

The Rotary Club of Atascadero

Continuing Resolution - Rotary Year 2014-15

July 1, 2014 thru June 30, 2015

I. CLUB MATTERS

- A. **Name.** Rotary Club of Atascadero.
- B. **Address.** Post Office Box 100, Atascadero, California 93423.
- C. **Meetings.** Wednesday, 12:00 noon to 1:30 p.m. at Atascadero Lake Pavilion, 9315 Pismo Avenue, Atascadero, CA 93422. Except for the "dark" meeting dates indicated in Articles V.A, V.B, and V.C.
- D. **Bulletin.** The Club bulletin is e-published no less than once a month and is known as *The RotaryAxle*.
- E. **Early Departures.** The Club discourages early departures from regular weekly meetings by members. If a member cannot stay for the entire meeting, he/she should consider making up in one of the many ways available. It is expected that members that depart the meeting early thank the program speaker for attending our meeting, and offer a personal apology for their inability to stay for the program. This should be done prior to the ringing of the bell to begin the official meeting. The President will announce when members may leave prior to the introduction of the program. Members that are not exempt under the "rule of 85" that depart the meeting early will be assessed \$10.00 per meeting and shall make this payment at the time they leave.
- F. **Political Issues.** The Club wishes to adhere to Rotary International guidelines with respect to political issues. When political issues are presented, a concerted effort shall be made to provide all sides to the issue.

II. BOARD OF DIRECTORS

- A. **Meetings.** Board of Directors (the "Board") meetings shall be held each month at 12:00 noon on the fourth (4th) Tuesday of each month at Rabobank Conference Room, Atascadero, with two exceptions: 1.) the December meeting which will be held on the third Tuesday in December; and 2.) a special meeting to be held on Wednesday, August 20, 2014, at 11:00 am at the Pavilion for a meeting with the District Governor, or unless otherwise specified by the President. The President shall prepare an agenda with input from the Board members.
- B. **Continuing Resolution.** The incoming Board shall review/revise the Continuing Resolution and ratify it by July 1. The ratified resolution shall be signed by the President and Secretary and maintained in the official Club records.
- C. **Board Members Obligation to Attend Meetings.** All Board members are encouraged to attend all Club meetings, Board Meetings, the District Assembly, the District Conference, and all Club Assemblies. The President, President Elect, and President Elect Nominee are encouraged to also attend the District Mid-term meeting.
- D. **President Elect's Obligation to Attend Meetings.** In order to serve, the President Elect must attend the following:
 - 1. President Elect's Training Session (P.E.T.S. conference)
 - 2. The District Assembly meeting
 - 3. The District Mid-term meeting
 - 4. The President Elect's Retreat
 - 5. The Grants Management Training Seminar.

The Club shall pay registration fees and reasonable transportation, board and room charges for both the P.E.T.S and President Elect's Retreat conferences for both the President Elect and his/her spouse or domestic partner.

E. Chair of the President-Elect Designate Nominating Committee. The President shall serve as chairperson of the committee to nominate the next club President-Elect Designate. The committee shall be comprised of the ten members, who are the most recent club past-presidents that are still club members. The President Elect Nominee Designate should be selected by March 31 and will be announced before June 30 of the current year.

F. Memorandum of Understanding Obligation for Grant Applications. Rotary clubs within District 5240 must annually be pre-qualified by both The Rotary Foundation and District 5240 before the club can serve as the lead sponsoring club on any District Grant or Global Grant applied for during the Rotary Year. Qualification requires the following actions:

1. At least two club members, one of whom must be the President Elect, shall attend the Grants Management Training Seminar. This annual seminar is typically offered at multiple locations within the District, or might be offered as an on-line training session.
2. The club's President Elect (the upcoming Rotary Year) and the club's President Elect Nominee (the Rotary Year following the upcoming year) must sign the Rotary Foundation's *Club Qualification Memorandum of Understanding* and the District 5240's *Addendum to the Club Memorandum of Understanding*. These two documents shall be submitted in advance of submitting any grant applications. Typically, both of the blank memoranda are available for download from the District's website. The club can serve as a participating club in another club-lead District Grant or Global Grant without having to execute the memoranda.

The Club's Board shall take action to authorize the President Elect's and President Elect Nominee's execution of these memoranda.

G. Grant Application Deadlines. The Board's action on participation in the various grant programs is required. The application deadlines for the various grant programs vary, and these dates need to be programmed into the Board's calendar to facilitate timely action taken by the Board.

III. FINANCIAL OPERATIONS

A. Bank Accounts. The Board must approve the depository for club funds. A checking account shall be maintained at Rabobank Bank. Deposits should be maintained in interest-bearing accounts where practical.

B. Authorized Signatures. The President, John R. Hollenbeck; Secretary, Davina Bergin; and Treasurer, Dick Chafin will have signatory power. Only one signature is required for a single check in an amount up to and including \$1,000. Two signatures are required on amounts of over \$1,000. The signatory card shall be signed and in effect on July 1st of each year.

C. Compensation of Directors and Officers. No compensation shall be allowed a Director and/or Officer.

- D. Fixed Assets.** The Board shall approve purchases of capital assets in excess of \$1,000. All capital assets shall be inventoried and depreciated. The Board shall authorize the disposition of any capital assets.
- E. Budget.** The incoming Board shall prepare a budget in cooperation with the incoming President and Treasurer for approval prior to July 1. Expenditures during the fiscal year, in excess of amounts budgeted and/or budget transfers, require prior approval of the Board. (NOTE: AN ITEM ON THE CLUB MEETING AGENDA WILL ADDRESS AUTHORITY A CHAIRPERSON HAS TO OBLIGATE CLUB FUNDS THAT ARE WITHIN THAT PERSON'S BUDGET LINE ITEM.)
- F. Payment of Club Member Obligations.** Club dues and charges are payable quarterly. Members having financial difficulties may defer payment via a written agreement with the Treasurer. Members with financial obligations to the Club, including dues, must pay those obligations within 30 days after receiving an invoice unless a written agreement with the Treasurer exists. The Treasurer will report the status of all overdue accounts receivable and deferral agreements to the Board monthly.
- G. Fiscal Year.** The Club's fiscal year is from July 1 to June 30.
- H. Social Events.** The cost of all non-budgeted social events, that do not have a "mandatory charge" in accordance with this Continuing Resolution, shall not be taken from the General Fund of the Club, unless otherwise approved by the Board. It is expected that the entire event will be self-sustaining through fees paid only by those members who participate in the event unless otherwise approved by the Board. However, for accounting purposes, all income must be deposited into the club's general fund, and all expenses must be paid out of the general fund. The Club Treasurer shall be given copies of receipts for all expenditures, and a report of all income.
- I. Club Accounts Receivable.** The Treasurer shall be responsible for collection and special charges on members' accounts and shall be responsible for collection of fines and other debts incurred during the meetings or otherwise. All other accounts receivable and recording of account receivable are the responsibility of the respective committee involved with the financial event, and adequate records shall be kept. Notwithstanding any of the above, any "fines and other debts incurred during the meetings" may be added to a member's account for collection by the Treasurer by utilizing an IOU. The Club Service Director shall be responsible for obtaining IOUs from the members during club meetings for any special recognitions. Also, event charges may be added to member's accounts and collected by the Treasurer if prior approval of the Board has been received. Lunch costs shall not be charged to a member's account and shall be paid by the member the day of the lunch. Exceptions to charges for lunches may be made by the Board for special events.
- J. Club Accounts Payable.** Club bills shall be paid on a timely basis unless the Board has approved a delay. The President or Board may authorize cash advances. Members may be reimbursed for certain reasonable expenses incurred for Club purposes. Reimbursement shall be made by check upon presentation of the appropriate receipts attached to a written request.
- K. Travel to Rotary International Convention.** The travel expenses of the President-elect and his/her spouse or domestic partner will be covered as follows:
1. Actual cost of transportation by the most economical means consistent with the trip.

2. Actual cost of lodging during the term of the convention at a hotel recommended by the convention or at rates comparable to those recommended by the convention.
3. Actual cost of banquets and meals during the term of the convention.
4. Cost of registrations and other expenses approved by the Board.
5. The total reimbursement for costs for all of the above shall not exceed \$7,700. This limit will be reviewed every year and may be adjusted depending upon the location of the convention.

L. Travel to District Assembly and District Conference. The cost of registration will be covered for any club member attending. Incoming Officers and Directors are encouraged to attend these meetings. The Board may authorize the payment of car-pooling or other travel expenses.

Travel to District Leadership Training. The Board may authorize all or part of the registration for the District Leadership Training Program.

M. Audit. The Treasurer may, under the direction of the Board, have a third party audit or a third-party review conducted on the financial reports for the previous fiscal year.

N. Balance carried forward to next Club Fiscal Year. \$5,000 will be carried forward from this 2014/2015 fiscal year into the next fiscal year to be utilized by the incoming Board for start up operations.

O. Balance carried forward for multi-year projects. Funds may be carried forward to the next fiscal year for projects that the Board approves for funding from the current year but which cannot be expended until a future fiscal year. A special checking account entitled "Atascadero Rotary multi-year projects" or a special accounting fund shall be established for these special project funds.

Deposits to this "Atascadero Rotary multi-year projects" account can only be made when the Board approves a special resolution that states:

1. The amount of funds to be deposited for a specific purpose.
2. The specific purpose or project use of the fund. This shall not be a general term such as "Community Service" but shall be a specific project such as "contribution to the City of Atascadero to insure the construction of a new Traffic Way entry sign."
3. The anticipated timing of the expenditure.
4. A deadline not to exceed three (3) years by which time the expenditure must be made. This deadline may be increased by future Boards.

All deposits into this account shall be under the control of the then current Board and shall have the same signature provisions as Article III.B., of this Continuing Resolution. In the event that the funds are not expended by the deadline or in the event that the proposed project is deemed unfeasible or abandoned, and in the event that the then current Board does not extend the deadline, then the funds deposited for that purpose shall be returned to the regular club checking account and may be utilized by the then current Board for whatever purpose it determines is appropriate without prejudice from the original intent of the funds.

IV. GENERAL OPERATIONS

A. Supplies. Supplies should be kept on hand to meet at least three (3) months use. The Secretary shall procure all supplies, in cooperation with the Treasurer. The Secretary will maintain an inventory of supplies and request them as needed.

- B. Safekeeping of Records.** The Secretary shall be the custodian of all Club records including minutes, official records, continuing resolutions and contracts (including executed grant-related documents). The Treasurer is the custodian of Club financial records including checks, receipts and financial records. The Rotary Club of Atascadero acknowledges the Rotary International goal of record keeping to be maintained in electronic form, and further acknowledges that Rotary District 5240 has arranged for clubs to utilize the internet web site "Box.com" as a currently free location where electronic records can be maintained. The organization and storage of the Club's records electronically is the responsibility of the Club Secretary.
- C. Club Meeting Minutes.** Minutes of club meetings will reflect general topics discussed and directions given or action taken. Minutes may reflect the number voting for or against any motion but will not indicate how each Board Member voted. In the event that a Board Member wishes their particular vote or abstention from vote noted, it will be done so at the Board Members request. All votes will be decided by a vote of the majority of the Board in attendance at a meeting at which there is a quorum, unless otherwise limited by the Club Bylaws. Club meeting minutes shall be uploaded to the Club's website by the Club Secretary.
- D. Insurance.** The Club will purchase event liability insurance coverage at the beginning of the fiscal year. Also a Directors and Officers insurance policy will be acquired. Additional insurance may be required for special events. The Board will approve all insurance policies. Copies of the insurance documents will be maintained by the Club Secretary.

V. EVENTS AND PROGRAMS:

- A. Recurring Events.** The following are recurring events associated with the Rotary Club of Atascadero.

District Governor's Visit: (Arrangements are the responsibility of the President). The Board will meet with the District Governor regarding club matters, before lunch, and also host the District Governor for dinner. The District Governor is scheduled to visit on the date identified in Article 2, Board of Directors. Typically a joint reception of the clubs within Group 11 is organized for the District Governor. The Club will participate in this joint reception event when appropriate; otherwise, the Club may hold its own reception event if a joint reception is not appropriate. The funding from the Club's General Fund of participation for the Club in a joint or individual reception is anticipated.

Firefighters BBQ: (Arrangements are the responsibility of Club Service). The club hosts a BBQ for members of the Atascadero Fire Department, usually at the firehouse in the fall. The event will be on a Wednesday night and the regular meeting will be dark that day. Firefighters, their significant others, and Rotarians and their significant others are invited to attend. The charge for this event is \$20, which includes one guest and will be charged to all members whether or not that member attends. All additional guests of Rotarians will be charged \$20 each.

Joint Board Meeting: (Arrangements are the responsibility of Club Service). The present Board will host a joint Board meeting for the current and incoming Board near the end of the present Board's term. This meeting will normally be a dinner and will be paid for from the club general fund.

Comedown Party: (Arrangements are the responsibility of the Past President). The last weekly meeting of the year is a "Recognition" party for the outgoing president, usually held at the home of the past president or another Rotarian's home in the evening. The club noon meeting will be **dark** on this day. Rotary spouses or significant others are invited to

the Party. The charge for this event is \$20, which includes one guest and will be charged to all members whether or not that member attends. Additional guests will be charged \$20 each.

Crab Feed: (Arrangements are the responsibility of Club Service) The Crab Feed is a fundraiser for the Rotary Club of Atascadero. It is held during crab season and will be held in January or February unless otherwise determined. Interact members are typically asked to be servers for the event; thus, the date of the Crab Feed should be scheduled on a date different than the Atascadero High School's Winter Formal dance.

Family Nights: (Arrangements are the responsibility of Club Service) Up to four special family nights will be organized during the year. The time and location will vary and the Regular Club Meeting will be dark that week. The dinner will be a low cost event and will focus on the entire family. The charge for the event is \$20, which includes a member and member's family and will be charged to all members whether or not that member attends.

Take the Lead Conference (formerly known as Leadership and Ethics Conference): (Arrangements are the responsibility of Youth Service Chair) The Take the Lead Conference was started in 2002 by Club Member Joanne Main. The club will sponsor the Take the Lead Conference for high school students, both within and outside of the Atascadero School District. Sponsors from outside of the club will be sought to finance this event.

Financial Seminar: (Arrangements are the responsibility of the Youth Services Chair) The club will sponsor up to two Financial Seminar workshops annually for Seniors within the Atascadero School District.

Bertha Shultz Ice Cream Social: (Arrangements are the responsibility of the President of the Rotary Club of Atascadero Foundation). The club will sponsor an ice cream social, typically held at the same time as the City of Atascadero's Children's Day in the Park celebration. The ice cream social is in memory of Bertha Shultz who gave a sizeable contribution to the Club's Foundation in Rotary Year 2013-14, and who also would take ice cream to the members of the City's fire department.

Tuesday in the Park Bar-B-Que: (Arrangements are the responsibility of Club Service). This event is a fund raiser for the Club. The City of Atascadero's Chamber of Commerce holds "Tuesday in the Park" bar-b-que during the summer, and the Club will host one of the nights. The night selected by the Club is randomly determined during a drawing by the Chamber of Commerce. The Club will make a deposit on the date they pick up the event tickets (tickets to be sold by club members), and at the conclusion of the event the Chamber will reconcile the revenue and expenses and issue the net funds to the Club.

B. Special Lunch Meetings

District Governors Lunch: (Arrangements are the responsibility of Club Service) The District Governor will visit on the date specified above under Board of Director' Issues. Special arrangements will be made for the luncheon and the District Governor will be the program for the luncheon.

Atascadero/Paso Robles Football Team Lunch: (Arrangements are the responsibility of Youth Service) Joint lunch with the Paso Robles Rotary Club during the week of the Atascadero/Paso High School football game. All senior players and senior cheerleaders, and coaches, athletic directors, and school principals are guests. Lunch is held at each club in alternating years; the other club is dark that week. The lunch will be in Atascadero in 2014. A written letter of agreement concerning the financial arrangements between the two clubs will be confirmed each year. The charge for this event is \$20 and will be charged to all members whether or not that member attends the event.

Holiday Lunch: (Arrangements are the responsibility of Club Service) Held prior to Christmas in December. The Atascadero High School usually provides musical entertainment. Spouses, children, grandchildren or special young friends of Rotarians will be invited as guests of Rotarians. A special charge for lunch may be approved by the Board for guests.

Holiday Lunch No. 2 (optional): (Arrangements are the responsibility of Club Service) Depending upon the day that Christmas falls on and the last day of school, there may be a second Wednesday before Christmas that would be appropriate for a Christmas Holiday theme.

Valentine's Lunch: (Arrangements are the responsibility of Club Service). Special luncheon event on February 11, 2014. Persons romantically linked to members are invited to the club meeting. Special provision will be made for the luncheon. Guests will be charged the normal luncheon charge. Typically the Interact Club has a bake sale auction during our lunch as their fund raiser for their club.

C. Other "Dark" days. In addition to the "dark" days listed above, on the following dates there will be no Rotary club meeting because of conflicts. November 26(Thanksgiving), December 24 (Christmas), December 31 (New Year's Day).

D. Recurring Programs. The following recurring programs will be scheduled and overseen by the Program Committee. Other Rotarians may be tasked with arranging the details of a recurring program.

Rotary International Foundation: One per year. (Arrangements are the responsibility of the Rotary International Foundation Chair)

Club Assembly: Two per year, or equivalent. (Arrangements are the responsibility of the Club Service Chair.)

Vocational Service: One per year. (Arrangements are the responsibility of the Vocational Service Chair)

Atascadero Rotary Club's Foundation: One per year. (Arrangements are the responsibility of the Atascadero Rotary Club Foundation's President)

District Governor's Visit: One per year. (Arrangements are the responsibility of the Club Service Chair.)

World Understanding and Peace Week: The week of February 23 of each year. (Arrangements are the responsibility of the International Service Chair)

VI. MEMBER ORIENTATION & RETENTION

A. New Members. The Membership Chairperson shall be responsible for seeing that each new member:

1. Receives a face-to-face orientation to Club policies, expectations, and customs within the first 30 days of membership and,
2. Completes the following within the first 90 days of membership:
 - a. takes attendance at the Reception Desk three (3) times,
 - b. attends another Rotary Club's meeting,
 - c. attends a regular Board meeting and,
 - d. recite the 4-way test at a club lunch meeting.

The new member will be given a red badge at induction. The traditional blue and gold badge will be awarded once the checklist has been completed.

- B. Paul Harris contribution for new members.** Upon induction of a new member, the Club will contribute \$100 towards a Paul Harris Award for the new member. The \$100 will go towards a future Paul Harris for the new member. (Arrangements are the responsibility of the Rotary Foundation Chair)
- C. Re-instatement of Membership.** This policy is intended to encourage and expedite the re-instatement of Club Members who have resigned from the club for good cause. Any member in good standing who resigns from the club may return to the club within six (6) months of the original resignation subject to the shortened initiation procedure outlined below.
 - 1. The past member must request in writing that the Board re-instate them into membership.
 - 2. The Board must have a finding that the member left with all accounts paid in full and left at his/her own request.
 - 3. The Board must find that nothing has happened during the period in which the membership was expired that negatively reflects on the good character of the past member.
 - 4. If the Board determines that these conditions were met, the Board may by a motion, and unanimous approval, re-instate the past member effective immediately.

Any membership renewal under this policy will specifically not be subject to:

- 1. 10-day notice requirement.
- 2. Payment of additional initiation fees.
- 3. Orientation or “red badge” procedures required in Para. V.A. above.

In the event that the proposed past member does not fit the re-instatement criteria, the past member may still be proposed for membership under the normal new member procedure.

- D. Cost of new member prospect lunches.** The cost of the first three lunches for a prospective new member will be borne by the club.
- E. Leave of Absence.** The Board may consider granting a leave of absence consistent with the Club Constitution. The member granted a leave of absence, in all cases considered, shall be responsible for paying club charges in accordance with the terms of the Continuing Resolution. The Board shall establish the time duration of the member’s leave of absence consistent with the Club Constitution, and shall communicate this and the terms of the leave of absence in writing from the Secretary to the member. A copy of this written notice shall be submitted to the President, Treasure, Club Service Chairperson, and Membership Chairperson.

VII. MEETING CONDUCT

- A. Professional Conduct.** Consideration, cooperation, and courtesy are expected from all members and guests during the meeting.
- B. Visitors.** All members should make their best efforts to make visitors feel welcome.

VIII. DUES/RECOGNITIONS

- A. Recognitions.** Recognition for a member will be a target of \$100 per year unless the Club President and the member agree upon other arrangements.

- B. Member Profile/Exemption.** The president may select a member to present a profile of themselves on each meeting day. Each member selected will be presented the opportunity to do one of the following three things.
1. Make a short presentation to the membership in answer to some general questions which they will be given in advance.
 2. be interviewed by a member of the club on the same set of questions or,
 3. Make a short craft talk on a hobby or special interest of theirs.
- C. Authority to Fine.** The President (or designee) may assess fines for failure to wear pins, misbehavior and other reasonable or unreasonable reasons at the President's sole discretion.
- D. Visitor Fines.** No visiting Rotarian or guest will be fined without prior arrangements by the President.
- E. Recognition of Newborns.** Members having newborns children will be recognized with a voluntary collection from the members present at a meeting when the birth is announced. The new parent should open a trust account for the child and match the amount collected within a period of time determined by the President. Within that period of time, the recognized Rotarian will bring in a savings account statement in the child's name indicating the deposit made in the child's name.
- F. Paul Harris Fellows.** The Club may honor a person with a Paul Harris Fellowship. Charitable giving funds may be used by action of the Board. Being a Rotarian or relative of a Rotarian is not a disqualifying factor. The individual must be a good citizen of high moral character and have made a substantial contribution to the local or international community, their vocation, or to Rotary. The qualifying service must be "Service Above Self." The award may be made in Memoriam.
- G. Dues/Initiation Fees.** The annual club dues shall be \$260.00 effective July 1, 2012 due and payable \$65.00 per quarter. The dues include District and Rotary International annual assessments, a subscription to the *Rotarian*, and the cost of the weekly meeting rental for the Pavilion.
- New members shall pay an initiation fee of \$125. A new member shall also pay the first quarter's dues if the new member joins in the first two months of a quarter. These fees are to include a membership pin and the framed "Four-Way Test" and "Object of Rotary" plaques.
- Rotarians transferring into the Rotary Club of Atascadero shall not be subject to the initiation fee in accordance with the RI constitution. (Arrangments are the responsibility of the Membership Chairperson).
- H. Meetings Not Made Up.** Club members have 14 days prior to, and 14 days following, a missed meeting in order to make it up. In the event the meeting is not made up within this period, the Club President or a designee will spin the Rotary wheel, with fines per the Rotary Wheel. Missed luncheon meetings can be made up by attending other Rotary club meetings, Interact meeting, Rotary Board meetings, Internet meeting, and a scheduled formal committee meeting or by working on a Board-approved Rotary function.
- I. Rotarian of the Year.** The Board will select a Rotarian of the Year prior to the end of each fiscal year. This would be an active Rotarian who is deemed to have contributed greatly to the club and the community. Arrangements are the responsibility of the President.

Duly adopted by the 2014-2015 Board of Directors at the meeting of 24 JUN 2014, and amended 27 JAN 2015.

John R. Hollenbeck, President

Davina Bergin, Secretary