



Eugene Southtowne Rotary Policy & Procedure Manual

**Revised and new policies adopted by
Eugene Southtowne Rotary Board of Directors
as dated for each policy.**

Policy and Procedure Committee

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2016-17

TABLE OF CONTENTS

Board of Directors & Officers

Club Board Training
Continuity of Leadership Training
Procedure for Nominations and Elections of
Southtowne Club Officers and Director
Officer's Compensation
Stipend for PE to attend Rotary International
Convention

Club Fees

Club fees

Funding Requests

Local & Community Services
Funding Requests
Procedure for Funding Requests

Grievance Procedure

Grievance Procedure

Membership

Attendance Guidelines
Electing Members -- Policy
Electing members -- Procedure
Honorary Member Status
Leaves of Absence
New Member Mentor Program
Requirements to advance from Red Badge
to Blue Badge

Non-Rotary Project Announcement Policy

Non-Rotary Project Announcement Policy

Privacy Policy

Privacy Policy

Programs

Southtowne Rotary Program Policies
Program Procedure

Southtowne Foundation

Joint Policy for Operations of the Southtowne
Rotary Club Board of Directors
Southtowne Rotary Club foundation Board of
Directors procedure for Operations

Deleted Policies

Paul Harris Contributions

BOARD OF DIRECTORS & OFFICERS

CLUB BOARD TRAINING

It is the policy of this club that the Board of Directors participate in a training session under the direction of the Club Training Officer. Such training session shall be scheduled by the Club Training Officer in consultation with the Club President Elect for a time and place to be determined. The training to be held within the time frame of 60 days before the President Elect assumes the office of President on July 1st to 60 days after that date

Such training session shall acquaint the Board of Directors with the documents which are the framework for the operation of this Club. Such documents include :

1. The Southtowne Rotary Club Constitution.
2. The Southtowne Rotary Club Bylaws.
3. The Southtowne Rotary Club Policies & Procedures Manual.
4. Such other materials as the President and the Club Training Officer may determine will be helpful for the Board members in carrying out the duties of their position.

Each newly elected member of the Board of Directors is required to attend the District 5110 training assembly for officers and directors held in the spring of each year. Any expense associated with such attendance shall be paid by the club as a cost of administration.

Adopted by the Board of Directors
this date: June 27, 2016
Published: July 21, 2016

CONTINUITY OF LEADERSHIP TRAINING

It is the policy of this club that the president line of officers hold monthly meetings together to discuss club matters. Such meetings to include:

1. Past-Past President
2. Immediate Past President
3. Current President
4. President-Elect
5. President Nominee

At the discretion of the President, such meetings may be held as a breakfast meeting and the cost of such breakfast shall be paid as an expense of administration by the club.

Adopted by the Board of Directors
this date: June 27, 2016
Published: July 21, 2016

PROCEDURE FOR NOMINATIONS AND ELECTIONS OF SOUTHTOWNE ROTARY CLUB OFFICERS AND DIRECTORS

1. Per the Bylaws, the nominating committee is composed of the Past-past president, the past president who chairs the committee, the president, the president elect, and the president elect nominee.

2. The nominating committee shall designate, invite and obtain acceptance of positions offered from each nominee.

3. The nominating committee will prepare a slate naming each person nominated for each position and present such slate orally to the general membership of the club for two consecutive meetings prior to the time for elections. Such slate shall also be published in the SpinOff.

4. At each such oral presentation of the slate to the membership, the presenter shall also call for nominations for any position from the floor by saying the following:

“Nominations are accepted from the general membership for any position. Such nominations must have the consent of the proposed nominee before they are made. Such nominations may be made from the floor today, or may be presented in writing to any club officer prior to elections.”

5. After the two presentations of the slate and call for nominations from the floor if there is only one nominee for each position open, then the slate can be presented at election time with a request for motion to elect the entire slate by a single voice vote.

6. If there is more than one nominee proposed for any open position, then voting at election must be done by paper ballot.

7. Upon the election being conducted and the results determined, the secretary of the club shall prepare a final slate showing those elected to offices and directorships and the date of expiration of their terms and shall certify by signature that this is the official outcome of the election. Such certified slate shall be placed in the records of the club.

Adopted by the Board of Directors
this date: February 7, 2017
Published: February 9, 2017

OFFICERS' COMPENSATION

It is the policy of this club that the following officers receive monetary compensation to alleviate some of the financial and time burden of performing their duties. The following officers shall receive the compensation specified by each office:

President: \$100 per month plus lunch fees are paid by the club .

Treasurer: \$100 per month plus lunch fees are paid by the club.

Assistant Treasurer: \$50 per month.

Secretary: \$100 per month a part of which compensation is for storing and care of club records, materials, banners and memorabilia.

Adopted by the Board of Directors

this date: July 5, 2016

Published: July 21, 2016

STIPEND FOR PE TO ATTEND NW PRESIDENT ELECT TRAINING SEMINAR (PETS) AND THE ROTARY INTERNATIONAL CONVENTION

It is the policy of this club to provide a monetary stipend to the President Elect to assist in the cost of attending Pacific NW PETS and the annual Rotary International Convention .

The club will pay the registration and meals package charges for NWPETS. The club will also reimburse the PE for actual expenses incurred in travel to and from the PETS event in Seattle, Washington up to the amount of \$200.

Because the International Convention is held in different locations throughout the world each year, the cost of attendance can vary widely. Therefore this club will provide assistance by paying for or reimbursing the actual cost incurred by the PE up to the amount of \$2000 for a convention held within the United States, Canada, or Mexico, or up to \$3000 for a convention held outside those countries for the following items:

1. The registration fee for the convention.
2. The cost of the standard food package , if any, provided for attendees.
3. The cost of an economy class flight round trip to and from the convention venue.
4. The cost of housing for the days of the convention at the official convention hotel or comparable alternative lodging.

The foregoing costs shall be computed by the club Treasurer as soon as they become known and shall be included in the club budget for the year. The PE will be promptly informed of the amount so budgeted and receive assistance with the convention registration process by a person designated by the Board.

Adopted by the Board of Directors
this date: August 2, 2016
Published: August 4, 2016

CLUB FEES

CLUB FEES

It is the policy of this club that fees are charged as follows:

1. A club initiation fee for a new member joining Southtowne Rotary club. Such fee is waived for those who have been previous members of Southtowne Rotary club and are rejoining.
2. Club dues are charged twice each year in July and January. They are payable within 31 days of the due date and if not so paid are subject to a late fee for each month they remain unpaid in an amount to be set by the Board.
3. Other fees may be assessed to members by order of the Board of Directors from time to time.
4. The amounts of the fees as stated above shall be set forth in a Fee Schedule approved annually in the budget process by the Board of Directors. Such Fee Schedule shall be published in the Spinoff each week for 4 weeks in July/August and in January/February of each Rotary year.
5. No members' fees shall remain unpaid for more than 4 months without a specific request to the Board of Directors and approval of delayed payment by the Board upon good cause shown. Without such approval, the Treasurer will report to the Board those members who have failed to make payment as required for more than the 4 months and shall make a motion that the Board send a letter notifying the member that they are in arrears of dues payment and explaining the options that may be available to the member to become current. If the member fails to respond then the Board may terminate the membership and send notice thereof.

Adopted by the Board of Directors
this date: August 2, 2016
Published: August 4, 2016

FUNDING REQUESTS

LOCAL AND INTERNATIONAL COMMUNITY SERVICES

FUNDING REQUESTS - POLICY

It is the policy of this club that funds allocated for use by both Local and International Community Services shall be used only in conjunction with service projects that:

1. are sponsored in full or on a cooperative basis by Southtowne Rotary; or
2. for activities wherein Southtowne Rotarians actively participate in the provision of Community Service.

Adopted by the Board of Directors
 this date: September 6, 2016
 Published: September 15, 2016

PROCEDURE FOR FUNDING REQUESTS

Even in tough economic times, the Southtowne Rotary Club continues to support services to the community both locally and internationally. In order to be as effective as possible with out resources, the Board invites members who would like funding for a project, either new or continuing, to take the following steps:

1. Fill out the funding application and submit it to the appropriate committee chair.
2. Attend the appropriate committee meeting (of no less than 5 committee members) and provide a short explanation (not more than 5 minutes) of your goals and the resources needed. (Or arrange for someone else to make the presentation.)
3. Deadline for applications is April 15.

The committees will make recommendations to the club board through the appropriate director re: How to fund committees for the following fiscal year. The board will make final decisions at a specially scheduled meeting in May. Committee chairs will be informed of the final decisions so that the necessary funding amount can be included in their budget submissions.

Here's a timetable of the process:

Applications due	April 15
Committees meet to review applications	by May 1
Board meets to make funding decisions	by May 15
District grant applications due	June 1
(A district grant may be appropriate for some projects.)	

Adopted by the Board of Directors
 this date: March 7, 2017
 Published: April 26, 2018

(Sample application follows)

GRIEVANCE PROCEDURE

GRIEVANCE PROCEDURE

This policy and procedure is to provide a preferred process for the Southtowne Rotary Club to use if a grievance or complaint is made about the conduct of a Southtowne Rotary member.

This club will not be involved with a grievance of complaint that may be made about a person who is not a member of the Southtowne Rotary Club.

It is the desire of the Southtowne Rotary Club that any grievance or complaint be resolved as quickly as possible with a minimum of involvement by club members or the board of directors and in a way which will minimize any embarrassment of a club member. Any grievance or complaint shall immediately be reported to the club president who shall proceed as follows:

1. The president, or person or committee designated by the president, shall meet with the complainant to secure understanding of the complaint and shall meet with the other club member and secure resolution of the matter in a way satisfactory to both parties. Or, if such resolution is not accomplished within 10 days, then:

2. The president shall refer the matter to the club Policies and Procedures committee which shall meet with both parties and secure a resolution of the complaint or grievance in a satisfactory manner. Or, if such a resolution is not accomplished within 14 days from the time it is assigned to the committee, then:

3. The policies and procedures committee shall forward a summary of the grievance of complaint and other relevant information to the Club Board of Directors with a recommendation for resolution.

4. The Board of Directors shall make such inquiries and findings as it deems appropriate and shall make a determination and resolution of the matter within 30 days of receipt of the recommendation from the committee. The decision of the board shall be final. The minutes of the board of Director's meeting, which resolves the matter, shall reflect that the matter was resolved by keep confidential all details of the matter. Such detail information including the names of the parties shall be kept by the club secretary, without publication, in the records of the club for two years and then shall be purged.

Adopted by the Board of Directors
this date: June 27, 2016
Published: September 15, 2016

MEMBERSHIP

ATTENDANCE GUIDELINES

PREAMBLE: Rotary International values in-person attendance at club meetings and includes attendance requirements in the Standard Club Constitution, which is required for all Rotary clubs. The first of the Objects of Rotary is the “value of acquaintance as an opportunity for service.” Club members coming together each week promotes that value.

Southtowne Rotary believes that bringing its members together each week nurtures friendships and provides knowledge about occupations and activities of fellow Rotarians, which in turn promote partnerships for service. This practice also reinforces and encourages the high ethical standards of the 4-Way Test; provides a social setting to enhance bonds among club members; and establishes the familiarity and trust that promote acting together to do good in the world.

Club meetings operate as a link for members to share information about continuing projects, about club business, about service performed and results achieved. The meeting includes speakers who give members information about needed community service and who also inform, entertain and enhance the fellowship of the club.

Attendance is important to the integration of members with the club and enhances their Rotary experience. In keeping with these values and the requirements of Rotary International, the club has adopted the guidelines below for attendance:

GUIDELINES: It is understood that other obligations, including family matters and business requirements, may from time to time limit a member’s ability to attend meetings. For that reason, the club has adopted multiple methods for members to make up meetings that have been missed. Absences for longer periods of time can be reviewed by the Club Board of Directors and excused for good cause, or a leave of absence may be requested by the member.

1. Attend or make-up at least 50% of Southtowne’s weekly club meetings in each half of the year.

2. Southtowne Rotary has adopted a liberal make-up policy to acknowledge the high

value of members working on projects, committees and Rotary-associated matters.

A member’s participation in any of the following activities, or those of like kind, earns a make-up:

- Attending a meeting of another Rotary Club anywhere in the world;
- Attending an International, District, or Regional Rotary event;
- Participating in a Rotary affiliated social activity, service activity, project, committee meeting, or board meeting;
- Working on planning a Rotary event or assisting with a Rotary service;
- Attending a training session;
- Completing a qualified online make-up.

Each member is responsible for reporting their make-ups by contacting the club Secretary or by using DACdb. In accordance with Eugene Southtowne Rotary Club board policy, such make-ups are to be completed and reported no more than 30 days before or after the missed meeting.

3. Members whose age plus the number of years they have been a Rotarian equals or exceeds 85, and who apply for such status, are exempt from these attendance rules. (In the Rotary world, this is known as the Rule of 85.)

4. If a member’s attendance falls below these guidelines, or if a member fails to attend or make up four consecutive meetings, they will be contacted by a member of the Membership/Engagement Committee to determine their status and commitment to being a member of Southtowne Rotary. At that time, they will be informed that their non-attendance may be considered a request to terminate their membership, and thereafter the Board may vote to terminate such membership or take such other action as it deems appropriate.

Adopted by the Board of Directors
this date: September 7, 2017
Published: March 29, 2018

ELECTING MEMBERS -- POLICY

It is the policy of Southtowne Rotary to follow the process of electing new members as described in the By-Laws of the club (approved in October, 2015). The section of the by-laws specific to electing members is as follows:

Article XIII Method of Electing Members

Section 1 -- The name of a prospective member, proposed by a current member of the club, shall be submitted to the Board in writing, through the club Secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this Article.

Section 2 -- The Secretary shall ensure that the proposal meets all classification and membership requirements of RI.

Section 3 -- The Board shall approve or disapprove the proposal in a timely manner, normally within thirty (30) days of its submission, and shall notify the proposer, through the Secretary, of its decision.

Section 4 -- If the decision of the Board is favorable, the prospective member's name and proposed classification will be published to the club.

Section 5 -- If a written objection stating reasons is received, the matter will immediately be referred to the Board for resolution. The decision of the Board shall be final.

Section 6 -- If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within ten (10) days following publication of information about the prospective member, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership (including the kind of membership proposed), following which the prospective member shall be requested to sign the membership application form. That person, upon payment of the admission fee (if not honorary membership) and induction shall be a full elected member.

The method of voting (Section 3 above) will be by a simple majority of a quorum of the board.

Information about the prospective member will be published (Section 6 above) in the club's weekly newsletter twice to allow for member's comments.

The perspective member shall not be referred to as a member until all conditions are met and the initiation fee is paid.

Adopted by the Board of Directors
this date: _____
Published: _____

PROCEDURE FOR ELECTION OF NEW MEMBERS

When a member of Southtowne Rotary Club invites a prospective new member to stand for election to membership in the club, the following procedure will be followed:

1. The name of the prospective new member, along with the completed application form and biographical information, shall be submitted to the club Membership Chair. The Membership Chair (or other designated club member) shall meet with the applicant to inform them about the purposes of Rotary and the financial and service obligations assumed upon membership. The proposal for the time being shall be kept confidential except as otherwise provided herein.
2. The Membership Chair shall submit the information to the club Secretary who shall ensure that the proposed member meets all classification and membership requirements of RI and Southtowne. If the requirements are met, the Secretary shall submit the information to the Editor of the Spinoff for publication.
3. The name of the prospective new member shall be published in the Spinoff for two consecutive meetings announcing the proposal to elect the person to membership in the club and asking club members to submit comments, if any, in writing to the Club Board of Directors within 14 days of first publication.
4. After the 14 days set forth above, the proposed name shall be submitted to the Board to stand for election as a club member. The method of voting shall be by a two thirds majority of a quorum of the Board. The Board shall review any comments and approve or disapprove the election in a timely manner, normally within thirty (30) days of its submission. The Board will notify the proposer, through the Secretary, of its decision.
5. If the decision of the Board approves election, the prospective member's name and proposed classification as an elected member will be published to the club.
6. If a written objection stating reasons is received, the matter will immediately be referred to the Board for resolution. The decision of the Board shall be final.
7. Upon election to membership by the board, the proposed new member, upon payment of the admission fee, shall be scheduled for induction. Upon such induction, they shall be a fully elected member of the Club with all the privileges and responsibilities thereof.

Adopted by the Board of Directors
this date: October 25, 2016
Published: October 27, 2016

HONORARY MEMBER STATUS

Honorary member status may be awarded to a member of this club or to any person by the Southtowne Rotary Club Board of Directors by unanimous vote. Such status is the highest honor a Rotary club can give and should be reserved for those who have distinguished themselves by their meritorious service in the furtherance of Rotary ideals and/or who have shown themselves to be strong friends of Rotary for their permanent support of Rotary's causes.

Honorary members are exempt from any Rotary fees and they are not required to hold a Rotary classification or maintain attendance. They cannot hold a club office nor are they entitled to vote, but they are entitled to all other privileges of a member, to attend club meetings , other functions and other Rotary clubs.

Adopted by the Board of Directors
this date: August 2, 2016
Published: August 4, 2016

LEAVES OF ABSENCE

The Board may grant leaves of absence for sufficient and good cause to members in good standing for up to six months. Members on leave must keep their dues current. A member may petition the Board for a leave of absence by submitting a written request to the Attendance Secretary. The Board will notify the member in writing within 40 days as to whether the request has been granted. Additional leaves of absence may be granted by the Board upon written requests from the member for extensions of the initial request, provided that dues are kept current. If the member is unable to return to active status at the conclusion of a leave of absence, his or her membership will be terminated.

The Board will grant leaves of absence for members who are infirm and are not necessarily able to request a leave.

Adopted by the Board of Directors
this date: August 2, 2016
Published: August 4, 2016

NEW MEMBER MENTOR PROGRAM

It is important that newly inducted members have the opportunity to immediately connect with members of the club as well as the activities of the club.

To make sure this happens, it is the policy of the club that the Membership/Engagement Committee be responsible for the implementation of a "Mentor" program with the following elements:

1. All new members will be assigned a "Mentor" following their induction into the club.
2. The membership/Engagement Committee recruit club members who are interested in being "Mentors."
3. Before becoming a "Mentor," the Membership/Engagement Committee will make sure that all those who volunteer to be a "Mentor" participate in a one-hour training program put on by the Training Committee.

Adopted by the Board of Directors
this date: March 7, 2017
Published: April 26, 2018

REQUIREMENTS TO ADVANCE FROM RED BADGE TO BLUE BADGE

It is the policy of this club that new members complete these requirements:

Group 1 requirements: Member must complete 6 of the 7 listed activities:

1. Attend a Rotary information orientation.
2. Give a brief autobiography at a Club meeting.
3. Attend 2 of 3 New Member Training Sessions put on by the Member Engagement Committee.
4. Meet with at least two chairpersons of club service committees (could happen at a New Member Training session).
5. Join one club service committee.
6. Participate in a club work project (local or international).
7. Participate in a club social activity.

Group 2 requirements: None are mandatory but all are strongly recommended.

1. Serve as a greeter for a club meeting.
2. Attend a regularly scheduled club board meeting.
3. Participate in a club fundraising project.

Adopted by the Board of Directors
this date: September 7, 2017
Published: September 27, 2018

NON-ROTARY PROJECT ANNOUNCEMENT POLICY

NON-ROTARY PROJECT ANNOUNCEMENT POLICY

Many of our members are volunteers for other causes and organizations in the community and wish to promote them during regular meetings. While we support and encourage those causes and members, it is necessary to clarify what is an appropriate time to request support for them.

It is board policy that unless special permission from the president is given, it is requested by the board that members or guests who wish to promote causes or organizations outside of Rotary projects do so during the Happy Dollars portion of the meeting only and not during the regular announcement time. Furthermore, appeals in the SpinOff and/or table pamphlets are not allowed unless specific permission from the board and/or president is granted. Pamphlets which are part of the program for that week are allowed.

Adopted by the Board of Directors
this date: May 9, 2016
Published: September 15, 2016

PRIVACY POLICY

PRIVACY POLICY

It is the policy of this club that information about club members including their name and contact information is for the exclusive use of club members only. Such information is not to be used for commercial or solicitation purposes by non-members of the club. Club members may use the information for their own personal business use but may not share the information with non-members.

Photos of club members are often taken at club proceedings and meetings and published in the Spinoff newsletter and on social and public media. It is expected that all club members understand that their attendance at such public events is taken as permission for their photo to be used in that manner.

Photos of Rotary Exchange students may not be used in any external publications by rule of Rotary International and to avoid issues with other countries and Rotary Exchange Districts. Photos may be placed in the club bulletin, however, the student's last name cannot be used.

Photos of children in attendance at Rotary Club meetings and events may be taken provided that their parent or legal guardian has given permission for the publication of such photos.

Adopted by the Board of Directors
this date: October 25, 2016
Published: October 27, 2017

PROGRAMS

SOUTHTOWNE ROTARY PROGRAM POLICIES

One of the great strengths of Southtowne Rotary are the programs presented at the weekly meetings. Weekly attendance is sometimes greatly affected by the subject matter of the program scheduled. With this in mind, programs that are timely to current events and of general interest to all Rotarians are encouraged.

According to our constitution, “any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions.” Items of a controversial nature should be dealt with in a fair and equitable manner with all sides of an issue being presented. Subjects of a political and/or partisan nature are to be presented on an informational basis only. The club shall not express an opinion on any pending controversial public measure and shall not endorse or recommend any candidate for public office and shall not discuss an any club meeting the merits or demerits of any such candidate. It is our policy that when such matters are addressed that they are done in such a way to pass the Rotary four-way test of being fair to all concerned with all sides of an issue being presented. This may take more than one week or a series of meetings to accomplish.

Southtowne Rotary supports numerous programs and projects. Accordingly, the club does not invite direct requests for donations from the club or club members as part of program presentations. Program presenters are welcome to explain how individuals may, in the future, contribute if they are interested, but we ask that there not be direct requests for support (such as “passing the hat” for donations) during presentations. We have a process to receive and consider such requests. People interested in requesting direct support from the club may submit a written proposal, and we can provide more information if interested.

Adopted by the Board of Directors
this date: February 7, 2017
Published: February 9, 2017

PROGRAM PROCEDURE

Information for Program Presenters

The following is some general information about our meetings and program presentations that we provide to program presenters. If you have any questions, please contact our program chairman.

- Eugene Southtowne Rotary meets for lunch every Thursday at the VFW Post 293 (Vets' Club) at 1626 Willamette St. in Eugene. We ask that scheduled speakers arrive by 11:40 am to set up for their program (especially if they have a slide or Powerpoint presentation), meet some of our members, and eat lunch before your presentation. Lunch for speakers is provided by the club.

- The actual meeting typically begins shortly after noon. Introductions, club business, announcements, raffle etc. usually takes 25 or 30 minutes, after which you will be introduced to present your program. Generally, you will have 25 - 30 minutes for your presentation and follow-up questions.

- We can arrange to have a digital projector and screen available for Powerpoint and computer slides if we know ahead of time that they are needed. Please plan this with the Rotarian who is helping to schedule your presentation. However, presenters will usually need to bring their own laptop computer with their presentation ready to connect to our projector.

- The length of the program should be no longer than 20 to 25 minutes with time at the end for some questions. Our meeting ends at 1:00 PM, so please plan your presentation accordingly.

- Southtowne Rotary hosts presentations concerning a variety of important community issues and programs. Please note that the club does not invite direct requests for donations from the club or club members as part of program presentations. We have a process to receive and consider such requests (see next bullet item). Program presenters are welcome to explain how individuals may, in the future, contribute if they are interested, but we ask that there not be direct requests for support (such as "passing the hat" for donations) during presentations.

- People interested in requesting direct support from the club may submit a written proposal, and we can provide more information if requested. Requests would be considered by the club's board of directors at a future board meeting. Please understand that the club already supports numerous programs and projects and it often must pass on new requests regardless of the merit of those projects.

Thank you for our interest in providing a presentation to Southtowne Rotary. We appreciate your willingness to contribute to our meeting.

Adopted by the Board of Directors
this date: February 7, 2017
Published: February 9, 2017

SOUTHTOWNE ROTARY CLUB FOUNDATION

JOINT POLICY FOR OPERATIONS OF THE SOUTHTOWNE ROTARY CLUB BOARD OF DIRECTORS AND THE SOUTHTOWNE ROTARY CLUB FOUNDATION BOARD OF DIRECTORS

This joint policy agreement coordinates the operations of these Southtowne Rotary entities.

It is agreed that the Southtowne Rotary Club Board of Directors (Board) is the active board with the obligation and authority to direct the activities of the club and its charitable operations. The Southtowne Rotary Club Foundation (Foundation) is formed as an IRS qualified 501(c)3 non-profit corporation for the limited purpose of supporting the humanitarian, educational, and charitable activities of Southtowne Rotary Club. The Foundation's responsibilities are receiving, investing, accounting for, and disbursing contributions. Also it shall solicit applications each year for scholarships to be awarded according to the terms of the funds so dedicated, select the recipients and award the funds.

The President of the Southtowne Rotary Club Foundation shall automatically become a member of the Southtowne Rotary Club Board of Directors and serve in that capacity until the term of president expires.

With regard to fundraising activities, the Southtowne Rotary Club Board has the obligation and authority to direct what such activities shall be and how they will be conducted. They shall oversee the operations of the club's fundraising committees and be responsible for determining how they operate.

It is agreed that all proceeds of selected Southtowne Rotary Club's fundraising activities shall be deposited with the Southtowne Rotary Club Foundation so as to qualify for charitable contribution tax deductible status. (While the activities may change over time, as of this date, those generating such proceeds include the annual Wine & Salmon Festival, recurring special appeals ["Sock it to Me" and "the SEHS Choir Appeal"] and one-time special appeals.) Once these funds are received by the Foundation, expenses will be paid and proceeds from any

special appeals, less administrative charges, will be disbursed. Thereafter, half of the remaining proceeds shall be distributed to the Club for its humanitarian, charitable and educational work. The other half of such proceeds shall be retained by the Foundation to be used for its annual scholarship awards.

The Foundation is also charged with developing and implementing a plan for funding its endowment.

The operations, reporting, accounting and scholarship awarding procedures of the Southtowne Rotary Club Foundation will be set forth in a separate "PROCEDURES" document approved by both Boards of directors.

Adopted by the Club's Board of Directors
this date: November 23, 2016

Adopted by the Foundation's Board of Directors
this date: January 12, 2017
Published: January 19, 2017

PROCEDURES FOR OPERATIONS

These procedures for operation are adopted by the Southtowne Rotary Club Board of Directors and the Southtowne Rotary Club Foundation Board of Directors:

- 1. The Board of Directors shall consist of 9 persons elected by the Southtowne Rotary Club in Assembly by a majority of the members present and voting . Such election shall be held at the Club’s annual meeting in December each year.
- 2. The term of office for each director shall be 3 years. The directors shall be assigned terms so that 3 members’ terms expire each year to be replaced by election by the members of the Southtowne Rotary Club in Assembly at the Club’s annual meeting in December each year.
- 3. Before the end of the January immediately following the election of new Board members in December, the newly constituted Board shall meet and elect officers from among the Board members. Those officers shall be the President-Elect, Vice-President, Secretary, and Treasurer. The President- Elect shall assume the office of President on July 1st of that year and serve until June 30th of the following year . Each other officer shall serve for one year and until their successor is elected and assumes the office.
- 4. The Board shall designate from among its members at least 2 committees of the Board:
 - A. The Investment Committee chaired by the Treasurer which shall oversee the investments of the Foundation.
 - B. The Scholarship Committee which shall oversee the selection of scholarship recipients and the awarding of scholarships.
- 5. The Board shall meet at least every quarter to review the Foundations financial status.
- 6. The Foundation President shall present a report to the Southtowne Rotary Club in January and July of each year. Such report will present the financial status of

the Foundation investments as of December 31st and June 30th in each year including receipts, earnings and disbursements.

- 7. The President-Elect of the Foundation, immediately upon election to that position, shall so notify the President of the Southtowne Rotary Club and shall automatically become a member of the Southtowne Rotary Club Board of Directors upon taking office as President on July 1st. The Foundation President shall coordinate with the President of the Club and the chair of the Program committee to schedule reporting as required and to schedule the presentation of scholarship recipients.

Adopted by the Club’s Board of Directors
this date: November 23, 2016

Adopted by the Foundation’s Board of Directors
this date: January 12, 2017
Published: January 19, 2017

DELETED POLICIES

PAUL HARRIS CONTRIBUTION

RECOMMENDATION TO BOARD FROM POLICIES AND PROCEDURES COMMITTEE TO ELIMINATE THE CURRENT POLICY ON CLUB CASH CONTRIBUTIONS TO MEMBER'S PAUL HARRIS FELLOWSHIPS

The current Club Policy provides for a cash contribution from the Club in the amount of \$50 to start a member's PH Fellowship. We believe that this policy has not been followed in many years. We also believe that it is not a good policy to continue as a club expense.

We believe the recent promotion by the TRF committee to use matching Club credits to provide incentive to members to contribute is a better process.

Recommendation approved by the Board
this date: September 6, 2016
Published: September 15, 2016