makeup of the officers
- Board meetings are held monthly
- Committee Chairs may send an alternate committee member to attend a Board meeting, and that alternate has full voting rights when in attendance

- The Board generally has the authority and responsibility to make decisions on behalf of the club members, with some exceptions as described in the by-laws; and include:
 - Members elect the officers
 - Members vote on committee recommendations that involve spending of amounts greater than \$1000 and that are not specified in the approved budget
- Any decision made by the Board may be appealed at a meeting of the members provided that adequate notice of the appeal is given and a two-thirds majority vote by members

Standing Committees

- The President-Elect will appoint each member to sit on one of 7 standing committees for the following year, after having asked members to indicate their preference
- Each committee will have a Vice-Chair who may be asked to assume the role of Chair the following year
- The Committees and a brief list of their duties and responsibilities are listed in Table 1 below, and the current committee composition and leadership is listed in Table 2 at the end of this document.

Committee Name	Committee Role
Club Services	<ul style="list-style-type: none"> ○ Arranging the meeting program ○ Responsible for: facilities, speakers, Sergeant-at-Arms, greeting, grace, meals, location, etc. ○ Organizing fellowship events (& offsite meetings) ○ Attendance ○ Goodwill Ambassador
Communications & Public Relations	<ul style="list-style-type: none"> ○ Internal communication with members – weekly bulletin (Sunriser) ○ External public relations – communication with media and others
Community Concerns & Environment	<ul style="list-style-type: none"> ○ Support service projects in the Norfolk area ○ Special Environmental project focus
Membership & Vocational Services	<ul style="list-style-type: none"> ○ Member recruitment and retention ○ Promoting vocational service of members
Ways and Means	<ul style="list-style-type: none"> ○ Select and coordinate fundraising events ○ Most events have a separate subcommittee made up of volunteers from outside this committee
World Community Service and The Rotary Foundation	<ul style="list-style-type: none"> ○ Support International Service projects ○ Encourage member contribution to The Rotary Foundation (TRF)
Youth and Exchange	Coordinate/Manage <ul style="list-style-type: none"> ○ Year-long student exchanges (inbound and outbound) ○ Welshpool (Wales) student exchange ○ Group Study Exchange(adult professionals) ○ Friendship Exchange ○ Other

Participation by Members

- All members are encouraged to participate fully in Club activities & attend meetings or make ups regularly
- Makeups for meetings missed are encouraged
 - Where a member visits another Rotary Club and incurs an expense for attending the meeting, a make-up may be granted and the member is credited for both the attendance and the cost of one meeting – the member must notify the Secretary and provide proof of the expense to be considered for credit
 - Where a member attends an alternate Rotary meeting or event, or registers an on-line make-up, and where no meeting cost is incurred, the member may be given attendance credit - the member must notify the Secretary to get credit
 - A member cannot get credit for a makeup if the member's attendance is already 100%
- Leaves of Absence (LOA)
 - Members who are unable to participate in club activities for an extended period and/or attend meetings regularly may submit a written request to the Board to be granted a Leave of Absence
 - The written request must state the reason for the request, and the defined period of time the leave is needed
 - While on an approved leave, the member will not be charged for meeting fees, but will be responsible to pay quarterly dues.
- Fundraising practices
 - Members who attend fundraising events generally pay the full ticket price
 - For some events where members attend to "work" only, and where the member cannot take part in enjoying the event, the Board may set a reduced fee based on the "direct cost" of attending

Finances

- Invoices are prepared and distributed to members quarterly, at the beginning of each quarter, and are due to be paid within 30 days of receipt of the invoice
- Budgeting
 - A draft budget is presented to the Board in June at a joint meeting of outgoing and incoming board members. The new Board adopts a final budget in July
 - Revenue raised in the community through fundraising is spent the following year, primarily for service projects including: international service projects, local community service projects, environmental projects, and youth & exchange projects
- Member fees
 - The Board reviews and sets the member fees from time to time
 - Member fees are intended to cover the cost of operating the club, including meeting expenses, membership costs, advertising & communications expenses, and administrative costs.
 - Current fees are: new member initiation fee; or fee for transfer or re-instatement; quarterly club dues; quarterly administration fee; and weekly meeting fees (whether attended or not).
- The Rotary Foundation (TRF)
 - Club sends to TRF at least U.S. \$100 per member at the beginning of each year.
 - Individual donations to TRF can also be received from members and forwarded by the Club Treasurer or submitted directly by the member to The Rotary Foundation

Internal Communications

- Other than the verbal communication at weekly meetings, the Sunriser weekly email Bulletin is used as the main communications tool within the club for timely distribution of announcements, newsletters, notices of motions, and other internal messages
- Key documents are often also printed for pick-up or distribution at meetings
- Members are discouraged from using Rotary e-mail lists for non-Rotary purposes, or from promoting their personal business or professional interests during Rotary meetings/events
- The club Goodwill Ambassador should be kept informed when a member or the member's family is experiencing an illness or bereavement.

Abuse, Neglect, and Harassment Protocol

- The Club has a protocol aimed at protecting the health and welfare of members, non-Rotarian volunteers, and the participants in Rotary programs such as Youth Exchange
- Members are also asked to have a Police Records Check completed and show the Club Counselor
- The Club Counselor is responsible for training members and dealing with any concerns related to the Abuse, Neglect and Harassment Protocol

Insurance

- The members and officers of RCNS are covered under an insurance policy administered by District 7090
- The policy includes coverage against crime, commercial general liability, and legal expenses
- The policy limits and coverage may change at policy renewal in September each year
- Additional coverage may be purchased for club-sponsored events or activities.

Table 2: RCNS Officers and Committees 20010/11

Officers	Paul McAlister – President Cathy Harrop – President-Elect Pat Meiklejohn – Executive Secretary John Evans – Treasurer Bill Clevette – Past-President BettyAnn Carty – Club Services Secretary Mark Wales – Treasurer Assistant
Club Services	Gail Bouw – Chair
Communications & Public Relations	Brian Coles – Chair
Community Concerns & Environment	Dave Douglas – Chair
Membership & Vocational Service	Joanne Kiefer – Chair
Ways & Means	Marlene Downing – Chair
World Community Service & Rotary Foundation	Don Emerson – Chair
Youth & Exchange	Rudi Atkinson – Chair

Boldface font represents members of the Board of Directors