

# Rotary Club of Lafayette, Indiana, Inc.

## Board Policies Manual (BPM)

**Updated and approved by the Board of Directors on January 11, 2021**

### Table of Contents

	<u>Page</u>		<u>Page</u>
<b>Part 1: <u>Introduction and Administration</u></b>	2	<b>Part 5: <u>Operating Policies</u></b>	
Maintenance of Policies		5.1 Operating Reserve and Investment Policy	11
<b>Part 2: <u>Organization Essentials</u></b>	2	5.2 Asset Protection	11
Mission Statement		• Financial Accounts	
Code of Conduct		• Financial Authority	
<b>Part 3: <u>Governance Process Policies</u></b>		• Transaction Review	
3.1 General Governance Guidelines	2	• Signature Requirements	
3.2 Board Job Description	3	• Special Accounts	
3.3 Board Code of Conduct	3	• Financial Reports	
3.4 Board Members Responsibilities	4	5.3 Electronic Communications	12
3.5 Executive Committee	4	• Member Information	
3.6 Governance Committee	5	5.4 Club Meetings	13
3.7 Nominations and Elections	6	• Potential Members	
3.8 Sergeant-at-Arms	6	• Guest Speakers	
3.9 Chair of the Board	7	• Fundraising Requests	
3.10 Agenda Planning	7	• Special Meetings	
<b>Part 4: <u>Executive Guidelines</u></b>		5.5 Club Membership	13
4.1 General Executive Guidelines	8	• Candidate Approval	
4.2 Club Secretary’s Guidelines	8	• Orientation	
• Leave of Absence Requests		• Honorary Members	
• Memorials		5.6 Public Office Candidates & Incumbents at Club Functions	14
4.3 Club Treasurer’s Guidelines	9	5.7 Weekly Mtg. Programs	15
• Taxes		5.8 District and Global Grants	15
• Travel Expenses		5.9 International Club Service Projects	16
• Dues		5.10 Local Club Service Projects	17
• New Members		5.11 Committee Functions	18
4.4 President-Elect’s Guidelines	10		
• PETS		Attachment to Policy 5.10	19
• Club Foundation Board			
4.5 President’s Guidelines	10		
4.6 Board Chair’s Guidelines	10		

## **Part 1: Introduction and Administration**

This Board Policies Manual (BPM) contains all of the current standing policies adopted by the Board of Directors of the Rotary Club of Lafayette, Indiana, Inc.

Maintenance of Policies. The Club Secretary shall ensure that all standing policies are recorded and published correctly. The Secretary or the Secretary's designee shall maintain the policies file and provide updated copies to the Board whenever the policies change or upon request. The Board will have this BPM reviewed annually by the Governance Committee to ensure compliance and currency.

## **Part 2: Organization Essentials**

**Mission Statement: Our mission is to further the Object of Rotary.**

**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:

1. The development of acquaintance as an opportunity for service.
2. 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.
3. The application of the ideal of service in each Rotarian's personal, business, and community life.
4. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

**Rotarian Code of Conduct:**

**As a Rotarian, I will**

1. Act with integrity and high ethical standards in my personal and professional life.
2. Deal fairly with others and treat them and their occupations with respect.
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
4. Avoid behavior that reflects adversely on Rotary or other Rotarians.

## **Part 3: Governance Process Policies**

**3.1: General Governance Guidelines.** [Adopted March, 2011] The board of directors shall exercise leadership of the Club by achieving an appropriate balance among its fiduciary, strategic, and generative roles. The board shall also: (1) establish an effective linkage with the Club's membership, (2) establish policies for the Club, (3) monitor compliance with the Club's policies, and (4) ensure that the Club achieves appropriate results and avoids unacceptable actions and situations.

**3.2: Board Job Description.** [Adopted April, 2011] The job of the board is to represent the membership in determining and encouraging appropriate organizational performance. Accordingly, the board will:

1. Determine the programs the Club is to follow in furthering the Object of Rotary.
2. Contract for personnel and services as needed.
3. Ensure effective planning.
4. Monitor and strengthen the Club's programs.
5. Ensure adequate financial resources.
6. Protect assets and provide financial oversight.
7. Build a competent board.
8. Ensure legal and ethical integrity.
9. Enhance the organization's public standing.
10. Ensure continuity of Club leadership.

**3.3: Board Member's Code of Conduct.** [Adopted June, 2014] The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members. Accordingly,

1. Directors must represent loyalty, without conflict, to the interests of the Club. This applies to any conflicting loyalty such as that to advocacy or interest groups and, when exercising the duties of a member of the Club Board, membership on other boards or staffs. It supersedes the personal interest of any board member.
2. Conflict of Interest: Directors must avoid conflict of interest with respect to their fiduciary responsibility.
  - a. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization except as controlled to assure openness, competitive opportunity, and equal access to inside information.
  - b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall reveal that a conflict of interest exists and shall take steps to be absent during deliberation and voting with respect to that issue.
  - c. Board members must not use their positions to obtain contracts for themselves, family members, or close associates. Should a board member desire employment in the organization, he or she will first offer a resignation from the Board.
  - d. Board members will annually disclose their involvement with any entity that might produce a conflict of interest.
3. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in board policies.
  - a. Interaction of board members with contractors must recognize the lack of authority vested in individuals except when explicitly board-authorized.
  - b. Interaction of board members with the public, the media, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
  - c. Board members will give no consequence or voice to individual judgments of officer or staff performance.
4. Board members will respect the confidentiality appropriate to issues of a sensitive nature.

**3.4: Board Member’s Responsibilities.** [Adopted July, 2011]

Individual board members must meet high standards of personal conduct on behalf of the organization. Accordingly, board members are expected to:

1. Know the organization’s mission, purposes, goals, policies, programs, services, strengths, and needs.
2. Perform in accordance with the duties of care, loyalty, and obedience as they apply to nonprofit board members.
3. When so elected or appointed, serve proactively in leadership positions and undertake special assignments willingly and enthusiastically.
4. Prepare for and participate in meetings and other appropriate organizational activities.
5. Bring good will and a sense of humor to the board’s deliberations.
6. Ask timely and substantive questions at meetings while supporting the majority decision on issues decided by the board.
7. Attend, in person, at least 60% of the board’s regular meetings annually.
8. Acknowledge that if the above attendance requirement is not met, or if three consecutive regular board meetings are missed for any reason, the director will be considered as having tendered a resignation.
9. Follow trends in the organization’s fields of interest.
10. Make an annual gift to the organization consistent with personal means.
11. Assist in the organization’s development effort.
12. Suggest appropriate nominees for board membership.
13. Avoid prejudiced judgments on the basis of information received from individuals, and urge those with grievances to follow established policies and procedures.
14. Maintain confidentiality of the board’s executive sessions, and speak for the board or organization only when authorized to do so.
15. Suggest agenda items periodically.
16. Avoid asking staff for special favors or extensive information.

**3.5: Executive Committee.** [Amended August, 2017] The Organization’s Bylaws permit the establishment of an Executive Committee which, during intervals between the meetings of the Board, may exercise certain of the powers and authority of the Board, subject to limitations required by law, by the Bylaws, or by resolution of the Board. Accordingly,

1. There is hereby established an Executive Committee consisting of the Club President, Immediate Past President, President-Elect, Vice President, Secretary, and Treasurer.
2. The quorum for and chair of the Executive Committee shall be the same as the Board of Directors.
3. The Executive Committee shall meet only when necessary during intervals between meetings of the Board to attend to urgent or emergency matters.
4. The Executive Committee shall not have the authority to:
  - Amend or repeal the Club’s Bylaws.
  - Elect or remove any officer or director.
  - Adopt a plan of merger.
  - Authorize the voluntary dissolution of the Corporation.

- Take any action that is prohibited by the Indiana Nonprofit Corporations Act as it may be amended from time to time.
5. The designation of this committee and the delegation of its authority shall not relieve the Board of Directors, or any member thereof, of any responsibility imposed by law.

**3.6: Governance Committee.** [Adopted April, 2013] The Board of Directors commits itself to establishing and maintaining the highest governance standards. Accordingly,

1. There is hereby established a Governance Committee consisting of no fewer than three members, two of which shall be current or past board members. The Governance Committee's function shall be solely to advise the Board. The incumbent President shall not serve on this committee. The Club Secretary shall be a non-voting *ex officio* member of the Committee. If the committee chair is not a member of the Board, he or she is hereby authorized to attend and participate in Board meetings.
2. Governance Committee members, except for the Club Secretary, shall serve for three-year terms and shall not serve more than two consecutive terms. The committee chair shall be appointed by the Board, and the chair shall appoint committee members using criteria that encourage diversity of age and gender.
3. The Governance Committee shall:

Board Roles and Responsibilities

- Review job descriptions, at least annually, for the Board as a whole, for officers, and for individual board members, and recommend appropriate changes to the Board.
- Assist the Board in the regular practice of its fiduciary, strategic, and generative roles.
- Recommend policies and policy changes to the Board.
- Regularly review the organization's Bylaws and policies for currency and compliance, recommend appropriate revisions, and alert the Board in cases of noncompliance.
- Advise the Board on organizational practices, to include committee functions and term limits for directors and committee members.

Board Composition

- Assist in planning for future Board composition.
- Oversee a membership-inclusive process for identifying and nominating candidates for election as directors and officers.
- Explore with nonparticipating directors their continuing interest in Board membership.

Board Knowledge

- Design and provide oversight of a process of orientation for new board members.
- Design and provide oversight of an ongoing program of board information.

Board Leadership

- Ensure the board chair is trained to perform his or her duties.
- Help the Board develop a succession plan for its future leadership.

Board Effectiveness

- Assist the Board in an annual evaluation of its governance practices, including director participation and conflict of interest.
- Periodically review the Board's practices and suggest changes as needed.

- Keep the Board informed of potential new governance practices.

**Contractor Supervision**

- Provide oversight of individuals who contract with the Club, and make recommendations to the Board regarding the extension or renewal of such contracts.

**3.7: Nominations and Elections.** [Adopted November, 2014] Election of directors and officers is guided by the Club’s Constitution and Bylaws. In addition, Board Policy requires the Governance Committee to oversee a membership-inclusive process for identifying and nominating candidates for election. The following procedures shall be used in that process.

1. Any member of the Club in good standing may be nominated for election as a director or an officer by receipt of a written nomination by at least 3 other members. Nominations must specify the position for which the individual is being nominated. Email nominations are acceptable. Nominations shall be submitted to the President or the Secretary.
2. Potential nominees shall agree to being nominated prior to the submission of nominations.
3. Members may not nominate themselves.
4. The Governance Committee, or a nominating committee appointed by the Governance Committee, shall nominate at least one member for each open position.
5. A call for nominations shall be announced to the membership no later than September 30 of each year.
6. If the number of nominees is equal to the number of openings for all positions, the Governance Committee shall submit nominees as a slate for election by voice vote. If the number of nominees exceeds the number of openings for a given position, the candidate (or candidates in the case of director positions) receiving the greatest number of votes by ballot shall be declared elected to fill the position or positions.

**3.8: Sergeant-at-Arms.** [Adopted November, 2013] The Club’s Constitution states, “The club officers shall be a president, the immediate past president, a president-elect, and a secretary, and may include one or more vice-presidents, all of whom shall be members of the board. The club officers shall also include a treasurer and may include a sergeant-at-arms, all of whom may be members of the board as the bylaws shall provide.” Accordingly,

1. The Sergeant-at-Arms may be appointed by the Board of Directors each year at the first meeting of the newly elected board. If no such appointment is made, the Immediate Past President shall serve as Sergeant-at-Arms.
2. The primary duty of the Sergeant-at-Arms shall be to ensure that the Rotary Four-Way Test and the Rotary Code of Conduct are used as the measures of appropriate activity by club members and their guests and to report deviations, as judged by the Sergeant-at-Arms, to the Board of Directors. Specifically, he or she shall:
  - a. Discuss the first occurrence of an infraction with the individual or individuals involved.
  - b. If a repeat of the infraction or an additional different infraction by the same individual occurs, notify the individual that the infractions will be reviewed by the Board of Directors for appropriate action as provided in the Club Constitution.
  - c. Report infractions to the Board of Directors.

- d. Provide other services as he or she may be authorized by the Board of Directors from time-to-time.
3. In the absence of the Sergeant-at-Arms from a Rotary event, the duties outlined in this policy shall be performed by any other officer of the Club.
4. The Sergeant-at-Arms shall avoid fining members for infractions during Rotary events.

**3.9: Chair of the Board of Directors.** [Adopted June, 2016] The Board is committed to governing as efficiently as possible, increasing the involvement of Club members in Club governance and operations, and facilitating the acceptance of responsibility on the part of younger Club members. Accordingly,

1. The Immediate Past President is hereby appointed to be Chair of the Board of Directors during the year in which he or she serves as an *ex officio* member of the Board.
2. If the Immediate Past President is unable to serve as Chair of the Board of Directors, the Board may elect a *pro tem* chair to serve during that year.
3. The Board Chair shall be responsible for agenda development for board meetings and shall coordinate agenda items with the Club President.
4. If the Board Chair is unable to preside at a board meeting, the President shall preside at that meeting.
5. If both the Board Chair and the President are unable to preside at a board meeting, the Vice President shall preside at that meeting.

**3.10: Agenda Planning.** [Amended October, 2017] The board will follow an agenda that (1) institutionalizes the organization's strategic planning process, (2) causes review of the board's policies for currency and compliance annually, (3) encourages board efficiency, and (4) continually improves board performance through board education. Accordingly,

1. The agenda for each board meeting shall include:
  - A consent agenda when more than one routine item requires approval.
  - At least semi-annually, the Club Strategic Plan and the Strategic Plan Progress Chart, with progress data agreed upon by the President and the Secretary prior to those meetings.
  - A Governance Committee report generally including a policy review and a brief board education session.
2. The Governance Committee shall ensure that any violations of board policies appear immediately on the board's agenda.
3. The Board Chair shall ensure that every effort is made to distribute the board's agenda and handouts at least three days prior to board meetings.
4. During one of the two board meetings scheduled prior to the start of the organization's fiscal year the agenda will include a review of this policy.

## Part 4: Executive Guidelines

**4.1: General Executive Guidelines.** [Adopted September, 2010] The Club officers (president, president-elect, vice president, immediate past president, secretary, and treasurer, and any other officers established by policy) shall ensure that all practices, activities, decisions, and circumstances of the organization are ethical, lawful, prudent, and in conformance with commonly accepted business and professional standards. Accordingly, officers shall:

- Be guided by the Club's Constitution, Bylaws, and Board policies.
- Ensure that all activities not specifically addressed by the listed documents are tested against the principles outlined above.

**4.2: Club Secretary's Guidelines.** [Adopted October, 2017] The Club Secretary's role and responsibilities are outlined in the Club Secretary's Manual published by Rotary International. Those responsibilities may be modified from time to time by the Board of Directors and are hereby supplemented as follows.

The Club Secretary is authorized to:

- Approve a Rotarian's first request for leave of absence for the next dues paying period and shall refer subsequent requests to the Club Board of Directors for action.
- When requested by the Lafayette Rotary Club Foundation, serve as the Secretary of that organization.

The Club Secretary shall:

- Be thoroughly familiar with the Club's Constitution, Bylaws, and Policies.
- Support other Club activities when such support is approved in advance by the Governance Committee. Support of Club activities by the Secretary when he or she volunteers to participate as a Club member does not require Governance Committee approval.
- Maintain a checklist of the Club Secretary's essential duties.
- Ensure that the death of a Club member or his or her immediate family member is appropriately memorialized by notification of the membership and discharge of the following procedures:

Club Member:

- A \$50 memorial donation is made by the Club to the Community Foundation of Greater Lafayette for placement in the Lafayette Rotary Club Foundation Endowment and flowers of comparable approximate value are sent to the visitation or memorial service, if any.
- A sympathy card is sent to the family.
- The deceased Club member is recognized at the next Annual Recognition Meeting.

Immediate Family Member:

- A sympathy card is sent to the family.

**4.3: Club Treasurer's Guidelines.** [Amended January, 2021] The Club Treasurer's duties are outlined in the Club Treasurer's Manual produced by Rotary International. Those duties may be modified from time to time by the Board of Directors and are hereby supplemented as follows:

Taxes. The Club Treasurer shall:

1. Direct the Finance Committee, or (when budgeted) a tax professional, in the annual preparation of the Club's tax returns.
2. Review the Club's tax returns with the Board of Directors prior to submission.

Travel Expenses The Club Treasurer shall reimburse travel expenditures in accordance with the following guidelines:

Annual Rotary International Convention

1. The Club will support only one delegate (President-Elect with Vice President as first alternate; other alternates to be determined by the Board) to the Annual Convention of Rotary International.
2. In addition to expenses outlined in (3) below, actual cost of airline economy class transportation will be reimbursed. Unless otherwise determined by the Board, the total Annual Convention expense reimbursement from Club assets shall not exceed \$3,000.

All Travel

1. Requests for travel reimbursement shall be submitted to the Club Treasurer.
2. Registration fees for eligible recipients to attend conventions and conferences will be paid in advance to take advantage of discounted rates. In no case will fees in excess of discounted rates be reimbursed.
3. Reimbursable meeting expenses include registration fees, a per diem amount pre-determined by the Club Board for daily expenses, and lodging for the Club member.
4. Club members eligible for travel expense reimbursement include only those members required, either by virtue of their office or when officially asked by the Board, to attend an event. Reimbursement for other members will be approved by the Board of Directors on a case-by-case basis.
5. The Club Secretary shall provide the Club Treasurer with an itemized written report of travel expenses to be reimbursed, to include average daily costs for meals and lodging.
6. In the event an individual elects to forgo travel expense reimbursement, funds budgeted for that purpose shall remain in the general fund.

Dues.

1. The annual dues for the Lafayette Rotary Club shall be \$300 (\$310 effective October 1, 2021), prorated for new members. Members who pay by check or cash shall be assessed \$300 annually.
2. Dues will not be assessed for the month in which a new member is introduced.
3. Dues will be billed annually, with payment to arrive in the Lafayette Rotary Club mailbox, or be delivered to the Club Secretary, not later than October 31. Members shall have the option of semi-annual payment of dues, with the second payment due not later than April 30. If a member's payment is not received when due, the Treasurer will communicate in writing to the individual, explaining that if payment is not received within two weeks of receipt of the communication the member will be considered as having resigned. A fee of \$25 will be assessed to those members whose payment is received after the due date, except as noted in the next paragraph.

New Members.

4. A processing fee of \$40 will be assessed to new members, including members who re-join the Club after nonpayment of dues. Members who join the Club as the result of transfer from another club shall be exempt from this fee.
5. Rotarians joining the Club for the first time are encouraged to make a contribution to the Lafayette Rotary Club Foundation and to The Rotary Foundation. These contributions will be paid by the new member at the same time as payment of the processing fee.

**4.4: President-Elect's Guidelines.** [Amended October, 2017] The president-elect shall:

1. Attend PETS (the Rotary District's president-elect training seminar).
2. Serve as the Club Board's representative on the Lafayette Rotary Club Foundation Board of Directors.
3. Arrange for committee chairs for his or her year as club president.
4. Conduct a thorough personal review of the Club's Constitution, Bylaws, Strategic Plan, and Policies, and the RI Club President's Manual.
5. In coordination with the Board, set goals for his or her year as president and record those goals in the appropriate RI web page and other appropriate web pages.
6. Participate in the budget process for his or her year as club president.

**4.5: President's Guidelines.** [Amended September, 2017] The President's role and responsibilities are outlined in the President's Manual published by Rotary International. Those responsibilities are hereby supplemented as follows:

1. As soon as possible after the Rotary International Convention, the President shall make a presentation to the Club on the highlights of the convention.
2. The President shall keep the Board and the Club informed about District activities.

**4.6: Board Chair's Guidelines.** [Adopted September, 2017] The Board Chair, appointed by the Board under separate policy, shall have the usual responsibilities of a chair, and in particular:

1. The Chair shall ensure that the Board of Directors performs consistently with its own rules and those legitimately imposed upon it from outside the organization.
2. The Chair shall ensure that policies adopted by the Board are monitored by the Board for currency and compliance.
3. The agenda for Board meetings shall be determined by the Chair in coordination with the Club President and the Club Secretary.
4. Board meeting discussion content will be only those issues that belong to the Board to decide.
5. Deliberation will be fair, open, and thorough, but also timely, orderly, and focused.

## Part 5: Operating Policies

**5.1: Operating Reserve and Investment Policy.** [Adopted November, 2010] Because the financial health of the organization is of vital importance, the Board of Directors will ensure that operating reserves are appropriately invested. Accordingly,

1. When possible, an operating reserve of \$50,000 shall be maintained by the Club and may be invested in accordance with this policy.
2. Investment of the Club's operating reserve shall be made with due regard for:
  - The safety of invested principal.
  - A steady flow of income.
3. Operating reserve investments shall be limited to:
  - Money-market mutual funds.
  - Laddered CDs, with maturities not to exceed five years. "Brokered" CDs are permitted.
4. The financial controls outlined in the Club's Asset Protection policy shall be used for safeguarding the Club's investments.

**5.2: Asset Protection.** [Amended Feb, 2019] Because the assets of the organization are of vital importance, appropriate controls shall govern their disposition. Accordingly,

1. The Club Treasurer shall ensure that the procedures outlined below are followed.
2. All financial accounts owned by the Club shall be established by resolution of the Board of Directors.
3. The following controls shall be used with respect to financial accounts owned by the Club:

### Safeguarding Financial Accounts

- The Club Treasurer and one other Club officer shall have online access to the Club's checking account e-statements.
- The Club's checking account statements shall be received by the Treasurer in electronic form and shall include check images.

### Separation of Financial Authority

- The following functions shall be carried out by separate Club members, generally, but not necessarily, by the individual indicated:
  - a. Bookkeeping (monitoring of contractor or use of software), dues solicitation and collection, and reports to the Board of Directors – Club Treasurer
  - b. Check custody, drafting checks, ePay, PayPal, and credit card transactions – Club Secretary
  - c. Deposits to the Club's financial accounts and money-counting – Club Assistant Treasurer
  - d. Transactions involving the Community Foundation of Greater Lafayette or the District 6560 Foundation – Club President or Club Treasurer
- With the approval of the Board of Directors, the Club Treasurer may appoint additional Club volunteers to assist with the duties listed above.

### Review of Financial Transactions

- The Club Treasurer shall, during July and January each year, conduct a review of credit card transactions occurring during a month chosen randomly from the previous six months by comparing receipts with ledger reports for that month.
- In the absence of any element of the separation of authority required by subparagraphs a. through c. above, the following shall be performed:
  - As soon as possible after the months of June and December, at least one individual (other than the Club Secretary, the Club Treasurer, or the Assistant Treasurer) appointed by the Board of Directors shall conduct a financial review of checks drafted, credit card transactions, and investment transactions conducted for accounts owned by the Club. This review shall consist of (1) an examination of supporting documentation for all transactions for a month randomly chosen from among the previous six months by the reviewer and (2) an examination of the reconciliation of the Club's financial accounts for the month chosen. The results of the review shall be reported at the next regular meeting of the Board.

### Signature Requirements and Investment Authorizations

- One original signature shall be sufficient for drafting checks of \$5,000 or less drawn on the Club's regular checking accounts. Two original signatures shall be required for drafting checks drawn on the Club's regular checking accounts in excess of \$5,000 and for all checks drafted on Global Grant and District Grant accounts owned by the Club. Signatures of the Club Officers are authorized for drafting checks. The use of rubber-stamped or facsimile signatures and the signing of blank checks are prohibited.
- The authorization of the Club Treasurer and one other Club officer shall be required for investment transactions, including CDs. The authorization of either the Club Secretary or the Club Treasurer shall be sufficient for reinvestment of a CD.

### Special accounts

- Fund Raising Account The Club's Fund Raising Account shall hold all funds generated from the Club's fundraising activities. After verification of amounts with the Club Treasurer or, in the Treasurer's absence, the Club Secretary, the Assistant Treasurer shall immediately deposit all monies collected. All payouts from this account shall be made by check.
- Global and District Grant Accounts Such accounts shall be set up and administered in accordance with the procedures established by The Rotary Foundation.

### Financial Reports

The Club Treasurer shall provide a financial report to the Board of Directors at least quarterly. This report shall include a balance sheet and an income statement (profit and loss with budget vs. actual data), and the board shall be informed of unusual income or expenses.

### **5.3: Electronic Communications. [Amended August 2018]**

#### Official Club Documents

- The Club's bylaws, policies, and lists of committee members may be placed on the web. Approved minutes of board and committee meetings may be emailed to club members but may not be placed on the web.

#### Information About Members

- Lafayette Rotary Club member information may be shared with the district and international offices of Rotary for their required functions only.
- Information about Club members will be shared on a need-to-know basis. Those provided with this information must use it only for its stated purpose, treat it confidentially, and destroy it when no longer needed.
- Data such as names, addresses (including e-mail), telephone numbers, employment, and Rotary awards, may be listed in a printed or electronic directory and widely available throughout the Club. Such information may be shared within the Club as required for Club and committee functions and for Rotary International, but will not be shared for other purposes either within or outside the Club.
- The Club Secretary will oversee all data collection and maintenance. Individual financial data will not be shared except as required by Rotary International.
- Club members may request in writing to the Club Secretary that certain personal information not required by RI, such as email addresses, be withheld from websites and other shared sources.

**5.4: Club Meetings.** [Adopted March, 2019] The purposes of the weekly meetings of the Lafayette Rotary Club are to encourage fellowship, promote networking, educate Club members, conduct Club business, foster new memberships, and further the Object of Rotary. Accordingly,

1. Weekly Club meetings, including Club Assemblies, shall generally follow a standard format established by the Board of Directors.
2. To provide ample time for members to travel to and from their workplace, the Club President shall make every effort to ensure that the formal (bell-to-bell) portion of regular Tuesday Club meetings begins at 12:10 pm and ends at 12:50 pm.
3. Club meetings are not open to the public. Rotarians may invite guests at their own expense.
4. Potential members: Rotarians are encouraged to invite potential members to weekly meetings. The Club will pay for the lunch of a potential member on the first and second occasion of his or her attendance.
5. Guest speakers: The Club will pay for the lunch of the guest speaker. Speakers shall be informed, prior to the meeting, that they will be asked to pay for their guests' lunches.
6. Fundraising and volunteer requests: Solicitation of funds by Club members or guests during Club meetings must be approved in advance by the Board of Directors. Solicitation of volunteers by Club members for community functions not sponsored by the Club may be approved by the President or, at his or her discretion, submitted to the Board for approval.
7. Special meetings: Special meetings are those meetings that do not follow the standard format for Club meetings established by the Board of Directors. Each instance of a special meeting must be approved in advance by the Board.

**5.5: Club Membership.** [Revised November, 2019]

1. Approval of Membership Candidates: The president, president-elect, and vice-president shall, by meeting or email, review and vote on membership proposals. In the event of the absence of one or more of the above when the proposal is received by the secretary, the immediate past president, the treasurer, and the secretary, in that order, shall act in place of the absent

officer(s). If a candidate receives a negative vote from any of the officers voting, the candidate's proposal shall be brought to the Board of Directors for action. Names of candidates approved for membership by officers shall be reported to the Board and recorded in the Board's Minutes.

2. **Orientation:** After approval of a proposed membership, the Club Secretary shall:
  - a. Notify the Membership Committee, which will arrange for the new member's orientation.
  - b. Notify the sponsor, who will coordinate the new member's introduction at a Club meeting.
3. When an individual who has been approved for Club membership delays more than six months from the approval date to join the Club, the Board of Directors shall consider whether to withdraw the membership offer.
4. **Honorary Members:** The criteria for honorary membership as defined in the Club Constitution are supplemented as follows:
  - The Board may confer honorary membership on active members who are unable to attend meetings because of infirmity. Consideration for such membership should be greatest for Rotarians who:
    - a. Meet the requirement of the Rule of 85 (the combination of the member's age and years of membership in Rotary is equal to at least 85).
    - b. Have a record of especially meritorious service as a Rotarian.
  - The Board shall ensure that active members who become honorary members are visited periodically by active members, to include the delivery of the visitor's *Rotarian* magazine.

**5.6: Public Office Candidates and Incumbents at Club Functions.** [Adopted May, 2014] The Standard Rotary Club Constitution encourages the education of Rotarians regarding any public question involving the community, the nation, and the world, but it prohibits Rotary clubs from expressing an opinion on any pending controversial public measure. Clubs are further prohibited from endorsing a candidate for public office and from discussing the merits or demerits of such candidates during club meetings. Accordingly,

1. To encourage the principles of civic discourse among Rotarians, incumbents and candidates for public office may be invited to make presentations at Lafayette Rotary Club functions under the following circumstances.
  - a. Local mayors and county commissioners, whether candidates for re-election or not, may be invited to address the Club on important issues. (However, see subparagraph "d." below.)
  - b. Other local public office incumbents who are not candidates for re-election may be invited to address the Club on important issues.
  - c. With the prior approval of the Board of Directors, other incumbents and candidates may be invited to speak. Because multiple forums are available for local candidates, such invitations shall be limited to candidates who serve the residents of Tippecanoe County at the state or national level.
  - d. If a candidate is invited to speak, an opposition candidate for that office shall be invited to speak on a different occasion. With the agreement of all concerned, opposition candidates may be invited to speak on the same occasion.

2. Incumbents and candidates shall be informed that:
  - a. They may not use the occasion for speaking against another candidate, but shall limit their remarks to public issues and ideas for their resolution.
  - b. They may not send a substitute speaker if they are required to cancel.
3. Club members shall use a speaker's question-and-answer time solely for the purpose of asking questions related to the speaker's topic.
4. The presiding officer shall intervene if the above proscriptions are violated.

**5.7: Weekly Meeting Programs.** [Adopted March, 2015] The Rotary Club President's Manual states that Club meetings should feature interesting programs that (1) enhance members' Rotary knowledge, (2) reinforce the value of continued membership, and (3) increase awareness of local and global issues. In addition, education of members about local organizations and activities provides enhanced understanding of the community. Accordingly,

1. A Program Committee shall be formed, the chair (or co-chairs) of which shall be appointed by the President. The Program Committee chair(s) shall appoint additional members as necessary to implement this policy. The Committee shall:
  - Coordinate the scheduling of speakers by individual Club members.
  - Ensure that each speaker is aware of time constraints and that microphones and visual aids will meet the speaker's needs and are operating properly.
2. The following guidelines for obtaining speakers shall be used:
  - Potential speakers shall be vetted by assurances of trusted sources that the speakers are reasonably skilled and interesting.
  - Attempts should be made to schedule one feature per month in recognition of various themes and activities suggested by Rotary International...
  - Scheduling of political incumbents and candidates as speakers is subject to a separate policy.
  - Speakers shall be informed that they should limit their talks to 20 minutes. If circumstances are such that additional time should be allowed, the weekly meeting agenda may be modified as necessary with appropriate advance coordination. A 5-minute warning will be provided to the speaker as his or her time nears expiration.
  - Speakers shall be further informed that they are prohibited from directly soliciting the sale of goods or services during Club meetings.

**5.8: District and Global Grants.** [Adopted May, 2015] Rotary clubs worldwide have the opportunity to address human needs and enhance community and international goodwill by participating in Rotary's District and Global Grants programs. These programs permit significant leveraging of local fundraising and collaboration with Rotary clubs internationally. They also ensure the appropriate exercise of IRS-required expenditure responsibility through a set of procedures that must be carefully followed. Accordingly,

1. A Club member or committee wishing to pursue a Rotary district or global grant shall accomplish the following before seeking the Board's approval to apply for the grant:
  - a. Notify the Chair of the Club's International Service Committee or Community Service Committee, depending on the type of grant.

- b. Ensure that the Club has fulfilled the District’s requirement for eligibility, to include the mandatory training.
  - c. Review the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
  - d. Review the procedures for applying for a district or global grant.
2. A memorandum to the Board seeking approval to apply for a grant shall include as an attachment a plan containing:
- a. Names of a Rotarian to serve as chair and 2 other Rotarians to serve on a committee to oversee all grant activities.
  - b. Assignment of responsibility for the following:
    - Submission of the grant application and the Club Qualification Memorandum of Understanding.
    - Finances.
    - Reporting.
    - Records retention.
  - c. Identification of collaborating Rotary Clubs or other service organizations.
  - d. Specific steps for local fundraising.
  - e. Procedures for receiving matching funds, to include the account(s) to be opened and closed by the Club Treasurer.
  - f. A timetable for completion of the grant process.

**5.9: International Club Service Projects. [Amended June, 2019]** Rotary’s motto, “Service Above Self,” means that every Rotarian is responsible for finding ways to improve the quality of life in his or her community and in communities around the world through service. Accordingly,

1. The Club’s committees shall include an International Club Service Projects Committee (the “Committee”), which shall be guided by the *Club Service Projects Committee Manual* published by Rotary International.
2. The Committee shall solicit international service project ideas from the Club membership at least annually and shall coordinate with the Club Local Service Projects Committee to ensure that the Club meets the annual training requirement for application for District or Global Grants.
3. All proposed international club service projects shall be submitted to the Committee for evaluation and forwarding to the Board with a recommendation to adopt or not adopt the proposal.
4. The Committee may consider projects that are funded solely by the Club or in partnership with other organizations as well as projects funded either by Rotary District Grants or Rotary Global Grants.
5. When deciding among projects to recommend to the Board, the Committee shall give priority to those projects that:
  - Provide the greatest benefit to the greatest number of beneficiaries.
  - Involve the greatest number of Club members.
  - Have the greatest potential to attract new Club members.
  - Provide widespread and lasting publicity that helps the public understand the role that Rotary plays in the local community and worldwide.

6. The Committee may recommend that the Club's budget include a line item for accumulation of funds over a period of years so that the matching requirement for an international grant may be met periodically.
7. All projects recommended by the Committee for approval shall state:
  - Whether additional funding for the project is needed and the means of raising such funds.
  - In the case of Rotary District Grants and Rotary Global Grants, a plan outlining specifics for adherence to grant requirements.
  - A proposed end-date for the project and, if not obvious, the exit strategy for the project.
8. The annual planning cycle for international Club service projects shall be as follows:
  - The Committee solicits ideas for projects for the next fiscal year and for projects to begin in future years.
  - The Committee submits recommendations to the Club Board, including the names of members who will be responsible for completing on-line applications.
  - The Club Board notifies the Committee which of the recommended projects have been approved.
  - The Committee, at its option, appoints additional committees to supervise the international projects.
  - Requests for District grants are submitted by the appropriate deadline.

**5.10: Local Club Service Projects.** [Adopted August, 2017] Rotary's motto, "Service Above Self," means that every Rotarian is responsible for finding ways to improve the quality of life in his or her community and in communities around the world through service. Accordingly,

1. The Club's committees shall include a Local Club Service Projects Committee (the "Committee"), which shall be guided by the *Club Service Projects Committee Manual* published by Rotary International.
2. The focus of the Committee shall be service in the local community.
3. All proposed local Club service projects shall be submitted to the Committee for evaluation.
4. Local service projects that do not require funding and can be completed in one session may be approved by the Committee.
5. Projects that would require fundraising or long-term efforts shall be forwarded in writing from the Committee to the Board with a recommendation to approve or not approve the proposal.
6. When deciding among projects to approve or to recommend to the Board, the Committee shall give priority to those projects that:
  - Provide the greatest benefit to the greatest number of beneficiaries.
  - Involve the greatest number of Club members.
  - Have the greatest potential to attract new Club members.
  - Provide widespread and lasting publicity that helps the public understand the role that Rotary plays in the local community and worldwide.
  - Encourage collaboration among service organizations.
  - Follow the guiding principles of Rotary.

7. Projects recommended to the Board for approval shall state:
  - Whether the project should be funded by existing funds or new funds raised for that project.
  - A proposed end-date for the project and, if not obvious, the exit strategy for the project.
8. The Committee shall solicit local service project ideas from the Club membership at least annually.
9. The Committee is encouraged to recommend larger community projects outside of annual and recurring Club activities.
10. When considering projects to be funded by monies disbursed from the Lafayette Rotary Club Foundation Endowment held by the Community Foundation of Greater Lafayette, the Committee shall be informed by guidelines provided by the Lafayette Rotary Club Foundation Board of Directors (attached).
11. The annual planning cycle for local Club service projects shall be as follows:
  - The Club Foundation is notified by the Community Foundation the amount available for projects from the Foundation's endowment earnings.
  - The Club Foundation notifies the Community Foundation and the Club Board the amount it wishes to withdraw from the endowment's earnings.
  - The Local Service Projects Committee solicits ideas for projects for the next fiscal year and for projects to begin in future years.
  - The Club Board informs the Committee the funds available for projects in the next fiscal year.
  - The Committee submits recommendations to the Club Board.
  - The Club Board notifies the Committee which of the recommended projects have been approved.
  - The Committee, at its option, appoints additional committees to supervise the local projects.

**5.11: Committee Functions.** [Adopted July, 2019]

1. Committee chairs are granted authority by the Board of Directors through the President to direct the overall function of their committees.
2. Unless committee members have received authorization by the chair, they shall not take action outside of the committee that appears to represent the whole committee or the Club. In particular, they shall not communicate directly with project contacts outside of the Club without the approval of the committee chair.

## **ATTACHMENT TO POLICY 5.10**

Letter of LRC Foundation History and Suggestions for the Projects Committee  
Approved by the Lafayette Rotary Club Foundation Board of Directors in February, 2017

### **HISTORY AND BASIS FOR DISCUSSION**

Over the last few years, the Lafayette Rotary Club has been going through a major period of transition. The club has gone through a downsizing of membership, and a shift to a broader community membership with a corresponding broadening of expressed interests. Responding to these changes, the club is undertaking a process to make club operations smoother, more reflective of member interests, and less demanding of volunteer time.

Over a similar time period, the Lafayette Rotary Foundation has also made major changes. It has entered into a new relationship with the Lafayette Community Foundation and now meets new distribution guidelines. Due to this new relationship and investment success, the foundation also has reached a much higher level of investment corpus. Related to the changes in club membership, the foundation also now deals with a very different pattern of member contributions and desires, with some contributions earmarked for special local projects, some for endowment purposes, and (relatively new) international projects. Adding to current complexity, there is also a new District Rotary Foundation with specific guidelines, and continually changing Rotary International Foundation guidelines and goals.

### **CURRENT STATUS**

Due to the changes in membership, the club no longer can meet its annual and recurring project goals through dues and unrestricted Birthday Table contributions. It has now become routine to ask the Lafayette Rotary Foundation for funds to meet these routine, recurring project expenses.

Moving toward its streamlined status, the Club has asked the foundation to consider supporting its reorganization by allowing transfer of many foundation activities to a Club Projects Committee, and to the Club Board. The Foundation Board has generally agreed to support the overall Club reorganization, albeit consistent with the fiduciary responsibilities of a separate non-profit (501c3 corporation). No specific time-line is attached to any transfer of responsibilities. A consistent time-proven record of Project Committee/Club Board activity has been established as the standard to meet prior to any further changes to the Foundation.

### **SPECIFIC AREAS OF CONCERN/FOR DISCUSSION**

1. The Lafayette Rotary Foundation was formed partially to enhance the local reputation and visibility of the Club through contributions to larger community projects outside of the annual and recurring Club activities. Such contributions were seen as a natural extension of club member roles as community leaders. There was also a base commitment to scholarships coming from proceeds of the sale of Rotary Park (itself a good example of a large community benefit project). Under current By-Laws, the Foundation may only fund projects approved by the Club Board. The Foundation board however, has often received project ideas/requests from a wider set of community constituencies and has served as a valuable conduit to the Club leadership. It is strongly felt that the status of Lafayette Rotary in the community and the original goals of the Foundation can be enhanced when broader inputs are sought and fully considered by the Projects Committee. It is hoped that a commitment to supporting community wide projects (which may be led by other organizations) will continue. It should be understood that such commitments may include multi-year funding, and may require dedicated set-aside funding for periods of time.

2. The Lafayette Rotary Foundation traditionally has had no role in international projects. It is intended that the Projects Committee will develop procedures to fully utilize the resources of the new District Foundation and Rotary International, clarifying and perhaps minimizing the role of the Lafayette Rotary Foundation.
3. The processes and procedures of the Projects Committee are of particular concern. It is desired that the Committee will establish a clear record of club member involvement in establishing goals and priorities, choosing projects, establishing budget targets, and reporting to the full club membership as well as to the club board. Recommendations should then be clearly communicated as part of the club budget process. Processes should equal those of the current Foundation board in terms of meeting goals of fiduciary responsibility.
4. Commitment to a 'scholarship/campership' program should be reviewed as a special topic. The original commitment of the Foundation was for journalism camperships. The commitment evolved to a broader interest, but no clear guidelines have existed for several years. In 2015, the club never stated any interest, and the foundation simply made a decision unilaterally. The amount committed annually has been \$2,500, but it is a somewhat historical amount loosely based on the original sale of Rotary Park.

**NOTE**

As the Projects Committee assumes its additional responsibilities, the Foundation Board will proceed to make internal changes.

- a. The Foundation will investigate new alternatives for regular Treasurer and book keeping alternatives.
- b. The foundation will move from monthly meetings to a less frequent schedule.
- c. The foundation will review its founding documents for consistency, and in recognition of Rotary International and District alternatives.