

# **Club Standard Operating Procedures**

*by Christine Schieberl - Friday, May 01, 2015*

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## **Standard Operating Procedures for the Rotary Club of Santa Rosa West**

**January 3, 2011**

These are general guidelines for our Club's operations and meant to enhance the Club Bylaws with helpful additional information to benefit the President, Board and Members.

### **1. President Elect Nominee:**

The immediate past president as well as the 4 prior past presidents meet to determine the President Elect Nominee as determined by the Bylaws. The most senior of these past presidents chairs this committee and makes the announcement to the membership in the spring. The President Elect Nominee will also serve as the co-chair of the Rotary Foundation Committee.

### **2. Rotary International Convention:**

It is customary for our club to pay for the incoming president and their spouse to attend this convention. Expenses covered by the club are as follows: 1) Economy class transportation to and from the city where the event is held. 2) Mid-price hotel expenses for the time period of the convention. 3) Registration and special Rotary events such as, but not limited to, the new presidents luncheon. It is the responsibility of the President Elect to cover expenses for meals as well as any side trips or excursions taken.

### **3. Rotarian of the Year Award:**

The original considerations for the selection process evolved from concern of other clubs feeling that once a president of the club was done with office it was difficult to keep the individual actively available for continued club service. Thus, the first point that has been considered is how much a past president has stayed active and helpfully involved with club affairs after their presidency.

Over the years we have not made it necessary that a recipient with years of service to the club be a past president of the club, although we look to this connection. We have had instances where an individual has come into our club and shown such work ethic and interest in stepping in to do outstanding work for the success of our club, it was felt their efforts could not be denied.

When all these points are considered, we still look to the past presidents and their contributions after being president over other factors listed. Primarily, efforts toward the success of our own club take precedent, but District involvement as well can be taken into consideration.

The past five presidents are the committee members, led by the previous Rotarian of the Year, who calls a meeting on the anniversary of our Charter, April 15th, to vote on this honor for the coming year which begins on July 1st. All committee members are looked to for their recommendations and vote.

In recent years it was decided by the board that the club would pay 1 year of this honoree's Rotary dues.

This announcement, which has been kept secret, is made at a convenient time determined by the President of the club toward the end of his or her term. The name of the recipient is usually announced by the current Rotarian of the Year.

#### **4. Debunking:**

The immediate past president makes arrangements for the debunking which is traditionally held on the last Sunday of June. All members have prepaid for this event and are billed for spouses who attend. This is traditionally a BBQ followed by a skit or video of the outgoing president. The budget for this event is based on revenue collected from members' dues specified for the debunking.

If there is another Monday meeting in June following the debunking, the president continues to preside over that meeting. The presidential pin and past president's pin are exchanged at the end of this meeting. It's nice to do something special at the last meeting with the entire club participating, such as the Trivial Pursuit game at the end of the 2009/2010 term.

#### **5. Introduction of Prospective New Members:**

The correct introduction of guests who are considering joining our Rotary Club is to be made as follows: “This is Ryan Smith who has a photography business, and is interested in learning more about Rotary”. This is a clue to Rotarians to pay special attention to a potential new member. Care should be given not to introduce someone as a prospective member, but someone interested in Rotary.

## **6. Blue Badge Requirements:**

The best way to feel part of our Rotary Club is getting to know our members through participation and involvement in our club activities. The following is a list of requirements to exchange the red badge for a blue badge:

1. Stand at the entrance door with your sponsor or the greeter of the day and greet our members as they arrive.
2. Meet with the Club Service Director and ask to sign up for several club duties.
3. Sell raffle tickets at a Rotary meeting
4. Ask members to sign your roster book.
5. Give a craft talk which means a 5 minute talk about yourself, your business and family. Contact the president for a date to do this.
6. Attend a board meeting. They are held on the third Wednesday of the month at 11:45 at the Italian Affair Restaurant on 4th Street. When you come to a board meeting you will hear reports on what our club is doing in the community as well as internationally. Think about what area interests you and talk to that service director for more information and to participate.
7. Attend a make-up meeting at another club. Visit another local club or any time you are traveling you can research where a Rotary club is meeting and you'll be warmly welcomed. You can also make up a meeting on-line. When these steps have been completed, inform the president who will have the secretary prepare the blue badges for presentation at the next meeting. A fine of \$10 is assessed for the blue badge.

## **7. District Assembly and District Conference:**

New members as well as all board members are expected to attend the annual District Assembly. This is the best event for educating members about the various aspects of Rotary and should be considered mandatory. The District Conference is the celebration of the year's achievements and is also a special event to which members are encouraged to attend.

## **8. Early Leavers:**

Members are expected to attend the entire Rotary meeting. However, if it is absolutely necessary for a member to leave early, please introduce yourself to the speaker prior to the meeting and explain your reason for leaving early. A fine may be levied at the discretion of the president.

## **9. Cell Phones & Other Hand Held Devices:**

Rotary meetings are for the purpose of camaraderie, community service and program enjoyment. The use of hand held devices distracts from all these and should not be used during this 1 ½ hour time period. Any cell phones that ring during a meeting may result in a fine from the president.

## **10. Bartley BBQ:**

The Bartley BBQ was started by Scott Bartley's father Bob Bartley who was one of our charter members as a way of encouraging fellowship and providing a way to raise money for the Rotary Foundation. It is a mandatory event and the cost is collected annually as part of a member's dues. While other activities include spouses or significant others, the Bartley BBQ is an event for members only.

## **11. Rotary Observed Holidays (dark days):**

Rotary meetings for our club are not held when the following Holidays occur: Christmas, New Year's Day, Memorial Day, Independence Day and Labor Day. Other non-Monday noontime meetings will be considered change of venue, i.e.: St. Patrick's Day, the Rotary Veteran's Day event, or the Bartley BBQ.

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