

THE ROTARY CLUB OF ASHLAND, OREGON

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. Copies of the Club Constitution, the Club's Second 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.

OPERATING PROCEDURES OF THE ROTARY CLUB OF ASHLAND, OREGON

The following Operating Procedures have been adopted by the board of directors. 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 an amount as determined by the board and included in the annual budget for the cost of transportation, meals, convention registration fees, and lodging for the President-Elect and spouse/partner to attend the annual RI Convention.

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)*

With regard to 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 fund raisers, 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 FUND RAISING: 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: A person, in order to be eligible for membership, must have lived, worked and/or enrolled in post-secondary education in the Rogue Valley for at least six months, full or part-time, prior to being proposed for membership in the Rotary Club of Ashland. This six-month rule may be waived for Rotarians who were active in another Rotary club prior to relocating to the Ashland area and are requesting transfer of their Rotary membership. Other exceptions may be made by the Board.

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 with the club president shall conduct a new member orientation before or after induction. The sponsor and mentor shall attend if possible.
- h. New members shall be inducted as "red badge" members subject to the requirements of the club's program to enhance their integration into the club prior to receiving their "blue badge." New members who were previously blue badge members of the Rotary Club of Ashland are inducted as blue badge 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 enjoy the following benefits: (1) under RI rules, they are exempt from minimum attendance requirements; (2) under our club's rules, they need not pre-pay meals. Members who do not prepay their meals find their badges in the badge box next to the cashier and must pay for their meal when they attend a club meeting at the rate set by the club.

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 blue badge and is exempt from the red badge 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. When a member begins an approved leave of absence after the member has pre-paid for meals, provided the member returns from leave within six months, he/she will receive credit for the unused pre-paid meals toward the cost of the meals plan.

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.

DUES PAYMENT PROCEDURES AND MEAL PLAN

16. DUES AND PAYMENT POLICY: In order to adequately fund club administrative costs and pay for our contracted lunches, members are asked to pay within 30 days of the invoice. Payment may be made by check, credit card or cash. Members who do not pay within the 30-day invoice period are not eligible for meals during the meetings until the member pays his/her dues and will be assessed a \$25 late fee. Members who do not pay within a 90-day period will be dropped as members 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.

17. SUSPENSION OF MEALS AND IN-PERSON MEETINGS: In early March of 2020, COVID-19 restrictions issued by emergency order from the Office of the Governor of the State of Oregon and through public officials in Jackson County required RCA to suspend in-person meetings. This action eliminated members' ability to access lunches that were prepaid as part of RCA's dues structure during the 2019-2020 Rotary year. The Board of Directors took action in the spring of 2020 to suspend the meals policy, particularly as part of the dues structure and overall RCA budget until further notice. In March of 2020 when virtual meetings commenced, all references to "meals" and "meal plan" were suspended and remain so until further action by the Board of Directors. The Second Amended Bylaws of the Rotary Club of Ashland, Oregon describe the process for the annual club dues.

18. PAY AS YOU GO MEALS POLICY: Active members who are not Rule of 85 are required to pre-pay for six months of meals along with the semi-annual billing for dues and fees. The club's treasurer may make individual payment arrangements with members who are having difficulty with semi-annual payment and request accommodation. In order to promote membership in the club and assist existing members who request to participate, the board adopted a formal program available to all members who are required to pre-pay meals, operated as follows:

- a. Dues and Fees. 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.
- b. Meals. All active members (excepting Rule of 85 members) are responsible for paying for meals at all regular club meetings whether or not the member attends the meeting.
- c. Alternative Meals Pre-Payment. In lieu of the club's standard semi-annual meals pre-payment, a member may

- i. Make an initial deposit with the club of not less than 1/6 of the semi-annual meals charge with their semi-annual dues payment;
- ii. Make five additional monthly payments via automatic bill-pay initiated by the member with their own bank, to be mailed to the club post office box not later than the 1st of each month subsequent to the first month of that dues period (Rotary Club of Ashland, P.O. Box 511, Ashland Oregon 97520);
- iii. Continue the monthly automatic meal payments for the next 6-month dues period, after consultation with the club treasurer regarding necessary adjustments in monthly amount due.
- iv. Duration. A member must advise the treasurer of his/her desire to participate in this program in advance of the six-month period. A member who is delinquent in payments will not be allowed to participate in this arrangement for the next six-month period.

19. MEALS FOR PROSPECTIVE MEMBERS: The club will pay for meals for a prospective member who has been invited by a member to attend a regular club meeting until they are inducted.

20. MEALS FOR INTERACT, ROTARACT AND EXCHANGE STUDENTS: The club will pay for meals of Interact, Rotaract, and Exchange Students as long as they are serving in their official roles.

21. HONORARY MEMBERS AND THE MEAL PLAN: Honorary members may, if they so desire, be included in the meal plan and will be billed accordingly on a semi-annual basis. Honorary members may also have the option of paying the prescribed meal charges on a weekly basis.

22. MEALS PLAN CREDIT. Our club charges active members for meals in advance every six-month dues period. A club member who is unable to attend a meeting for which s/he has prepaid for a meal shall, upon timely request, receive a credit towards the next period's meal charge under the following circumstances:

- a. Within fourteen (14) days before or after the missed meeting, the member attends a Rotary Meeting which for purposes of this policy shall be defined as a regular meeting of another Rotary club, RI convention, RI council on legislation, RI international assembly, Rotary institute for past, present or incoming officers, district conference, district assembly, multi-zone conference, meeting of a committee of RI or the Rotary Foundation, meeting held by directors of the board of directors of RI or the district governor, or regularly announced intercity meeting of Rotary clubs; and
- b. The club member incurs an expense for a meal at the Rotary Meeting; and
- c. The club member advises the club treasurer within three weeks of the make-up Rotary Meeting date, or as soon as reasonably possible, and prior to the end of the current dues period (June 30 or December 31).

NOMINATION OF CLUB AND FOUNDATION OFFICERS

23. 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.

24. NOMINATIONS TO THE CLUB'S AFFILIATED FOUNDATION: In making nominations for elections of trustees of the Ashland Rotary Foundation, the nominating committee should consider the following principles along with others that may be pertinent: providing a broad-based group of trustees drawn from those who have volunteered so to serve and representing generally the diversity of the members of the club; the potential nominees' involvement in club affairs over time; potential nominees' service or willingness to have served in prior leadership positions for the club; and the desirability, over time, of allowing the opportunity to serve as a trustee to be available to an increasing number of members.

A quorum being present, the revised Operating Procedures were adopted, thus amending all prior actions noted, by vote of the Club's Executive Board of Directors at its regular meeting November 17, 2020.

Attest: Pamela Norton & Roger Pearce, Club Secretaries