

# Rotary Club of Hot Springs Village



## Procedure Manual

Roles of Officers, Committee Chairs, Appointees  
Events  
Constitution  
HSV Bylaws

Created September 2021, As Revised

## Roles of Officers, Committee Chairpersons, and Appointees

Position Roles	<p>The following positions are required by the Bylaws of HSV Rotary:</p> <p><b><u>Officers:</u></b> President, President Elect, Vice President, Past President, Secretary, &amp; Treasurer</p> <p><b><u>Committee Chairpersons:</u></b> Membership, Public Relations, Club Administration, Service Projects, Rotary Foundation, Fund Raising &amp; Grants.</p> <p>The following positions may be appointed by the President as an ad hoc committee and/or appointee</p> <p><b><u>Committees:</u></b> Scholarship</p> <p><b><u>Appointees:</u></b> Trainer &amp; DACdb Manager, Photographer, Website Manager, Virtual Meeting/Tech Manager, Bulletin Editor, Event Coordinator, Scholarship, Satellite Representative</p>
Duties	<p><b><u>Officers:</u></b> The officers of HSV Rotary are responsible for the management of the Club and shall direct the President in the methods and manner they choose to manage the club.</p> <p><b><u>Committee Chairpersons:</u></b> Each Chairperson is responsible for choosing their committee members in coordination with the President. Each Chairperson is responsible to hold meetings as directed by the Governing Documents and as directed by the President.</p> <p><b><u>Appointees:</u></b> Each appointee is responsible to follow and complete the duties as directed by the President.</p> <p>All duties are outlined in the HSV Procedure Manual.</p>

Notes

All Officers, Committee Chairpersons, and Appointees are strongly encouraged to:

1. Take online courses at [rotary.org](https://www.rotary.org) Learning Center.
2. Work with the outgoing Chairperson to facilitate a smooth transition.
3. Attend the District 6170 Annual Assembly.

TITLE:                   **President**

JOB GOAL: To pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level

#### PERFORMANCE RESPONSIBILITIES

1. Plan and lead all meetings of the club and Board of Directors.
2. Appoint committee chairs as listed in By-laws. Appoint additional leaders as needed.
3. Prepare an annual budget for the club before the start of the Rotary year with the assistance of the Treasurer.
4. Monitor the status of the budget throughout the year.
5. Attend President Elect Training Seminar (PETS).
6. Approve and sign checks on all club accounts.
7. Appoint one director to serve as a liaison to the satellite club.
8. Collaborate with the governor and assistant governor on club and district matters.
9. Prepare for the district governor's required visit.
10. Involve members in carrying out the club's goals, outlined in Rotary Club central. Track your club's goals in Rotary Club central in cooperation with the Secretary.
11. Attend the district conference and assembly.
12. Submit an annual report to your club on the club's status before leaving office.

13. Encourage members to attend district meetings and promote the Rotary Convention.
14. Work with your successor before leaving office.
15. Arrange for a joint meeting of the incoming board of director with the outgoing board.
16. Develop a safe environment for all club participants.
17. Ensure continuity in leadership and service projects.
18. Ensure club members feel valuable, inspired and connected to each other.
19. Communicate important information from the governor and Rotary International to club members.
20. Attract and engage new members in coordination with the Membership Chair.
21. Help develop leadership skills in club members.
22. Encourage new members to become involved in club activities.
23. Promote the club's work throughout the community.
24. Contribute to the Rotary Foundation.
25. Be an active participant in the club's service projects and fundraising events.
26. Carry oneself in a professional manner always with a smile and a positive attitude!

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Immediate Past President

JOB GOAL: To pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level

#### PERFORMANCE RESPONSIBILITIES

1. Serve as a sounding board to support the current Club President and Committee Chairs.
2. Support the club by helping to set and achieve goals and find solutions to challenges the club is facing.
3. Assess the club's ability to thrive and mentor club leaders on strategies to help the club succeed.
4. Encourage the club's involvement in district activities to include the Rotary International Foundation's Support.
5. Stay up to date on Rotary initiatives and keep the club abreast of them.
6. Work with the current President and Committee Chairs to keep the 6170 District Assistant Governor informed on the progress the club is making toward their goals.
7. Serve as a member of the Board of Directors.
8. Perform such other duties as assigned by the president, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Vice President

JOB GOAL: To pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level

#### PERFORMANCE RESPONSIBILITIES

1. Assist the President and President-elect as needed with assigned duties.
2. Schedule and maintain the Calendar of Programs for weekly Hot Springs Village Rotary Meetings in coordination with the President Elect.
3. Communicate with Guest Speakers to confirm programs.
4. Serve as Chairperson of the Program Committee to ensure that weekly club meetings include  
a variety of appropriate programs.
5. Serve as a member of the Board of Directors.
6. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Club Secretary

JOB GOAL: To serve as the curator of all club records

#### PERFORMANCE RESPONSIBILITIES

1. Maintain membership records.
  - Additions Terminations, Potential Members
  - Connect and compare records between DACdb and Rotary International make sure they are the same in both websites.
2. Record Attendance at meetings.
  - Give a report at each meeting of attendance of previous meeting.
  - Introduce any visitors at meetings,
  - Word of Wisdom for each meeting.
3. Send out notices of club and board meetings in coordination with the President.
4. Record and preserve the minutes of all club and board meetings.
5. Provide reports as required to Rotary International.
6. Provide reports monthly to the Rotary District.
7. Co-Administrator of DACdb with Membership Chair.
8. Administrator of Engagement Module which tracks service projects, member service hours, grant projects, and project dollar contributions.
9. Maintain current copies of the club's Bylaws and Constitution.
10. Sign checks as required.
11. Serve as a member of the Board of Directors.
12. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:



TITLE: Treasurer

JOB GOAL: To ensure the proper accounting and handling of all funds and financial activities for both the Rotary Club of Hot Springs Village and the HSV Rotary Charity Corporation.

#### PERFORMANCE RESPONSIBILITIES

1. Maintain custody of all funds, accounting for them as required by the club board of directors and the Charity Corporation officers. Prepare monthly reports for the board of directors and the club members.
2. Maintain records of income and expenses related to the budgets of both organizations. Advise the Board of Directors of any significant deviations from the budgets and propose corrective actions.
3. Send invoices to all members for dues payment and record receipt of such.
4. Sign checks as required in the absence of the president and/or secretary.
5. Ensure that appropriate IRS forms are filed on time each year for both organizations.
6. Serve as a member of the board of directors.
7. Perform such other duties as assigned by the president, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Membership Chairperson

JOB GOAL: Lead the Membership Team in developing, implementing and executing plans to achieve the annual and long-term strategic goals of the club with regard to membership.

#### PERFORMANCE RESPONSIBILITIES

1. Recruit current members to serve on the Membership Committee involving the Satellite club.
2. Chair regular meetings of the Membership Committee.
3. Coordinate the work of the Membership Committee.
4. Lead the Membership Committee in implementing and executing a comprehensive plan for the recruiting new and retaining regular members.
5. Ensure the development and execution of the New Member Orientation Program.
6. Coordinate the Club's Red Badge to Blue Badge orientation program.
7. Carry out a plan for integrating new members for active involvement in the club, in coordination with the President.
8. Provide the Board with a monthly membership report for Morning and Satellite Club.
9. Work with club secretary to ensure accurate membership records.
10. Work with Public Relations Chair and Website Manager to ensure club visibility in the Village and community.
11. Contact members if requested by the Treasurer regarding delinquent dues payments.
12. Serve as a member of the Board of Directors.
13. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Public Relations Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to public relations.

#### PERFORMANCE RESPONSIBILITIES

1. Coordinate with the club president on a vision for public relations for the club.
2. Take notes at each meeting and write the Bulletin Notes for the weekly Club Bulletin, in coordination with the Club Secretary. Format and post this on EZ Story in the DACdb.
3. Write weekly newspaper articles about the weekly speaker for *The Voice* and *Sentinel-Record*.
4. Write occasional EZ Story articles for publication anything newsworthy about club activities.
5. Propose, write, and/or proofread copy of the club as needed for display ads, radio spots, items for the website, etc.
6. Get the schedule of grant presentations and write out the “Big Check” for photographs
7. Develop and implement a comprehensive plan to provide the public with information about Rotary and to promote the club’s service projects and activities.
8. Recruit members for back-up / PR Committee in coordination with the President.
9. Write press releases for other members about their projects if requested.
10. Create printed Club Directory every, as directed by the Board.
11. Design, purchase, and maintain inventory of Club Brochures for promotion in coordination with the Membership Chairperson.
12. Chair regular meetings of the public relations committee.
13. Coordinate the work of the public relations committee.
14. Report to the Board on all committee activities.
15. Serve as a member of the Board of Directors.
16. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Club Administration Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to club administration

PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to provide for effective operation of the club including fellowship and social activities.
2. Chair regular meetings of the club administration committee.
3. Coordinate the work of the club administration committee and the president.
4. Report to the Board on all committee activities.
5. Work with Club Leaders on planning and executing effective club meetings.
6. Provide oversight to Events assigned to Administration in the annual Event list.
7. Organize annual Change of Gavel ceremony
8. Plan Club Charter Celebration (every 5 years)
9. Supervise RYLA student selection
10. Plan 5<sup>th</sup> Tuesday dinners
11. Organize fall picnic
12. Organize annual holiday/winter bash
13. Arrange Rotary Day at the Races (Oaklawn)
14. Plan Arkansas Travelers baseball game outing
15. Oversee other special events, special projects, and club activities as they arise.
16. Serve as a member of the Board of Directors.
17. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Service Projects Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to service projects.

#### PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to provide for implementation of educational, humanitarian and vocational service projects that address the needs of the local community and communities in other countries.
2. Chair regular meetings of the Service Projects Committee.
3. Coordinate the work of the Service Projects Committee.
4. Monitor the expenditure of funds allocated to the committee for its activities.
5. Provide oversight and support to Event leaders assigned in the annual Event list.
6. Coordinate all work of the Service Committee with committee members and the President.
7. Report to the Board on all Service Project committee activities.
8. Maintain a log of which Rotarians participate in which service projects, in coordination with the Club Secretary.
9. Serve as a member of the Board of Directors.
10. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Rotary Foundation Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to the Rotary Foundation

#### PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to support the Rotary Foundation through both financial contributions and program participation.
2. Chair regular meetings of the Rotary Foundation Committee.
3. Coordinate the work of the Rotary Foundation Committee and the President.
4. Monitor the expenditure of funds allocated to the committee for its activities.
5. Coordinate, make entries and all reporting in coordination with RI requirements.
6. Coordinate all Paul Harris fellow reporting and presentations.
7. Report to the Board on all committee activities.
8. Serve as a member of the Board of Directors.
9. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Fundraising Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to club fundraising

#### PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to raise funds needed to support the club's operations and service projects.
2. Chair regular meetings of the Fundraising Committee.
3. Coordinate the work of the Fundraising Committee.
4. Monitor the expenditure of funds allocated to the committee for its activities.
5. Report to the Board on all committee activities.
6. Ensure brief minutes are kept of meeting decisions and use when reporting to the board.
7. Update all fundraising events on the HSV Rotary Event Master Spreadsheet designating fund raising leaders.
8. Plan and manage an annual fundraising photo show and report to the Board and membership.
9. Serve as a member of the Board of Directors.
10. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Grants Committee Chairperson

JOB GOAL: To update and carry out the annual and long-term strategic goals of the club with regard to grants

#### PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to apply for District grants. (District Grant research and planning to start March 1 of the year previous to taking office.)
2. Develop and implement a comprehensive plan to solicit grant applications and recommend recipients for funds raised by the HSV Rotary charity Corporation.
3. Chair regular meetings of the Grants Committee.
4. Coordinate the work of the Grants Committee.
5. Monitor the expenditure of funds allocated to the committee for its activities.
6. Report to the Board on all committee activities.
7. Serve as a member of the Board of Directors.
8. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:



TITLE: Scholarship Committee Chairperson

JOBGOAL: To update and carryout the annual and long term strategic goals of the club with regard to scholarships

#### PERFORMANCE RESPONSIBILITIES

1. Develop and implement a comprehensive plan to apply for Traditional and Non-Traditional Scholarships for the students in our community school districts.
2. Chair regular meetings of the Scholarship Committee.
3. Coordinate the work of the Scholarship committee and the President.
4. Monitor the expenditures of funds allocated to the committee for its activities.
5. Report to the Board on all committee activities.
6. Communication with the school counselors throughout the school year in regard to our scholarship program.
7. Coordinate and arrange the presentation of Scholarships at a regular meeting.
8. Serve as a member of the Board of directors.
9. Perform such other duties assigned by the President and/or the board of directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Trainer / DACdb Manager

JOB GOAL: Maximize the use of the Rotary DACdb functionality to assist/support the club in carrying out its annual and long-term strategic goals as well as ensure data integrity

#### PERFORMANCE RESPONSIBILITIES

1. Become proficient in the DACdb database functionality to maximize its usage.
2. Recommend and demonstrate database features/functionality to the Morning Club and Satellite Club Boards and Committee Chairs to assist them in achieving/tracking club goals and objectives.
3. Extract data and/or provide reports from the database when requested.
4. Develop and implement a comprehensive training program on the DACdb, Rotary.org, Constitution and Bylaws to ensure members are adept at using them.
5. Maintain a working relationship with DACdb support personnel and report bugs, recommend solutions and implement changes when required.
6. Report to the Board on all planned activities.
7. Work jointly with the club secretary and President to establish an “agreed to” list of shared and/or individual responsibilities.
8. Perform such other duties as assigned by the president, the board of directors, and the club’s constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE:                    Photographer

JOB GOAL:              To photograph club activities as appropriate

PERFORMANCE RESPONSIBILITIES

1. Take photos at weekly meetings and other Rotary events.
2. Take photos at Club Events and distribute to appropriate leaders for the Bulletin and Public Relations.
3. Create and maintain a file of all Rotary photos.
4. Email photos link after to the Club president, and other members who may need to use them.
5. Enlist a substitute photographer when not in attendance at events.
6. Perform such other duties as assigned by the President and/or the Board of Directors

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Website Manager

JOB GOAL: To manage the club's website, ensure functionality, performance, and content that supports the club goals and objectives

#### PERFORMANCE RESPONSIBILITIES

1. Learn and maintain a working knowledge of the DACdb Easy & Beautiful website layout and content tools.
2. Maintain the website theme and layout revising periodically to ensure presentation design is fresh and exciting.
3. Ensure website content is current, informative, and appropriate for all intended audiences.
4. Develop and post content in a timely manner.
5. Administer static data content and prepare and solicit from others updates as needed.
6. Ensure photo gallery is updated and current.
7. Coordinate website needs with Committees Chairs and the President.
8. Monitor website performance ensuring all pages and links are live.
9. Provide website training as requested in coordination with the Club Training Officer.
10. Solicit feedback regarding website ease of use.
11. Maintain a working relationship with DACdb Website support personnel.
12. Track website usage and report to Board as needed.
13. Coordinate published content of information with the Social Media manager and the Public Relations Chairperson.
14. Make recommendations to Board for future enhancements to support club goals.
15. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Virtual Meeting / Tech Manager

JOB GOAL: To implement the technology necessary to ensure club meetings can be held virtually if needed

#### PERFORMANCE RESPONSIBILITIES

1. Set up video camera, tripod, and/or other equipment to record each meeting.
2. Record the meeting.
3. Transfer and save the video on the club's VIMEO storage account.
4. Breakdown and store equipment.
5. Coordinate needs with meeting leader and/or speaker.
6. Set up and prepare a computer, monitor or projector (if needed by the leader).
7. Operate the computer and/or monitor during the meeting.
8. Notify all members on the video distribution list of the meeting link.
9. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Club Bulletin Editor

JOB GOAL: To ensure a high quality club bulletin is created and published weekly following club meetings

#### PERFORMANCE RESPONSIBILITIES

1. Utilize the “EZ Bulletin” program on DACdb to create the weekly bulletin.
  - a. Weekly Bulletin should be completed and issued within two (2) days of the meeting.
  - b. Maintain a Bulletin file in DACdb of all meetings.
2. Create the bulletin weekly following the club meeting.
  - a. Write articles in EZ Story as needed for Bulletin.
  - b. Edit and publish articles requested and written by Board Members in EZ Story.
  - c. Create picture articles for each meeting, using a collage method.
  - d. Publish a Duty & Program Roster in EZ Story.
  - e. Create and Maintain a “Makeup” article in EZ Story.
  - f. Publish weekly Connection Report article. (Written by others.)
  - g. Publish weekly meeting notes article (written by others).
3. Consult with the club president to ensure the bulletin includes information about recent and upcoming club activities.
4. Solicit articles for the newsletter from club members.
  - a. Miscellaneous articles for information and enjoyment by members.
5. Send the bulletin out by P-mail to all club members.
6. Perform such other duties as assigned by the President and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Secretary, HSV Rotary Charity Corporation

JOB GOAL: Ensure the integrity of Charity Corporation operations

#### PERFORMANCE RESPONSIBILITIES

1. Call an annual meeting of the officers of the Charity Corporation in June or July to verify officers for the coming fiscal year, appoint an accountant, approve signature changes on Corporation bank accounts, and approve a budget for the coming year.
2. Submit the Annual Report for Nonprofit Corporation to the Arkansas Secretary of State ( in coordination with the Treasurer) after the officers for the coming year have been verified and before August 1.
3. Monitor financial reports submitted by the treasurer and bring any deviations from the budget to the attention of the board of directors.
4. Serve as a signer on Charity Corporation bank accounts.
5. Coordinate all financial data with the Club Treasurer.
6. Ensure that the treasurer causes all required annual reports to be submitted to the IRS and the State of Arkansas.
7. Perform such other duties as assigned by the president, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Vial of Life Coordinator

JOB GOAL: To ensure the effective implementation of the Rotary Vial of Life public service project

#### PERFORMANCE RESPONSIBILITIES

1. Purchase the appropriate quantity of vials to earn free shipping.
2. Purchase a sufficient quantity of forms to earn acceptable pricing.
3. Arrange to periodically have Rotarians create an ample supply of the Vials of Life.
4. Arrange for the distribution of the completed Vials of Life to HealthMart Pharmacies, the HSV Police Station, the HSV Loan Closet, the HSV Newcomers program, and the Fountain Lake Fire Department.
5. Perform such other duties as assigned by the president, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:



TITLE: Connection Report Coordinator

JOB GOAL: To keep club members connected through weekly club meeting reports

#### PERFORMANCE RESPONSIBILITIES

1. To report club members' health issues weekly to allow club to help as needed.
2. To confirm all health reports and ensure authorization for publication by the club member.
3. To follow up on those members as their health needs change.
4. Celebrate birthday and membership anniversaries each month.
5. Maintain a list of sponsors for each member.
6. Maintain a log of member meeting attendance so perfect attendance is acknowledged.
7. Perform such other duties as assigned by the president, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

**TITLE:** Satellite Club Chair

**JOB GOAL:** To pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level

**PERFORMANCE RESPONSIBILITIES**

1. Plan and lead all meetings of the Satellite club and Board of Directors.
2. Prepare an annual budget for the club before the start of the Rotary year with the assistance of the Treasurer.
3. Monitor the status of the budget throughout the year.
4. Approve checks on club account.
5. Serve as the liaison to the Morning club Board of Directors.
6. Prepare a slate of officers and committee chairpersons for a vote of the body of the membership during the month of December.
7. Collaborate with the Morning Club President regarding club and district Fund Raising Events, Service Events, and any new functions by the Satellite Club.
8. Prepare for the district governor's required visit.
9. Involve members in carrying out the club's goals, outlined in Rotary Club Central. Track club club's goals in Rotary Club central.
10. Attend the district conference.
11. Submit an annual report to your club on the club's status before leaving office.
12. Encourage members to attend district meetings and promote the Rotary Convention.

13. Work with your successor before leaving office.
14. Arrange for a joint meeting of the incoming board of director with the outgoing board.
15. Develop a safe environment for all club participants.
16. Ensure continuity in leadership and service projects.
17. Ensure club members feel valuable, inspired and connected to each other.
18. Communicate important information from the Morning Club, governor and Rotary International to club members.
19. Attract and engage new members.
20. Help develop leadership skills in club members.
21. Encourage new members to become involved in club activities.
22. Promote the club's work throughout the community.
23. Contribute to the Rotary Foundation.
24. Be an active participant in the club's service projects and fundraising events.
25. Carry oneself in a professional manner always with a smile and a positive attitude!

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Satellite Club Chairperson-Elect

JOB GOAL: To assist the Satellite Club Chair and carry out successful service projects based on the Five Avenues of Service. Coordinate reports of the Service Committees.

### **PERFORMANCE RESPONSIBILITIES**

1. Attend District Conference, if at all possible, to familiarize yourself with District Committee Activities and functions.
2. Serve as a director on the Satellite board, performing responsibilities prescribed by the Chair or the Board.
3. Confer with past Vice-Chair.
4. Chair Administration Committee meetings in the absence of the Chairperson.
5. Gather and/or coordinate reports from the Service Projects Committees and present them to the board.
6. Assist the chair in planning meetings of the club and Board of Directors.
7. Work with your successor before leaving office.
8. Work with Chair to ensure club members feel valuable, inspired, and connected to each other.
9. Communicate important information from the Morning Club, governor and Rotary International to club members as directed.
10. Attract and engage new members.
11. Help develop leadership skills in club members.
12. Encourage new members to become involved in club activities.
13. Promote the club's work throughout the community.
14. Contribute to the Rotary Foundation.
15. Be an active participant in the club's service projects and fundraising events.
16. Carry oneself in a professional manner always with a smile and a positive attitude!

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE:                      Satellite Club Secretary

JOB GOAL:                To serve as curator of all club records

#### PERFORMANCE RESPONSIBILITIES

13. Maintain membership records.

- Additions Terminations, Potential Members
- Connect and compare records between DACdb and Rotary International to make sure they are the same in both websites.

14. Record Attendance at meetings.

- Give a report at each meeting of attendance of previous meeting.
- Introduce any visitors at meetings.

15. Send out notices of club and board meetings.

16. Record and preserve minutes of club and board meetings.

17. Provide reports as required to Rotary International.

18. Provide monthly reports to the Morning Club and Rotary District.

19. Serve as Co-Administrator of DACdb with Membership Chair.

20. Serve as Administrator of Engagement Module tracking service projects, member service hours, grant projects, and project dollar contributions.

21. Maintain current copies of the club's Bylaws and Constitution.

22. Sign checks as required.

23. Serve as a member of the Board of Directors.

24. Perform such other duties as assigned by the Satellite Chair and/or the Board of Directors.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

TITLE: Treasurer

JOB GOAL: To ensure the proper accounting and handling of all funds and financial activities for Rotary Satellite Club Of Hot Springs Village After Hours

#### PERFORMANCE RESPONSIBILITIES

1. Maintain custody of all funds, accounting for them as required by the club board of directors and the Charity Corporation officers.
2. Prepare monthly reports for the board of directors and the club members.
3. Maintain records of income and expenses. Advise the Board of Directors of any significant deviations from the budgets and propose corrective actions.
4. Record and deposit all income, i.e. Membership Dues, 50/50, Happy Dollars and fund raising. Write check to the Rotary Club of Hot Springs Village Morning Club for membership dues.
5. Sign checks as required to pay approved expenses by the Satellite Club Chair.
6. Provide Rotary Club of Hot Springs Village Morning Club with information to ensure appropriate IRS forms are filed on time each year for both organizations.
7. Serve as a member of the board of directors.
8. Perform such other duties as assigned by the chair, the board of directors, and the club's constitution and bylaws.

DATE OF ADOPTION: 6/30/21

DATE OF REVIEW/UPDATE:

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## **Introduction To Event Section**

The Event Section of this Manual is presented to outline the events for the current Rotary year and give a short explanation of the objectives and timing of events. This list of events and descriptions, listed in alphabetical order, is open to changes as needed to fit the needs of each event.



Event	2021-08-17	Morning Club Oversight	Satellite Club Oversight	2020-21 Date	2021-22 Beginning Date	Volunteers Needed 20-21	Actual Volunteers 2020-21	Volunteers Needed 21-22	Actual Volunteers 2021-22	Event Leader 2020-21	Event Leader 2021-22	Notes: 2020-21	Notes: 2021-22
Fourth of July Celebration		Fund Raiser			2021-07-04		10				Melanie Pederson		Joint Venture with Xplore Lakeside
Samaritan Ministries	Service Project			2020-07-20	2021-07-12	2	24			Paul Bridges / David Schleuse	Paul Bridges / David Schleuse	2nd Monday Each Month	2nd Monday Each Month
Vial of Life	Service Project			2020-07-25	2021-07-15		32			Spence Jordan	Spence Jordan	Spence has no dates chosen at this time.	Meetings as needed by Spencer.
Feeding Our First Responders	Service Project				2021-07-17		4				Denise Smith		3rd Saturday each month
Keep America Beautiful	Service Project			2020-06-27 2021-04-03	2021-07-24	8	16			Bud Hallihan	Mary Kennedy	No Dates yet	2021-10-16
Travelers Baseball Game	Club Admin			2021-05-28	2021-08-05	2				Lori McMinn	Steve Wright & Lori McMinn		
District Grant Project	Grants				2021-08-21		8			Paul Bridges	Drew Kahle		2021-09-21
AR Heritage Festival		Fund Raising			2021-08-27			10			Melanie Pederson	Sell Yarnell's Ice Cream	2021-08-29 End Date
5th Tuesday Dinners	Club Admin			2020-06-30	2021-08-31	1	4			Kathy Wright	Kathy Wright		2021-08-31, 2021-11-30, 2022-03-29, 2022-05-31
Mid-American Science Museum		Service Project		2021-09-15	2021-09-21					Kathy Wright	Kathy Wright	New Project	
District Governor Dinner	Club Admin				2021-09-22						Steve Wright		
Walk for Cancer	Service Project			2020-09-26	2021-10-08	6	6			Melanie Pederson	Melanie Pederson	Walkers can schedule their walk anytime the 26th.	No longer an event coordinated by HSV Rotary
Make A Wish	Service Project			2020-10-16	2021-10-16	12	0			Melanie Pederson	Melanie Pederson	Helpers at gates 9 to 2 & count money at chamber	Need plan from Melanie
World Polio Collection Day	Service Project			2020-10-14	2021-10-23		6			Grover Scarborough	Jim Zahnd		
Fall Picnic	Club Admin			2020-09-16	2021-10-30		32			Steve Wright	Steve Wright		
Angel Tree	Service Project			2020-11-05	2021-11-11	30	30			Susan Clark	Susan Clark		2021-08-28
Veterans Day Dinner	Service Project			2020-11-11	2021-11-11	8	8				Bob Sweeten & Mary Christians		
Socks for Souls	Service Project			2020-10-23	2021-11-12	30	30			LeeAnn & Jesse Branch	LeeAnn Branch Jesse Branch	Socks donations end on 2020-12-11	2021-12-10 Ends
Teen Challenge Thanksgiving Dinner	Service Project			2020-11-24	2021-11-23	34	34			Denise Taylor	Denise Smith		
Cedar Mt. Boys & Girls Club Xmas Party	Service Project			2020-12-14	2021-12-13	15	14			Susan Clark	Susan Clark		
Grants	Annual Grants			2021-01-01 - 2021-03-31	2022-01-01	8	8			Paul & Corinne	Drew Kahle	21 Grant Timeline established. Grants Awarded	Closes 2022-03-31 Awards 2022-05-12
Winter Bash	Club Admin			2021-02-18	2022-01-18	5	0			Steve Wright	Steve Wright	Cancelled for year	
Day @ Oaklawn Races	Club Admin			2021-03-18	2022-03-17	2	26			Barb Mitchell	Barb Mitchell		
Bus - SouthBound to Cajun Town	Fund Raising			2020-09-10	2022-03-24		0			Mary Christians	Steve Wright & Mary Christians	Cancelled for year	2022-03-27 Return
RYLA	Service Project			2021-04-08	2022-04-13	2	0			Tim Culbreth	Susan Clark		
POA Recognition Awards for Personnel	Service Project				2022-04-14						John Weidert		Awards to approximately 6 POA employees.

District 6170 Conference & Assembly	Club Admin		2021-05-01	2022-04-16	12	12			Susan Clark	Jack Rueter		
Chamber Business Expo	Service Project		Apr-21	2022-04-18					Nancy Hendricks	Nancy Hendricks		
Mothers Day Luncheon	Fund Raising		2021-05-09	2022-05-08	9	9			Lydia McCarthy	Melanie Pederson & Denise Smith		
ARMOM	Service Project		2021-05-10	2022-04-23		0			Connie Shoemaker	Connie Shoemaker	Cancelled for year	2021-04-23 & 24
Habitat for Humanity	Service Project		2020-06-15	2022-06-15		3			Dennis Cooper	Dennis Cooper	No event planned yet	No definite plans for 2021-22
Change of Gavel	Club Admin		2021-06-24	2022-06-30	6	6	20		Susan Clark	Jack Rueter	Diamante	
Coronado Community Fair	Public Relations		2020-09-24	2022-10-20	4	0			John Weidert	Spence Jordan		
Christmas Wreaths	Service Project		2020-12-15	2022-12-01		20			Barb Mitchell	Barb Mitchell	Fund Raiser for Scenic 7	Barb Mitchell will coordinate as member of Scenic 7.
POA Employee Benefit Fund	Service Project		2020-12-10	2022-12-08		1			Harv Shelton	Harv Shelton	No event planned for this year	Donation to Xmas Fund as designated by Board.
Cruisefest	Fund Raising		2021-02-06	2023-02-01	6	11			Lori McMinn	Lori McMinn	No cruise for 2022	
Charter Dinner	Club Admin			2025-02-11						Steve Wright		No Event planned for 2021-22
Diamonte Golf Outing	Fund Raising									Cliff Haygood		No event planned for 2021-22
Youth Exchange Student	Club Admin		2020-10-15			0			Dennis Cooper	???	Dennis tells us no Student Exchange for next year	RI indicates no Exchange programs until 2022-23
Golf Skills Challenge (Golf Ball Drop)	Fund Raising				0	0				Dean & Kim Winter		Schedule for 2022-23
Veterans Memorial Fund Raiser	Service Project		2020-05-15			6			Tom Arwood	Harv Shelton	No event planned for this year	No event planned for 2021-22
<b>Total Participants</b>					<b>194</b>	<b>308</b>						

## **Angel Tree for the Cedar Mountain Boys and Girls Club**

**Objective:** To provide Christmas presents for the children who attend the Cedar Mountain Club who come from households that are experiencing financial difficulties.

Cedar Mountain Contact: Susan Clark 501.984.6996/214.532.4181

Time Line: Second Thursday of November (Club Assembly meeting) – the last day of the second week of December.

Guidelines:

Step 1: A representative from the CM Club visits the Rotary club and explains the Angel Tree process and present the angel tree documentation. The gender, age, and items needed are written on a form that is numbered. The Rotarians choose a child that they would like to shop for. The Rotarians name is written next to the corresponding number on the Angel Tree List.

Step 2: The Rotarians shop for the child/children they picked.

Step 3: The Rotarians wrap each gift and place in a bag or box and attach the Angel's wish list and/or number tag given to them when they picked out the child.

Step 4: Each Rotarian delivers the gifts to the Cedar Mountain Club or to the current Rotary meeting venue. (Prior to the Friday of the second week of December). The CM representative will handle the gift giving process. (Parent pick-up)

## Arkansas Heritage Festival

**Objective:** The Arkansas Heritage Festival is an event created by HSV Rotary member Larry Wilson in partnership with the HSV POA. The festival was set up to celebrate the heritage our great state. Our HSV Rotary Club participates in the celebration by providing volunteers to sell ice cream at an outdoor stand as a fundraiser for HSV Rotary.

<u>ID#</u>	<u>Task</u>	<u>Name</u>	<u>Status</u>	<u>Notes</u>
1	Notify Fundraising Chair of event date	Melanie Pederson	IP	August 27-28, 2021
2	Attend AR Heritage Festival planning meetings		IP	
3	Request booth location with electricity		Done	
4	Determine what to sell		Done	ice cream, desserts
5	Develop budget and fundraising plan		IP	Yarnell's donating icecream
6	Solicit donations to offset costs		IP	Yarnell's
7	Work with publicity chair to promote		IP	Rotary website, F.book page
8	Identify volunteer duties		IP	Work with Secretary, KW
9	Create volunteer signup sheet			August meeting
10	Recruit volunteers			
11	Set up booth			August 27th, 7 am
12	Staff booth - 2 hour shifts			
13	Tear down booth			August 29th, 4 pm
14	Schedule Event Wrap Up Meeting	Melanie Pederson		September 23rd
15	Prepare report for board and present			

IP - in progress

## **ArMOM (Arkansas Mission of Mercy)**

**Objective:** ArMOM is an annual, free, two-day dental clinic held in various Arkansas locations. The clinic relies heavily on volunteer help. It is an awesome service project for our club. The two-day event is actually 3 days in that the first afternoon on Thursday is the set-up of equipment and supplies, with a walk-through tour. While the walk through is nice, you can actually function without it. You must provide your own transportation to the site or carpool with others if you have simultaneous assignments.

If you are a former volunteer, information will be sent out early in the year. The clinic is held in April.

So, procedurally, you verify the dates of the event.

Solicit a speaker from ArMOM and coordinate into the Rotary calendar.

Publicize event to the club and explain positions and shifts available.

Assist volunteers to register for the event.

Arrive for your assignment!

This is a very well-run clinic and once you get your volunteers registered, there is little else to be done! Once the clinic is completed, have your volunteers submit their hours worked and turn those into the club secretary.

## **Bus Trip**

**Objective:** The Bus Trip is an annual social event which travels to different locations within driving range of Hot Springs Village. It is open to anyone, whether or not they are members of our club. It is normally a 3-night trip, which is packed with activities and has been another great fundraiser for our club.

- ❖ Organize Committee
- ❖ Choose the destination
- ❖ Contact chamber of Commerce/Visitors Bureau for ideas on the best time of year to visit, hotels, restaurants, and points of interest
- ❖ Contact several hotels to secure the best rate and date.
- ❖ Contact bus company
- ❖ Plan travel to and from destination
- ❖ Plan daily activities and meals
- ❖ Organize entertainment for the bus
- ❖ Visit destination and as many event venues as possible
- ❖ Plan get-acquainted party and champagne breakfast
- ❖ Set a price per person including the contribution to Rotary
- ❖ Advertise event, collect deposits

## Cedar Mountain Christmas Party

**Objective:** To provide the children who attend the Cedar Mountain Club with an afternoon of fun.

Location: Cedar Mountain Club 5050 Highway 7 North (by Homeplate)

Date and Time: 3<sup>rd</sup> Tuesday of December

Grilling begins at 2:30, party 3:30-6:00

Budget: \$650.00

Cedar Mountain Contacts: Jessica Hooper & Susan Clark 501.984.6886

Time Line:

Committee should be formed mid-October (5-7 members).

Committee meets with Cedar Mountain staff (2-3 times) prior to party date.

Invitation presented to all Rotarians, mid-November so the Rotarians can place event on their calendars.

Committee prepares all items needed for the party.

Party Schedule:

All volunteers check in and receive a name badge

2:30 Grillers arrive and cook meal

2:45 Rotarians who are working in the craft rooms and cookie decorating arrive to set up

3:00 Santa arrives to get in suit

3:00 Servers arrive to set up meal serving area and supplies

3:15 Rotarians who are not working in a specific area arrive for party

3:30 Santa greets the children as they get off the bus

3:30-4:00 Meal is served

4:00-4:10 Clean up meal items

4:10-4:30 Sing Along

4:30-5:45 Craft rooms/cookie decorating are available to children to participate in

5:45-6:00 Clean-up occurs

\*\*Santa is in the lobby talking to the children and pictures are taken

\*\*Cedar Mountain staff will be helping the volunteers during the party

Items/Activities

Santa Visit: Paul Bridges has the Santa suit. A person to dress as Santa needs to be chosen and confirmed. You will need one volunteer to monitor children as they wait to talk to Santa.

Photographer: Susan McCarty usually takes the pictures with Santa and the pictures during the party. Confirm date with her early.

Sing-Along: Songs need to be picked and the words to the songs need to be printed and collated. Mr. & Mrs. Christians/Lee Ann Branch have led this part of the party before (may still have the

song sheets). A couple of volunteers sit at each table with a small group of children to help them participate in the Sing-Along.

**Crafts:** The committee and the staff at CM agree on 3 crafts for the children to make during the party. The committee purchases the materials needed for the crafts and organizes them. One craft project will be in each room. Each craft room will need 2-3 volunteers (Rotarians) to help the children complete the project. A completed sample will need to be available for the children to see. The volunteers need to be aware of the directions/procedures on how to complete the craft and be able to provide the children with step-by-step directions. The craft projects need to be placed in individual baggies for take-home. Look at the projects and choose the size of the baggie that is appropriate. Depending on the complexity of the crafts at least 2-3 volunteers in each room. (The children really like crafts that are 3-dimensional.)

**Cookie Decorating:** One room will be set up for the children to decorate cookies. Sugar cookies have been used in the past. The committee will purchase the different icing colors, various sprinkles, plastic knives, paper plates, and baggies. The children are given 2 cookies to decorate. Two volunteers are needed in this room. Clean-up in this room will take a little while.

**Meal:**

The children's meal is served in the game room.

Grilling hot dogs and hamburgers is a favorite of the children.

Three or four Rotarians will be needed to be the "Grillers".

This group of individuals arrives by 2:30 to light up the grill.

The serving table will need to have 3-4 volunteers to help the children with their plates.



## Change of Gavel

**Objective:** The Change of Gavel evening is used as a celebration of the current Rotary year as it nears its end. It is also used to present and swear in the new directors for the following year. At times in the past (as with 2022), it is combined with other clubs and/or District 6170 officer installations.

- ❖ Meet with outgoing/incoming presidents to choose date & theme
- ❖ Determine venue/menu/caterer (if needed) and contract with host facility/caterer
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Arrange for table decorations, entertainment, and other special items
- ❖ Work with presidents on meeting agenda
- ❖ Provide name badges and staff sign-in table for event
- ❖ Oversee event to make sure things run smoothly. The meeting is run by the outgoing and incoming presidents
- ❖ Pay bill (Rotary check) at the end of the evening

## **Club Charter Party**

(Not an Annual Event)

**Objective:** Charter Party is to celebrate our club, which started in 1985. This event is normally held every 5 years.

- ❖ Solicit host for event
- ❖ Arrange date, venue, menu, and caterer (if needed)
- ❖ Provide special speakers
- ❖ Provide or source entertainment for event
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Pay bill at the end of the event

## Coronado Club Community Fair

**Objective:** The Community Fair is an annual event which contains numerous booths from Village businesses and non-profit organizations. Each booth has information on their business or club.

Coronado Community Fair:

- ❖ Rotary will contact and rent a Table Space from the Coronado Center and set-up our Rotary sign on the table
- ❖ Harv Shelton rents the Table Space and Spence Jordan has and sets-up the sign
- ❖ Then you will need to get a crew of folks to man the table during the hours of the Community Fair event
- ❖ These folks will talk up Rotary and give a run-down of what Rotary stands for and all we do for our community and internationally
- ❖ Service above Self is stressed
- ❖ The goal being, see about finding folks interested in joining either our Morning or Satellite portion of our HSV Rotary Club

## **District 6170 Annual Assembly / Conference**

**Objective:** This annual conference is held to update member clubs of new issues and train club members on functions of our District 6170.

- ❖ District 6170 will take the lead on this and provide guidance on when/how to proceed
- ❖ Publicize event to club members
- ❖ Encourage members to sign-up through DACdb
- ❖ Arrange car-pooling to event
- ❖ Solicit volunteers to help as needed at event, i.e., Sergeant-at-Arms, sign-ins, etc.

## **Fall Picnic / Social**

**Objective:** This event is held each fall as a social event for club members.

- ❖ Solicit host for event
- ❖ Arrange date, venue, menu, and caterer (if needed)
- ❖ Provide or source entertainment for event
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Pay bill at the end of the event

## **Feeding Our First Responders**

**Objective:** Provide one meal monthly to recognize and celebrate HSV first responders.

- ❖ This is a new service project, once per month, the third week of the month we will prepare a meal for 15-20 and drop it off on a Saturday to the HSV Fire Department, the Cortez Station
- ❖ Have sign-up sheet with at the menu at weekly meetings Weeks 1-3
- ❖ Have Rotarians sign up to bring a portion of the meal
- ❖ Arrange for meal items to be dropped off between 4:00-5:00 on the third Saturday of the month
- ❖ Enclose a short thank you note thanking them for their service

## **Fifth Tuesday Dinners**

**Objective:** These dinners are held as a social event for club members. From time to time, a given month of the year will have five Tuesdays. It is then that this event is scheduled.

- ❖ Solicit a host for each event
- ❖ Host will select restaurant, menu selections, and time to meet
- ❖ Publicize event and conduct sign-ups
- ❖ Confirm date, time, costs, and number of guests with restaurant
- ❖ Each party pays for meal at restaurant

## Foreign Exchange Student

**Objective:** This event is held to host a foreign student in our area. It is done to benefit a young person by allowing them to learn our customs.

- ❖ District 6170 will take the lead on this and provide guidance on how to proceed
- ❖ Solicit a champion for this project
- ❖ Publicize to the club and solicit host family or families
- ❖ Arrange times for student to visit and speak at a club meeting
- ❖ Follow up with host family regarding any needs



## 4<sup>th</sup> of July Celebration

**Objective:** This event is a social celebration of the founding of our U.S.A. Our Rotary Club shares in the execution of duties designed by the Village citizens.

ID#	Task	Name	Status	Notes
1	Notify Fundraising Chair of event	Greg Jones	IP	July 4th
2	Get approval from board for event	Melanie Pederson	done	
3	Get volunteers to check ID and put on wrist bands		done	
4	Create volunteer signup sheet w/ name, phone, email	Kathy Wright	done	Include T-shirt sizes (1)
5	Schedule volunteers	Kathy Wright	done	(2)
6	Provide instructions on parking and shuttle	Drew Kahle	done	(3)
7	Volunteers check-in table	Drew Kahle	done	(4)
8	% of proceeds from beer sales donated	Greg Jones	done	(5)
9	Schedule wrap up meeting, if necessary	Melanie Pederson		

(1) - (s, m, l, XL, 2XL, 3XL) to be worn night of event

(2) - Shift 1, 4-6 pm, Shift 2, 6-8 pm, arrive 15-30 minutes early to check in at volunteer station

(3) - Balboa Baptist Church, UM Christ of the Hills

(4) - Next to pavilion, arrive 15-30 minutes before shift

(5) - 1332, check given to HSV Treasurer

## Golf Ball Drop

**Objective:** This event is a club fundraiser to support our grant, scholarship, and miscellaneous activities.

- 1) Get commitment from members to sell chances to friends, relatives, foursomes.
- 2) Get committee members, including spreadsheet expert, advertising person with media experience, sales idea person.
- 3) Set date, location, (obtain approval from entity that controls location) all activities (silent auction, guess the number of tees in jar, longest drive contest using marshmallows), secure equipment/operator for ball drop, determine the number of chances to sell. Secure required shelter/s and tables. Determine whether tickets need to be printed for chances or follow Encinitas Rotary Club ticketless format. Design system to sell and obtain necessary information of buyers. Chris Hanes designed spreadsheet for ticketless system.
- 4) Depending on weight limit with ball drop, facilitator determine the number of balls needed (500 balls weigh 70 lbs.) Also determine whether location access will handle weight of equipment.
- 5) Try to get major sponsors/businesses/donors in return for free advertising . Can have multiple levels for sponsors with different levels of advertising and designations (silver, gold platinum, etc.) Set budget. Communicate strategy to members on how to be successful.
- 6) Start advertising, flyers being posted, sale of chances minimum 60 days before event but no more than 90 days.
- 7) Get volunteers to contact business for support:
  - a) put up flyers
  - b) donate silent auction items
- 8) Get required # golf balls, set up schedule for day of event. Get target.
- 9) Handwritten thank yous for all donors.

## Grants Committee

**Objective:** This is one of the main purposes of our club. We grant financial assistance to chosen entities through an application process that need help.

### District Grant

- Step One: Committee Chair and a minimum of 2 people must attend the Grants Training session contained the annual District Assembly. This is mandatory to qualify for a District Grant.
- Step Two: Research and create a list of worthwhile projects for Grant application.
- Step Three: Hold a committee meeting to determine the project for the annual Grant Application.
- Step Four: Complete the District Grant application form on Rotary.org and submit prior to the cutoff date of July 31st.
- Step Five: Work with committee members to execute the District Grant Project.

### Local Grants

- Step One: Advertise and send out requests for Local Grant Applications in accordance with the limitations from RI.
- Step Two: Prepare a voting spreadsheet for members to rank and rate the applications received.
- Step Three: Work with the committee members to finalize the chosen grantees and the amounts awarded within the committee budgets.
- Step Four: Report the final selections to the Board of Directors for approval.
- Step Five: Work with the Club Treasurer and President to issue the grants selected.

## **Habitat For Humanity**

**Objective:** Work with Habitat For Humanity to complete projects for people in need in the area.

Contact Information:

Executive Director:

Cindy Wagstaff      [cwagstaff@garlandcountyhabitat.org](mailto:cwagstaff@garlandcountyhabitat.org)  
501-623-5600 or 501-701-3444

Dennis Cooper      [dcooper@garlandcountyhabitat.org](mailto:dcooper@garlandcountyhabitat.org)  
870-904-2767

Website      [www.garlandcountyhabitat.org](http://www.garlandcountyhabitat.org)

Background on Projects:

HSV Rotary has helped in the past by donating money (typically \$500) to go towards the building of storage sheds and builds the sheds. During the years that the HSV Rotary Club has assisted, the funding has been through their grant program. When a new grant cycle opens, the GCHFH Administrative Assistant completes the application and sends to the club.

Club members have participated in the deconstruction of homes. Usually that is communicated through an announcement at a weekly meeting.

## Keep HSV Beautiful

**Objective:** This event is a volunteer effort to maintain the beauty of our Village by cleaning assigned roadsides.

For more than 20 years, volunteers from many generous clubs and businesses in Hot Springs Village have volunteered their time and efforts to clean debris from Village roadsides. What used to be called Village Pride Day is now named Keep HSV Beautiful. Hot Springs Village Rotary Club is one of the organizations that participates in this event. The state of Arkansas supplies all needed cleaning, gathering, and disposal equipment at no charge.

There are 3 designated pick-up days annually. Pickup can be completed on that day or anytime the week before or week after the designated day. Our Rotary Club is responsible for trash pickup on the following streets:

- \* Ponce (Balboa Gate to De Soto by RE/MAX)
- \* Carmona Road (Barcelona to Fresno)
- \* Minorca Road (Cortez to Balearic)

The ideal number of volunteers would be 4 for each designated route for a total of 12 Rotarians. Our Club Coordinator for the event will make an announcement at a meeting, followed up by an email a few weeks before the event, calling for volunteers to participate. Vests, pickers, and trash bags will be provided. After the event, each volunteer reports the amount of time they spent on the cleanup and the number of trash bags they collected. That information is reported to the HSV Cleanup Leader who then reports the information for all cleanup Teams to the State of Arkansas.

## **Make-A-Wish Foundation**

**Objective:** This service project is to assist the local “Make-A-Wish” organization in raising funds for chosen recipients who are in dire health conditions.

- ❖ Notify Service Project Chair of event
- ❖ Get approval from board for event
- ❖ Determine number of volunteers to stand at gates to collect money
- ❖ Create sign-up sheet
- ❖ Schedule volunteers, wear Rotary hat/shirt
- ❖ Provide food and water
- ❖ Get 3-4 volunteers to count money
- ❖ Schedule wrap up meeting, if necessary

## **POA Outstanding Employee Recognition**

**Objective:** This event is to recognize and financially reward POA employees who have done an outstanding job.

- (1). The Public Relations Chair will contact the POA General Manager, or representative, approximately one year prior to the respective year's individuals recognition award date.
- (2). The POA General Manager, or representative, is asked to select six (6) of his or her most deserving Operational Staff to be recipients of a "Cash Award" for their outstanding service throughout the year.
- (3). The General Manager, or representative, is asked to provide the Public Relations Chair, two weeks prior to the award presentation date, a short narrative of all award winners' accomplishments during the year.
- (4). The POA General Manager, or representative, is given the date of the cash award presentation and asked to have all award recipients present, at the Rotary Club Meeting, on the day of the presentation.
- (5). On the day of the Cash Award Presentation, the Rotary Club President will read a short narrative denoting the individual's accomplishments which made him or her the "Best of the Best".
- (6). After the award presentations are completed, the Rotary Club President will conclude by giving some personal words, of his or her choosing, which will stress the continued importance of this award, and all the POA Operational Staff mean to everyone in Hot Springs Village.
- (7). During the award presentation, pictures of the award recipients are to be taken and will be given, along with the narrative about the individual, to the Hot Springs Village Voice newspaper for publication, and KVRE for any verbal information they are able to get out through their news medium.

## Rotary Day at Oaklawn

**Objective:** This is a club social event with a day at Oaklawn Race Track.

- ❖ Solicit host for event
- ❖ Arrange date, seating area, and menu
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Coordinate time and place to meet the day of event
- ❖ Staff check-in table at event
- ❖ Pay bill at the end of the event



## **RYLA (Rotary Youth Leadership Academy)**

(Each spring for four days)

**Objective:** Our club selects the designated number of local students to attend this leadership training course.

- ❖ District 6170 will take the lead on this and provide guidance on how to proceed
- ❖ Solicit a champion for this project
- ❖ Contact Guidance Department at four local school districts—Fountain Lake, Mountain Pine, Jessieville, Christian Ministries, and give registration forms
- ❖ Review registrations and select students
- ❖ Arrange for students to speak at club before and after attending RYLA
- ❖ Provide transportation for students to and from RYLA venue

## Samaritan Ministries Monthly Dinner

### Objective:

Contact Person: Hannah Bailey  
573 289-0531  
HLA783@gmail.com

Number of 'Clients' at each meal: approximately 20 - 30  
Volunteer Arrival Time: 5:30 p.m.  
Client Dining Time: approx. 6:45 p.m.  
Approx. 8:00 to 8:15

Menu: Prescribed and provided by Samaritan Ministries (instructions and food stocks will be there when the Rotary volunteers arrive)

NOTE: Other volunteer groups have been known to bring the dinner (rather than preparing food available in the Samaritan Ministries kitchen). Rotary has not traditionally taken that path – and has elected, instead, to prepare the meal prescribed and provided by Samaritan Ministries. Our teams have, on occasion, provided cookies or dessert. That decision will rest with each 4-person volunteer team.

Schedule: Rotary will be serving dinner the 2nd Monday of every month – from July 2021 through June 2022.

### Volunteer Responsibilities:

- 1) Prepare (cook or reheat) and serve the prescribed meal for that evening. Clean up the kitchen afterwards. (to operate the oven, make sure the bottom knob is set on "medium", with the top knob turned to the proper temp, with the white on/off toggle switch turned to 'on')
- 2) Clean up by scraping dishes into garbage can, spraying off residue food (no garbage disposal in sink), placing in trays, and transferring dirty dishes to commercial dishwasher. Stack trays with clean dishes coming out of the dishwasher on shelves; pots and pans also in shelves, separately. Be sure to turn water valve to 'on' (right side of dishwasher, on the wall), close the dishwasher, and the unit will start on its own. Instructions are printed on the dishwasher.

In the event of any difficulties that evening:

1st contact point: the Samaritan Ministries' front desk

VOLUNTEER FACT SHEET (9 Apr 2021)  
Samaritan Ministries and the Rotary Club of Hot Springs Village

Address: 131 Sanford Street  
Hot Springs, AR 71901  
501 321-2888

Gulpha Gorge to Grand Avenue  
Right onto Grand Avenue into Hot Springs  
Grand Avenue into Hot Springs just past Popeye's Chicken  
Turn left on the first street after the RR tracks (just 50 feet)  
Turn right Approximately 3 blocks after turning left off of Grand Avenue  
Samaritan Ministries is the 1st building on the left (100 yards after you turn right)

## Socks For Souls

**Objective:** This is a project brought to our club member by Lee Hess. Lee was legally blind and had a heart for service. Because Lee's eyesight wouldn't allow her to help in many ways, she thought it would be a SERVICE ABOVE SELF project to supply warm cotton socks to the Samaritan Ministries Men's Shelter in Hot Springs. It was always a thrill for her to be with the Rotarians when the socks were delivered. The shelter was always so happy to see Lee.

In her last month of life, Lee Hess, asked that Lee Ann and Jesse Branch carry on the mission, and if they were unable to continue, the Rotary Club of HSV would find someone to carry the project into the future.

FACT: Clean dry socks are the number #1 asked-for item by homeless shelters.

Collections begin November 1<sup>st</sup> through December 20<sup>th</sup>.

There will be a container at the Rotary meeting each week to collect the socks. The project leader will take the socks and be accountable for the deliveries to the Samaritan Men's Shelter.

The first delivery is made on the Tuesday of Thanksgiving week.

The second delivery is made one week before Christmas day in time for staff to separate and give to the men.

## Adult And Teen Challenge Thanksgiving Dinner

**Objective:** This is an annual service project that allows the Hot Springs Village Rotary Club to give back to Adult and Teen Challenge and celebrate their giving in the Hot Springs Area Community.

### Step by Step Guide

1. Set date with Rotary Club and Adult and Teen Challenge (usually the Tuesday before Thanksgiving).
2. Secure \$600 to purchase turkeys, beverages (no alcohol), and table decorations.
3. Have Rotarians sign up to make sides and desserts that will be served at dinner.
4. Have a sign up starting at the October meetings for volunteers to serve dinner.
5. On the day of the event, 2-3 Rotarians will sign up to set up and decorate after lunch is served.
6. Rotarians who are serving dinner will arrive by 4:15 PM to assist with last-minute set up.
7. Rotarians who make side dishes and desserts will drop off food items between 2:00 and 3:30 on the day of the event. If a Rotarian cannot drop off the item, it will be picked up.
8. Rotarians will be assigned to different serving duties at the event.
9. All Adult and Teen Challenge members will receive a small memento to take with them from the dinner.

(This plan is subject to any COVID-19 Restrictions still in place for the 2021-2022 Rotary Year.)

## Travelers Baseball Game

**Objective:** This event is a social outing to a Travelers baseball game in Little Rock.

- ❖ Solicit host for event
- ❖ Arrange date, seating area, and menu
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Coordinate time and place to meet the day of event
- ❖ Staff check-in at event
- ❖ Pay bill at the end of the event

## Veterans Day Lunch

**Objective:** This luncheon is presented to recognize and reward our local veterans.

Veteran's Day Notes:

- \* Choose a chairperson to lead the event
- \* Follow the history below to complete the event

Served 138 in 2016

Served 160 in 2017

Served 136 in 2018 (rainy weather, held event on 11/12 because 11/11 was a Sunday)

Served 150 in rain weather

Menu:

Burgers, Chips, Cookies, Bottled water, cheese, lettuce, tomato, ketchup, mustard and mayo

Burgers

2016 Purchased from Walmart. Box of 32 for \$19.94 a box.

2017 Purchased from Walmart. 5 boxes of 32 for \$19.94 a box and 2 bags of 12 for \$10.98 a bag. (they were out of boxes)

2018 Purchased from Walmart. 6 boxes of 32 for 15.98 a box. (should have only been 5 boxes. I ordered, picked up the big order and did not verify the amounts in the store. I did not need this 6th box.)

2019 Purchased from Walmart. 5 boxes of 32 @ \$19.83 per box.

Buns

2016 Purchased from Walmart. 20 Packages of 8 buns for \$1.28 a package.

2017 Purchased from Walmart. 23 Packages of 8 buns for \$1.28 a package.

2018 Purchased from Walmart. 24 packages of 8 buns for .87 a package.

2019 Purchased from Walmart. 19 packages of 8 buns for .87 a package.

Chips

2016 Purchased from Walmart. 8 Multipacks of 20 chips at \$6.98 each

2017 Purchased from Walmart. 5 Multipacks of 35 chips at \$9.98 each

2018 Purchased from Walmart. 7 multipacks of 28 chips at \$8.98 each

2019 Purchased from Walmart. 13 packs of Lays potato chips at \$4.48 each.

Suggestion: Purchase only potato chips. Too many varieties in multipack not desired.

Cookies

2016 Purchased from Sam's for \$20.98 each. We only need to purchase enough for 1 cookie for each person. (trays of 84 cookies)

2017 Cookies baked by club members. 21 dozen made. 4 dozen were boxes and they were not eaten.

2018 Cookies baked by club members. 7 members baked 4 dozen each.

2019 Cookies baked by club members. 12 members baked 2 dozen each. (a few cookies remained.)

#### Water

2016 Aquafina from Sam's at \$3.98 each

2017 Purchased from Walmart. 5 packages of 35 bottles at 3.33 each. We had a sixth package in storage that I took to the event. I put two cases back in storage at end of the event.

2018 Purchased from Walmart. Spent \$14.62. Had some left over water.

2019 Purchased from Walmart. Spent \$15.92. Had about 10 bottles left over.

#### Ketchup/Mustard/Mayo

2016 Purchased large sizes but next year purchase 2 medium jars of each.

2017 Purchased from Walmart. 2 medium ketchup and mustard and 1 mayo. We had a ketchup and mustard unopened. We completely emptied the one ketchup, so for 2018 purchase 1 medium and 1 small ketchup and 1 medium mustard and mayo.

Hellmann's Mayo was \$2.98, Heinz Mustard \$1.97 x2, Heinz Ketchup \$3.38 x 2.

2018 Since we served from both sides of line, we had two small ketups, mustards and mayos, but didn't use all of them.

2019 2 small ketchup \$4.46, 2 small mayo \$6.96 and 2 small mustard \$2.76. Plenty.

#### Cheese

2016 No cheese

2017 Purchased cheese (individual wrapped American slices) from Walmart. This was messy. Needs to be presliced and not individually wrapped. \$8.24 x 2 and one smaller package for \$3.48.

2018 Cheese! 60 slices of cheddar (\$21.71) and 60 slices of pepper jack (\$22.81). Sliced at deli with paper inbetween.

2019 Cheese! 60 slices of cheddar (\$23.61) and 60 slices of pepper jack (\$27.53).

Sliced at Walmart deli with paper inbetween then placed on trays at event.

#### Charcoal

2016 Purchased two bags for \$18.98 from Sam's. Need 3 in 2017. Coals got too cold at the end.

2017 Purchased 1 bag from Walmart because we had two in storage. I returned 1 bag to storage. \$7.94

2018 Purchased 1 bag from Walmart and used a bag ½ additionally that was in Rotary Storage. \$8.94

2019 Purchased 2 bags from Walmart. \$19.97

#### Flowers:



2016 Only need 25 red and 25 white carnations. Purchased 40 of each in 2016 from Beckwith Visions at their cost of .45 each. (There were 18 6' tables and the other flowers were used on buffet table.)

Vases, ribbon and flags belong to Donna.

2017 Purchased 25 red and 25 white carnations from Flower Dome. Total cost of \$56.14! Very pricy.

2018 Purchased 25 red and 25 white carnations from Flower Dome. Total cost of \$67.99! Even more pricy. Need to find a better option.

2019 Purchased 25 red and 25 white carnations and greens from Flower Dome. Total cost: Also had to purchase ribbon for vases thrown away in 2018. Hobby Lobby, 6 rolls at a cost of \$17.94. Vases are owned by Donna Aylward.

Tablecloths, plates, cutlery, and napkins:

2016 Red and white checked. Need 1 ½ rolls. Purchased from Hobby Lobby for \$19.99 each.

2017 Red and white checked. Used 1 new roll and ½ of a roll I had in the bank. Purchased from Hobby Lobby for \$19.99.

2018 Red and white checked. Used almost 2 rolls. Purchased from Hobby Lobby 19.99 each. Total \$39.98.

2019 Red and white checked plastic. Used almost 2 rolls. Purchased from Hobby Lobby. \$14.99 each. Total \$29.96.

2017 Used 5" nacho trays for plates. I had them in the bank. Purchased last year from Sam's. No pricing.

2017 Used royal blue napkins (150) 3 at 3.99 each from Hobby Lobby.

2017 Plastic cutlery from Walmart \$8.64

2018 Used 5' nacho trays for plates. I had them in the bank.

2018 Used royal blue napkins (150). 3 packages of 50 at 3.99 each from Hobby Lobby.

2018 Plastic cutlery from Walmart. 2 packages at 7.28 each.

2019 Used plastic cutlery left over in Arvest inventory. No cost. Bought 25 extra forks at Hobby Lobby for \$2.99. 150 blue napkins from HL for \$11.97. Used Arvest inventory of 5" Nacho trays for plates.

All 4 years we received sliced tomatoes and vacuum packed lettuce for free from Walmart. This needs to be ordered in advance. You only need 2 vacuumed wrapped bags of lettuce and tomatoes sliced for \$120 burgers.

Volunteers:

2017 two on grill, six others setting up and serving. Could have used 3 more people for a total of 11.

2018 three on grill, 8 others setting up and serving. Perfect.

2019 three on grill, 8 others setting up. Perfect.

Volunteer Procedure:

## 2018 & 2019

Arrived at 8:30 to unload car. Volunteers all arrived by 9:00, but some arrived earlier. Had centerpieces done and tables ready by 9:45. Need to start grill at 9:50. Need to have hamburgers cooked wrapped in foil except last batch on grill by 11:00. Everyone arrives at once.

## Walk for Cancer Research

**Objective:** This fundraiser is held to support local and national cancer research.

ID#	Task	Name	Status
	Notes		
1	Notify Fundraising Chair of event July 4th	Greg Jones	IP
2	Get approval from board for event	Melanie Pederson	done
3	Get volunteers to check ID and put on wrist bands		done
4	Create volunteer signup sheet with name, phone and email (1)	Kathy Wright	done
5	Schedule volunteers (2)	Kathy Wright	done
6	Provide instructions on parking and shuttle (3)	Drew Kahl	done
7	Volunteers Check In table (4)	Drew Kahl	done
8	% of proceeds from beer sales donated (5)	Greg Jones	done
9	Schedule wrap up meeting, if necessary	Melanie Pederson	

(1) - Include tshirt sizes (s, m, l, XL, 2XL, 3XL) to be worn night of event

(2) - Shift 1, 4-6 pm, Shift 2, 6-8 pm, arrive 15-30 minutes early to check in at volunteer station

(3) - Balboa Baptist Church, UM Christ of the Hills

(4) - Next to pavilion, arrive 15-30 minutes before shift

(5) - 1332, check given to HSV Treasurer

## Winter Bash / Social

**Objective:** This bash is held as a club social event and for the enjoyment of all.

- ❖ Solicit host for event
- ❖ Arrange date, venue, menu, and caterer (if needed)
- ❖ Provide or source entertainment for event
- ❖ Publicize event, conduct sign-ups, make sure fees are collected
- ❖ Pay bill at the end of the event

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# Constitution – Rotary Club of Hot Springs Village, Arkansas

## Article I Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Satellite club: A club whose members shall also be members of this club.
7. Year: The twelve-month period that begins on 1 July.

## Article 2 Name

The name of this organization shall be Rotary Club of Hot Springs Village, Arkansas (Member of Rotary International).

(a) The name of a satellite of this club shall be Rotary Satellite Club of Hot Springs Village (A satellite of Rotary Club of Hot Springs Village).

## Article 3 Purposes

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

## Article 4 Locality of the Club

The locality of this club is Hot Springs Village and its adjoining communities.

## Article 5 Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and , in particular, to encourage and foster:

- First.* The development of acquaintance as an opportunity for service;
- Second.* High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## Article 6 Five Avenues of Service

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. Youth Service, the fifth Avenue of Service, 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.

### **Article 7 Exceptions to Provisions on Meetings and Attendance**

The bylaws may include rules or requirements not in accordance with Article 8, Section 1; Article 12; and Article 15, Section 4 of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution; a club, however, must meet at least twice per month.

### **Article 8 Meetings**

#### **Section 1 -- Regular meetings.**

(a) *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws. Attendance may be in person, through an online meeting, or using an online connection for members whose attendance otherwise would be precluded. Alternatively, a club shall hold a meeting once each week or during the week(s) chosen in advance by posting an interactive activity on the club's website. The latter type of meeting shall be considered as held on the day that the interactive activity is to be posted on the website.

(b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

(c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or during the week which includes a legal

holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

(d) *Satellite Club Meeting.* The satellite club shall hold regular meetings at least twice a month at a place and at a time and day decided by its members. The day, time and place of the meeting may be changed in a similar way to that provided for the club's regular meetings in Section 1(b) of this article.

**Section 2 -- Annual Meeting.**

(a) An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

(b) The satellite club shall hold an annual meeting of its members before 31 December to elect officers for the general governance of the satellite club.

**Section 3 -- Board Meetings.** Written minutes should be provided for all board meetings. Such minutes should be available to all members within 60 days of said meeting.

**Article 9 Exceptions to Provisions on Membership**

The bylaws may include rules or requirements not in accordance with Article 10, Sections 2 and 4 - 8 of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution.

**Article 10 Membership**

**Section 1 -- General Qualifications.** This club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

**Section 2 -- Kinds.** This club shall have two kinds of membership, active and honorary.

**Section 3 -- Active Membership.** A person possessing the qualifications set forth in Article 5, Section 2 of the RI constitution may be elected to active membership in this club.

**Section 4 -- Satellite Club Membership.** Members of the satellite club shall also be members of the sponsor club until such time as the satellite club shall be admitted into membership of RI as a Rotary club.

**Section 5 -- Dual Membership.** No person shall simultaneously hold active membership in this and another club other than the satellite of this club. No person shall simultaneously be a member and an honorary member in this club

**Section 6 -- Honorary Membership.**

(a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.



(b) *Rights and Privileges.* Honorary members shall be exempt from the payment of dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

**Section 7 --  *Holders of Public Office.*** Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

**Section 8 --  *Rotary International Employment.*** This club may retain in its membership any member employed by RI.

## **Article 11 Classifications**

**Section 1 --  *General Provisions.***

(a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

(b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

**Section 2 --  *Limitations.*** This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club or Rotary Foundation alumnus, as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

## **Article 12 Attendance**

**Section 1 --  *General Provisions.*** Each member should attend this club's regular meetings or the satellite club's regular meetings and engage in this club's service projects, other events, and activities. A member shall be counted as attending a regular meeting if the member is present in person or using an online connection for at least 60 percent of the meeting, or is present

and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or participates in the regular meeting posted on the club's website within one week following its posting, or makes up for an absence in any of the following ways:

- (a) *60 Days Before or After the Meeting.* If, within sixty days before or after the regular time for that meeting, the member
- (1) attends at least 60 percent of the regular meeting of another club, or a satellite club meeting of another club, or of a provisional club; or
  - (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
  - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multi-zone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district training assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
  - (4) is present at the usual time and place of a regular meeting or satellite club meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
  - (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
  - (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
  - (7) participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen days, the time restriction shall not be imposed so that the member may attend regular meetings or satellite club meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) *At the Time of the Meeting.* If, at the time of the meeting, the member is
- (1) traveling with reasonable directness to or from one of the meetings specified in subsection (a)(3) of this section; or
  - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
  - (3) serving as the special representative of the district governor in the formation of a new club; or
  - (4) on Rotary business in the employ of RI; or

(5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or

(6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

**Section 2 -- *Extended Absence on Outposted Assignment.*** If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

**Section 3 -- *Excused Absences.*** A member's absence shall be excused if

(a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months. However, if the leave is for a medical reason or after the birth, the adoption, or foster care of a child that extends for more than twelve months, such leave may be renewed by the board for a period of time beyond the original twelve months.

(b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

**Section 4 -- *RI Officers' Absences.*** A member's absence shall be excused if the member is a current officer of RI or a Rotarian partner of a current officer of RI.

**Section 5 -- *Attendance Records.*** When a member whose absences are excused under the provision of subsection 3(a) of this article fails to attend a club meeting, the member and the member's absence shall not be included in the attendance records. In the event that a member whose absences are excused under the provisions of subsection 3(b) or Section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

### **Article 13 Directors and Officers and Committees**

**Section 1 -- *Governing Body.*** The governing body of this club shall be the board constituted as the bylaws may provide.

**Section 2 -- *Authority.*** The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

**Section 3 -- *Board Action Final.*** The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to Article 15, Section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

**Section 4 -- *Officers.*** The club officers shall be a president, the immediate past president, a president-elect, a secretary, and a treasurer and may include one or more vice-presidents, all of

whom shall be members of the board. Club officers shall regularly attend satellite club meetings.

**Section 5 -- Election of Officers.**

(a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.

(b) *Term of President.* The president shall be elected as provided in the bylaws, not more than two years but not less than eighteen months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one year or until a successor has been duly elected and qualified.

(c) *Qualifications.* Each officer and director shall be a member in good standing of this club. A candidate for the office of president shall have served as a member of this club for at least one year prior to being nominated for such office, except where service for less than a full year may be determined by the district governor to satisfy the intent of this requirement. The president-elect shall attend the district presidents-elect training seminar and the district training assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district training assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such even, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district training assembly or training deemed sufficient by the governor-elect has been duly elected.

**Section 6 -- Governance of a Satellite Club of This Club.** The satellite club shall be located in the same locality as this club or in the surrounding area.

(a) *Satellite Club Oversight.* This club shall provide such general oversight and support of a satellite club as is deemed appropriate by the board.

(b) *Satellite Club Board.* For the day-to-day governance of the satellite club, it shall have its own annually elected board drawn from its members and comprising the officers of the satellite club and other members as the bylaws shall provide. The highest officer of the satellite club shall be the chair and other officers shall be the immediate past chair, the chair-elect, the secretary and the treasurer. The satellite board shall be responsible for the day-to-day organization and management of the satellite club and its activities in accordance with Rotary rules, requirements, policies, aims, and objectives under the guidance of this club. It shall have no authority within or over this club.

**Section 7 -- Committees.** This club should have the following committees:

- Club Administration
- Membership

- Public Relations
- Rotary Foundation
- Service Projects

Additional committees may be appointed as needed.

#### **Article 14 Dues**

Every member shall pay annual dues as prescribed in the bylaws.

#### **Article 15 Duration of Membership**

**Section 1 -- *Period.*** Membership shall continue during the existence of this club unless terminated as hereinafter provided.

**Section 2 -- *Automatic Termination***

(a) *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

- (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
- (2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all

conditions of club membership.

(b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

**Section 3 -- *Termination Non-Payment of Dues***

(a) *Process.* Any member failing to pay dues within thirty days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with Article 11, Section 2.

**Section 4 -- *Termination Non-Attendance.***

(a) *Attendance percentages.* A member must

- (1) attend or make up at least 50 percent of club regular meetings or satellite club meetings; or engage in club projects, other events, and activities for at least 12 hours in each half of the year; or a proportionate combination of both; and

(2) attend at least 30 percent of this club's regular meetings or satellite club meetings or engage in club projects, other events, and activities in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement),

If a member fails to attend as required, the member's membership may be subject to termination unless the board consents to such non-attendance for good cause.

(b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to Article 12, Section 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

**Section 5 -- Termination Other Causes.**

(a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members present and voting, at a meeting called for that purpose. The guiding principles for this meeting shall be Article 10, Section 1; The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.

(b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.

(c) *Filling Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

**Section 6 -- Right to Appeal, Mediate, or Arbitrate Termination.**

(a) *Notice.* Within seven days after the date of the board's decision to terminate or suspend membership, the secretary shall give written notice of the decision to the member. Within fourteen days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or arbitrate as provided in Article 19.

(b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one days after receipt of the notice of appeal. At least five days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.

(c) *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be as provided in Article 19.

(d) *Appeal*. If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.

(e) *Decision of Arbitrators or Umpire*. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

(f) *Unsuccessful Mediation*. If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

**Section 7 -- Board Action Final**. Board action shall be final if no appeal to this club is taken and no arbitration is requested.

**Section 8 -- Resignation**. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

**Section 9 -- Forfeiture of Property Interest**. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.

**Section 10 -- Temporary Suspension**. Notwithstanding any provision of this constitution, if in the opinion of the board

(a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and

(b) those accusations, if proved, constitute good cause for terminating the membership of the member; and

(c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and

(d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club; the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for a reasonable period of time not to exceed 90 days and on such further conditions as the board determines. A suspended member may appeal or refer to mediation or arbitration the suspension as provided in Article 15, Section 6. During the suspension, the member shall be excused from fulfilling attendance responsibilities. Prior to the expiration of the suspension period, the board must either proceed to terminate the membership of the suspended Rotarian or reinstate the suspended Rotarian to full regular status.

## **Article 16 Community, National, and International Affairs**

**Section 1 -- Proper Subjects**. The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the

enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

**Section 2 -- *No Endorsements.*** This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

**Section 3 -- *Non-Political.***

(a) *Resolutions and Opinions.* this club shall neither adopt nor circulate resolutions or opinions and shall not take action dealing with world affairs or international policies of a political nature.

(b) *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

**Section 4 -- *Recognizing Rotary's Beginning.*** The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

#### **Article 17 Rotary Magazine**

**Section 1 -- *Mandatory Subscription.*** Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine or the Rotary magazine approved and prescribed by the board for their club or clubs. The subscription shall be paid on such dates as established by the board for the payment of per capita dues for the duration of membership in this club.

**Section 2 -- *Subscription Collection.*** The subscription shall be collected by this club from each member in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

#### **Article 18 Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

#### **Article 19 Arbitration and Mediation**

**Section 1 -- *Disputes.*** Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer, or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.



**Section 2 -- *Date for Mediation or Arbitration.*** In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one days after receipt of the request for mediation or arbitration.

**Section 3 -- *Mediation.*** The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) *Mediation Outcomes.* The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party, through the president or secretary, may call for further mediation if either party has retracted significantly from the mediated position.

(b) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in Section 1 of this article.

**Section 4 -- *Arbitration.*** In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

**Section 5 -- *Decision of Arbitrators or Umpire.*** If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

## **Article 20 Bylaws**

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

## **Article 21 Interpretation**

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

## **Article 22 Amendments**

**Section 1 -- *Manner of Amending.*** Except as provided in Section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

**Section 2 -- *Amending Article 2 and Article 4.*** Article 2 (Name) and Article 4 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present, by the affirmative vote of not less than two-thirds of all voting members present

and voting, provided that notice of such proposed amendment shall have been mailed to each member and to the governor at least ten days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

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# Bylaws – Rotary Club of Hot Springs Village, Arkansas

## Article 1 Definitions

1. Board: The board of directors of this club.
2. Director: A member of this club's board of directors.
3. Member: A member, other than an honorary member, of this club.
4. Quorum: The minimum number of participants who must be present when a vote is taken.
5. RI: Rotary International.
6. Year: The twelve-month period that begins on 1 July.

## Article 2 Board

The governing body of this club shall be the board consisting of thirteen members of the club, namely, the president, immediate past president, president-elect, vice president, secretary, treasurer, and seven additional directors elected in accordance with Article 3, Section 1 of these bylaws. The seven additional directors shall also serve as the chairmen of the seven areas of service committees. The secretary of the HSV Rotary Charity Corporation shall be an ex officio member of the board.

## Article 3 Election of Officers

**Section 1** -- The member elected vice president shall serve as vice president and president-nominee beginning on the first day of July next following the election. The president-nominee (current vice president) shall take the title of president-elect on the first day of July next following the election and shall serve as an officer during that year. On 1 July immediately following that year, the president-elect shall assume office as president. Since this order of succession is predefined, the office of president normally need not be part of the annual election.

**Section 2** -- At a regular meeting one month prior to the meeting for election of officers, the president shall ask for nominations by members of the club for vice president, secretary, treasurer, and seven directors. The nominations may be presented by a nominating committee consisting of the immediate past president, the current president, and the president-elect; by members from the floor; or both. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting in December. The candidates for vice president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The seven candidates for director receiving a majority of the votes shall be declared elected as directors.

**Section 3** -- A vacancy in the board or any office shall be filled by action of the remaining board members.

**Section 4** -- A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining board members-elect.

**Section 5** -- The terms of office for all officers and directors shall be one year.

## Article 4 Duties of Officers

**Section 1 -- *President.*** It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president. The president shall ensure that the board has prepared an annual budget for the club before the start of the year and shall, with the assistance of the treasurer, monitor the status of that budget throughout the year. The president shall be authorized to sign checks on all club checking accounts. The president shall also appoint one of the directors to serve as a liaison to the satellite club.

**Section 2 -- *Immediate Past President.*** It shall be the duty of the immediate past president to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3 -- *President-Elect.*** It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board. The president-elect must attend presidents-elect training seminar and the district training seminar to be eligible to assume the office of president.

**Section 4 -- *Vice President.*** It shall be the duty of the vice president to serve as the chairman of the program committee, ensuring that weekly club meetings include a variety of appropriate programs. The vice president shall serve as a director and perform such other duties as may be prescribed by the president or the board.

**Section 5 -- *Secretary.*** It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club and board meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary. The secretary shall also maintain current copies of the club's constitution and bylaws and provide copies of these documents to the board and members of the club as necessary. The club website may be used to fulfill this duty. The secretary shall be authorized to sign checks on the club operations checking account.

**Section 6 -- *Treasurer.*** It shall be the duty of the treasurer to have custody of all funds, accounting for them to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. After the board has created its annual budget for the club, the treasurer shall maintain records of income and expenses related to the budget and report to the board on the status of that budget at the monthly board meetings. The treasurer shall send invoices to all club members, except honorary members, for quarterly dues and record the payment of those dues. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, and any other club property. The treasurer shall be authorized to sign checks on all club checking accounts only when the club is not holding a weekly, in-person meeting or when the president and secretary are not present at a meeting.

## **Article 5 Meetings**

**Section 1 -- Annual Meeting.** An annual meeting of this club shall be held during the scheduled club assembly meeting in December of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

**Section 2 -- Weekly Meetings.** The regular weekly meetings of this club shall be held on Thursdays at 7:00 AM. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. Attendance at weekly meetings will be recorded in accordance with the procedures in Article 12 of this club's constitution.

**Section 3 -- Quorum.** One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4 -- Board Meetings.** Regular meetings of the board will be held each month at a date and time set by the president.

**Section 5 --** A majority of the directors shall constitute a quorum of the board.

**Section 6 --** The satellite club board shall set the day, time and location of its club's regular meetings. The satellite club shall hold at least two regular meetings a month and may conduct other special meetings or service activities as appropriate.

## **Article 6 Fees and Dues**

**Section 1 -- New Member Initiation Fee.** The membership chairman shall set the new member fees at an amount to cover the cost of materials given to the new member. For a new member joining Rotary for the first time, those materials include a new member kit with a lapel pin, a Rotary cap, and a name badge. For a new member who has been a member of a Rotary club in the past, those materials include a Rotary cap and a name badge.

**Section 2 -- Dues.** The membership dues shall be \$70.00 per quarter payable on the first day of July, October, January, and April. A new member joining after the start of a quarter will be assessed a prorated amount for the remainder of that quarter. Quarterly dues shall be used to cover club operating expenses, such as weekly meeting expenses; member registration; RI and district dues; each member's subscription to the RI official magazine; and any other RI or district per capita assessments. Dues will be considered delinquent if not paid by the end of the quarter, and the treasurer will provide the board with the names of any members who are delinquent in their dues.

**Section 3 -- Satellite Club Fees and Dues.** The dues for members of the satellite club shall be \$10 per month. The board of the satellite club shall assess any fees necessary and shall be responsible for funding RI and district dues and *Rotarian Magazine* subscriptions for its members and all operating expenses of the satellite club.

## **Article 7 Method of Voting**

The business of this club shall be transacted by voice vote or a show of hands except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

## **Article 8 Committees**

**Section 1 --** Club committees are charged with carrying out the annual and long-range strategic goals of the club. The president-elect, president, 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 three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. The chair of a committee should have previous experience as a member of the committee. The standing committees of this club are:

- (a) Membership. This committee should develop and implement a comprehensive plan for the recruitment and retention of members. The committee should also establish and execute procedures for integrating new members into active involvement in the club.
  - (b) Public Relations. 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.
  - (c) Club Administration. This committee should conduct activities associated with the effective operation of the club, including fellowship activities.
  - (d) Service Projects. This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of the local community and communities in other countries.
  - (e) The Rotary Foundation. This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
  - (f) Fund Raising. This committee should develop and implement plans to raise the funds needed to support the club's operations and its service projects.
  - (g) Grants. This committee should apply for District grants and execute appropriate projects to use those grant funds. It should also solicit applications for grants and recommend recipients for funds raised by HSV Rotary Charity Corporation. All grant projects must be approved by the board before any funds are committed.
- Additional ad hoc committees may be appointed as needed.

**Section 2** -- The president is an ex officio member of all committees and, as such, shall have all the privileges of membership of the committees.

**Section 3** -- Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

**Section 4** -- Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, shall monitor the expenditure of funds allocated to the committee for its activities, and shall report to the board on all committee activities.

**Section 5** -- Each committee chair shall maintain a continuity file containing the assigned duties of the committee and a record of the committee's proposals and actions. When planning for a new year, the chair and the president-elect will review and update the assigned duties. If the committee chair changes hands, the continuity file will be transferred from the outgoing chair to the new one.

## **Article 9 Finances**

**Section 1** -- Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the new year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be divided into two parts, one part for club operations and one part for the HSV Rotary Charity Corporation's fund raising and charitable and service projects. Many line items in the budget will be developed to support the activities of a specific committee. Each committee chair shall be responsible for monitoring the status of those line items related to his or her committee, and no committee member may cause funds to be expended for the committee without approval of the committee chair. For line items that do not relate to a specific committee, expenditures may be authorized by the president, vice president, or treasurer.

**Section 2** -- The treasurer shall deposit all club funds in a bank named by the board. The club funds shall be divided into two separate accounts, club operations and Charity Corporation.

**Section 3** -- All bills shall be presented to the treasurer for payment. A check request form showing the appropriate budget line item and purpose and amount of the expense must accompany each request for payment along with an invoice or receipt.

**Section 4** -- The treasurer will give the board a monthly report of all income and expenditures in the previous month and the status of all line items in the budget as of the end of that month. The treasurer's report will include a list of all checks written in the previous month on each of the club's accounts and indicate which checks were signed by the treasurer. The president may at any time appoint a qualified person to conduct a review of all financial transactions of the club during the current fiscal year or any previous year.

**Section 5** -- Club members shall receive an annual financial statement of the club.

**Section 6** -- The fiscal year of this club shall extend from 1 July to 30 June and for the collection of members' dues shall be divided into four quarterly periods extending from 1 July to 30 September, from 1 October to 31 December, from 1 January to 31 March, and from 1 April to 30 June.

**Section 7** -- In addition to the fees and dues described in Article 6, the club may raise funds for its operations and charitable works through a variety of voluntary payments. These payments may include, but are not limited to:

- (a) birthday checks (deposited in HSV Rotary Charity Corporation account),
- (b) happy dollars,
- (c) 50/50 drawing. This drawing is available only to members of this club.

**Section 8** -- The satellite club shall maintain its funds in a bank account separate from those of the sponsoring club and shall conduct its financial activities in accordance with procedures established by its board.

## **Article 10 Method of Electing Members**

**Section 1** -- The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the membership committee chair. A transferring or former member of another club may be proposed to active membership by the former club.

**Section 2** -- The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer through the membership committee chair of its decision.



**Section 3** -- If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be asked to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

**Section 4** -- If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven days following publication of information about the prospective member, that person shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership.

**Section 5** -- Following the election, the membership committee chair shall arrange for the new member's induction and new member Rotary literature. In addition, the president or secretary will report the new member information to RI. The membership committee will instruct the new member in the Red-to-Blue procedures of indoctrination into the club and will monitor the new member's progress in the Red-to-Blue checklist.

**Section 6** -- The club may elect, in accordance with the club's constitution, honorary members proposed by the board.

**Section 7** -- Members of the satellite club are also members of the sponsoring club and, as such, must meet the approval processes stated above.

#### **Article 11 Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for no longer than twelve months. Extensions to a leave of absence may be considered by the board in accordance with provisions in Article 12, Section 3 of this club's constitution.

#### **Article 12 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

#### **Article 13 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been distributed to each member at least ten days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with this club's constitution, the constitution and bylaws of RI, and the Rotary Code of Policies.

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