

POLICIES AND PROCEDURES OF THE SUNRISE ROTARY CLUB OF TALLAHASSEE

1. Fees and Dues

- (a) Club Dues and Initiation fees are due upon invoice
- (b) RI Constitution, Article 12 Section 3 — *Termination — Non-payment of Dues Process*. Any member failing to pay dues within thirty (30) 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 (10) days of the date of notification, membership may terminate, subject to the discretion of the board.
- (c) Members experiencing a hardship in paying dues after notification of para (b) above may submit in writing via United States Postal Service a payment plan to the Club address within five (5) days after the 10 day notification (i.e. 15 days after the 30 days).
- (d) Members terminated for failure to pay outstanding dues will be eligible to apply for admittance to the club

2. Awards. The following awards are given annually at the club Installation Banquet.

Voting should take place with sufficient time to have engraving done or plaques made.

- (a) Rotarian of the Year. The entire club membership votes by secret ballot
- (b) Service Above Self. The board of directors votes by secret ballot.
 - i. General guidance from the RI award by same name:
 - 1. Nominee must have demonstrated exemplary humanitarian service, in any form and at any level with an emphasis on personal volunteer efforts and active involvement in helping others through Rotary Service.
 - 2. The award is not given solely in recognition of one's performance in an elected or appointed Rotary assignment
 - 3. Personal financial contributions to The Rotary Foundation or any individual project are not relevant considerations for this award
- (c) The Cup. Chosen by the current president and given to the club member who was the most helpful to the president during their year
- (d) Larry French Perfect Attendance. Selected by the president from those with perfect attendance during the Rotary year, as of May 31. The secretary will provide the President with a list of eligible members.

3. Committees

- (a) The Ways & Means Director is the default Brewfest chair until such time as Brewfest is no longer the primary fundraising vehicle for the club. The Ways and Means Director may change during a Rotary year based on the timing of Brewfest.
- (b) Club Admin Director has responsibility for:
 - i. Selecting Inspiration and Programs committee members.
 - ii. Planning and executing the annual Holiday party and Annual Installation Banquet.
 - iii. Planning and executing the District Governor's annual visit.

- (c) New Generations Director has responsibility for: Rotary Youth Leadership Awards, Rotary Youth Exchange, Interact Liaison, and Rotaract Liaison committee members.
 - (d) Public Relations Director has responsibility for:
 - i. Selecting Sunrise@Sunset committee members
 - ii. Selecting a Newsletter editor
 - iii. Maintaining the club display board or other publicity displays of a continuing manner.
 - iv. Producing a display at the District Rotary Conference.
 - v. Publicizing club events and post event news in media as chosen
4. Monies collected during club meetings
- (a) Happy Dollars collected will be credited to the Rotary Foundation Share Fund to accumulate Sunrise Club Foundation Points
 - (b) Ticket Raffle Dollars are split three ways: 1/3 to the winning ticket, 1/3 to carry-over pot and 1/3 to Polio Plus in the name of the club
 - (c) Raffle Monthly Sponsor is \$100. The sponsor's profile is put in the Club Newsletter during the month of sponsorship. \$50 of the sponsorship goes into the carry-over pot and \$50 is donated to Polio Plus in the name of the Club.
 - (d) Other funds collected (for example missing pins) will be credited to the Rotary Foundation for points
5. Purchases of recurring supplies and Rotary items
- (a) Only licensed Rotary Vendors will be used to purchase unique Rotary items.
 - (b) Items should be addressed in the annual budget if possible
 - (c) Each committee is responsible for determining what supplies they need to promote Rotary internally and to the public.
 - (d) Supplies purchases can be funneled through the club Secretary who has access to Rotary Vendor Catalogs.
 - (e) Club Flags and other Rotary logo items are ordered through Awards4You, an approved Rotary vendor.
 - (f) The Rotary Visual Identity Guidelines is available online and for download: https://www.rotary.org/RIdocuments/en_pdf/547en.pdf
 - (g) Speaker Certificates are produced by Awards4U
 - (h) Sunrise Mugs for giving to speakers and other notable dignitaries are purchased in a 2 box (144 mugs) minimum from Awards4U. Allow at least 4-6 weeks on a reorder.
6. Revisions
- (a) Policies and procedures may be adjusted as needed by the club
 - (b) A majority vote of the Club board of directors at a regular or special meeting of the board can add or delete items in this document.