**Rotary Club of Issaquah**

**A Club Leadership Guide**



Draft January 14, 2019

**Rotary Club of Issaquah**

**Club Leadership Guide**

The Club Leadership Guide is a guide to Club operations. Provisions of the Rotary International *Manual of Procedure* take precedence over provisions of the Club Leadership Guide.

**Club President**

The president is the officer of the Club, functioning under the general control and supervision of the board. The president is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the members of the club. The president should work with district and club leaders to encourage participation in a club leadership plan as may be developed by the board. The president shall provide inspiration and motivation to the members of the club. The president shall also ensure continuity within the club by working with past, current and incoming club leaders. The president shall be responsible for the following activities in the club:

* Organizing the clubs;
* Strengthening the existing club;
* Promoting membership growth by working with club leaders to establish realistic membership goals for club;
* Supporting the Rotary Foundation with respect to program participation and financial contributions;
* Promoting cordial relations among the membership and between the club and Rotary International;
* Attending the district conference, district assembly and President Elect Training Seminar (PETS);
* Providing for the official district governor visit:
	+ Focusing attention on important Rotary issues and Club issues;
	+ Personally recognizing the outstanding contributions of Rotarians in the district;
* Issuing a monthly letter to the club members;
* Reporting promptly to Rotary International as may be required;
* Supplying the President, prior to the new rotary year, full information as to the condition of the club with recommended action for strengthening the club;
* Ensuring that elections are conducted in accordance with the Rotary International constitution, these bylaws, and the established policies of Rotary International;
* Transferring continuing club files to the president-elect; and
* Performing such duties as are inherent of the President of the Rotary Club of Issaquah.

In addition to the above duties listed in the bylaws, the President should:

* Create energy and vision for the Club;
* Provide motivation and inspiration to all members of the club;
* Appoint officers and staff committees;
* Build a leadership team to prepare future leaders and assure continuity of leadership;
* Provide an infrastructure that helps the club and Rotarians to be successful in advancing the Object of Rotary;
* Create partnerships with other organizations to help advance the goals of Rotary International and The Rotary Club of Issaquah;
* Provide recognition to members;
* Provide greater visibility for Rotary achievements;
* Use the club web site to communicate to all Rotarians in the club and district;
* Maintain the fiscal integrity of the club by careful and prudent budgeting to prevent spending in excess of current revenue;
* Be responsible for the proper operation of the Club and for the accomplishment of the club goals and objectives;
* Serve as a member of Club Leadership Council, Club Board of Directors, and the Corporate Board of Directors;
* Serve as an ex-officio member on all club committees;
* Attend District Assembly, District Conference and Rotary International Convention.

**President-Elect**

Duties of the President-Elect:

* Prepare oneself for service as Club President;
* Attend the President Elect Training Seminar (PETS), the District Assembly, District Conference, and other training made available to the President- Elect;
* Attend all operating committee meetings for the Pacific Northwest Presidents Elect Training Seminar (PETS);
* Organize and conduct Training for incoming club officers;
* Attend all district training seminars;
* Attend the District Assembly;
* Attend the District Conference;
* Serve as a member of Club Leadership Council, Club Board of Directors, and the Corporate Board of Directors;
* Perform other such duties as are inherent to this office or as requested by the Club President.

**Immediate Past President**

Duties of the Immediate Past President:

* Provide insight and advice to the President;
* Undertake project responsibility at the request of the President;
* Serve as a member of the Club Leadership Council.

**Vice President**

The role of the vice-president will be to replace the president in case of temporary or permanent inability to continue in the performance of the president’s duties.

The nominating committee for president may select one of the five last presidents and who is a member in good standing of the club and who have relevant and meaningful experience in club matters, or, if none is willing and able, a qualified past president, or a qualified Rotarian who is still a member of a club, to be named vice president, who will replace the president in the event of temporary or permanent inability.

**Club/Foundation Treasurer**

The Club/Foundation Treasurer, should be held by 2 members, shall be appointed for a three year term. This appointment shall be made by the President in consultation with the President-Elect and the President-Nominee. The Treasurer must have an understanding of basic accounting principles and accounting software, and must be willing and able to make the commitment to the position. The Treasurer works under the direct supervision of the Board of Directors. The Treasurer shall be bonded.

Duties of the Club/Foundation Treasurer:

* Maintain custody of club/foundation funds;
* Maintain custody of club financial records;
* Collect the club per capita levy (Dues statement are prepared and distributed early June and due July 1);
* Disburse funds from the current budget as approved by the President;
* Issue monthly and annual financial statements;
* Shall not disburse any funds in excess of the aggregate club budget without the approval of the Board of Directors;
* Shall not disburse any funds from reserves without the approval of the Board of Directors;
* Present the financial statement of the prior Rotary year at the current year Club Assembly;
* Attend club treasurers session at the district assembly;
* Be sure the annual Form 990 tax return is filed;
* Deliver to successor treasurer all book of accounts and any property of the club in the possession of the treasurer;
* Serve as a member of Club Leadership Council, Club Board of Directors, and the Corporate Board of Directors; and
* Perform other such duties as are inherent to this office or as requested by the President.

**Club Secretary**

The Club Secretary shall be appointed for a three year term. This appointment shall be made by the President in consultation with the President-Elect and the President-Nominee. The Secretary must be knowledgeable in Rotary matters, familiar with Club meeting, and able to assist the President in making arrangements for club meetings, handling correspondence, compiling minutes of club meetings, collecting and reporting membership statistics and keeping records.

Duties of the Club Secretary:

* Attend District Assembly.
* Maintain an up to date list, including contact information, of club members;
* File semiannual report and/or late payment of Rotary International dues and charges;
* Train incoming secretaries;
* Be current on Rotary attendance rules, and inform club of changes;
* Collect attendance and membership statistics;
* Alert the District Governor, Assistant Governor and membership chair of any issues identified ;
* Post reports to the Rotary International web site, in club newsletter and on the club web site;
* Take and maintain the minutes of all club meetings and distribute minutes to members of the Club Leadership Council or otherwise required;
* Gather and organize resolutions for presentation at the District Conference;
* Attend the District Conference;
* Maintain all historical records of the club and act a chief archivist of these records;
* Serve as a member of the Club Leadership Council/Board of Directors; and
* Perform other such duties as are inherent to the office or as requested by the President.

The above officers form the executive committee of the club.

**Article 2--Avenues of Service**

The Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Membership, Public Relations, Club Service (Administration), Vocational Service, Community Service, International Service, Youth Service (Service projects) and The Rotary Foundation. This club will be active in each of the Avenues of Service, as the size of the club warrants. The directors are voting members of the Board.

**Article 3 – Committees**

**Section 1 —** Club committees are charged with carrying out the annual and long-range goals of the club. The President, President-elect, President-nominee (when elected) 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 2 or 3 years to ensure consistency. Each Committee Chair is expected to identify their successor who would then be part of the committee for at least their final year as Chair. The chair position maybe extended for one more 3 year term

The President-elect should meet in April or May with their new Board as part of the process for planning the upcoming Rotary year. Additionally, each committee is expected to submit their budget proposal to the President-Elect no later than April 30 each year to assure that their request can be included in the proposed budget to be adopted by the Board.

Standing committees should be appointed as follows:

* *Membership Committee*

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

* *Public Relations Committee*

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. The website and social media

* *Club Service (Administration)Committee*

This committee should conduct activities associated with the effective operations of the club.

* *International, Vocational, Youth Service and Community Service (Service Projects) Committee*

These committees should develop and implement educational, humanitarian, and vocational projects that address the needs of the community and communities in other countries.

* *The Rotary Foundation Committee*

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

**Section 2 --- *Membership Committee***

1. The Membership Committee shall consist of the Chairperson of the membership committee, any chairpersons of committees appointed by the Chairperson on particular phases of membership, other interested Club members, and either the President-elect, Vice-president, or a Past-president as selected by the President to provide oversight of the Committee.
2. The Chairperson of the Membership Committee shall be responsible for all issues related to membership, membership development and retention, classifications and Rotary information (orientations) and shall supervise and coordinate the work of all committees appointed on particular phases of membership.
3. The president shall appoint the following committees on particular phases of membership:
* Attendance Committee
* Membership Development and Retention Committee
* Rotary Information, Mentoring and Orientation Committee
* Classification, Red Badge and Roster Committee

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 3 --- *Public Relations Committee***

*(a)* The Public Relations Committee shall consist of the Chairperson of the Public Relations Committee and the chairpersons of all committees or individuals appointed on particular phases of public relations.

*(b)* The Chairperson of the Public Relations Committee shall be responsible for all public relations activities and shall supervise and coordinate the work of all committees appointed on particular phases of public relations.

*(c)* The President shall appoint the following committees on particular phases of public relations or appoint a member(s) to perform/oversee duties related to specific Club functions:

* + - Website and club electronic mail
		- Social Media
		- Public information
		- Newsletter
		- Historian
		- Photography
		- Club Display

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 4— *Club Service Committee* *(Administration)***

*(a)* The Club Service Committee shall consist of the Chairperson of the Club Service Committee and the chairpersons of all committees appointed on particular phases of club service.

*(b)* The Chairperson of the Club Service Committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

*(c)* The President shall appoint the following committees on particular phases of club service or appoint a member to perform duties related to specific Club functions:

 Sponsorship Committee (coordinates sponsorships for all Club activities)

Program Committee

Awards and Nominations Committee

 Financial requests Committee

 Major events/fund raisers and sponsors (such as these held in past years)

(1) Rotary Run Committee

(2) Grape Escape Committee

 Other club service functions

1. Social events
2. Family of Rotary
3. Food Services
4. Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 5 *– Service Projects***

**5.a-*Vocational Service Committee***

*(a)* The Vocational Service Committee shall consist of the Chairperson of the Vocational Service Committee and the chairpersons of all committees appointed on particular phases of vocational service.

*(b)* The Chairperson of the Vocational Service Committee shall be responsible for all vocational service activities and shall supervise and coordinate the work of all committees appointed on particular phases of vocational service.

*(c)* The President shall appoint the following committees on particular phases of vocational service: (such as these held in past years)

* + Literacy Committee
	+ 4-Way Test Committee
	+ Scholarships Committee
	+ Vocational Service Projects
1. Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

 **5.b** — ***Community Service Committee***

*(a)* The Community Service Committee shall consist of the Chairperson of the Community Service Committee and the chairpersons of all committees appointed on particular phases of community service.

*(b)* The Chairperson of the Community Service Committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.

*(c)* The President shall appoint the following committees on particular phases of community service: (such as these held in past years)

* + Challenge Day Race Committee
	+ Rotary First Harvest Committee
	+ Fourth of July Parade Committee

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**5.c – *International Service Committee***

*(a)* The International Service Committee shall consist of the Chairperson of the International Service Committee and the chairpersons of all committees appointed on particular phases of international service.

*(b)* The Chairperson of the International Service Committee shall be responsible for all international service activities and shall supervise and coordinate the work of all committees appointed on particular phases of international service.

(*c)* The President shall appoint the following committees on particular phases of international service:

 International Projects Committee

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

 **5. d *--Youth Service Committee***

(a)The Chairperson of the Youth Service Committee shall be responsible for all young adult activities and shall supervise and coordinate the work of all committees appointed on particular phases of international service and shall consist of the Chairperson of the Youth Service Committee and the chairpersons of all committees appointed on particular phases of new generation service.

*(b)* The Youth Service Committee recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

 *(c)* The President shall appoint the following committees on particular phases of the fifth avenue of service: (such as these held in past years)

* + - * RYLA Committee
			* Youth Exchange
			* Student of the Month Committee
			* Interact Committee
			* Rotaract Committee

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 6—*The Rotary Foundation***

*(a)* The Rotary Foundation Committee shall consist of the Chairperson of the Rotary Foundation Committee and the chairpersons of all committees appointed on particular phases of RI foundation.

*(b)* The Chairperson of the Rotary Foundation Committee shall be responsible for all rotary foundation activities and shall supervise and coordinate the work of all committees appointed on particular phases of RI foundation.

*(c)* The President shall appoint the following committees on particular phases of international service:

* + - The Rotary Foundation Committee
		- Annual Giving Committee
		- Endowment Committee

*(d)* Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

**Section 6-- *Member-at-Large.***

The Member-at-Large position shall be voted on by the Membership. This position provides opportunity for a Club member to participate on the Board, in an advisory non-voting capacity, without specific focus by that member on any particular avenue of service, and specific assignments will be made by the President or the Board as deemed necessary. This person represents the Club as a whole and any Club member can feel free to bring an issue forward to the Board through the Member-at-Large.

**Section 7-- *Sergeant-at-Arms***

The duties of the Sergeant-at-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board.

**Article 4-- Duties of Committees**

**Section 1 --- *Membership Committee****.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in all matters related to membership. It shall also consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

(a) *Attendance Committee*. This committee shall devise means for encouraging attendance at all Rotary meetings — including attendance at district conferences, inter-city meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club, attendance at regular meetings of other clubs when unable to attend meetings of this club, or through online eClub meetings; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

*(b) Membership Development and Retention Committee.* This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications in order to guide the membership in developing future members with a goal to maintain a balance of classifications in the club. The Committee will also look for ways to foster member retention and will contact departing members to discuss reasons for leaving.

*(c) Rotary Information, Mentoring and Orientation Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club in conjunction with the member’s sponsor.

(*d*) *Classifications, Red Badge and Roster Committee*. This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.

**Section 2 --- *Public Relations Committee***

This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club utilizing committees as outlined in Article 3, Section 3 of this document, as well as keeping the website and social media up to date.

**Section 3** — ***Club Service Committee (Administration)***

 This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The Chairperson of the Club Service Committee shall be responsible for regular meetings of the committee and shall report to the Board on all club service activities.

 (*a*) *Program Committee*. This committee shall prepare and arrange the programs for the regular and special meetings of the club including any audio/video needs that might be necessary.

 (*b*) *Awards and Nominations Committee*. This committee shall provide club member names to the President and the Board for consideration prior to the annual meeting or at other such times as directed.

*(c)* *Financial* *Requests Committee*. This committee shall provide recommendations to the President and the Board on requests received for funding from the club.

*(d) Major Events and Fundraisers.* Each major event/fundraiser has a committee with defined duties and tasks necessary to ensure success. Duties and tasks shall be as determined by each committee overseeing the event/fundraiser

*(e) Other Club Service Functions.* These are duties and tasks important to ensuring that as a Club we have regular opportunities to meet on a social basis, to provide support to Club members from time to time and to organize food for all events.

**Section 4—*Service Projects***

**4.a** — ***Vocational Service Committee***

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairperson of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

(a) *Literacy Committee*. This committee shall coordinate opportunities related to the RI Literacy program with RI and District 5030.

(b) *4-Way Test Committee*. This committee shall identify ways of promoting the Rotary 4-Way Test within the Club and the greater Issaquah Community.

(c) *Scholarship Committee.* This committee shall oversee the annual Scholarship Program for the Club including reviewing applications, interviewing scholarship candidates and recommending awards to the Board.

(d) *Vocational Service Project committee.* This committee shall develop and implement vocational service project within the club.

 **4.b** — ***Community Service Committee***

This Committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The Chairperson of this committee shall be responsible for the community service activities of the club as outlined in Article 3, Section 5b and shall supervise and coordinate the work of any other committees that may be appointed on particular phases of community service.

(a) *Human Development Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.

(b) *Community Development Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.

(c) *Environmental Protection Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community’s environment.

(d) *Partners in Service Committee*. This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

 **4.c** — ***International Service Committee***

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The Chairperson of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

 **4.d. – *Youth Service***

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in youth/young professional relationships. The Chairperson of this committee shall be responsible for the youth service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of this avenue of service.

* *RYLA Committee*. This committee shall coordinate opportunities related to the RI RYLA program including coordinating with District 5030.
* *Youth exchange*. This committee Shall coordinate with District 5030 YEO
* *Student of the Month*. This committee shall coordinate the monthly process acknowledging the students of the month in the various educational categories with the school and the Program Committee
* *Interact*
* Rotaract

**Section 5 – *The Rotary Foundation***

This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to the rotary foundation. The Chairperson of this committee shall be responsible for the RI foundation activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of RI foundation.

**Section 6—*Member-at-large***

The Member-at-Large is a non-voting member of the Board.

**Section 7** — ***Sergeant-at-Arms***. The duties of the Sergeant-at-Arms shall be such as are usually prescribed for such office and such other duties as may be prescribed by the president or the board. The Sergeant-at-Arms is not a member of the Board.