

## OPERATING PROCEDURES OF THE ROTARY CLUB OF ASHLAND, OREGON

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The following Operating Procedures have been adopted by the board of directors with the latest revisions on May 24, 2022. They are considered to be consistent with and in harmony with the club constitution and by-laws as well as the constitution and by-laws of Rotary International.

**1. CLUB DIRECTORY:** The club shall publish or make available electronically an annual directory of the membership.

**2. RI CONVENTION:** The Club shall pay the amount for the President-elect and his/her partner to attend the RI Convention. The annual budget will reflect the cost of lodging, coach airfare, and the convention registration fees.

**3. POLITICAL PROGRAMS:** Rotary International and its member clubs must refrain from issuing partisan political statements and are prohibited from adopting statements with a view to exerting any corporate pressure on governments or political authorities. Rotary clubs are expected to seek reliable information through balanced programs and discussions so that each club member can reach his or her own conclusions after the fair collective examination of issues. *(Extracted from the RI Manual of Procedure)*

Regarding the above, the Board of Directors of the Rotary Club of Ashland has adopted the following policy: Programs involving political measures or issues may be scheduled at appropriate times as long as both sides of the measure/issue are presented, and equal time must be offered to all sides during the same program or within one month of the program (and must be before the election). A candidate who is running for political office may not be a program during the election year unless the opposition candidates are also invited.

### CLUB MEETING PROCEDURES

**4. BIRTHDAY TABLE.** The first Thursday of every month shall be "Birthday Table Day." All members born during the month shall be invited to sit together at the table. The club will provide a birthday cake. To encourage fellowship, the President or designee may permit monthly birthday celebrations to occur at the various tables where all Rotarians are seated.

**5. SOLICITATION:** Solicitation from members at club meetings is not allowed without prior approval of the club president or presiding officer, or board of directors. This pertains to fundraisers, petitions, signatures and for support of non-Rotary projects. Brief announcements or promotions can be given during the Sergeant-of-Arms segment so long as they are not direct solicitations or ticket sales.

**6. REFLECTIONS:** Earlier use of an "Invocation" is replaced with "Reflection". The Reflection will be of any nature, but is not tied to any one religion, sect, or group. It is a means of sharing a nondenominational and inspiring thought(s) on unifying our intent.

**7. ANNOUNCEMENTS:** Members are encouraged to make appropriate Rotary related announcements using the following media:

- a. The club bulletin (Keyway); and/or
- b. At weekly meetings, during the announcement segment of the meeting agenda, ideally after receiving prior approval of the president or presiding officer.

**8. SERGEANT-AT-ARMS FUNDRAISING:** Funds generated from donations made in response to the Sergeant-at-Arms' invitations during a meeting will be allocated to the charitable foundations supported by the Rotary Club of Ashland:

- a. The Ashland Rotary Foundation for community support;
- b. The Ashland Rotary Foundation for the scholarship fund;
- c. The Rotary Foundation for the TRF Annual Fund or other TRF fund. Unless otherwise directed by the donor, the 'fines' or 'happy dollars' will be allocated to the Ashland Rotary Foundation for community support. Members will receive a yearly accounting of their individual donations via the Sergeant-at-Arms.

#### CLUB MEMBERSHIP PROCEDURES AND PROVISIONS

#### **9. PROPOSALS FOR MEMBERSHIP**

The club is committed to and actively supports equity, diversity, and inclusion. The club welcomes and needs members diverse in vocation, age, gender, ethnicity, religion, (dis)ability, sexual orientation, education and national origin.

#### **10. METHOD FOR ELECTING MEMBERS:**

- a. A current active member proposes a candidate for membership by submitting a completed application form to the club secretary and membership chair. The application form shall include a consent to publish the membership application in the club bulletin, as well as consent to become a member of the Ashland Rotary Foundation.
- b. The club secretary or membership chair recommends a classification and submits the membership application to the club board.
- c. The board shall act on that request within 30 days.
- d. If the board approves the candidate's membership, the proposal shall be published in the bulletin for the club's information and comment.
- e. In the event there are any objections to the proposal, the club secretary shall conduct an investigation and report back to the board on whether the recommendation to approve the membership proposal should be reconsidered.
- f. Following publication and in the absence of objection or upon the board's decision following an objection, the prospective member shall be inducted into the club.
- g. The membership committee together shall conduct a new member orientation before or after induction. The sponsor and mentor shall attend if possible.
- h. The inductees shall be inducted as "new members" subject to the requirements of the club's program to enhance their integration into the club prior to having their red ribbon removed from their name badge. New members who were previously blue badge members of the Rotary Club of Ashland are inducted as members.

**11. RULE OF 85 MEMBERS:**

- a. The club will change a member's status to Rule of 85 effective at the beginning of the next semi-annual dues period (January 1 or July 1) following approval of the member's written request for a change of status by the club's board of directors. For example, eligible members requesting to convert their membership status to Rule of 85 as of January 1 must submit a written request in time for it to be approved by the Board no later than the Board's December meeting.
- b. To be eligible for the Rule of 85, a member must qualify in accordance with the rules established by RI which may be modified during the Council on Legislation from time to time. (As of July 1, 2016, the combination of years in Rotary and the member's age must equal at least 85 and the member must have been a member of one or more Rotary clubs for at least 20 years.) Members are not required to change their status to Rule of 85 but may do so at their discretion and board approval.
- c. Members who qualify for the Rule of 85 are exempt from minimum attendance requirements.

**12. FORMER MEMBERS:** A former member of the Rotary Club of Ashland who is proposed for membership will be expected to attend the new member orientation with his/her sponsor. Upon induction the new member will be issued a "member badge" and is exempt from the new member requirements.

**13. HONORARY MEMBERS:** Definition: a person who, by serving with distinction in the furtherance of Rotary ideals, has been elected to honorary membership of the club. An honorary member is exempt from payment of fees and dues, has no vote, and may not hold office. An honorary member, however, may attend all meetings and enjoy the privileges of the club. The term of honorary membership is determined by the club board. *(See also RI MOP)*

**14. LEAVE OF ABSENCE:** Upon written application to the board, setting forth good and sufficient cause, a leave of absence may be granted, excusing a member from attending meetings and other activities of the club for a specified length of time. A leave of absence does not relieve the obligation to pay RI, District and Club dues.

**15. SICK LEAVE POLICY:** Members who are temporarily incapacitated for medical issues shall be placed on a leave of absence for the period of the incapacitation, but not to exceed one year. The club president or secretary may take such action without further referral to the board. The Board should be informed at their next regular meeting.

BUDGET, MEALS, DUES AND MEETINGS

**16. Annual Budget Process** In the spring of each year, the president initiates the annual

budgeting process to be chaired by the treasurer or designee. The Club Administration Committee or Executive Committee assists the president in determining members of the Budget Committee, with the bookkeeper as an ex officio member. As part of the annual budgeting process the club's "Administrative Reserve" will be determined. In May of each year, the board will review and approve an annual budget, including its administrative reserve and dues amount.

**17. DUES AND PAYMENT POLICY:** The member must pay regular club, district and international dues and fees as billed every six months or stay current with any individual payment schedule arranged with the club's treasurer based on the member's need. In order to adequately fund club administrative costs, members are asked to pay within 30 days of the invoice. Payment may be made by check or credit card. Members who do not pay within the 30-day invoice period will be assessed a \$25 late fee. Members who do not pay within a 90-day period will be dropped as a member of the Rotary Club of Ashland upon action by the board. If special economic circumstances arise for a member, the member should make arrangements for payment options with the club treasurer. The club treasurer will administer this policy

**18. PAY AS YOU GO MEALS:** In July of 2021, the club resumed in person meetings in accordance with guidelines established by the various governmental agencies. Club members expressed a desire to purchase meals, when available, in a pay-as-you-go model. The cost for meals is established in accordance with rates set by the vendor. The club does not provide any financial guarantee to the vendor for the cost of the pay-as-you-go model.

**19. MEALS FOR PROSPECTIVE MEMBERS:** The club will pay for two (2) meals for a prospective member who has been invited by a member to attend a regular club meeting.

**20. MEALS FOR THE PROGRAM PRESENTER, STUDENT OF THE MONTH and their ATTENDEES, INTERACT, ROTARACT AND EXCHANGE STUDENTS:** The club will pay for meals of the presenter, students of the month and their attendees, Interact, Rotaract, and Exchange Students as long as they are serving in their official roles.

#### NOMINATION OF CLUB AND FOUNDATION OFFICERS

**21. NOMINATING COMMITTEE:** The nominating committee shall consist of nine (9) members, including the most recent seven past presidents, the current president and the club's president-elect. Each year, the past president who had his/her term as president preceding those of the other past presidents shall be the chair of the nominating committee. In the event that some of the most recent past-presidents are not available to serve, the chair may appoint other past presidents of the club in their stead.

**22. PRINCIPLES AND QUALIFICATIONS FOR NOMINATING OFFICEHOLDERS:** The bylaws of the Rotary Club of Ashland and the Ashland Rotary Foundation specify certain eligibility

requirements to become president-elect of the club, or to become a club director or foundation trustee. The nominating committee should consider the following objectives along with others that may be pertinent: achieving a broad-based, diverse leadership group drawn from those who have volunteered to serve; involving more members in leadership; the potential nominees' involvement in club activities over time and their service in other club, board, and/or foundation leadership positions.

In the event a vacancy arises at any time in a position elected by the club (e.g., club president, club director or foundation trustee), the nominating committee will be consulted to assist the board of directors, or board of trustees, as appropriate, in its appointment of a replacement.

#### CHANGE OVER DINNER

**23. ANNUAL RECOGNITION OF OUTGOING AND INCOMING BOARD OF DIRECTORS AND OFFICERS** The club will schedule a fellowship event annually to recognize the contributions of club leaders who have completed their club service as leaders and officers and will welcome the new board of directors and officers at a location and time to be determined by a Change-over Dinner Committee.

A quorum being present, the revised Operating Procedures were adopted, thus amending all prior actions noted, by vote of the Club's Board of Directors at its regular meeting on May 24, 2022.

Attest: Gary Plano  
RCA President, 2021-2022

CONSTITUTION AND BYLAWS: The Rotary Club of Ashland adopted the Standard Rotary Club Constitution of Rotary International and created its own document based on that Standard. The First Amended Bylaws of the Rotary Club of Ashland, Oregon were adopted by the club's membership on May 24, 2018. The Second Amended Bylaws were adopted by the club's membership on February 10, 2020. The Third Amended Bylaws were adopted by the club's membership on December 10, 2020. The Copies of the Club Constitution, the Club's Third Amended Bylaws, and the Club's Operating Procedures are available electronically, kept by the club secretary and available to members for reference. Copies are provided for the officers upon request.