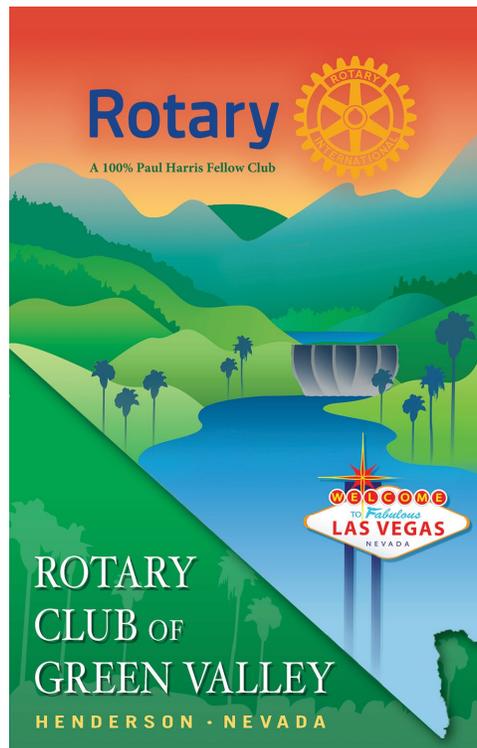


ROTARY CLUB OF GREEN VALLEY

HENDERSON, NV

CLUB # 28499



MANUAL OF POLICIES AND PROCEDURES

ROTARY CLUB OF GREEN VALLEY

Manual of Policies and Procedures

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Henderson, NV 89052

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Action Dates

Date	Action
2 nd Tuesday of each month	Board of Directors meeting
1 st Friday of each month	<i>Rotary Rendezvous</i> at a local area restaurant for fun and fellowship with club members
Approximately 30 days prior to the start of each quarter of the year	Treasurer shall distribute an invoice to each member denoting their balance due for the upcoming three months
At least one week prior to July Board of Directors meeting	President shall remind all Board members to review the Policy and Procedure Manual for annual approval
July Board of Directors Meeting	Policy and Procedure Manual shall be amended and/or approved for the coming Rotary year
July Board of Directors Meeting	Nomination and/or retention of Honorary Members for the upcoming Rotary year shall be completed by the Board
ASAP after June 30 th	Federal Tax Return Form 990 must be completed and sent to the IRS prior to October 1
Prior to the end of October	Club President shall select nominating committee members for Board of Directors election
Every week , beginning the first week in November, for one month	Club President shall announce the upcoming election and ensure that all members are adequately notified
Prior to the last club meeting in November	Club members notify the nominating committee of their interest in running for any available board position
Prior to the last club meeting in November	Nominating committee finalizes the ballot for the election
Prior to the end of December	Annual meeting of the club shall be held and will include the election of Officers and Directors
Prior to the end of December	Secretary and President ensure that election results are submitted to District and RI officials
Within one week after the election of Officers and Directors	Newly elected Board meets and selects a club member to be Sergeant-at-Arms

Date	Action
Prior to January 31	Chairperson for Charity Breakfast should be selected
The week of the anniversary of Rotary's founding (23 February)	Club shall celebrate Rotary service by recognizing World Understanding and Peace Week
Prior to March 15	Charity Board Committee shall meet to consider all applications for funds and determine disbursement
April Board of Directors meeting	Charity Board Committee shall present disbursement recommendations to Board of Directors for approval
Third Thursday in April	Annual Charity Breakfast
Prior to May 15 th each year	President submits <i>Rotarian of the Year</i> nomination forms to all club members
At least one week prior to the June Board of Directors meeting	A copy of the proposed budget shall be submitted to all Board members
Prior to June 1 st each year	All nominations for <i>Rotarian of the Year</i> must be returned to the club President
June Board of Directors meeting	The budget shall be amended and/or approved for the coming year

Introduction

1 - 1 Preamble

This **Manual of Policies and Procedures** is presented as a guide to assist the **Rotary Club of Green Valley (Henderson), NV**, by outlining the parameters by which the club will operate.

The purpose of this manual is to place the policies of the club which are currently in effect, into an integrated and comprehensive volume, with the topics arranged in logical order and with consistent language. The existence of such a manual will make it easier for the club Officers, Directors, and those charged with the responsibility to administer those policies, to become familiar with the practices currently in force, regardless of the initial dates of their adoption.

Nothing in this manual is intended to take precedence over the Constitution or the Bylaws of Rotary International or the procedures of Rotary International as contained in the latest edition of the Manual of Procedure (MOP). In the event of any conflict between the provisions of this manual and the governing documents of Rotary International, the governing documents of Rotary International shall prevail.

This manual is not intended to be all-inclusive or a stand-alone document but rather, should be implemented in conjunction with all Rotary International policies and with the Constitution and/or the Bylaws of the Rotary Club of Green Valley.

Enacted: By action of the Board of Directors - July 12, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

Note: On **July 1, 2020**, an updated version of this manual was released. While none of the existing policies were revised, many were renumbered and reorganized in an effort to make this manual easier to use. Unless a particular policy has been officially modified by the Board of Directors, none of the individual policies have been revised, other than by numbering.

1 - 2 Policy Adoption and Amendments

A policy or procedure of the Rotary Club of Green Valley may be added, adopted or amended at any regular meeting; or at a special meeting called for the purpose of amending this Manual of Policies and Procedures; or at any meeting of the Board of Directors of the Rotary Club of Green Valley; a quorum being present, by a majority vote of all members present and voting to support said change.

This manual will be updated after any meeting at which either Board or club action results in the creation of a new rule, policy, or an amendment to an existing procedure. The most current version of the manual will remain posted on the club's website.

The club President, the club Secretary, and/or their designee may make style and grammatical corrections without a vote of the board.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

1 - 3 Policy and Procedure Review

The Board of Directors of the Rotary Club of Green Valley shall review the Manual of Policies and Procedures annually at the July board meeting. At least one week prior to the Board meeting, the President shall remind all Board members to review all of the currently enacted policies and procedures.

At the July board meeting, the President shall provide an opportunity for any Board member to comment on, or discuss, any existing policy or procedure. After discussion, a voice vote, by a majority of all Board members present and voting, a quorum being present, will suffice for continuing the policy in effect, or for amending or deleting the policy.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – July 10, 2018

Section
1

1 - 4 Parliamentary Procedure

The rules contained in Robert's Rules of Order, as revised, shall govern all actions and procedural questions arising at meetings of the Board of Directors, when they are applicable and when they are not inconsistent with the Constitution, Bylaws or other policies and procedures of the Rotary Club of Green Valley.

Enacted: By action of the Board of Directors – March 13, 2012

1 - 5 Vision and Mission Statements

Vision – *Compassionate Service Through Community Action*

Mission – *Working together to build safe, stable and prosperous communities, locally and internationally.*

- *By recognizing and encouraging excellence in our youth*
- *By partnering with others to provide food, clothing and health care*
- *By supporting active duty military, veterans and first responders*
- *By mentoring and strengthening vocational development*

Enacted: By vote of the Rotary Club of Green Valley – December 10, 2009

Latest Revision: By action of the Board of Directors – October 13, 2020

Club Members

2 - 1 New Member Orientation and Red Badge Program

Keeping members interested in Rotary is the responsibility of the club leadership team. Good club fellowship and early involvement in service projects are two of the best ways to sustain the club's membership. The Red Badge Program is our club's way of indoctrinating new members into club projects and policies.

The program is simple. During the orientation session, a prospective member will receive a list of tasks which must be completed to earn a Blue Badge. This standard list of tasks has been established and approved by the Board of Directors. All the items are designed to get the new member involved with our club and Rotary.

The Red Badge program requires that a new club member:

1. attend a pre-induction orientation meeting with a designated club trainer
2. serve as a Greeter at three (3) regular club meetings
3. attend a club Board of Directors meeting or a Fireside Chat
4. visit another Rotary club (complete a Make-Up)
5. participate in a club social event (i.e.; Rotary Rendezvous, Debunking Party, Christmas Party, etc.)
6. participate in a club service project
7. present a "Who Am I" (Craft Talk) to the club
8. participate in a minimum of 30 minutes of training in use of the club website
9. submit a current photo and bio suitable for use in the newsletter and website.

All these tasks should be completed within six months from the date of induction.

Each new member will be assigned a mentor who will assist the member in completing the tasks. Mentors will be selected by the Membership Chair. Mentors will be club members who possess a broad knowledge of Rotary and who have the ability to teach new members about the policies of the club.

Section
2

The requirements for completion of the Red Badge program shall remain the same for all new Green Valley Rotarians, including those transferring from other Rotary clubs or former Rotarians.

Upon completion of the required tasks, the club will schedule a ceremony where the Red Badge is surrendered, and a permanent Blue Badge will be presented. The new member then is deemed a Rotarian in good standing in the Rotary Club of Green Valley.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – July 10, 2018

2 - 2 Gold Badge Distinction

Any member of the club who completes a one-year term as President of the Rotary Club of Green Valley will have their Blue Badge replaced with a Gold Badge. The Gold Badge is designed to serve as a permanent form of recognition for the year of dedication and service provided by each of our Past Presidents.

Enacted: By action of the Board of Directors – July 10, 2018

2 - 3 Honorary Members

There are only two types of Rotary club membership, active and honorary. In accordance with Article 8, Section 6, of the Constitution of the Rotary Club of Green Valley, the club may name an individual as an Honorary Member.

Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause, may be elected to honorary membership by the Board of Directors.

The decision to retain an individual as an Honorary Member shall be reviewed by the Board each year at their July meeting.

Honorary members shall be exempt from the payment of dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall not hold classifications but shall be entitled to attend all meetings and enjoy all the other privileges of the club. When attending a club meeting or event, the honorary member will be expected to pay any charges associated with their attendance.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – August 14, 2012

Section
2

2 - 4 Leave of Absence

There may be circumstances when a member is temporarily unable to maintain regular attendance at club meetings. Examples may include, but are not limited to, such things as maternity or paternity, prolonged illness, temporary job reassignment, significant new responsibilities, the pressure of business, personal issues or conflicting job assignments. When such circumstances exist, a member should request a Leave of Absence from the club.

Requests for a Leave of Absence will be considered on a case-by-case basis. A request for Leave of Absence is appropriate whenever a member will miss at least four (4) consecutive weekly meetings but intends to return to the Club within six (6) months. Requests exceeding six (6) months suggest that the member should consider a transfer or voluntary resignation, absent special mitigating circumstances.

Members desiring a Leave of Absence shall submit their request, in writing, to the club President. The request shall state the reason that leave is sought, the reason why make-ups are not feasible and the beginning and ending dates of the requested leave.

The Board will act on the request at the next regularly scheduled meeting, unless an emergency situation requires earlier action by special meeting. The club Secretary shall notify the member in writing of the resulting board action.

An extension of a Leave of Absence may be requested, in writing, for one (1) additional six (6) month period. If a member is not able to return to the club at the end of the second consecutive six (6) month leave, they will be asked to resign until such time as the member is able to return to regular attendance.

Exceptions to this procedure may be enacted on a case-by-case basis if the Board feels that extenuating circumstances exist which warrant special consideration.

If a situation arises where a member is unable to request a leave of absence, the Board may grant a temporary leave, including a retroactive start date, commencing at the time when the member became unable to attend regular meetings. Such leave shall be terminated upon request of the member or at the time when that person is able to return to active status.

Whenever possible, a member who is granted a Leave of Absence shall be responsible for participation in all club projects, events and fundraisers.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – February 12, 2019

Section
2

2 - 5 Payments Required During Leave of Absence

A Leave of Absence operates to prevent a forfeiture of membership. At all times during a Leave of Absence, the member must remain current in his or her dues.

The responsibility of payment for meals will be suspended while a member is on a Leave of Absence. The quarterly assessment for the member will be reduced to **\$75.00** to cover Rotary International and District dues, Sustaining Member contributions to the Rotary Foundation, and other incidentals. Meal charges and the cost for other Rotary activities will be handled on a “pay-as-you-go” basis.

The reduced Leave of Absence assessment shall be payable quarterly, prior to the first day of each quarter of the Rotary year.

Exceptions to this policy may be enacted on a case-by-case basis if the Board feels that financial hardship or other extenuating circumstances exist which warrant special consideration.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – June 9, 2020

2 - 6 Member in Good Standing - Defined

In accordance with the definitions set forth in both the Constitution and the Bylaws of the Rotary Club of Green Valley, a “member in good standing” shall be defined as: an adult person of good character and good business, professional and/or good reputation; one who follows the principles of the Four-Way Test by conducting themselves and their business in accordance with Rotary’s principles; a person who adheres to the high ethical standards that one should hold as a Rotary club member; and who has met the attendance standard and is current on Rotary dues and payments.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

2 – 7 Attendance Policy

One of the responsibilities of Rotary membership is regular attendance. Attendance at our Green Valley club is important and is one of the reasons we have a successful and interesting club. Good attendance is a habit. Once someone misses a meeting, it is twice as easy to fail to make the next week’s meeting.

All Rotary clubs feel, with reason, that attendance is a direct measurement of a member’s interest. A member who is regular in attendance is an interested, working member. A member who has the minimum percentage of attendance is almost invariably the member who contributes little to the success of the club. That is the way it is in Rotary - Rotary stresses attendance purposely and deliberately because a member who has so little interest usually doesn’t remain with the club for long.

However, since the 2016 Council on Legislation, Rotary clubs have had the flexibility to choose when, where, and how their club meets and the types of membership they offer. Conversely, clubs may continue to follow their current requirements for meetings, attendance, structure, and categories of membership.

The Rotary Club of Green Valley has chosen to continue to adhere to the traditional requirements regarding meetings, attendance, structure, and categories of membership. The **Rotary International Attendance Standard of 50% attendance** will also be the attendance standard for The Rotary Club of Green Valley.

At the end of each three-month quarter, those members with an attendance record of **less than 50%**, should be notified by the Secretary that their attendance record does not meet the Club or Rotary International standards and they should be asked to address that shortcoming, but no further sanction or action shall be taken at that time.

If at the end of a second consecutive attendance quarter, attendance of 50% or greater is not maintained, the Board of Directors shall discuss this issue and determine if any further action (up to and including termination) is warranted.

If termination is recommended, a written notification shall be sent to the member stating that their membership is being terminated and advising the member of the right to appeal. A lack of response within 30 days from notification will result in automatic termination.

Rotarians wishing to request reinstatement to the club shall be required to request reinstatement in writing, (accompanied by full payment of all delinquent dues and assessments). The Board of Directors will consider reinstatement at the next regularly scheduled Board meeting after such request is received. The terminated member will be advised, in writing, about the decision of the Board concerning reinstatement.

Any actions taken by the Board are not intended to be punitive. Rather, they are enacted with the hope that our members will recognize the value of regular attendance. Each case has its own unique set of circumstances. The Board of Directors shall extensively examine each situation and determine what actions are in the best interests of the Club and the individual member.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – July 10, 2018

2 – 8 Make-Up Policy

It is understood that sometimes it is difficult to attend a regular Rotary meeting. In accordance with Article 10, Section 1(d) 1-7, of the Constitution of the Rotary Club of Green Valley, there are numerous opportunities provided to make up a missed meeting.

If a member misses the club's regular weekly meeting, the club will nevertheless credit the member for attendance, if within the same year of that meeting, the member attends another Rotary Club, District, or Rotary International meeting or the member participates in any of the following activities:

1. Board of Directors Meeting
2. Interact Club Meeting

3. A meeting of the Nevada Rotary Foundation Board
4. A service project approved by the Board of Directors
5. An officially recognized e-Club meeting. This activity should require a minimum of 30 minutes participation and the member must complete the online makeup card.
6. Completes any of the other activities listed in Article 10, Section 1(d) of the Constitution of the Rotary Club of Green Valley.

Make-up credits are not automatic. In order to receive an attendance make-up credit, a member MUST complete a make-up card (normally available at the registration table when visiting another club's meeting).

A member may also contact the club Secretary and provide the information as to when and where a make-up was completed, or they may enter the make-up information themselves in the club approved database. Sufficient details shall be provided to ensure that a member attended another club meeting or participated in an approved activity eligible for make-up credit.

If a member attends an officially recognized e-Club meeting, they must complete the online makeup card notifying our club Secretary of their participation. They should also enter their own makeup in the club database.

The Rotary Club of Green Valley generally counts as a make-up, any member's participation in an event that provides service to others and/or fosters fellowship among members. We welcome and encourage Rotarians' many forms of service and invite fellowship outside of our regular Thursday meetings. The goal is to keep members "engaged," rather than simply counting the number of meetings attended.

The club President may interpret and apply this policy on make-up opportunities, in such a manner as they deem appropriate. Any member with a make-up dispute may seek clarification from the board.

Members can check their attendance record on the club's database, after logging in, under the "My Attendance" section.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – July 10, 2018

Officers, Directors and Committees

3 - 1 Election of the Board of Directors

The Rotary Club of Green Valley is committed to providing quality leadership to the club through the guidance of the Board of Directors. As provided in the club Constitution and Bylaws, the Board of Directors shall be the official governing body of the club.

Elections for positions on the Board of Directors shall be held annually, as provided in accordance with Article 3, Section 1, of the Bylaws of the Rotary Club of Green Valley.

Enacted: By vote of the Rotary Club of Green Valley - October 7, 2010

3 - 2 Qualifications for Board Positions

Any member of the club who desires a position on the Board of Directors must meet the minimum qualifications for that position, prior to having their name placed into nomination for election. Qualifications for Board positions are as follows:

President / President-Elect

1. A nominee for President-Elect must be a member in good standing of the club.
2. It is preferable that the nominee for President-Elect has served on the Board of Directors for a minimum of one year. Such service does not have to be consecutive with the nomination for the office of President-Elect. However, before assuming the office of club President, the President-Elect shall have served on the board for the immediately preceding year.
3. Before assuming the office of President, the President-Elect must attend the President Elect Training Seminar (PETS).

4. The nominee should also:
 - a. Have the ability to assume leadership of the club;
 - b. Possess sufficient time and be prepared to give the effort necessary to lead and carry out the work of the club;
 - c. Have a working knowledge of the club's Constitution and Bylaws.

Secretary

1. A nominee for Secretary must be a member in good standing of the club.
2. The nominee shall agree to keep and report the records of the club, in accordance with Article 4, Section 6, of the Bylaws of the Rotary Club of Green Valley.

Treasurer

1. A nominee for Treasurer must be a member in good standing of the club.
2. The nominee shall agree to keep and report the financial records of the club, in accordance with Article 4, Section 7, of the Bylaws of the Rotary Club of Green Valley.

Director

1. A nominee for Director must be a member in good standing of the club.
2. The nominee shall agree to actively participate as a member of the board.

Pursuant to Article 8, Section 6 (c) of the Constitution of the Rotary Club of Green Valley, no Honorary Member shall be eligible to hold any office in this club.

*Enacted: By action of the Board of Directors – September 13, 2011
 Latest Revision: By action of the Board of Directors – September 15, 2016*

3 - 3 Board Members Must be Members in Good Standing

Service on the Board of Directors of the Rotary Club of Green Valley carries with it a certain responsibility of duty to the club and requirements for those holding office.

In accordance with this expected level of responsibility, all members of the Board of Directors must remain “members in good standing” within the club, as defined in Section 2 – 6 of this Manual of Policies and Procedures.

A member of the Board of Directors who is delinquent on payment of dues by **60 days** or more, as set forth in Section 6 – 2 of this Manual of Policies and Procedures, shall be suspended from service on the Board of Directors. Such suspension shall be in addition to any other sanctions that may be imposed by club policy. A Board member who has been removed from service shall not be eligible to participate in any Board action until their dues have been paid in full.

If a member of the Board of Directors is suspended from service on the Board for delinquency in payment of dues, that member will be returned to service on the Board once dues are current, provided that their term of office is still in effect.

If any member of the Board of Directors has been granted a Leave of Absence from the club, they shall also relinquish their position on the Board of Directors at that same time. Any such resulting vacancy on the Board may be filled by action of the remaining Officers/Directors as provided by Article 3, Section 3 of the Bylaws of the Rotary Club of Green Valley.

Enacted: By action of the Board of Directors – September 13, 2011
Latest Revision: By action of the Board of Directors – September 15, 2016

3 - 4 Nominations for Board of Directors Positions

In accordance with Article 3, Section 1 of the Bylaws of the Rotary Club of Green Valley, the club does hereby establish the manner for appointing a nominating committee to select candidates for the Board of Directors.

The nominating committee for each annual election for the Board of Directors shall consist of four (4) active members of the club. Both the currently serving President of the Club and the President-Elect for the upcoming Rotary year, shall be members of the nominating committee. The current President of the club shall select two (2) additional active members of the club to serve on the committee.

The nominating committee shall be selected no later than the end of October of each year, to begin the selection process for candidates for the upcoming election of officers. The committee will review the qualifications for each position and contact potential candidates to determine their willingness and ability to serve.

Beginning with the first regular club meeting in November and pursuant to Article, 3, Section 1 of the Bylaws of the Rotary Club of Green Valley, the presiding officer shall ensure that adequate announcement of the upcoming election is distributed, so that all members of the club are notified. This can be accomplished by verbal announcements at the weekly meetings, electronic communication to the membership, or through other technology.

The nominating committee shall meet, as necessary, to prepare a slate of candidates. In addition to any candidates selected by the nominating committee, all members of the club in good standing (except honorary members), may at any time, prior to the last regular meeting in November, provide notice of their own interest in nomination for any available Board position. The names of any and all such members shall be added to the slate of candidates, provided they meet the qualifications for that position.

The nominating committee will prepare and present, not later than the last regular meeting in November, a slate of nominees for the positions of President-Elect, Vice-President, Secretary, Treasurer, and two (2) Director positions. Per Article 3, Section 5(c) of the Bylaws, the Board will have a total of six (6) Directors, with two (2) Directors elected each year to staggered two-year terms.

Pursuant to Article 16, Section 3 of the Bylaws of the Rotary Club of Green Valley, the Chair/Director of AMP shall fill the third open Director position on the Board each year. The term of office of the Chair/Director of AMP shall be a one-year term beginning on 1 July of the calendar year immediately following the election and ending on 30 June after one year in office.

Any member of AMP is eligible to run for an open Director position on the club Board; however, no more than two members of AMP shall hold positions on the Board of Directors at the same time.

The nominations duly made will be placed on a ballot in alphabetical order under each office. Prior to finalizing the ballot, the presiding officer shall provide one final opportunity for nominations from the floor to be included.

Pursuant to Article 5, Section 1 of the Bylaws of the Rotary Club of Green Valley, an annual meeting of the club shall be held not later than 31 December, in each year, at which time the election of Officers and Directors to serve for the ensuing Rotary year shall take place.

The election shall be conducted by written vote by all of the members present at that meeting. The candidate for President-Elect, Vice President, Secretary, and Treasurer receiving a plurality of the votes shall each be declared elected to their respective office. The candidates for position of Director receiving the plurality of the votes shall be declared elected as Directors.

The election may be by acclamation, if all of the positions are uncontested.

The current Secretary and President shall insure that election results are reported to District 5300 officials and to Rotary International prior to the end of the calendar year.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

Latest Revision: By action of the Board of Directors – August 11, 2020

3 - 5 Club Committees and Duties

As stated in Article 9, Section 1 of the Bylaws of the Rotary Club of Green Valley, club committees are charged with carrying out the annual and long-range goals and objectives of the club based on Rotary's six Avenues of Service. The President, President-Elect, Vice President, and Immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for a minimum of two (2) years to ensure consistency.

The President-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of their year as President. It is recommended that the chair of a committee have previous experience as a member of that committee.

Standing committees should be appointed as follows:

- **Club Administration:** This committee should conduct activities associated with the effective operation of the club. Such activities should focus on the first Avenue of Service (Club Service) as set forth in Article 6, Section 1 of the club Constitution, and would include without limitation helping the Sergeant-at-Arms setting up for club meetings, staffing the welcome table at club meetings, assisting the Secretary with the taking of attendance at club meetings, assisting the Treasurer with the collection of funds at club meetings, ordering materials used by the club, and undertaking other assignments as directed by the President or the Board.
- **Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of club members. Such a plan should include without limitation identifying and welcoming potential new members, orienting new and prospective members to the club, assisting new members to fully integrate with the club, engaging in care-and-concern activities (such as cards, flowers, gifts, or other items for club members' wedding anniversaries, birthdays, special life events, and funerals), reaching out to members who appear to be less active or not as involved with the club, and undertaking other assignments as directed by the President or the Board.

- **Public Relations:** This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities. Such plans should include without limitation managing the club's website, social media (such as Facebook), news releases, and media relations. This committee should also undertake other assignments as directed by the President or the Board.
- **Foundation:** This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation. Such plans should include without limitation assisting the Treasurer in insuring that the club's contributions to The Rotary Foundation are made in a timely manner, encouraging members to make individual contributions and participate in various programs of The Rotary Foundation, and undertaking other assignments as directed by the President or the Board. If possible, the chair of this committee should also be the President of the Nevada Rotary Foundation.
- **Service Projects:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of our community and in other areas and countries. Such projects should focus on the Second, Third, and Fourth Avenues of Service (Vocational, Community, and International Service) as set forth in Article 6, Sections 2 - 4 of the club Constitution and would include without limitation overseeing various service projects managed directly by the club, supporting service projects managed by other organizations, increasing the club membership's involvement in service projects, and undertaking other assignments as directed by the President or the Board.
- **Charity:** This committee should develop and implement plans and criteria for the club's making charitable donations and for other use of the club's charitable funds as described in Article 9, Section 1 of the club Bylaws. The committee should receive and consider each request for a club donation or other use of the club's charitable funds and should provide their recommendation(s) to the Board of Directors. This committee should also undertake other assignments as directed by the President or the Board.

- **Programs:** This committee should develop and implement plans for the speakers and presentations at club meetings. The committee should consult with the President and the Board as to its recommendations for programming. The President or the Board may approve or disapprove of any programming; however, if the Board makes a decision on the programming, the President should not invalidate it. This committee should also undertake other assignments as directed by the President or the Board.

Optional Committees

It is suggested that the following additional committees be established each year:

- **District Relations:** This committee should assist the President in their role as the club liaison with the District. The committee should focus on the various District activities, programs, and requirements, including but not limited to Rotary Youth Leadership Awards (RYLA), Teen Leadership Camp (TLC), District Governor projects, international projects, District awards, and so forth. This committee should also work with any additional club committees working on District-related matters, such as the Four-Way Test speech contest, the Hensel Ethics Essay competition, and the Dan Stover music competition. In addition, this committee should undertake other assignments as directed by the President or the Board.
- **Youth Relations:** This committee should develop and implement plans for the club's sponsoring, supporting, and reaching out to various youth organizations and activities, including without limitation the club's involvement with Interact clubs, Rotaract clubs, the Four-Way Test speech contest, the Hensel Ethics Essay competition, and the Dan Stover music competition. Such plans should focus on the Fifth Avenue of Service (Youth Service) as set forth in Article 6, Section 5, of the club Constitution. This committee should also undertake other assignments as directed by the President or the Board.

Additional ad-hoc committees may be appointed as needed.

Enacted: By action of the Board of Directors – September 15, 2016

Club Meetings

4 - 1 Meeting Schedules

Regular Club Meetings

Pursuant to Article 5, Section 2 of the Bylaws of the Rotary Club of Green Valley, regular club meetings shall be held each Thursday beginning at 7:00 a.m. Meetings may be canceled for holidays or other dates as designated by Article 7, Section 1 (d) of the Constitution of the Rotary Club of Green Valley, provided due notice is given to all members. Meetings shall be held in the banquet room at the Wildhorse Golf Club in Henderson, unless adequate notice of a change of location is provided to the membership.

Annual Meeting

The annual meeting of the Rotary Club of Green Valley will be held the **2nd Thursday of December of each year**. A portion of that meeting shall be devoted to the election of officers and directors to serve for the ensuing Rotary year. This meeting shall be held at the usual place and time.

Board of Directors Meetings

The Rotary Club of Green Valley Board of Directors meetings shall be held on the second Tuesday of each month. Notice shall be given to each member of the club in a timely manner as to the location and time of the board meeting.

Special meetings of the Board of Directors may be called by the President, whenever deemed necessary, or upon the request of two (2) Officers or Directors, due notice having been given.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – October 11, 2016

4 - 2 Host Manager

The position of **Host Manager** for the Rotary Club of Green Valley has been created to provide a regular and consistent method for welcoming and greeting both our members and guests as they arrive at club meetings. The Host Manager is an appointed position, selected by the current club President, with approval of the Board of Directors. The Host Manager will serve as a member of the Membership Committee.

The Host Manager shall be responsible for providing a warm welcome and greeting to all those attending our club meetings. The Host Manager will ensure that a registration table is set up near the front entry of the meeting room and staffed at least 15 minutes prior to the start of every regular meeting.

The Host Manager should be present at the registration table whenever possible. The table may be staffed by any other members of the club as requested by the Host Manager. Newer Rotarians are expected to work at the registration table for a minimum of three weeks as a requirement for earning their “Blue Badge.”

Materials at the registration table should include, but not be limited to the following:

- Badge Box - containing all current club members’ name badges
- Weekly sign-in sheet or computer attendance record
- Guest and visitor sign-in sheet, or computer attendance record
- Visiting Rotarians’ name tags
- Visiting Rotarians’ make-up slips
- Non-Rotarian guest name tags
- Rotary Club of Green Valley membership brochures
- Raffle tickets for weekly drawing

Guests should be asked which Rotarian invited them to our club. Visiting Rotarians should be given a Rotary nametag and a Make-Up slip, if desired. Non-Rotarian guests should be given a standard nametag. Those guests or visitors who are contemplating membership with our club should also be given one of our club brochures.

Enacted: By action of the Board of Directors – June 13, 2009

Latest Revision: By action of the Board of Directors – October 11, 2016

4 - 3 Introduction of Guests and Visitors (Visitor Host)

One person (typically the Membership Chair) shall be assigned as the **Visitor Host** at every meeting. The Visitor Host has two responsibilities: getting the Visitor Log completed and introducing our guests.

The Visitor Host must make sure that they obtain the name and correct pronunciation of each visitor. The Host should ask if the guest has any current Rotary affiliation and if the guest holds any Rotary office. The Visitor Host should also ascertain the purpose or the visit (social, contemplating membership, visiting Rotarian doing a make-up, etc.).

The Visitor Host should walk around to each guest at the different tables when making formal introductions at the meeting and make sure that every one of our visitors is introduced properly and acknowledged by the members of the club.

Our goal is to make all visitors to the club feel welcome and comfortable while attending our meetings. EVERY club member shares the burden and responsibility of ensuring that our visitors are properly welcomed.

Each of our members should be alert to the presence of visitors, greeting and welcoming them. If every member is aware of the need to care for guests, our goal of making visitors feel welcome should be easily accomplished.

Membership in the Rotary Club of Green Valley is always a consideration. Interests in Rotary and in our club can, and should, be explored by any member with a visitor as the circumstances suggest. This information should also be passed along the Membership Committee for immediate follow-up.

Enacted: By action of the Board of Directors - August 13, 2009

Latest Revision: By action of the Board of Directors – October 11, 2016

4 - 4 Raffle Ticket Sales

As a fun way to help raise money for the operating expenses of the Rotary Club of Green Valley, a 50 / 50 raffle is conducted each week.

Any member or visitor to a club meeting may purchase raffle tickets for the drawing. However, a club member on a Leave of Absence will not be allowed to purchase raffle tickets until they have paid for their breakfast for that day.

Tickets will be sold at the following rate:

\$1 = 1 ticket \$2 = 3 tickets \$5 = 10 tickets

Near the end of the regular meeting, a club member designated by the President shall conduct the weekly raffle. An unbiased person (i.e.: someone who is not holding a ticket for that week's drawing) shall be asked to pull one ticket from the sold ticket stubs. The person holding the matching half of the selected ticket will have the opportunity to draw a card from the active deck of playing cards.

The deck of cards used for the raffle shall be a standard deck of playing cards beginning with all 52 cards and two Jokers. Each week, the person holding the winning ticket will be given the opportunity to draw a single card from the deck. That person will then be awarded their winnings based on the value of the card they select (i.e.: an ace shall pay \$1, a deuce shall pay, \$2, etc. All face cards shall pay the holder \$10).

If a **Green Valley club member** draws a Joker, that member shall be awarded one-half of the accumulated monies that have been collected during the period of time since the previous Joker was drawn. If any person who is **not a member** of the Rotary Club of Green Valley draws the Joker, that person shall be awarded one-half of the monies collected on that date. Non-members of the club are not eligible to receive the accumulated monies from previous weeks.

After the value of the card has been verified, that card shall be torn up and the deck will be one card smaller for the subsequent drawing. This procedure shall continue until both Jokers are removed from the deck. Once the second Joker is selected, the remainder of the deck shall be discarded, and a fresh deck of cards will be used for the next drawing.

If a member of the club "wins the pot" and that member is delinquent in dues or in arrears with any other outstanding debts to the club, the Treasurer shall deduct any such monies owed to the club prior to awarding the winnings.

Enacted: By action of the Board of Directors – June 13, 2009

Latest Revision: By action of the Board of Directors – October 11, 2016

4 - 5 Meal Charges

All active members of the Rotary Club of Green Valley, who are in good standing, have a portion of their quarterly dues designated to cover the cost of the weekly meals. Members pay this meal charge regardless of how often they attend regular meetings. No refunds will be offered to club members without prior approval from the Board of Directors. Members will not be reimbursed for meal costs if they pay for a meal at another Rotary Club meeting in lieu of (or in addition to), attending a Green Valley Rotary meeting.

It is understood that the weekly charge actually covers more than just the cost of food. Part of this weekly charge goes to pay for the use of the meeting room and the staff who prepares and serves our meals. Wildhorse Golf Club bills the Rotary Club of Green Valley weekly. This cost shall be agreed upon by contract between Wildhorse Golf Club and the Board of Directors of the club. The club agrees that a minimum weekly charge may be included as a part of the contract.

The Board of Directors of the Rotary Club of Green Valley has determined that some special guests attending the weekly meeting will not be charged for their meals. The club shall absorb the cost of certain meals for these designated individuals. All other visitors shall pay the standard weekly cost.

To avoid confusion for the Host Manager, or any other Rotarian working at the registration table, the following list is provided to show what meal charge shall apply:

Club Members

- Any club member on an approved **Leave of Absence**, or any **Honorary Member** of the club, shall pay the regular charge for a meal, each time they attend a weekly meeting.

Rotarian Visitors

- A **visiting Rotarian**, who is an active member of a Rotary Club other than the Rotary Club of Green Valley, shall pay the regular charge for a meal when they attend our weekly meeting.

- The District Governor is required to make an “official visit” to every club within the district. On the date of the “official visit”, the **District Governor and all of those in attendance as a part of the District Governor’s “official entourage,”** shall be provided breakfast at no cost. The Rotary Club of Green Valley will pay the cost of their meals as a courtesy during their visit.
- The **current District Governor** (and their partner) will not be charged for any meals during any visits to our club during their year in office.
- Unless they are attending our club meeting on an “official Rotary visit,” **RI and District officials** shall pay the regular charge for their meal.

Non-Rotarian Visitors

- If any member of the Green Valley club brings a **family member** to a regular meeting, the club member will be responsible for paying the charge for that person’s meal.
- If any member of the Green Valley club brings a visitor who is a potential Rotarian to a meeting, the guest meal will be “comped” for their first visit to our club. The club encourages our members to bring potential Rotarians to our meetings, so there will be no charge for their first visit. Members who invite a guest to attend a second or subsequent time, will be responsible for paying the regular charge for that person’s meal. Members inviting guests should tell their guest to inform the Host Manager at the registration table that he/she is the guest of _____. The Host Manager should then make sure that the club member who has invited the visitor pays for their guest’s meal that day.
- Persons who attend a regular meeting of the club, who are not the guests of a club member will be responsible for paying the regular charge for their meal.

- Persons who attend a regular meeting of the club, and subsequently **apply for membership** in the Rotary Club of Green Valley will be responsible for paying the regular charge for their meals. If that person is accepted for membership, their initial invoice shall be pro-rated in such a manner that their meals are included starting with the date of their induction.
- On the day of induction of a new member to our club, the spouse/partner of the new Rotarian shall be invited to attend the induction ceremony and they will not be charged for their meal.

Guests of the Club

- Any person invited to be the **Speaker of the Day** at our meeting shall be provided the meal at no cost. The Speaker may bring one additional person to assist them in the presentation and that person shall also be provided with the meal at no cost. Any additional guests accompanying the Speaker shall be responsible for paying for their meal.
- The Rotary Club of Green Valley awards a **Student of the Month** during each month of the regular school year to students from *Green Valley*, *Silverado* and *Coronado* High Schools. The award recipient for the month will be provided the meal at no cost. The parents of the Student of the Month will also receive a complementary meal. Siblings, other family members and friends accompanying the Student of the Month shall all be responsible for paying for their meals.
- As a part of the award ceremony for the Student of the Month, **school officials** will normally attend a club meeting when a student from their school is being honored. During such occasions, one school official from the school shall be provided with their meal at no cost. If additional administrators or teachers attend, they will be responsible for paying for their meals.
- When a **Rotary Youth Exchange student** sponsored by the Rotary Club of Green Valley attends our meetings that person shall be provided with the meal at no cost.

- Any student visiting our club as a contestant in the **Four-Way Test Speech Contest**, the **Dan Stover Music Contest**, or any other District competition (at the club, local, or regional levels) shall be provided their meal at no cost. The contestant's parents and one school official or coach will also receive a complementary meal. Siblings, other family members and friends accompanying the contestant shall all be responsible for paying for their meals.
- Any persons invited to attend a meeting of the Rotary Club of Green Valley to **receive an award** presented by the club, (i.e.: charity recipients, Special Club Recognition, Teacher Mini-Grant, etc.) shall be provided with their meals at no cost. Students who present programs regarding their experience at TLC or RYLA will also receive a complementary meal. Any guests, family, friends, etc. who accompany an award winner shall be responsible for the cost of their meal.

Enacted: By action of the Board of Directors – June 13, 2009

Latest Revision: By action of the Board of Directors – October 11, 2016

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Meal Charges For Green Valley Rotary Meetings	
Club Members	Price
Regular Member	No Charge
On Leave of Absence	\$15
Honorary Member	\$15
Rotarian Visitors	
Visiting Rotarian – Member of Another Club	\$15
Current District Governor (& Partner) – Any visit	No Charge
District Governor “Entourage” – On “Official” Visit	No Charge
Past District Governor	\$15 – Unless on official business or part of current DG “official visit”
Rotary International or District Officials	\$15 – Unless on official business or part of current DG “official visit”
Non-Rotarian Visitors	
Family Member of Active GV Rotarian	\$15
Spouse of New Member Inducted that Day	No Charge
Potential Member who is the Guest of an Active GV Rotarian	1 st visit – No Charge. \$15 charge for second and subsequent visits
Visitor – Not a Guest of a GV Rotarian	\$15
Visitor – Who Has Applied for Membership	\$15 charge until inducted, at which time regular billing will begin.

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Guests	Price
Speaker of the Day	No Charge for the speaker and No Charge for <u>one</u> additional “assistant”
Student of the Month	No Charge
Parents of Student of the Month	No Charge – Up to <u>two</u> parents
Additional Family Members or Friends	\$15 each
School Officials	No Charge for <u>one</u> administrator
Speech or Music Contestant	No Charge
Parents of Speech or Music Contestant	No Charge – Up to <u>two</u> parents
School Officials	No Charge – One administrator or coach per student
Charity Recipients	No Charge – <u>One</u> per group
Teacher Mini-Grants	No Charge – <u>One</u> per school
Charity Breakfast Guests	No Charge – <u>One</u> per group
TLC, RYLA or other student speakers	No Charge

Enacted: By action of the Board of Directors – June 13, 2009

Latest Revision: By action of the Board of Directors – October 11, 2016

4 - 6 Politicians Speaking at Meetings

The issues of politics and public policy can easily find their way into Rotary, as most Rotarians by their nature are involved and engaged in the business and political lives of their communities. Rotarians put aside our differences and focus on that which binds us together - *Service Above Self*.

As a guide to handling issues of a political nature, Rotary International has provided a framework in the Manual of Procedure, through policy, and by placing clear guidance in the Standard Rotary Club Constitution, which governs all Rotary clubs around the globe. In compliance with the general guidelines of Rotary International, the Rotary Club of Green Valley adopts the following policies regarding political issues:

The club will not endorse any political candidate whether at the local, state or national level. To reinforce our neutrality regarding this issue, the club shall not permit any program(s) to be presented by any political candidate (or associated organizations) **within ninety (90) days** of any election.

For the record, it is permissible for a candidate to visit our club as a guest during this time period, if invited by a club member to attend. However, the candidate will not be allowed to speak publicly other than a courtesy greeting. The candidate will also be advised not to “work the room” or stand at the doorway attempting to “meet and greet” other Rotarians. We wish to extend a warm welcome to all our guests, but in this realm of political matters, we choose to be extremely discreet.

It is inappropriate for any Rotarian to publicly endorse any candidate at our club meetings.

There are occasions when our local community may be considering public issues. Such issues might include school, library, park referenda or other county/city tax matters. Since such matters normally do not involve individual candidates and they are seldom aligned with any political party, it will be the sole discretion of the Board of Directors as to whether such issues may be presented to the club. Consideration will also be given whether or not opposing views, if any, will be allowed to be presented.

The club strongly encourages all of its members to take an active role in the political process. This policy in no way should ever inhibit any member from becoming actively politically involved. This policy does, however, set strict guidelines regarding politics within our weekly meetings. We hope all Rotary Club of Green Valley members will respect and show consideration for this policy.

Enacted: By action of the Board of Directors – September 13, 2011

4 – 7 Solicitation for Business or Professional Services

Solicitation of the club membership at regular club meetings for non-Rotary-related business matters or for professional services is not permitted.

Solicitations unrelated to the weekly club program

The distribution of table fliers and announcements unrelated to the day's program or to Rotary-related activities is not acceptable. Solicitations for support of political candidates or of contested ballot measures are also not acceptable.

Acceptable Rotary-related activities may include solicitations from other Rotary clubs for awareness of, or participation in, their service projects or fund-raisers. Solicitations by community non-profit organizations that are generally supported by the club may also be approved by the President under special circumstances.

Solicitations made by the program speaker

Individuals should not be engaged to speak to the club, when their sole purpose is to solicit business or offer professional services to the membership. The appropriateness of distribution of table fliers or the sale of books or other articles that are a natural extension of the speaker's informational, educational or inspirational message shall be assessed by the club President prior to the meeting. Ideally, this will have been discussed with the speaker by the program chair, at the time the individual is invited to speak. In general, the sale of items by speakers at club meetings should not be encouraged.

Enacted: By action of the Board of Directors – July 10, 2018

4 - 8 Use of Electronic Devices during Meetings

The use of electronic devices such as cell phones, iPods, iPads, and laptop computers is fast becoming a preferred method of communication in our world. Texting has become more commonplace and is now a way of life for some individuals. While the use of electronic devices is a common, and often essential, part of business communication, improper and inconsiderate use of these devices can become both an annoyance and a disruption during Rotary meetings.

Members are asked to display common courtesy and turn off all electronic devices during the course of a meeting. If it is not possible to turn off a cell phone because one is expecting an urgent call, the phone should be switched to silent or vibrate. If a member receives an emergency or urgent call during a meeting, the member should quietly step out of the meeting before continuing with the conversation. If at all possible, all calls should be allowed to go to voicemail and only retrieved after the meeting has ended.

Members shall refrain from texting or checking phone messages during meetings. The use of iPods, iPads, and computers during a meeting is not acceptable. Our members, guests and program speaker have taken time out of their schedule to attend our Rotary meeting and giving them our undivided attention is simply common courtesy.

An exception to use of computers or electronic recording devices will be made for the person who is the note-taker for the weekly recap. That person shall be allowed to use a laptop computer, etc., to capture essential information for the newsletter. Use of this equipment shall be restricted to compiling information from the meeting and shall be done as discretely as possible.

The Board of Directors shall deal with members who consistently violate this policy on a case-by-case basis.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – October 11, 2016

Finances – Club Operations Budget and Charity Account Budget

5 – 1 Club Operations Budget

In accordance with Article 12, Section 1, of the Bylaws of the Rotary Club of Green Valley, prior to the beginning of each fiscal year, the Board of Directors shall prepare an Operations Budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for the respective purposes, unless otherwise ordered by action of the Board.

Pursuant to the guidelines established by Rotary International, the President-Elect will be the person primarily responsible for developing an Operations Budget for use during their year as club President. The President-Elect should work in close cooperation with the current club President and Treasurer to prepare the budget for the upcoming year.

Before creating the Operations Budget, the President-Elect, the current President and the Treasurer should review the club's financial history to determine the likely sources of income and areas of expense and meet with incoming Officers, Directors, and Committee Chairs to discuss their fiscal plans for the upcoming year.

The President-Elect shall have this proposed budget fully prepared prior to the June Board of Directors meeting. All members of the Board should be presented a copy of the proposed budget at least one week prior to that meeting.

At the June Board of Directors meeting, the President-Elect shall present the proposed Operations Budget for approval by the Board. Discussion, including proposed amendments and changes may be presented at this time by any member of the Board or by any other member of the club. Individual budget items under discussion shall then be voted on for approval by the Board. Once those individual budget items have been approved, the Board of Directors shall vote to approve the entire Operations Budget for the upcoming fiscal year.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

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5 – 2 Charity Committee

Pursuant to Article 9, Section 1 of the club Bylaws, and Section 3-5 of these club Policies and Procedures, the Rotary Club of Green Valley shall establish and maintain a standing Charity Committee. This committee, in conjunction with the club Board of Directors and the Nevada Rotary Foundation, will develop and implement plans and criteria for distribution of the club’s charitable funds.

Charity Committee Members

The club President-Elect will be responsible for the selection of the Charity Committee Chairperson, in the same manner as all other committee chair selections, each year. The Chairperson of the Charity Committee will then select a minimum of six (6) additional Charity Committee members. Due to the importance of this committee having continuity, it is recommended that the Chairman retain at least four (4) members from the previous year and add at least two (2) new members to the committee each year.

Exceptions, Changes or Amendments

Any exceptions, changes, or amendments to the Charity Committee guidelines must be presented to the club Board of Directors for approval.

Enacted: By action of the Board of Directors – February 12, 2019

5 – 3 Club Charity Budget

Each year, in addition to preparing a Club Operations Budget (as outlined in Section 5-1 above), the Rotary Club of Green Valley Board of Directors will prepare a Charity Budget, which itemizes the programs the club anticipates carrying out in the upcoming year. This budget should include a total itemization for each program or project (such as RYLA, Teacher Mini-Grants, etc.) presented.

The budget of proposed club charitable programs, having been agreed to by the Board, shall then be presented to the Nevada Rotary Foundation for final approval pending confirmation of available funds.

Enacted: By action of the Board of Directors – February 14, 2019

5 – 4 Beneficiaries

Eligible Applicants

All individuals and/or organizations requesting charitable funds must submit an application to the club. All applicants should be non-profit organizations; however, it is recognized that on occasion, the club may consider an application from an individual, family or other group.

Beneficiary Guidelines (Individuals/Families)

- Charity funds for individuals/families in the Henderson, NV area should be tied to a recent financial hardship brought on by unusual circumstances and/or personal tragedy.

Beneficiary Guidelines (Organizations)

- Organizations should be local to the Henderson, NV area and most of the club support will primarily have a significant impact in the Las Vegas Valley.

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- “Organization” applicants should be designated as a 501(c)(3) Non-Profit and applicants will be required to provide taxpayer ID numbers and IRS 990 forms with their application, if applicable.
- National organizations that have a local chapter with a local budget and/or funds going toward specific needs in the area, may be considered to be a local charity. [SEP]

Beneficiary Guidelines (International Projects)

- Funds may be allocated to International projects from the Charity Budget. [SEP]
- Any project to be considered must have a sponsor from both the Rotary Club of Green Valley or Rotary District 5300 and an identified project sponsor in the US or overseas. [SEP]
- The Board of Directors must ensure that the project is legitimate and that funds will be disbursed as proposed. [SEP]

Enacted: By action of the Board of Directors – September 10, 2019

5 – 5 Charity Distribution

Distribution of charitable funds will be handled exclusively by the **Nevada Rotary Foundation**. Contingent upon available funding from the NRF, distribution of these funds will be made by the NRF in accordance with recommendations made by the Rotary Club Board of Directors and with approval by the Charity Committee.

Budget

As a 501(c)(3) organization, the Nevada Rotary Foundation will be the recipient of all charitable contributions made to the Rotary Club of Green Valley.

In the spring of the year, as the President-Elect prepares his/her budget for the upcoming Rotary year, they should solicit applications for all intended charitable spending. Completed applications should be sent to the Charity Committee for review and approval. (Applications are available on the club website).

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Approved applications will be sent to the club Board of Directors for review. The Board may decide to approve or deny any applications. Approved applications will be forwarded to the Nevada Rotary Foundation for payment.

Spring Charity Meeting

The Spring Charity Committee meeting will take place prior to May 15th of each Rotary year and will include at least five (5) members of the Charity Committee. The Committee shall consider all charity applicants (including ongoing club projects i.e.; the Bike Rodeo, TLC, etc.) and determine funding availability for the applicants. The Charity Committee shall use the recommendations from the club Board of Directors as a guide for authorization. The Committee will then present a funding proposal to the club Board of Directors for approval at their June meeting. [SEP]

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Check Requests

The Nevada Rotary Foundation will review every application received to ensure that adequate funding is available to support each request. An ongoing list of approved applications shall be forwarded promptly to the club Board of Directors. Once an application has been vetted and approved, a “check request” form, signed by two members of the Board, will then be required when payment is to be distributed.

The Club and the Board of Directors have a duty to make sure that funds are properly accounted for and spent. Therefore, ongoing yearly projects (i.e.; Field of Honor, RYLA, etc.), also require an annual application, submitted by the Board of Directors to the Nevada Rotary Foundation.

Other projects that are approved by the Board of Directors throughout the year will be forwarded to the Charity Committee for approval. Those requests, once approved, will be sent to that Nevada Rotary Foundation for review, to ensure the paperwork is complete, and to make payment.

The Nevada Rotary Foundation will make the final determination regarding funding after determining its current financial status.

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Charity Breakfast

The annual Charity Breakfast shall be held the **2nd Thursday of June** each year. All recipients of charitable donations from the Rotary Club of Green Valley will be invited to attend. Recipients will be asked to provide a short presentation explaining how their donation has been/will be used.

A chairperson for this event should be named before March 31 of each year.

Enacted: By action of the Board of Directors – September 10, 2019

5 – 6 Nevada Rotary Foundation

The Nevada Rotary Foundation is a domestic non-profit corporation and shall be operated exclusively to support the charitable, educational and humanitarian endeavors of the Rotary Club of Green Valley, another domestic non-profit corporation, and/or its members, within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future Federal tax code. (Bylaws of Nevada Rotary Foundation -- Article 2, Section 2.01)

Enacted: By action of the Board of Directors – September 15, 2016



Request for Funding Application

All applicants to complete and mail or email to the Chair of the Charity Committee
Rotary Club of Green Valley, 10624 S. Eastern Ave. A-7 Henderson NV 89052

Name of the Organization: _____
Address: _____
City: _____ State: _____
Primary Contact: _____ Telephone: _____
Email Address: _____

Purpose and Mission of the Organization: *(Please attach additional information, brochures, etc.)*

Is the organization a 501(c)(3) or similar non-profit as designated by the IRS?
If yes, Tax Payer ID#: _____ *(Please attach copy of IRS 990)*

What will be the specific use of these funds?

Who will be served by these funds? *(Please include specifics age, gender, single parent, educational level, economic level, minorities, etc.)*

Geographically, where will these funds be used: _____

Are there any volunteers or joint venture opportunities that could be shared with the Rotary Club?

Submitted By: _____ Date: _____
Sponsoring Rotarian: _____ Date: _____

Finances - Dues, Payments and Billing

6 - 1 Collection of Dues and Assessments

In accordance with Article 6, Section 5 of the Bylaws of the Rotary Club of Green Valley, membership dues shall be payable quarterly, by the first day of each quarter (July, October, January and April) of the Rotary year. The Treasurer shall distribute a quarterly invoice to each member approximately 30 days prior to the beginning of the quarter, indicating the amount due for the upcoming three months. (I.e.; July dues will be invoiced approximately June 1 and will be due by July 1).

Enacted: By action of the Board of Directors – September 13, 2011

6 – 2 Collection of Past Dues – Billing

As stated in Article 6, Section 1 of these Policies and Procedures, membership dues shall be payable by the first day of each quarter of the Rotary year. If a member has not paid their quarterly dues in a timely manner, the following procedure shall be followed:

- When a member has not paid their dues in full **30 days** beyond the due date of the bill, the Treasurer will send the member a past due notice along with a copy of the bill.
- When a member has not paid their dues in full **45 days** beyond the due date on the bill, the Treasurer, or their designee will call the member and ask for payment.

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- When a member has not paid in full **60 days** beyond the due date on the bill, the Treasurer will send the member a letter – "Return Receipt Requested" – stating that full payment must be received within **15 days**, or membership shall be suspended. Such suspension shall be automatic and will not require any additional action by the Board of Directors.
- In accordance with this policy, membership shall be suspended **75 days** after the original due date for quarterly dues, if a member's dues and assessments are still unpaid at that time. The Treasurer shall notify the member in writing of the suspension due to non-payment of dues and advise that the suspension may be appealed.

The Board of Directors shall review each suspension resulting from delinquent dues payments at the next regularly scheduled board meeting after such suspension occurs. Every situation will be reviewed on a case-by-case basis to determine if any extenuating circumstances exist which would allow a temporary extension for payment. If not approved for extension, a member shall have his/her membership terminated. The Treasurer shall then notify these individuals that their Rotary membership has been terminated.

Terminated Rotarians must request reinstatement in writing, (accompanied by full payment of all delinquent dues and assessments). The Board of Directors shall consider reinstatement at the next regularly scheduled board meeting after such request is received. The terminated member will be advised, in writing of the Board's decision.

(Samples of reminder and suspension letters are included here for use)

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – September 15, 2016

30 – Day Past Due Reminder Letter (sample)

President
Janet C. Pancoast
Vice President
Christine Smith
President Elect
Julie Todd
Past President
Bradley Marx
Treasurer
Terry Perkins
Secretary
Lora Evans
Executive Secretary
Michael Soden
Board Members
Michael Denley
Darcy Dougherty
Robert Dworkin
Debbie Mitsch
Mark Roy
Larry Skaggs



Date

Address

Re: Rotary Club Dues

Dear [REDACTED]:

Rotary club member's dues are one of the sources of funding for paying the fees charged by District 5300 and Rotary International, as well as for our club's operating expenses. Therefore, it is imperative that each club member pays their dues on time.

Your dues payment is currently 30 days past due. A copy of your invoice is enclosed.

If you overlooked payment of your fees, please help us by making your payment as soon as possible. If there is a reason that you have not made the payment, please let me know so we can work together to come up with a solution.

Thank you!

Sincerely,

[REDACTED]
Club President

60 – Day Past Due Reminder Letter (sample)

President
Janet C. Pancoast
Vice President
Christine Smith
President Elect
Julie Todd
Past President
Bradley Marx
Treasurer
Terry Perkins
Secretary
Lora Evans
Executive Secretary
Michael Soden
Board Members
Michael Denley
Darcy Dougherty
Robert Dworkin
Debbie Mitsch
Mark Roy
Larry Skaggs



Date

CERTIFIED MAIL -- RETURN RECEIPT REQUESTED

Address

Re: Rotary Dues

Dear [REDACTED]:

You are a valued member of the Rotary Club of Green Valley and we appreciate your participation and dedication.

Your dues are now 60 days past due. In accordance with the club's Policies and Procedures, we must receive payment within 15 days. Please be advised that unless we receive payment within 15 days, your membership will be suspended.

If there is a reason that you have not made this payment, please let me know so we can work together to come up with a solution.

Sincerely,

[REDACTED]
Club President

Suspension for Non-Payment of Dues Letter (sample)

President

Janet C. Pancoast

Vice President

Christine Smith

President Elect

Julie Todd

Past President

Bradley Marx

Treasurer

Terry Perkins

Secretary

Lora Evans

Executive Secretary

Michael Soden

Board Members

Michael Denley

Darcy Dougherty

Robert Dworkin

Debbie Mitsch

Mark Roy

Larry Skaggs



Date

Address

Re: Rotary Dues

Dear [Redacted]:

We are sorry to inform you that because your dues are more than 75 days past due, we have suspended your membership in the Rotary Club of Green Valley.

You may appeal this suspension in accordance with the club's Policies and Procedures. The Board of Directors will review this suspension and may be forced to terminate your membership.

We want to work with you as we realize there may be extenuating circumstances of which we are not aware.

If there is a reason that you have not made this payment, please let me know so we can work together to come up with a solution.

Sincerely,

[Redacted Signature]

Club President

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6 - 3 Assessments and Bills Due Until Time of Separation

Members are responsible for any and all assessments and bills due at the time of their separation from the club, whether such separation is voluntary or by termination.

The Board reserves the right to pursue collection action against any person who leaves the club owing any unpaid monies. Any and all costs associated with collection or related legal action shall be the responsibility of the separated/terminated member.

If a member chooses to voluntarily terminate their membership with the Rotary Club of Green Valley, any and all fees accrued up to the point of receipt by the Board of Directors of the member's written resignation, shall be due within 30 days of the member's resignation.

Enacted: By action of the Board of Directors – September 15, 2016

6 - 4 Billing for “No-Shows” at Registered Club Events

If a member registers for any club event, social event, etc., and the member fails to attend that event, the member shall be charged the full amount of any expense incurred by the club.

If a cost for an event is announced by the club, (e.g. members paying to cover the cost of the annual debunking party), and a member signs up and agrees to attend, said member shall be expected to pay the registration fee. This payment shall be made even if the member fails to attend the event. Members will not be charged after signing up for an event, if they provide a timely notice of their inability to attend and if no expense has already been incurred by the club for their expected attendance.

The Board of Directors shall handle all disputes concerning payments, refunds or cancellations on a case-by-case basis. If such dispute involves a member of the Board, the individual involved must recuse himself from any decision regarding that dispute.

Enacted: By action of the Board of Directors – September 13, 2011

Rotarian of the Year

7 - 1 Rotarian of the Year - Qualifications

Being a member of a Rotary club does not make someone a Rotarian; it only makes them a member of a club. A Rotarian helps the club achieve its goals and requires its members to act with high ethical standards. A Rotarian also participates in the club's community projects both locally and internationally.

At the end of each Rotary year, the Rotary Club of Green Valley selects a Rotarian of the Year. The following guidelines should be used to facilitate and standardize the selection process.

What is the 'Rotarian of the Year' award?

This annual award is designated for a Green Valley Rotarian who clearly stands out in demonstrating "*Service Above Self*," and principled commitment to the *Four-Way Test*. A nominee should be an outstanding club member who has made significant contributions to the mission and operation of our club, and to one or more Avenues of Community or International Service.

The 'Rotarian of the Year' award may be given to a member who exhibits "*Service Above Self*" in their daily activities and who promotes Rotary by their actions and involvements. This may be accomplished through one major activity in club service, in multiple activities, or by serving on several committees. This person should be highly visible in the weekly activities of the club.

Specifically, how should an individual be evaluated for the 'Rotarian of the Year' award?

In determining if a person should be nominated for the 'Rotarian of the Year' award, there are a great number of factors to consider. While no one can participate in every activity, be at every event or serve on every committee, the following list of criteria is presented to illustrate the range of things that should be considered when nominating a person for 'Rotarian of the Year'. It is suggested that these items be reviewed, but the decision should not be limited to these items, nor should the items on the list be considered mandatory for selection:

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Club Membership and Attendance

- To be considered for nomination, the candidate **must** have been a member of the Rotary Club of Green Valley for at least **1 full year**.
- Individuals who have previous service in other Rotary clubs are not eligible to be the Green Valley 'Rotarian of the Year' until they have been a member of our club for at least one year.
- The nominee must be a member in good standing (See Section 2 - 6).
- The individual must have active membership status. Honorary Members, or those on a Leave of Absence will not be eligible for the award.
- The nominee should have an exemplary attendance record. While perfect attendance is not a requirement, the nominee should regularly attend our club meetings or complete make-ups when they are unable to attend.

Club Involvement

- The nominee has been involved with service projects that have been undertaken by the club through active participation and support.
 - Some examples might include the Bicycle Rodeo, Opportunity Village, Souper Bowl of Caring, etc.
 - The nominee has been involved with fundraising projects that have been undertaken by the club through active participation and support, such as the All-Star Soccer games, Field of Honor®, etc.
- The candidate has participated in additional club activities that help to strengthen the camaraderie of the club, such as social events and the monthly Rotary Rendezvous.
- The individual has contributed to the day-to-day workings of the club by helping with the tasks necessary for the club to function effectively.
 - This could include setting up or taking down the club banners at meetings, helping to organize special activities, promoting club activities, etc.

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Leadership and Recruitment

- The individual has attended available Rotary training programs and seminar(s).
- The candidate has held an office, served on the Board of Directors, or worked on a committee for the club.
- The nominee has taken an active leadership role within the club.
- The individual brings visitors and/or candidates for membership to the club.

District and/or Rotary International Involvement

- The nominee has worked on a District-level committee or held a District office.
- The candidate has participated in or helped to facilitate a District or RI program such as Corazon Super-Build, Rotary Rose Parade Float, etc.
- The individual has attended the District Assembly, the District Conference, and/or the annual Peace Conference.

Rotary Foundation Involvement

- The individual has been an active participant in Rotary Foundation programs such as Ambassadorial and World Peace Scholarships and the annual Foundation Dinner.
 - This could also include such things as coaching a candidate prior to interviews, sitting on a selection committee, hosting an exchange student, etc.
- The candidate contributes financially to the Rotary Foundation.

Community Involvement

- The nominee enhances the Rotary image beyond the Rotary community, by meeting professional standards and ethics in their daily life.
- The candidate exemplifies the Four-Way Test in their personal and professional life.
- The individual demonstrates concern for the betterment of the community.

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General Rotary Qualifications

- The nominee is an exemplary Rotarian and a good representative of the Rotary Club of Green Valley.
- The candidate has a sustained record of participation and contribution within the club.
- The nominee has demonstrated an especially strong involvement, contribution, and/or participation in our club during the current club year.
- The individual regularly contributes ideas and suggestions to benefit the operations of the club.
- The candidate willingly responds to requests for help or participation.

Enacted: By action of the Board of Directors – June 13, 2009
Latest Revision: By action of the Board of Directors – July 10, 2018

7 – 2 Rotarian of the Year – Nomination Procedure

By May 15 each year, the President shall submit to the entire membership, either at a club meeting or via electronic communication, a list of the suggested criteria used in the selection of the ‘Rotarian of the Year.’ Every member of the club will also be provided a ballot with space for three (3) names.

Each member of the club will be allowed to complete one (1) nomination ballot, where they may list the names of up to three club members who they feel are deserving of the “Rotarian of the Year’ award. All ballots must be returned to the current Club President by June 1.

Club members are reminded to consider the nominee's contributions, attributes and devotion to activities or service when they complete their ballots. The criteria listed here for selection of ‘Rotarian of the Year’ should be used only as a guideline. Failure of a member to meet any of these items shall not exclude a member from consideration. A member, who has been an exemplary Rotarian through other avenues of service, even if not mentioned in our suggested guidelines, should be considered as well.

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After June 1, the Club President shall tabulate the ballots, listing the names of the five (5) people whose names appear the most frequently. The selection of the “Rotarian of the Year” will then come from these five nominees as described in Section 7 – 3 below.

Enacted: By action of the Board of Directors – June 13, 2009
Latest Revision: By action of the Board of Directors – July 10, 2018

7 – 3 Rotarian of the Year – Selection Procedure

The ‘Rotarian of the Year’ will be selected by a committee of at least three (3) Green Valley Rotarians, appointed by the President, and representing a cross section of demographics of the club. At least one (1) of the members of the committee shall be a Past-President of the Club.

The current Club President shall also serve on the selection committee, unless his/her name is one of the top five people nominated by the membership-at-large. **None of the five (5) nominees may be a member of the selection committee.**

In making their final selection, the nominating committee will review and discuss all nominations in light of the established criteria.

There is no restriction on the number of times the award may be bestowed upon one member. Provided that the previously listed qualifications for the “Rotarian of the Year” are met, all active members of the club are eligible for this award. Due to the unique level of participation required by the Club President, that individual should only be considered for the ‘Rotarian of the Year’ if he/she has greatly exceeded the expectations of their office.

Nominations come from club members and the criteria are many. The most positive affirmation may be when the choice is recognized by nods of agreement when the award is presented. This truly is an award that is earned by service and it should be recognized by the club members as being significant.

Enacted: By action of the Board of Directors – June 13, 2009
Latest Revision: By action of the Board of Directors – July 10, 2018

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ROTARIAN OF THE YEAR - NOMINATION FORM

After carefully reading the guidelines, I would like to submit my nomination(s) for the **Green Valley Rotarian of the Year**.

I know that the listed criteria have been presented to illustrate the range of things that should be considered when nominating a person for this award. I understand that after reviewing these items my decision is not limited to these items, nor are the items on the list considered mandatory for selection.

I believe that the person(s) that I have nominated stand out in demonstrating "Service Above Self," and principled commitment to the *Four-Way Test*. I believe they are outstanding members who have made significant contributions to the operation and mission of our club, and to one or more avenues of Community or International Service.

I understand that I may nominate up to three members of the **Rotary Club of Green Valley**. My selections (in no particular order) and the reasons that I think they are deserving of this award are as follows:

A. _____. I believe this person should be considered as the **Green Valley Rotarian of the Year** because: _____

B. _____. I believe this person should be considered as the **Green Valley Rotarian of the Year** because: _____

C. _____. I believe this person should be considered as the **Green Valley Rotarian of the Year** because: _____

Enacted: By action of the Board of Directors – June 13, 2009
Latest Revision: By action of the Board of Directors – July 10, 2018

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7 – 4 “Service Above Self” Award

The committee may suggest to the Club President that a deserving nominee(s), **not** selected as the “Rotarian of the Year”, receive special recognition as the recipient(s) of the “**Green Valley Service Above Self award(s).**” Selection criteria for this award shall be the same as that used for the “Rotarian of the Year.”

If it is appropriate, there may be one or more **Service Above Self** awards presented annually.

If no one is deemed to be deserving, the committee may choose not to present this award in any given year.

Enacted: By action of the Board of Directors – July 10, 2018

Miscellaneous Procedures

8 - 1 Website Use for Personal Messages

Individual or mass e-mails are only authorized for Rotary related matters, including items related to club activities, Foundation, District, Rotary International, or other Rotary activities. E-mailing of business promotions, jokes, political opinions or religious positions, etc. – indeed all things non-Rotary – are prohibited.

The list of members of the club shall not be used by anyone for commercial, political, religious, or fundraising purposes.

Members that inadvertently e-mail, text, post, or use electronic communication inappropriately will be gently reminded of the policies by the Webmaster and/or the Board of Directors. Blatant disregard for this policy should not occur, but if identified, it shall be the responsibility of the Board to resolve on a case-by-case basis.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – August 13, 2019

8 - 2 Business Promotion in Rotary Communications

Green Valley Rotarians firmly believe in the promotion of Vocational Service and the use of business networking among our members. However, we must also be careful to avoid conflicts of interest – situations where our private interests conflict, or even appear to conflict, with the interests of the club or those of Rotary International.

When sending any form of communication on behalf of the Rotary Club of Green Valley, members may include their club office or position, but shall refrain from any use of their business information or title for any real, or perceived, personal gain.

Enacted: By action of the Board of Directors – July 10, 2018

8 - 3 District Conference or International Convention - Attendance by Club President

District Conference

The full cost for registration, travel, and accommodations for the annual **District 5300 Conference** will be paid by the club for the current club President.

Expenses incurred by the President traveling to and returning from the conference will be by the most economical means consistent with the trip. If a personal auto is used, mileage will be reimbursed at the rate currently allowed by the IRS. Airfare will be reimbursed at the standard rate for coach travel.

Actual cost of lodging for the President during the term of the conference will also be covered. Any hotel recommended by conference authorities will be acceptable. Actual cost of meals and Rotary-sponsored banquets will be allowed for the President.

The Club will not pay for spouse registrations.

If the President is unable to attend the District Conference, no further payments shall be made by the club.

International Convention

Travel, registration and accommodation expenses for the annual **Rotary International Convention** will be reimbursed by the club, for the President-Elect (incoming President) in an amount not to exceed \$1,500.

If the President-Elect is unable to attend the International Convention, no further payments shall be made by the club, without action by the Board of Directors.

Enacted: By action of the Board of Directors – September 13, 2011

Latest Revision: By action of the Board of Directors – June 12, 2018

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8

8 - 4 Check Requests

The club shall require all check requests for payments or reimbursements to be signed by two (2) members of the Board of Directors.

All expenditures and/or checks shall require a Check Request and a “paid” receipt, to serve as proof of, reason for, and history of, such expenditures. Check Request forms are available on the club website or can be obtained from the club Treasurer.

Check requests must be submitted to the Treasurer in a timely manner after the expenses are incurred.

Enacted: By action of the Board of Directors – September 13, 2011

8 - 5 Presidential Expenses

The President shall have the authority to incur expenses of up to **\$250.00** for administrative items or activities, and up to **\$400.00** for philanthropic items or activities, without the prior consent of the Board of Directors. The President shall make a report of the amount and purpose of any such expenses to the Board at the next regularly scheduled board meeting. The Secretary shall make such report part of the board meeting minutes.

Any single expense which exceeds the amounts stated above shall receive prior approval by majority vote of the Board of Directors.

Enacted: By action of the Board of Directors – September 13, 2011

8 – 6 Reimbursement for Expenses While Visiting Other Clubs for Rotary Business

On certain occasions it may be necessary for Green Valley Rotarians to visit other clubs to conduct Rotary business. For example, a member might visit another club to promote a Green Valley Rotary event or to sell tickets for a fundraiser.

If a member pays for their own meal while visiting another club on Rotary business, that member shall, upon request, be reimbursed for the cost of their meal, provided that prior approval for the visit has been received from the club president. No reimbursement for other incidentals, such as mileage, shall be paid.

Enacted: By action of the Board of Directors – March 13, 2012

8 - 7 Photo & Video Consent Release Form

The Rotary Club of Green Valley may take photographs or videos of participants, individually or in groups, attending or taking part in Rotary programs and activities. These photographs or videos may appear in future Rotary publications or other Rotary publicity including, but not limited to, postings through our club newsletter and website.

Attendees and/or participants consent to having their photograph taken or such videos shown and used for such purposes. If a guest, visitor or speaker does not wish himself/herself or his/her child to be photographed, they must notify the club to that effect.

If possible, a *Photo and Video Release Consent Form* should be signed by all students prior to Rotary use in any publicity or social media locations. A parent or guardian must sign the release for a minor under 18 years of age. Copies of the *Photo and Video Release Consent Form* will be provided to the applicable schools for use by our Students of the Month.

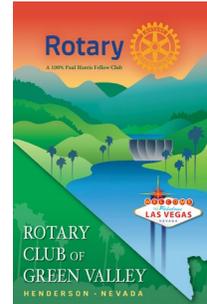
Since information posted to the Internet on our website can be read by people all over the world, it is possible that publication of photos and videos may reach beyond the control of the Rotary Club of Green Valley. No remuneration will be given in connection with the use of photos and videos and the release shall provide consent for the use of photos and / or video images used for news or publicity purposes.

Enacted: By action of the Board of Directors – August 14, 2012

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**Rotary Club
of Green Valley**
Henderson, NV



**Photo and Video Release
Publication / Social Media / Web Page
Consent Form**

I hereby consent to release for possible publication my name and/or photo(s) and/or video images taken by any authorized Rotary Club of Green Valley officer or member, or any media representative for news and/or publicity purposes. This may include television, newspaper, magazine article, social media sites (MySpace, Facebook, Twitter, etc.) and/or Rotary Club of Green Valley publications (newsletters, flyers, brochures, World Wide Web page, etc.).

I also agree to allow the publication or broadcast of my name in connection with any photo(s) and/or video images taken, and I understand that I will not receive remuneration for my voluntary participation or future use of any photo(s) and/or images of me.

I understand that photos and /or videos for the media and/or World Wide Web may be used in publications and/or Web sites outside of the Rotary Club of Green Valley control.

NAME: _____ **DATE:** _____

ADDRESS: _____

CITY: _____

STATE: _____ **ZIP:** _____

PHONE: _____ **E-MAIL:** _____

SIGNATURE: _____

(Please note that a parent or guardian must sign for persons under 18 years of age.)

8 - 8 Exit Interviews

The practice of conducting exit interviews with members leaving the Rotary Club of Green Valley is no longer required.

Originally enacted in August 2012, the Board determined that the club had no further use for a policy of conducting exit interviews, effective July 2018.

Enacted: By action of the Board of Directors – August 14, 2012

Latest Revision: By action of the Board of Directors – July 10, 2018

8 - 9 Harassment Policy

Rotary is committed to maintaining an environment that promotes safety, courtesy, dignity, and respect. All Rotary club members and individuals attending or participating in Rotary events or activities have the right to an environment free from harassment, including unwelcome physical contact, advances, or comments.

Rotarians and their guests shall demonstrate good character, integrity and leadership by fostering a professional environment at club events and activities.

Allegations of unwelcome physical contact, advances, or comments at Rotary events or activities shall be reported to a member of the Board of Directors as soon as possible. The Board of Directors shall immediately review any harassment allegations and respond within a reasonable timeframe. If the offending individual is a member of the Board, he or she is expected to recuse himself or herself from the discussion.

Any such allegations and the resulting actions shall be reported to the District Governor within a reasonable timeframe.

Failure to adequately address allegations of inappropriate behavior should be reported directly to the District Governor.

ALL allegations of criminal behavior shall be referred to local law enforcement.

Enacted: By action of the Board of Directors – July 10, 2018.