

Rotary Club of Norfolk Sunrise

Member Handbook Practices and Policies

November 20, 2007

CONTENTS

Membership	Page 2
Meetings	2
Board	2
Standing Committees	3
Event Teams	3
Participation by Members	4
Fundraising	4
Finances	4
Program Spending	6
Internal Communications	7
Abuse, Neglect & Harassment Protocol	7
Insurance	7

List of Figures

Table 1	Standing Committees and Their Roles	3
Figure 1	Program Spending Distribution 2006-7	5
Table 2	Community Concerns & Environment Spending 2000 to 2005/6	8
Table 3	RCNS Officers and Committees 2007-8	9

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 11-year existence. We are part of the Rotary International District 7090.

The RCNS considers its local community to be Norfolk County.

Membership

- Members must be invited to join
- New applicants for membership should have attended 3 club meetings before submitting the 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
- Existing members are notified of all new membership applications, and will have one week to respond to voice their acceptance or concern about a new member application
- 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 before submitting an application
- New members should be mentored by other members, and should take part in an orientation program
- Family Membership is a new status for RCNS, allowing a member's partner to attend meeting in the member's place, and to participate fully in club activities. Only the member has voting rights, however, and if both partners attend a meeting then one must pay an additional meeting fee as if a guest.

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 2 weeks notice of a change in location or time
- 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

Board

- The Board of Directors is comprised of 4 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 committee composition and leadership is listed in Table 3 at the end of this document.

Committee Name	Committee Role
Club Services	<ul style="list-style-type: none"> ○ Arranging the meeting program and facilities - speakers, Sergeant-at-Arms, greeting, grace, meals, location, etc. ○ Organizing fellowship events ○ Attendance ○ Goodwill Ambassador
Communications & Public Relations	<ul style="list-style-type: none"> ○ Internal communication with members – weekly newsletter ○ External public relations – communication with media and others
Community Concerns & Environment	<ul style="list-style-type: none"> ○ Service projects in the Norfolk area ○ Environmental concerns
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 (Spookhouse, Toast to Spring, Smokin' Wild Game Night, etc.)
World Community Service and The Rotary Foundation	<ul style="list-style-type: none"> ○ International Service projects (e.g. Micro-credit, Land-mine removal, Polio eradication, Operation Eyesight, others) ○ Encouraging member contribution to The Rotary Foundation
Youth and Exchange	<ul style="list-style-type: none"> ○ Year-long student exchange ○ Welshpool (Wales) student exchange ○ Group Study Exchange ○ Friendship Exchange ○ Other

Event Teams

- Many events sanctioned by Ways & Means Committee (Spookhouse, Toast to Spring, etc.) will have a separate team of members who volunteer to help organize and conduct the event
- With approval from the Treasurer, an event team may have its own bank account for deposit and payment of event expenses by cheque
 - the event team is responsible to maintain accurate and complete records of all transactions
 - net proceeds from the event will be transferred by the Treasurer at the conclusion of the event

Participation by Members

- All members are expected to participate fully in Club activities
 - Rotary International expects at least 60% attendance at Club meetings by each member, unless with approval by the Board for special circumstances
- Makeups for meetings missed
 - 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 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

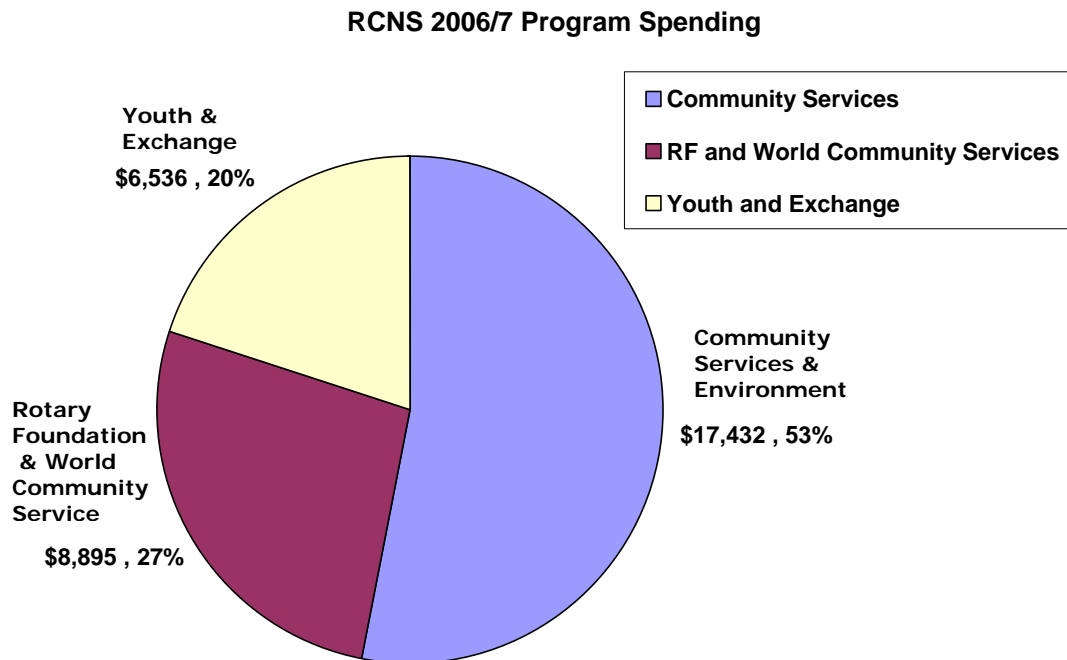
- Major fundraising events include:
 - Toast to Spring (May)
 - Smokin' Wild Game Night (June)
 - Spookhouse & parking (Waterford Pumpkinfest in October)
 - Lighthouse Festival Theatre opening night (spring)
- Fundraising practices
 - Members who attend fundraising events generally pay the full ticket 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 (Eg. dealers at Poker Night may pay for cost of food only)

Finances

- Accounts
 - The Sunrise Fund is a registered charity account. All funds raised for which a tax receipt is issued are deposited into this account, and all funds deposited will be dispersed to registered charitable or other organizations recognized by Revenue Canada as eligible.
 - Operating Account – covers cost of operating the club and receives revenue from member dues. Includes cost of administration, meetings, promotion, communications, membership and fellowship activities.
 - Program Account – used to fund service projects in local and international communities. See Figure 1 for the distribution of program funds between the 3 program areas: Youth & Exchange, Community Services & Environment, and Rotary Foundation & World Community Services.

- 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
- The Board has developing a Treasurer's Notebook that contains a collection of policies and practices related to the financial management of the Club

Figure 1: Program Spending Distribution 2006-2007



- **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
 - Figure 1 shows the distribution of program spending in 2005-6 and the budget for program spending in 2006-7. Typically 25-30% goes to international projects, 15-20% to youth & exchange programs, and 50-60% to programs in the local community and for environmental programs
 - A portion of funds raised through fundraising may be transferred to the club operating account to help cover the cost of auditing, postage and other administration expenses pertaining to the charitable account(s)
 - Budgeted funds not dispersed within the year stay in the account for use in subsequent years, unless special request is granted by the Board for deferral to a specified future project.
- **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 \$60; fee for transfer or re-instatement \$10; quarterly club dues \$37; quarterly administration fee \$20; and meeting fees \$10 per meeting held (whether attended or not).

Program Spending

- Community Services
 - Normally 75% of budget for Community Concerns & Environment Committee
 - Support primarily local projects that serve the needs of an identifiable group of people.
 - Youth, health and educational needs have historically received top priority
 - List of local service projects funded over past several years is shown in Table 2
 - Regularly contribute “sweat equity,” rather than funds, to assist other groups with their community service projects.
- Environment
 - Normally 25% of budget for Community Concerns & Environment Committee
 - List of environmental projects funded over past several years is included in Table 2.
- 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 are also received from members and forwarded by the Club Treasurer or submitted directly by the member to The Rotary Foundation
- World Community Service
 - Major international service projects regularly supported include:
 - Operation Eyesight – to purchase equipment for laser eye surgery in India
 - Microbanks – to provide start-up credit to entrepreneurs in Africa and Ecuador
 - Adopt-a-Minefield-Foundation – to clear land-mines from war ravaged countries
 - Polio-Plus Eradication Program – several of our members (and/or member spouses) have traveled to other countries to participate in their National Inoculation Days
 - Various other projects supported include:
 - medical supplies and equipment for hospital in Jamaica
 - well drilling in Haiti
 - computers for youth centre in Guatemala
- Youth and Exchange Programs
 - Outbound Student Exchange – normally sponsor 1 or 2 local youth aged 16-18 years for a year-long exchange in another country
 - Inbound Student Exchange – regularly host 1 student from another country to stay at 3 different homes in Norfolk over the year
 - Welshpool School Exchange – host 6 students from Welshpool, Wales, for about 10 days in October each year; and accompany 6 Waterford area students to visit Wales in March
 - Rotary Youth Leadership Award (RYLA) – we sponsor each year at least one local young adult to attend this week-long leadership training workshop
 - Snapshot – a 2-day leadership training workshop for 15-18 year old students
 - Group Study Exchange –we seek to sponsor a local non-Rotarian candidate as a member of a team representing District 7090; also host a GSE team from a Rotary District in another country while on tour in our district.
 - Friendship Exchange – members may take part in a District-sponsored visit to another country, and stay for a few weeks with Rotarian families in another international district; those families will return the visit later.

Internal Communications

- Other than the verbal communication at weekly meetings, e-mail 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 must complete a Volunteer Assessment Form which is maintained confidentially by the Club Counsellor
- Members are encouraged also to have a Police Records Check completed and show the Club Counsellor
- The Club Counsellor 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: Community Concerns & Environment Spending 2000 to 2005/6

Project	2005/6	2004/5	2003/4	2002/3	2001/2	2000/1
Norfolk Soccer Park	\$ 5,000	\$ 5,000				
Rotary Sunrise Trail (carried forward)	\$ 4,750					
CAS Fresh Air Fund	\$ 3,000		\$ 3,000	\$ 1,400	\$ 1,800	\$ 2,500
Alzheimers Society of HN	\$ 2,500	\$ 683		\$ 2,000		
HN Literacy Association	\$ 2,000					
Connecting Kids With Conservation (LPRCA)	\$ 1,500	\$ 1,500	\$ 4,500		\$ 500	
Teen Writing Contest	\$ 1,000	\$ 1,000				
Norfolk County Fair AgAwareness	\$ 1,000		\$ 1,500			\$ 1,200
Norview Lodge	\$ 900					\$ 5,000
CAS – Christmas Party	\$ 500			\$ 500	\$ 1,400	\$ 2,000
NACL – roof	\$ 500			\$ 1,000	\$ 100	
Norfolk Youth & Children's Association	\$ 500					
HN Information Centre – PAL Card	\$ 400					
NACL – Service Fair	\$ 350					
Waterford Town Hall Kids – Theatre Arts Prog.	\$ 300					
Mennonite Relief (Diane Elliott)	\$ 200	\$ 200				
Terry Fox Foundation – signage	\$ 100					
Norfolk General Hospital		\$ 10,000			\$ 5,000	\$ 20,000
NEST – Norfolk Environmental Stewardship		\$ 3,500				
School Meal Programs – Child Nutrition Network		\$ 1,500	\$ 2,623		\$ 1,000	\$ 1,000
Crimestoppers of HN		\$ 500				
REACH – CAPC School's Cool Program		\$ 393				
Simcoe Caring Cupboard		\$ 300				
Varency Home		\$ 200				
Doris Corner		\$ 124	\$ 210	\$ 521	\$ 500	\$ 500
Other		\$ 100		\$ 1,149		\$ (44)
SCS Music Program			\$ 1,000			
Young Theatre Players			\$ 900	\$ 500		\$ 990
Raise the Roof, Waterford Arena			\$ 750			
Upper Deck Youth			\$ 300		\$ 2,000	\$ 2,500
Quetzel House			\$ 200	\$ 991		
Big Brother and Sisters			\$ 150			
Kanata Village			\$ 150			
Lynn Valley Trail Assoc.				\$ 4,000		
Panorama Windmill				\$ 1,500		
Alligator Park				\$ 1,000		
REACH				\$ 950	\$ 1,500	
Junior Achievement				\$ 900	\$ 900	
Norfolk Field Naturalists				\$ 800		
S. Coast Special Needs Kids				\$ 500		
La Leche League				\$ 300		
Deaf Hockey Tournament				\$ 200		
Spruce Row Museum				\$ 200		
Dragon Boats				\$ 175		
Amethyst School						\$ 700
Bird Studies Canada						\$ 500
Lynwood – Art Soup					\$ 500	\$ 500
Norfolk Youth Basketball						\$ 700
Quetzel Family Homes					\$ 2,500	\$ 200
REACH – Union House Bedding					\$ 800	
Rotary Smart Walker					\$ 800	
Senior Support Services						\$ 1,000
Simcoe Coop Preschool						\$ 500
Simcoe Firefighters						\$ 425
Simcoe Gliders						\$ 500
Smart Walker – Jordon Lenz					\$ 400	
St. James Youth Group						\$ 1,000
Waterford P.S. – Swim Program					\$ 860	\$ 1,241
Waterford Public Library					\$ 800	
Total Spending	\$ 24,500	\$ 25,000	\$15,283	\$18,586	\$21,360	\$ 42,912

Table 3: RCNS Officers and Committees 2007-8

Officers	Lucine McKay – President Mark Boerkamp – President-Elect Pat Meiklejohn – Executive Secretary Keith Flexman – Treasurer Ross Gowan – Past-President BettyAnn Carty – Club Services Secretary Mark Wales – Treasurer Assistant
Club Services	Joanne Kiefer – Chair Cheryl Peck – Vice-Chair Brian Coles – Goodwill Ambassador Bettyann Carty, Sheila Chapple, Helen DeBoer, Keith Jones, Janet Kazakevicius, Donna Raytrowsky, Peter Wheatley
Communications & Public Relations	Mark Boerkamp – Chair Martin Kiefer – Vice-Chair and newsletter John Matecsa – website Dan Reardon
Community Concerns & Environment	Jim Peters – Chair Jim Oliver – Vice-Chair Bev Anderson, Diane Cloutier, George Cornfield, Dave Douglas, John Evans, Chris Fudge, Gavin Hole, Arie Lise, Patti O'Reilly, Alan Plater
Membership & Vocational Service	Jeff Mereweather – Chair Gail Botting – Vice-Chair Ross Gowan, Blair Harrison, Paul McAllister, Kim Novak, Helga Stuermer, Susan Thompson
Ways & Means	Louise Schebesch – Chair Jenni Mudge-Winters – Vice-Chair Dave Bradshaw, Gail Catherwood, Yvonne DiPietro, Lucy Foglietta, Carol Greentree-Gibbons, Cathy Harrop, Carrol Lambert, Ian Malo, Peter Rasokas, Paul Zorad
World Community Service & Rotary Foundation	Steve Malo – Chair Gerry Duncan – Vice-Chair Bill Clevette, Don Emerson, Pat Meiklejohn, John Wallace
Youth & Exchange	Lynn Post – Chair Carolyn Wiens – Vice-Chair Alexis Kinnear – Club Counsellor Rudy Atkinson, Paula Herr, Stella Galloway, Sue O'Dwyer, Mark Wales

Boldface font represents members of the Board of Directors