

Rotary Club of Coronado Guide

Updated 3-15-2022

The purposes of the Club Guide are to,

1. Serve as an explanation of policy, an educational instrument and a planning tool for club members and support staff.
2. Serve as a source of continuity for club policies and procedures.
3. Document important board decisions (e.g., board funding approval guide including the Low Tide Ride & Stride funding policy).
4. Serve as a supplement to the Club Bylaws incorporating subjects which may change rapidly and which should not trigger the need to amend the Bylaws.

The Club Guide may be changed at any time by the Board of Directors, and may be temporarily overridden by the President. If any of the Club Guide is in conflict with the Club Bylaws or Rotary International (RI) requirements, the Club Bylaws or RI take precedence.

The Club Guide should be updated on at least a yearly basis by the immediate Past President. This guide, along with the Club Bylaws, are given to all new club members and discussed in Rotary II. Also, they are available on the club website and should be reviewed by each new board member when elected.

I. Guide Organization

The guide topics are as follows:

1. Governance	15. Rotarians at Work Day
2. Attendance	16. Low Tide Ride & Stride
3. Dues	17. President's Roast
4. Rotary Service	18. Past-Presidents' Dinner
5. Officers and Directors of the Board	19. Club Financial Planning
6. Officer and Director Elections	20. Uses of Club Income
7. Installation of New Officers and Directors	21. Financial Support of Members by the Club
8. Committees	22. Funding Guidelines of Club Board
9. Meetings of the Club	23. Website
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11. New Members	25. Youth Protection Policy
12. Induction of New Members Procedure	
13. Red Badge Requirements	
14. Rotarian of the Year (ROY)	

1. Governance

- a. The Rotary Club of Coronado includes a club and a club foundation.
- b. Club - The Rotary Club of Coronado is a 501(c) (4) entity.
- c. The club is governed by
 - i. The Rotary Club of Coronado Constitution
 1. The club constitution is the standard club constitution presented in the Rotary International Manual of Procedure.
 - ii. The Rotary Club of Coronado Bylaws,
 - iii. The Rotary Club of Coronado President and Board of Directors,
 - iv. And, less formally, by this guide.
- d. Payments and contributions made to the Rotary Club of Coronado 501(c)(4) are not deductible on personal income taxes.
- e. Club Foundation - The Rotary Club of Coronado Foundation (RCCF) is a 501(c)(3) entities and is governed by the Rotary Club of Coronado Foundation Bylaws and the Rotary Club of Coronado Foundation Board of Trustees.
- f. The Rotary Foundation of Rotary International (TRF) is also a 501(c) (3) entity.
- g. Contributions made to the Rotary Club of Coronado Foundation (RCCF) and The Rotary Foundation (TRF) are often deductible, either totally or partially, in personal taxes. Examples of this are sponsorships of local fundraisers (RCCF) and Paul Harrisdonations (TRF).

2. Attendance

- a. Club members are encouraged to maintain at least 50% attendance by a combination of attending club meetings, participating in volunteer projects, or attending meetings of other clubs and District events or involvement in other club activities as specified in the Club Constitution.

3. Initiation Fees, Annual Fees, and Dues

- a. The initiation fee to the Rotary Club of Coronado is \$200. This initiation fee is waived for new members under age 40, transferring members, and for spouses/partners of current dues-paying members.
- b. Annual Club 2021-22 dues are \$335 and are payable on July 1st. Dues for spouses/partners of current dues-paying members of the Rotary Club of Coronado are \$125. If Club dues are not paid by August 31st a warning letter will be issued and termination procedures will commence.
- c. Annually (normally June) each member shall fill out a Planning Guide to enable the Club to better prepare for the upcoming Rotary year. The Planning Guide presents the opportunity for each member to pledge to any or all of the funds listed, as well as their intention to support our major fundraisers.

4. Rotary Service

The motto of Rotary is **SERVICE ABOVE SELF**. A key focus for Rotarians is service to others. All Rotary activities, both locally and internationally, are focused on the five Avenues of Service: Club Service, Community Service, International Service, Youth Service, and Vocational Service. Within our club we further divide Club Service into Operations and Special Events, and Community Service into Local (in Coronado) and

Regional (anywhere across the bridge in the U.S.). As a part of their service, Rotarians may provide time and expertise as well as financial support.

Service may be an activity, work as part of a committee or financial support. Examples of our club’s participation in each Avenue of Service are described below.

<u>Avenue of Service</u>	<u>Description</u>	<u>Examples of Club Member Time and Expertise Service</u>	<u>Examples of Member/Club Financial Support</u>
Club Service - Operations	Actions to help the club function successfully	Sergeant-at-arms, Meeting set-up, Programs, P.R., Rotary apparel sales	Annual dues
Club Service – Special Events	Actions to help the club special events	Christmas Party, Low Tide Ride and Stride, Golf Tournament, Wine Tasting Event	Low Tide Ride and Stride, Golf Tournament, End Polio Now Wine Tasting Event
Community Service - <u>Local</u>	Community Service focused in Coronado	Beach Clean-up, July 4 th Parade, Rotarians-at-Work Day, Christmas Eve Santas, Scouting	Concert in the Park, Cor. Hosp. Foundation Coronado Schools Foundation, CoSA
Community Service - <u>Regional</u>	Community Service focused outside of Coronado but in the U.S.	Fisher House, Feed the Needy	Warrior Foundation, Honor Flight, Armed Services YMCA, San Pasqual Academy, St. Vincent de Paul
International Service	Service efforts focused outside of the U.S.	Limbs of Freedom, Missionvale Care Center, Tanzania School Grant writing	Limbs of Freedom, Shelter Box, Missionvale Care Center, Thousand Smiles
Youth Service	Leadership development for youth and young adults	Interact, Rotary Youth Exchange, Everyone a Reader, Scouting, Youth Protection Officer, Student Rotarians, Rotaract	Support of many local school activities, Rotary Youth Exchange, Coronado H.S. scholarships
Vocational Service	Promotion of High Ethical Standards in Business and Profession	Awards to Enlisted sailor and City Employee of the Year, Service Above Self Community Service Award, Business Networking.	

5. Officers and Directors of the Board

- a. The Board includes 11 members: President, immediate Past President, President-Elect, Secretary, and Treasurer. These are all officers of the club and serve one-year terms. Additionally, there are six Directors elected for a one-year term.
- b. The duties of the officers are presented in the Club Bylaws.
- c. Each director is responsible for one or more Rotary Avenues of Service and the Rotary and club foundations. Current director responsibilities are noted below:

Responsibility		Current Directors 2021-22
Club Service – Operations	Avenue of Service	Sue Maack
Club Service – Special Events	Avenue of Service	Brittany Teeter
Community	Avenue of Service	Mike Woiwode
International	Avenue of Service	Karol McClelland
Youth Service	Avenue of Service	Dominique Davis
Vocational	Avenue of Service	Brittany Teeter
The Rotary Foundation (TRF)		Pat Starke
Rotary Club of Coronado Foundation (including the endowment)		Pat Starke

- d. All outgoing board members are required to meet with the Rotarian taking their place on the board to pass down current knowledge/documentation related to the duties of the position and to be available as a mentor to the incoming director when needed. Using this Guide is another valuable source of “pass-down” information.

6. Officer and Director Elections

- a. Club members who have served or are serving on the current Board of Directors will not be reelected to the board unless in a position of special knowledge such as Foundation Director, Treasurer, or Secretary. Club members who have previously served as a director will not be selected by the Nominating Committee as Avenues of Service directors.
- b. While the President-Elect (PE) nominee may matriculate from the Secretary or Treasurer position, the Nominating Committee may choose to select the incoming PE from other Rotarians who have previously served as a club officer or director.

7. Installation of New Officers and Directors

- a. The Installation Dinner in late June is a special club event planned by the President-Elect.
- b. The Installation Dinner should have a program including,
 - i. Meeting Agenda
 - ii. List of outgoing board members (including those changing positions)
 - iii. List of incoming board members (including those changing positions)

- iv. List of continuing board members
- v. List of charter members of the club
- vi. Description of the Rotarian of the Year Award
- vii. List of past Rotarians of the Year (including year awarded)
- viii. List of Past Presidents (including years of service)

8. Committees

- a. The assigned Board member together with the Club President are responsible for appointing leaders and/or committee chairs and monitoring the work in each area of club activity. Committees provide an organized bulk of the club's volunteer opportunities
- b. Current leaders/chairs in each activity area are described on the club website. In the appointment of committees, there should be provisions for continuity of committee leadership. The President Elect should review committees and revise the Chairs as appropriate to ensure all qualified members have a chance to fill these leadership opportunities.

9. Meetings of the Club

- a. The Club President presides at the Wednesday meetings. If he or she cannot attend a meeting, he/she delegates that responsibility to a club Past President or to the President-Elect. If no one is designated, the responsibility falls to the President-Elect.
- b. The proper club response to the introduction of visiting Rotarians is "Hi (first name)".
- c. The proper club response to the introduction of guests of Rotarians is applause.

10. Meeting Lunch Tickets

- a. Lunch tickets sales do not generate a net income to the club. They are priced by the establishment serving the food.
- b. Every person attending a lunch meeting is required to purchase a meal.
 - i. In part, the cost goes for the use of the meeting room and staff remuneration.
- c. Free lunch meals are provided by the club for:
 - i. The speaker and one guest of the speaker
 - ii. One ticket for a Rotary donation check or award recipient
 - iii. Students attending in association with club activities
 - iv. First time "Special Guests"

11. New members

- a. The steps to propose new members are presented in a pamphlet available at the Rotary office. Proposed New Member Packets are available on the website and at club meetings.
- b. Proposed new members should be introduced at least two meetings as "special guests". The introducer should indicate the proposed member's occupation.
- c. The process of screening and electing new members is presented in

- the Club Bylaws.
- d. The initiation fee is described in Section 3a.
 - e. See Section 10.04 of the Club Bylaws to review the procedures for an Active Corporate Membership.

12. Induction of New Members Procedure (see Rotary International Manual of Procedure)

- a. President calls new member, sponsor, mentor and induction leader (Past President) to podium.
- b. Sponsor (or mentor) may introduce and provide a brief (30 second) bio of new member.
- c. A Past President provides a welcome to Rotary with a brief explanation of Rotary and the responsibilities of membership.
- d. Presentation of Rotary materials by Past President/inductor to new Rotarian
- e. Current President says "Please welcome our new member _____."
- f. Club members stand and applaud new member.

13. Red Badge Requirements

"Red Badge" is Rotary's orientation program for new members. The program is administered by the Chair of the Red Badge Committee, with assistance from committee members.

a. Upon the new member's induction, the Chair, or a committee member, shall ensure that the following occurs:

- i. A picture will be provided by the new member to be posted on the club website.
- ii. Send the newly inducted Rotarian the "Welcome to the Rotary Club of Coronado" email and a copy of the Club Guide.
- iii. The Red Badge Committee Chairman will determine if the sponsor will also serve as the mentor for the new Rotarian. If the sponsor declines, a mentor will be assigned.
- iv. Add new member to the Red Badge Tracker Report.
- v. Schedule a Rotary II session (1 hour) for the new member.

b. Red Badge requirements tracking:

- i. The Chair, or a designated committee member, shall maintain each new member's completed requirements on the Red Badge Tracker report.

ii. The publishing of the RB Tracker shall be determined by the Red Badge Committee Chair. A copy RB Tracker will be distributed to all Red Badge members, sponsors, and/or mentors, and Red Badge Committee members.

c. The "Who Am I?" Procedure:

i. The "Who Am I?" speech is always the LAST Red Badge task to be performed.

ii. Once the Red Badger has completed all other Red Badge requirements, the Red Badge Chair contacts the Rotary Club President requesting prospective dates for their "Who Am I?". The Sponsor/Mentor is also contacted by the Chairman to provide the introduction for the Red Badger.

iii. When a "Who Am I?" date is approved by the Rotary President, the Chair sends a confirmation to the Red Badger and his/her Sponsor and Mentor with a request to know how many guests will be joining them that day.

iv. The Red Badger gives 2-3 minute "Who Am I?"

v. At conclusion of their "Who Am I?", the sponsor or mentor ceremoniously removes the red "New Member" tape from the new member's badge and removes their name from RB Tracker.

14. Rotarian of the Year (ROY) Definition and award Protocol

a. Selection as a ROY is the highest honor bestowed upon a member by the Rotary Club of Coronado. The annual award is determined by past Rotarians of the Year who are active members of the club. A selectee is being recognized for demonstrating over a continuing period of time (not just one year) a unique commitment to Service Above Self, Club and community participation, ethical performance of business or professional responsibilities and advancing the ideals of Rotary through singular actions of service.

b. The senior member of this committee (person with earliest selection date) shall be the Chairperson of this committee. The Rotarian of the Year (ROY) committee shall consist of all Green Jacket members (ROYs) who are presently members in good standing in the Rotary Club of Coronado.

c. Each year in April or May, the Chairperson shall invite all members to attend a meeting to select the next ROY. Time and place of said meeting to be determined by the Chairperson.

d. Selection is by secret written ballot and shall remain SECRET until the award is presented.

e. ROYs will gather information of the newly chosen ROY to aid in the introduction, obtain Jacket size, and make sure the new ROY attends the upcoming Installation Dinner,

where the ROY award will be given.

f. The Chairperson and last ROY selected will announce the new ROY as the last agenda item during the annual Installation Dinner, with all attending ROYs assisting.

g. The new ROY will receive a new Green Jacket and a permanent plaque. A perpetual plaque to be kept for one year is also given.

h. Green Jackets shall be worn at the Installation Dinner, at meeting during Rotary VIP visits, at ROY funerals, and whenever prescribed by the Rotary President or ROY Chairperson.

15. Rotarians at Work Day

On the last Saturday of each April, Rotarians around the world work on hands-on projects to help their local communities. This event was initiated by our Past Club President and District Governor, Robert F. Watson (deceased) in 2006. All club members are encouraged to participate.

16. Low Tide Ride & Stride

Combined with the annual golf tournament, this is one of the two major fund raisers to support our club's foundation funding. The race was started by Robert Kranz (deceased Rotarian) in 1998 and has grown to nearly 1,000 participants.

17. President's Roast

The outgoing President's roast is typically the last regular meeting of the Rotary year. It is put on by the Past Presidents, and assistants. The immediate Past President presides at the meeting.

18. Past Presidents' Dinner

- a. Set up by Past President preceding the Immediate Past President.
- b. Normally scheduled for the fall.
- c. It serves as the induction of the Immediate Past President into the Past Presidents Club.
- d. Members include current club members who have been the president of any Rotary Club.

19. Club Financial Planning

- a. Each spring, the President Elect creates a budget for the upcoming Rotary year. At the first meeting in July, the Board of Directors approves a balanced club Operating budget and Foundation budget for the ensuing Rotary year.
- b. Club Operations
 - i. All Operational finances are on a current cash basis. That is, Operational income for each Rotary year pays the expenses for that year.
 - ii. All administrative salaries and related taxes are paid out of Operations. However, a portion of the administrative services are in

support of Foundation activities. Therefore, an amount of Foundation income is transferred (both in the budget and monthly actuals) to Operations to cover that expense. In January of each year, the President and Treasurer will review staff compensation. Determination of any salary increase shall be made by March 1st so that it may be included in the proposed budget for the upcoming fiscal year (July 1-June 30).

- iii. To the extent the operating budget does not balance at the end of any Rotary year, the balance is adjusted thru the club's Operating Fund Balance (as noted on the Balance Sheet). Should that balance become depleted (<\$10,000 remaining) the operating income and/or expenses need to be adjusted to replenish the Operating Fund Balance

c. Club Foundation

- i. Income to Club Foundation in one Rotary year (which is not specified for the club endowment) is distributed by the club the following Rotary year. Therefore, on a yearly basis, the financial plan will not balance.
- ii. All administrative salaries and related taxes are paid out of Operations. However, a portion of the administrative services are in support of Foundation activities. Therefore, an amount of Foundation income is transferred (both in the budget and monthly actuals) to Operations to cover that expense.
- iii. To the extent the Foundation budget expenditures do not balance with the original budget at the end of any Rotary year, the difference is reflected in the Foundation Funds under Assets on the Balance Sheet.
- iv. All distributions of Foundation funds are distributed at the direction of the club board of directors with the approval of the Club Foundation board of directors and only to entities that make a written request for funding.
- v. The Low Tide Ride & Stride (LTR&S) currently takes place in June. All income and expenses for the event through July 31st of that calendar year are assigned to that event. Later income and expenses are assigned to the next LTR&S event.
- vi. Except for rare exceptions like two-year scholarships, the board cannot make a funding commitment beyond its Rotary year. However, the Board of Directors should consider long standing relationships (e.g., Limbs of Freedom, 1,000 Smiles, San Pasqual Academy, BLCI) even if there no longer is a "Champion in the Club".
- vii. Sources of club operations and foundation funding are described herein under "Uses of Club Income".

20.Uses of Club Income

- a. Fines – Rotary Club of Coronado Foundation
- b. Golf Tournament – Foundation causes (see Funding Guidelines of the Club Board)
- c. Low Tide Ride & Stride (LTR&S) – Foundation causes (see Funding Guidelines

of the Club Board)

- i. 51% of net proceeds generated by the proceeds of the Low Tide Ride and Stride go to organizations that primarily benefit wounded warriors and/or frontline workers.
- d. Membership Dues – Club Operations
- e. Membership Fees - Club Operations
- f. Rotary Apparel - Club Operations
- g. Scooters (Rotarians leaving before the program) – Club Operations (installation dinner)
- h. Wine Tasting Party – End Polio Now
- i. Given the above, any donation specifically designated to support a specific cause will be honored.

21. Financial Support of Members by the Club

- a. PETS (President-Elect Training Seminar) - All costs (including gas or air fare) of PE only.
- b. Rotary International Convention - All travel, hotel room, and convention costs for PE. Includes meals at convention venue included in registration. No reimbursement for other convention related activities (meals, field trips, etc.)
- c. District 5340 Conference - Registration for all conference events for President.
- d. Large Club Conference - All travel, hotel, and conference costs for PE and Executive Director on a biennial basis or as deemed appropriate by the Board of Directors.
- e. The club may pay for a part or all of the registration cost for one district event for red badgers.
- f. The club pays no other member costs.

22. Funding Guidelines of Club Board

- a. A person, group or organization requesting funding from the Rotary Club of Coronado must submit a formal written request per the guidelines included on the club website.
- b. The current Board of Directors will consider the following guidelines adopted by the 2011- 2012 RI Board of Directors when voting to grant club funds for Service Projects:
 - i. Will the funds support ideals of Rotary which includes Rotary International's seven areas of focus?
 1. Peace and conflict prevention/resolution.
 2. Disease prevention and treatment.
 3. Water sanitation.
 4. Maternal and child health.
 5. Basic education and literacy.
 6. Economic and community development.
 7. Supporting the Environment.
 - ii. Will the project produce significant impact (Sometimes we're just funding an individual) and clearly represent Rotary's mission, goals, and objectives?
 - iii. Is the project proactively supported by a member of the club?

- iv. Will the project bring the face of Rotary to the community?
- v. Can our club form a partnership with another organization to accomplish the project?
- vi. Does the request follow the approved format and indicate specifically what the funds will be used for?
- vii. Has the project been supported by the Club in the past and is it included in the current-year budget?
- viii. Is the project keyed to providing humanitarian service and encouraging high ethical standards?
- c. The club board should not make multi-year commitments.

23. Website

- a. The club website is www.coronadorotary.org and contains a wealth of information not included herein. Individual usernames and passwords will be sent to new members upon joining.
 - i. Go to www.coronadorotary.org
 - ii. Click on Members' Area
 - iii. Enter Username and Password
 - iv. Club Number is 909
 - v. Check Remember Me (you can also change your password later in My Data)
 - vi. To Create an icon on your desktop, click on Create DaCdb Shortcut—drag to Desktop
 - vii. After logging in, Click on My Club
 - 1. Scroll down page for: Club Leadership Listing, Committees Info, Club Members Listing and much more.
 - viii. Click on My Data
 - 1. Member's personal data appears
 - 2. Purple Toolbar contains useful tabs:
 - a. Edit My Data (then use blue toolbar to edit categories)
 - b. Change My Password
 - c. View My Attendance History
 - d. Members DOC (user manual)
 - 3. Can Enter Make-ups (button underneath photo)
 - ix. Click on Reports
 - 1. Membership Directory
 - a. Click on variations and find your preference:
 - i. Number of members per page, portrait, landscape, etc.
 - ii. Select View to see onscreen, or Excel or Word
 - iii. icon to print
 - 2. Mailing Labels
 - 3. Birthdays and Anniversaries
 - 4. Business Cards
 - 5. Member Photo Album

24. Member Information Protection

Membership information is not to be used for any advertising or solicitation purposes for any non-Rotary function, activity or business.

25. Youth Protection Policy

YPO is on the club website in the “Documents” tab. The Youth Protection Officer is responsible for implementing and training all Youth Services Committee members. The YPO needs to ensure all members involved in youth activities and programs have a current District 5340 background check.