**Operations Manual**

**Rotary Club of Lake Chatuge**

***[does not cover items mandated in the Club By-Laws]***

**Club President**

The primary representative of our club, the President sets the tone for a successful year.

1. Leadership and Inspiration:
	* Lead the club and preside over all meetings, including those of the board of directors.
	* Motivate club members, ensuring they feel valued, inspired, and connected to each other.
	* Promote Rotary within the community.
	* It is recommended that the club be active with and supportive of the Lake Chatuge Chamber
2. Goal setting and Planning:
	* Develop and evaluate your club’s strategic plan to ensure it remains current and relevant.
	* Implement and assess progress toward annual goals using Rotary Club Central.
	* Inspire every club member to actively participate in club activities.
	* Celebrate accomplishments with the club.
3. Meetings and Communication:
	* Conduct effective and engaging Rotary meetings.

Ensure a Greeter and person to deliver the invocation are scheduled (See Programs)

* + Inform the community about Rotary’s work.
	+ Ensure timely response to communications from district regarding grants, GRSP, RYLA, etc.
	+ Ensure that on January 2, a club member secures the date for the upcoming Reverse Raffle at the Towns County Commissioner’s office.

**Board of Directors**

* Meetings of the Board of Directors are on the second Tuesday of each month at 11AM, just prior to the Club Meeting.
* The club president provides the monthly agenda for review prior to each month’s meeting, including old and new business, and topics to be discussed/voted on that have been put forth by club members.
* Committee chairs are expected to provide updates as appropriate.
* The June board meeting is the ‘changeover meeting’ when the current president facilitates the first part of the meeting, finalizing old business before turning the meeting over to the incoming President.

**President-Elect**

* In January of each year, enter incoming Board Members into DACdb. (See Nominations Committee)
* Respond to GRSP commitment request in a timely manner (Sent in January of each year).
* After attending Rotary President-Elect Training Session (PETS), review club By-Laws and Operations Manual to become familiar with club operations.
* Arrange a meeting with the current President for a Q&A session and then finalize the leadership team of Committee Chairs for their year.
* By early April, meet with current President to plan the changeover meeting (either the last meeting of the RY, or an evening event). The President-Elect (PE) will have the option of inviting a district leader to induct their board/committee during this event.
* The PE should also be prepared to run the second half of the June board meeting after the current President concludes the outstanding business portion of the meeting.

**Vice-President**

* The Vice-President is a Past President chosen by the President-Elect.
* This person serves as an advisor and mentor to the president and will preside over meetings should the current president be unable to do so.

**President-Nominee**

* A member to serve as President-Nominee is *recommended* by the current President and put forth when the Nominations Committee meets.
* This individual will collaborate closely with President-Elect and current President to ensure a smooth year-to-year transition.
* The President Nominee may be invited to PETS, they should plan to attend the Spring District Assembly.

**Treasurer**

1. **Financial Management**:
	* **Club Funds**: Oversee the club’s financial transactions, including income, expenses, and any future investments.
	* **Tax Filings**: Ensure appropriate tax returns/forms are filed in a timely manner. Report to the board in advance of payment should any late fees or fines be incurred.
	* **Dues and Fees**: Collect and accurately record membership dues, event fees, and other financial contributions.
	* **Financial Reporting**: Regularly provide transparent and accurate reports on the club’s financial status to the board and members. At the first Board Meeting of each Quarter, report on the overall Financial Status of the Club.
	* **Budgeting**: Collaborate with club leaders **annually during the month of May** to develop and monitor the annual budgets.
2. **The Rotary Foundation**:
	* **Foundation Contributions**: Facilitate contributions to The Rotary Foundation (TRF) and manage grant-related finances. (Working with club TRF Chair, and member responsible for District and other grants).
	* **Grant Management**: Work with club grants team to ensure compliance with TRF guidelines for grant applications, utilization, and reporting.
3. **Record Keeping and Documentation**:
	* **Accurate Records**: Maintain meticulous records of financial transactions, receipts, and disbursements.
	* **Historical Data**: Keep historical financial records in accordance with local document retention laws.
4. **Transition and Succession Planning (When appropriate)**:
	* **Smooth Transition**: Work closely with the outgoing treasurer to ensure a seamless handover.
	* **Prepare Your Successor**: Provide guidance and training to the incoming treasurer.
5. **District Engagement**:
	* **District Training**: Attend district training assemblies to stay informed about best practices and updates.
6. **Ethical Conduct**:
	* **Compliance**: Adhere to Rotary International’s financial policies and guidelines.
* [Treasurer | My Rotary1](https://my-cms.rotary.org/en/learning-reference/learn-role/treasurer?embed=true)

**Secretary**

The club Secretary works with the club president to ensure our club run smoothly and effectively. It is suggested that they monitor club trends to help identify strengths and areas for improvement and share this information with club and district leaders. The secretary records the Minutes of the monthly Board meeting and disseminates them to Board members. The Secretary maintains the club membership records in DACdb, including activating new members, changing membership types, and terminating members when they leave the club. The secretary receives each meeting’s attendance sheet and monthly reports the club’s attendance record in DACdb. The secretary orders new member badges from Russell Hampton.

Online courses are available through Rotary’s [Learning Center](https://my.rotary.org/learn?deep-link=https%3A//learn.rotary.org/members/learn/learning_plan/view/6/club-secretary-basics)

**Nominations Committee**

Two months prior to elections which shall be at the Annual Meeting, the current President will appoint a Nominations Committee consisting of the President, three Immediate Past-Presidents, plus, two members in good standing. The committee will select a nominee for the following offices: *President, President-Elect, President Nominee, Vice-President, Secretary, Treasurer and Sergeant-at-Arms*. The slate of officers should be determined during the January Board Meeting and presented to the club during a Club Assembly scheduled in the same month. (Refer to Club By-Laws for additional information)

**Membership**

The Membership Chair encourages club members to invite friends and acquaintances to attend a Rotary meeting; greeting visitors and explaining how the meeting will proceed. Following the second visit of a potential member, the Chair will email the potential member detailing dues and other expectations as a club member (Club service, participation in fundraisers, etc.)

If receiving a transfer member from another club, that member must terminate membership in that club; the Chair will then inquire with that club's leadership to confirm the member is leaving “in good standing.”

On the third visit, the Chair sends an email with a link to the online Membership Application. When completed, the President will receive the application and notifies club members of the potential member and request for feedback should there be any concerns. If none, the President seeks a vote of approval at next Board meeting.

The Chair will then coordinate an induction with the President and member sponsor.

Membership Chairs are encouraged to develop ways to attract and engage new and existing members, including fellowship events, or ‘Fireside Chats.’ The Chair is also encouraged to attend District Assembly, and the online webinars created by Zone leadership (Membership Action Plan). Resources are also available online through Rotary’s Learning Center.

**Club Donations**

* The Club Donations Chair (With the option of support from club members) presents funding requests to the board during the monthly meeting for discussion and approval. Exceptions to this procedure are made when worthy time-sensitive requests are received.
* The Chair maintains of list of approved, recurring contributions, coordinating with the Treasurer.
* The Chair coordinates with the Treasurer to issue checks and record financial support to charities and community organizations.
* The Chair ensures the club continues its 3rd Grade Dictionary Project
* The Chair ensures an annual gift is made to the local food pantries during the Thanksgiving/Holiday season- preferably during the month of October.
* The Chair keeps accurate records of donations and shares thank you notes from recipients with club members.
* The Club’s Reverse Raffle annual fundraiser is the primary source of funds that the club donates on an annual basis. Additional funds come from Holiday Wreath Sales, member contributions and donations from outside sources.
* Club Donation funds may not be utilized to fund expenses incurred by the Hydroponic Tower Gardens project.
* Speaker gift-Books donated to Towns County Children’s Library: The club donates a book to the Children’s Library in the name of each week’s speaker (Other than if a club member speaks, or for Student of the Month). A club member will be assigned to coordinate with the Branch Manager to ensure book plates are available, and the amount of the donation to purchase books. A decision is made by the club president regarding including the name of each speaker on a corresponding book plate **or** having a standard book plate listing our club. The Treasurer will mail the appropriate donation for books for a pre-determined date.

**Club Socials**

* The Club Socials Chair, along with other members, plans and oversees social events (Minimum 2 per Rotary Year) including a meal and fellowship for members and their spouses, friends, or potential members.
* Typically, the club gathers for a holiday social event (December or January).
* Members do not pay to attend, guests may be, depending upon the event.

**Community Service**

The Community Service committee, led by a Chair, schedules, and oversees 4-6 local community service projects each RY. When possible, projects are scheduled on a Saturday so that all members may participate.

**Projects and Contact Information:**

* First Saturday in November: Mountain True (Annual Fall Lake Chatuge Cleanup)

Contact Callie Moore (Callie@mountaintrue.org)

* Hinton Center (Wood splitting- Late Fall, Spring)
* August-Towns County High School (Concessions-arrange dates and times during home games for football and basketball)
* Berrong House (Garden- TBD)
* December- Participate in the Towns County Sheriff’s ‘Shop with a Hero’ event (our club donates to this initiative)
* Schedule two road clean up service projects (Contact Town’s County Commissioner’s office)

**Community Event Support**

* February- Mountain True annual fundraising event (If an invitation is not received, contact Callie Moore (See above).
* April-Clay Dotson Young Harris Golf Tournament

**Club Signature Service Project- Hydroponic Tower Garden- Logistics team**

* Oversees and maintains the growing operation of the project, determines harvest dates.
* Oversees maintenance of greenhouse, informs Oversight Committee of anticipated expenditures.
* Ensures the towers are operational, works with Oversight Committee to develop a schedule for volunteers to carry out harvest, maintenance, and other necessary duties.
* Works with Towns County High School to ensure the success of the 3 Tower Gardens donated by the club.

**Tower Gardens Oversight Committee (Refer to supporting document)**

* The committee provides financial oversight of income and expenses, securing funding through annual District Grant, community supporters, and other funding opportunities.
* Works with logistics team to schedule volunteers to maintain the gardens and harvest/deliver greens.
* Develops fundraising, outreach, and social events.

**Fundraising**

**Signature Fundraising Event-Reverse Raffle and Casino Night**

The event is held annually on a Saturday evening during the month of September.

***Refer to separate document for event details***

**Christmas Wreath Sales-**

**Funds raised annually are allocated to a number of community organizations that provide for disadvantaged citizens in the communities we serve.**

* In early September, contact Butler Tree Farm (336-877-6748) to place our club’s order for wreaths.
* Engage a club member to oversee this fundraiser, developing a process and timeline for selling and tracking wreath sales.
* Begin encouraging members to secure orders and payment by end of September.
* Funds raised will be managed by the Treasurer.
* Determine where the wreaths are to be stored and a system for member pick up.
* Two members are required to travel to NC at the scheduled time (Around Thanksgiving) to pick up wreaths. Currently, Jackie Jones car dealership provides a truck as an in-kind donation.

**Club Rotary Foundation Chair**

* The Rotary Foundation club chair educates and inspires members and prospective members about our Rotary Foundation, PolioPlus, Seven Areas of Focus, the Annual Fund, Endowment Fund, and Rotary Peace Centers. They should also be familiar with the MyRotary website and Rotary Direct.
* Candidates for this position should be regular donors with a passion for and understanding of the Rotary Foundation. The person chosen for this position will lead by example.
* The chair will plan to raise awareness of our global signature project, PolioPlus, with an increased emphasis during the month of October (World Polio Day, October 24)
* The chair will encourage annual gifts of $100.00 for members to support the PolioPlus Society
* The chair will present a minimum of one program per year, commonly during November (Rotary Foundation Month)
* The Chair ensures new Paul Harris Fellows, Major Donors, Benefactors and Bequest Society Members receive the appropriate recognition items from the Rotary Foundation and requests time on the club meeting agenda to present recognition in a timely manner.
* The chair shall have access to DACdb for club member information.
* The chair will be familiar with MyRotary and Rotary.org websites to view club reports and information.
* The TRF Chair works with the Treasurer to ensure club member’s quarterly dues invoices include a $25.00 gift to Annual Fund/Share, ensuring our club receives 100% Sustaining Giving honors.

**Georgia Rotary Student Program**

The GRSP chair is responsible for the GRSP student, who attends Young Harris College. Our club GRSP chair co-coordinates with the sponsor club for the year. The responsibility for the GRSP student rotates each year through the four Rotary clubs in our Rotary Area: Clayton, Gilmer, Towns and Union.

The club chair sets up a program in the fall and in the spring for the GRSP student to speak at our club.

The chair is responsible for scheduling any assigned transportation needs of the student and any assigned housing needs of the student during holidays. It is imperative that the Club President and chair respond to communication from GRSP staff regarding club contributions, coordination of transportation, welcome events, and specific needs of our assigned student**. An email will be received by the President and President-Elect towards the end of the Calendar year regarding selection of the following Rotary year’s student. It is imperative that the club responds to and participates in this process.** The Union County RC will host the 2024-2025 student, our club will serve as host during the 2025-2026 RY.

Katheryne Fields, Executive Director:

404-405-6806 (Mobile)

kfields@grsp.org

Georgia Rotary Student Program

P.O. Box 61327

Savannah, Georgia 31420

Office: 912.961.1331

Email: grsp@grsp.org

[www.Grsp.org/contact/](http://www.Grsp.org/contact/)

**Club Awards**

Each year during the Transition/Changeover meeting, the following awards are presented. The President determines a timeline for nominations and voting and ensures the award is ordered from Russell Hampton in a timely manner.

* **The Gerry Gutenstein Rotarian of Year** is chosen by nomination and vote of the current President and four past Presidents chosen by the President (total of 5). The President determines a timeline for nominations and voting.
* **The Citizen of Year** is selected by nomination and vote of all club members.
* Nominations are submitted to the President, who then determines a club meeting date for nominators to speak briefly about their nominee; club members who are present vote on a printed ballot. Currently, club members decided to not announce the winner until the day of presentation. The person(s) submitting the nominee are responsible for having the honoree present when awards are presented.

**Programs Chair**

* The Program chair is responsible for ensuring a relevant program speaker for each club meeting during the year.
* Currently, the chair is assigning members to provide a program, serve as Greeter and offer the Invocation.
* Club members are encouraged to inform the Program chair of potential speakers and topics in addition to their assigned dates.
* When club members are not providing speakers, the Programs Chair invites the speaker, sets an agreeable date, and informs the speaker of the 20–25-minute time limit (plus questions), policy of no political or religious presentations, and provides directions to the meeting location.
* The Chair emails a reminder and requests introductory information from the speaker a week prior to their visit. The club covers the cost of the meal for the speaker and their guests.
* On occasion, off site meetings will be scheduled, including the Fair Grounds, Hospitals and Towns County Schools.

**Public Image**

The Public Image Chair develops and implements a plan to promote our club’s projects, community involvement, fundraisers, and meeting activities to the public and district. This accomplished primarily by submitting articles to the Towns County Herald, updating our Facebook page and website, however, the chair is encouraged to seek out new ways to promote the club. Additionally, they will:

Attend District Training Assembly and the Public Image Seminar

* Develop a public image plan, set, and monitor progress towards goals.
* Engage other members to form a sub-committee if applicable.
* Utilize Rotary’s Brand Center to enhance our club’s image.
* Utilize Rotary’s Learning Center and attend District/Zone Public Image workshops.
* Provide updates during monthly board meetings.

**Youth Service Chairs**

The Youth Service committee develops and oversees our club’s work with local students, in partnership with school administration.

* Each year we provide dictionaries to third-grade students attending Towns County Elementary School (Coordinate with Donations Chair).
* Each year we donate funds to the Towns County Libraries for purchase of children’s books (Refer to Club Donations section of this document).
* Each year we provide a college scholarship to 8 Towns County High School graduating seniors, selected by school administration. Students, their family, and school administrators are invited to speak to our club on a third Tuesday of each month during the academic school year. The scholarship donations are sent directly to the colleges and deposited into the student’s account; information is provided by the chairs to the club Treasurer (Mailing addresses of the school, student’s full name, student ID number).
* Each year we sponsor Towns County High School students, selected by school administration, to attend District 6910’s Rotary Youth Leadership Academy (RYLA) held in June at Tallulah Falls School. We encourage these students to speak at a weekly club meeting about the impact of their participation.
* The club provides scholarships to Young Harris College, coordinating with school administration.

**Rotary Event Reimbursement**

* The Club will reimburse travel expenses for Club Officers (President; Vice-President; Past President; President Elect; Secretary; Treasurer; Sergeant at Arms) for board-approved Rotary events including Registration, Lodging and one outside meal.
* Club members aspiring to move into a leadership position are encouraged to attend Rotary Leadership Institute; the club will reimburse registration fees.
* With Board approval, a club member may be fully reimbursed for the costs of a specific Rotary event.
* Receipts are required for reimbursement, turned in to the Treasurer.

**District Conference**

* Each Spring, District 6910 holds a conference for all the Rotary clubs in the Northeast Georgia area to celebrate the Rotary year.
* Club Presidents are encouraged to attend Conference during their year, the club will reimburse for registration and lodging.
* Club members who attend the Conference will share highlights of the event with fellow club members at a subsequent meeting.
* The Board will determine if the club participates in House of Friendship displays or other activities that highlight our accomplishments.
* See “Rotary Event Reimbursement.” for additional information.

**Rotary Leadership Institute (RLI)**

* Multiple times per year, in various locations – Educational workshops on various aspects of Rotary, the Rotary Foundation and leadership.
* Members interested in a leadership position within the club, or becoming more active on a committee are encouraged to attend.
* See “Rotary Event Reimbursement.” for additional information.

**Printing**

Our club has a printing account at Mountain Graphics in Hiawassee. When submitting a print request, advise the business that it is for the Rotary Club of Lake Chatuge. As soon as possible, provide the receipt to the club Treasurer for payment.

**Rotary Licensed Merchandise**

Russell Hampton Company is the company licensed by Rotary to provide pins, awards, and other Rotary theme merchandise. When ordering, note that we have an account on file so that invoicing will go directly to the clue Treasurer for payment.

Link to website: <https://www.bestclubsupplies.com/>

Local businesses **are not** licensed to create items carrying the Rotary logo; they can do so with using our club logo.

**Created and submitted to board and committee members in April 2024 by then President Debra Lowe, with input from Board and Committee Members**