



**Club of Ponte Vedra Beach**

**Policy & Procedure Manual**

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# **Introduction**

## **1-1 Preamble**

This Manual of Policy and Procedure is presented as a guide for the manner in which the Rotary Club of Ponte Vedra Beach, FL will function and to provide policies by which the club will operate.

The purpose of this manual is to place the policies of the club which are currently in effect into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a manual will make it easier for the officers and those charged with the responsibility to administer the policies to be familiar with the practices currently in force.

Nothing in this manual is intended to take precedence over the Constitution and Bylaws of Rotary International or this club. In the event of any conflict between the provisions of this manual and the governing documents of Rotary International or this club, the governing documents will prevail.

This manual is not intended to be all-inclusive or a stand-alone document but rather is intended to be implemented in conjunction with all Rotary International policies and procedures and with the Constitution and Bylaws of the Rotary Club of Ponte Vedra Beach.

## **1-2 Amendments**

A policy or procedures of the Rotary Club of Ponte Vedra Beach may be adopted or amended at any regular or special meeting of the Board of Directors, a quorum being present, by most of all members present and voting. This manual will then be updated after any meeting at which board action results in the creation of a new policy or procedure or an amendment to an existing one. The current manual will be posted on the club's website.

## **1-3 Annual Review**

The Board of Directors of the Rotary Club of Ponte Vedra Beach shall review the Policy and Procedure Manual annually at the July meeting. When the meeting agenda is sent out, the President shall remind members to review all the currently enacted policies and procedures. Proposed changes shall be discussed and amended as per section 1-2.

## **Dates and Deadlines**

This list is to serve as a general outline of scheduled events during the Rotary year.

- July 1: Rotary Year begins
- July 1 to June 30: Fiscal Year of the Rotary Club of Ponte Vedra Beach
- Regular Club meetings: Every Thursday except for holidays or special events
- Board of Directors meetings: Third Tuesday of each month
- Membership Dues billed: First day of each calendar quarter
- Membership Dues considered delinquent: 30 days following billing
- 1st Regular Meeting in November: Membership selection of six director nominees
- Second Regular Meeting in December: Annual Meeting and the election of three directors to serve starting the next Rotary Year
- Within one week following the election of new members of the Board, a Presidential Nominating Committee shall be convened to determine the person most qualified to be President
- Within a period of three days to two weeks after the second meeting in November, the President shall call a meeting of the Presidential Nominating Committee for the purpose of nominating a President Nominee

# Duties of Officers

## **3-1 President**

It shall be the duty of the president to preside at the meetings of the club and Board of Directors and to perform such other duties as that office requires. Other duties include appointing committee chairs, creating a budget, managing finances, and developing a safe environment for youth participants. The President works with the district and assistant governors. The President assumes office on July 1 and serves a period of one year.

[Link to Rotary International Club President's Manual](#)

## **3-2 Immediate Past President**

The Immediate Past President serves as a director on the Board of Directors and advises the President. The Immediate Past President assumes office upon completion of his term as President and serves a period of one year.

## **3-3 President-Elect**

It shall be the duty of the President-Elect to preside at the meetings of the club and Board of Directors in the absence of the President and to perform such other duties as that office requires. The President-Elect is to attend the President-Elect Training (PET) seminar.

Other duties assumed by the President-Elect include:

- Review the club's long-range goals
- Set goals for his year as President that support the club's goals
- Discuss and plan for service projects and committee appointments

The President-Elect assumes office on July 1 and serves a period of one year. On the following July 1, the President-Elect will automatically assume the office of President.

## **3-4 President Nominee**

It shall be the duty of the President Nominee to serve as Chair of the annual gala fundraiser ("Mineral City Celebration")

### **Gala / Mineral City Celebration**

- Appoint the Gala Committee
- Select a theme for the event
- Budget funds and capital outlay
- Select a venue and menu for the event

- Designate a date
- Select and secure an honoree
- Secure entertainment for the evening
- Emphasize fundraising as a priority
- Promote the event
- Secure auction items

### **3-5 Secretary**

The Secretary assumes office on July 1 and serves a period of one year. Duties assumed by the Secretary include the following:

#### **Club duties:**

- Keep records of membership and attendance at all meetings
- Send out notices of meetings to the club membership, board and committees
- Report monthly the attendance at club meetings to the District Governor immediately following the last meeting of the month

#### **Board meeting preparation:**

- One week prior to the monthly board meeting, send the club president the minutes from the previous board meeting for review and make any requested corrections
- Email the agenda, minutes and other meeting documents to board members several days prior to the meeting
- Print out attendance sign-in sheet and make 20 copies of the agenda, previous meeting's minutes, treasurer's report, and any other handouts as requested by the club president unless being presented electronically

#### **Board meeting duties:**

- Put out attendance sign-in sheet
- Distribute handouts
- Record minutes of the meeting for later transcription and delivery to President

#### **Membership duties:**

- Submit the required reports to Rotary International, including the required semi-annual reports of membership, to the secretary of Rotary International on January 1st and July 1st of each year
- Report changes in membership to the secretary of Rotary International as they occur
- Upon notification by club membership chair, send 5-day notice of membership application to entire club membership via DACdb P-Mail
- Upon conclusion of 5-day period, relay any concerns to membership chair
- Upon notification by membership chair, send the applicant's materials (membership application, bio, sponsor statement) to the board of directors using P-Mail
- Upon conclusion of 3-day period, notify membership director of board's vote

### **3-6 Treasurer**

It shall be the duty of the treasurer to have custody of all funds, to present the accurate and timely accounting of all funds to the club at its annual meeting and at any other times so requested by the Board of Directors, and to perform such other duties as pertain to that office, including the billing of membership dues. Upon his retirement as treasurer, he shall turn over to his successor, or to the president, all funds, books of accounts or other club property in his possession. The Treasurer assumes office on July 1 and serves a period of one year.

Duties assumed by the Treasurer include:

- Assist incoming President in preparing budget for upcoming year (May/June)
- Present budget to Board for approval (July)
- Monitor Club financials
- Review monthly reports as prepared by Club Administrator
- Review bank statements
- Present Club financials to Board at monthly Board meeting
- Present Club financials to Club at annual meeting
- Monitor and collect member dues
- Monitor dues billings prepared by Club Administrator
- Review A/R report as prepared by Club Administrator
- Contact members with dues more than 30 days outstanding as required by By-Laws
- Additional contact during 60 – 90 day past due period as appropriate
- Notify Membership Committee and President of members with dues outstanding more than 60 days and coordinate with them as needed
- Refer members more than 90 days past due to President, Membership Committee and Board of Directors for review and action
- Review and sign annual IRS filing as prepared by Club's accountants

### **3-7 Sergeant-at-Arms**

It shall be the duty of the sergeant-at-arms to help maintain an orderly, dignified and effective club meeting; to handle the logistics for the meeting and to perform such other duties as may be prescribed by the board of directors. The Sergeant-at-Arms assumes office on July 1 and serves a period of one year.

Duties assumed by the Sergeant-at-Arms include:

#### **Pre-meeting setup:**

- Arrive with roller briefcase
- Place badges at entrance to the room
- Place badge listing at entrance (Form 3-6a)
- Plug in bar code reader



- Place guest sign-in sheet on table (Form 3-6b)
- Prepare name tags and pens for guests (Form 3-6c)
- Prepare Rotary guest receipts for payment of guest fees and make-up
- Check to see if American flag is displayed on audiences' left of the podium
- Find gavel and meeting bell and place on podium
- Ensure that member services table is set up
- Remove bag, projector, and audio equipment from locker #31 in women's room
- Ensure that a working microphone is at the podium

#### **Arrival Duties:**

- Greet members
- Assist in finding badges and scanning them
- Ensure that guests sign in with their Rotary hosts identified
- Collect guest fee, cash or invoice, for Rotary guests except for:
  - Prospective members
  - Rotaract members

#### **Introductions:**

- Ask Rotary hosts to introduce their guests
- Introduce Rotaract guests, exchange students, and families, if present
- Announce birthdays (Birthdays can be found on the Reports menu (#9.1) of the DACdb website)
- Make necessary announcements
- At conclusion of announcements give the guest list to the President
- Assist the President in delivering badges and membership packets to the appropriate recipients

#### **Post Meeting Duties:**

- Transfer scanned badge numbers to Club Secretary's iPad (scan BAT\_TX Transmit Inventory Records bar code)
- Review list imported into Club Secretary's iPad and add those members who were present but not on the list
- Clear the scanner (scan BATCLR Clear All Codes bar code)
- Set up the scanner for the next meeting (scan BATENA2 Inventory Batch Mode – bar code)
- Leave badges, scanner, gavel, and bell for storage at Marsh Landing
- Pack sign in supplies
- Depart with roller briefcase

### **3-8 Legal Counsel**

At the discretion of the President, an advisor and/or legal counsel may be appointed to the Board and serve a one-year term as a voting member. The Legal Counsel may be appointed in successive years to fulfill the duties assigned.

# Elections

## **4-1 Qualifications**

Club members shall not be eligible to stand for election as a director or club officer and shall have their names withheld from any Club election ballot if any of the following are true:

- Have not met all requirements to receive their blue badge
- Have failed to meet club attendance requirements
- Owe more than six months dues
- Have failed to meet applicable gala / charity event financial obligations

## **4-2 Election of Elected Directors**

- Prior to November 1 of each club year, an elections supervisor appointed by the president shall determine if any eligible members are unwilling to be nominated as Directors. Those members so determined, as well as the president and president-elect and continuing board members, will have their names omitted from the election ballot.
- At the first regular meeting in November, each club member, both red and blue badge, present and in good standing shall be furnished a ballot containing the names of all members determined to be eligible and willing to have his name placed in nomination for election to the board of directors. The three incumbent elected directors serving in the first year of their two-year term shall not be eligible. Each member present shall mark his ballot indicating his selection of six (6) director nominees. Ballots shall be tallied at the meeting by the elections supervisor and announced at the meeting's conclusion. The six (6) members receiving the highest number of votes shall be declared director nominees. Their names shall be listed alphabetically on the final ballot.
- At the second regular meeting in November, each member present shall be furnished a ballot containing the names of the six (6) director nominees selected in accordance with paragraph 2 hereof. Each club member present and in good standing shall mark his ballot indicating his selection of three (3) directors. The three (3) director nominees receiving the highest number of votes shall be declared elected for a term of two consecutive Rotary years.
- In the event of last-place ties for director-nominee or director, the elections supervisor shall determine the winner of the tie by lot.
- Any member who has served two consecutive terms as a club officer shall be ineligible to be elected or appointed to a third consecutive term in that office, except that a member serving as club treasurer may continue in that office as is deemed appropriate.

### **4-3 Election of President Nominee**

- Eligibility for President Nominee. The President Nominee shall be chosen from among the six (6) elected or three (3) appointed board members for the new Rotary year, and any members of the club who were elected director in preceding years. Any candidate for President Nominee also must have served as a director for a total of at least two years.
- Within one (1) week following the election of new members of the board, a Presidential Nominating Committee consisting of the incumbent president, the president-elect and five (5) past presidents of the club who are current, active members shall be convened. This committee shall determine all persons who fulfill requirements of Article IV(B)(1) of the By-Laws and shall determine the person it believes to be most qualified to serve as president. Its determination shall be based on such factors as past participation in Rotary District Conferences and Rotary International Conventions, as well as service performed for the club. The committee shall contact such individuals as may be necessary to ensure that the person nominated will be available and is willing to serve.
- Within the period of three (3) days to two (2) weeks after the second meeting in November, the incumbent president shall call a meeting of the presidential nominating committee for the purpose of nominating a President Nominee. The presence of four (4) of the seven (7) committee members will comprise a quorum. The incumbent president shall act as chairman with power to vote and shall appoint one of the committee members to serve as secretary pro tempore of the meeting. The incumbent president shall present to the committee the name of the person recommended by the selection committee. Other recommendations may be made by any of the committee members present. If more than one (1) candidate is being considered, the vote shall be taken by written ballot.
- Succession to Presidency. At the end of each Rotary year the incumbent president-elect shall become the president-elect for the next year. Should a vacancy occur in the presidency during a year, the Board of Directors shall appoint a member to serve as the interim president for the remainder of the year. A club president's term can be extended for up to one year when his successor has not been selected.

### **4-4 Appointment of Additional Directors and Officers**

- Prior to the second meeting in December, which shall be the annual meeting of the club, the president for the next Rotary year (incumbent president-elect) shall call a meeting of the six (6) new board members for the purpose of approving the appointment of three (3) other directors appointed by the incumbent president-elect for one-year terms. The president-elect shall also appoint individuals to serve as secretary-treasurer (or one as secretary and another as treasurer) and a sergeant-at-arms. Those appointed may or may not be elected members of the new board; if they are not, they shall become ex-officio members of the board and have full voting rights. If elected directors are subsequently

appointed to be officers, the incumbent president-elect shall fill those vacancies according to paragraph E of this Article.

- The President Nominee and the other officer nominees shall be presented to the club at the annual meeting.

#### **4-5 Open Positions**

Any vacancy on the board of directors or of any office other than the presidency shall be filled by a club member recommended by the president and approved by the remaining board members. Such vacancies as might occur within the board for the next Rotary year shall be filled in identical manner by the president-elect and his incoming board.

# **Meetings**

## **5-1 Regular club meetings**

Pursuant to Article V, Section B of the Bylaws of the Rotary Club of Ponte Vedra Beach, regular club meetings are to be held each Thursday beginning at 7:30 a.m. excluding holidays or other dates as may be decided. Meetings will be held in the regular meeting venue, unless adequate notice of a change of location is provided to the membership. Changes to meetings are governed by Article V, Section B of the Bylaws of the Rotary Club of Ponte Vedra Beach.

The guideline is that members are required to attend no less than 50% of the meetings each month/rotary/fiscal year. Members falling below this percentage will be contacted by a member of the retention committee. Makeup meetings are permitted by any member who chooses to visit another Rotary club within 30 days of the meeting being made up and who obtains proof of attendance provided to the Sergeant-at-Arms.

The order of business for regular club meetings, as prescribed by the Board of Directors and governed by Article V, Section C of the Bylaws of the Rotary Club of Ponte Vedra Beach, will include:

- Opening to include invocation and pledge of allegiance
- Breakfast
- Meeting called to order
- Introduction of visiting Rotarians and their guests
- Reading of correspondence and announcements
- Committee reports and/or announcements
- Discussion
- Program/Speaker
- Adjournment

## **5-2 Annual Meetings**

Pursuant to Article V, Section A of the Bylaws, the Annual Meeting will be held on the second regular meeting in December, at which time the election of directors and officers to serve for the ensuing year shall take place. This meeting will be held at the usual place and time as all regular club meetings.

### **5-3 Board of Directors Meetings**

The Rotary Club of Ponte Vedra Beach Board of Directors meetings will be held once a month. Notice will be given to each member of the club in a timely manner as to the location and time of the board meeting. Special meetings may be established pursuant to the provisions outlined in Article V, Section E of the Bylaws.

If any director or officer fails to attend two consecutive regular meeting of the board without the due cause notifying the president in advance of the meeting(s), he will be deemed to have resigned from the board and the vacancy will be filled pursuant to Article IV, paragraph E.

# Membership

The purpose of the Membership Committee is to recruit, retain and educate like-minded leaders to serve, enjoy professional relations and fellowship, and enjoy professional networking as members of the Rotary Club of Ponte Vedra Beach.

## **6-1 Committee Positions**

- Chairman
- Classifications
- Attendance
- Induction
- Recruiting
- Retention
- Red badge to blue badge

## **6-2 Criteria for New Members**

- Are they in a job classification that does not exceed our 10% limit?
- Are they in a supervisory position?
- Do they live or work in Ponte Vedra Beach or in an adjacent community?
- What is their reputation within the community and their profession?
- Why do they want to join Rotary? Is it for promotion of their business only?
- Are they able to meet the attendance and financial commitment requirements?
- What has their track record been for community service and/or their interest in community service?
- Is there a current member to be a sponsor?

## **6-3 Recruiting**

- We primarily rely on our members to make referrals of new members
- We occasionally target important members of the community and contact them for membership
- We hold a mixer for possible new Rotary members at the beginning of each Rotary year in order to get each of our members to focus on recruiting.
- We encourage mature leaders from Rotaract
- If someone comes to us asking to become a member of the club, a Membership Committee person is assigned to contact and vet them
- We ask our sponsoring members to use the criteria above and the “Step 1 – Proposal Guide” to vet their candidate
- The sponsor then completes the “Proposed Member Application” and submits to the Membership Committee



- The candidates are asked to attend three meetings and be introduced as a special guest
- The potential member is then voted on in this order:
  - Membership Committee reviews and votes
  - If in the affirmative, the entire membership has five days to comment
  - If there are no valid objections, the Board of Directors votes

#### **6-4 New Member Orientation (Fireside Chat)**

There is a new member orientation meeting with several Membership Committee members, the club President, the candidates, sponsors, and spouses, if available. See the handout “New Member Introduction”. The meeting is one to one and a half hours and is generally held either as a breakfast at a restaurant, at a facility that has video capability at lunch, or at the President’s home in the evening. The purpose is to provide some information about our club and Rotary and to welcome them.

#### **6-5 Assimilation**

New members are asked to complete the questionnaire, “What Are Your Skills and Passions?”. We strongly emphasize that the primary requirement and opportunity for them is to get involved. While there are attendance and financial commitments, becoming engaged in the club is number one. New members receive a red badge and have a set of requirements to earn their blue badge. There are three categories of new members; current or past Rotarians, past members of our club, and members new to Rotary. All will start with the red badge. Past Rotarians have fewer requirements to earn the blue badge. The sponsors are asked to help in the assimilation process – see “Sponsors Responsibility to New Members”. There are several initiatives in addition to our committee’s activities that are involved in the assimilation.

#### **6-6 Retention**

A member of our committee regularly sends attendance reports. Another member of our committee regularly calls the lower attenders to encourage them to come back to the meetings and become engaged.

# **Family of Rotary**

The purpose of the Family of Rotary committee is to oversee the Family of Rotary (FOR) clubs and sub-committees and ensure they are operating within their Rotary International club guidelines while instilling the Rotary Values of “Service Above Self” to young people within our community. The committee is responsible for empowering FOR members and their activities and assuring that all groups have the support needed for meetings and projects.

## **7-1 Sponsored Clubs**

- Rotaract: Rotaract Club of Jacksonville’s Beaches
- Interact: Interact Club of Ponte Vedra High School
- EarlyAct:
  - EarlyAct Club of PVPV-Rawlings Elementary School
  - EarlyAct Club of Valley Ridge Academy

## **7-2 Committee Procedures**

### **Prior to Rotary Year Start:**

- Recruit committee heads for each of our sponsored clubs
- Confirm sponsor teachers for each sponsored club

### **First Quarter of Rotary Year:**

- Work with the committee heads to recruit rotary members to fill out the sub-committees
- Contact the teacher sponsors at each school and introduce them to the committee for their club.
- Plan first sub-committee meetings prior to first club meetings at the schools to review goals for the year
- Choose one main goal and one big FOR event for the Rotary year

### **Ongoing Committee Tasks:**

- Hold regular sub-committee meetings
- Attend multiple meetings for each of our sponsored clubs to assure ease of order and to supply additional support to the clubs and sub-committees
- Coordinate one big FOR event for the year to bring together all FOR sponsored clubs and our Rotary Club
- Attend Monthly Rotary Board Meeting to keep the board up to date on FOR
- Continued coordination and communication with all sub-committees via email and phone

# Service

The purpose of the Service Project Committee is to identify, facilitate, and delegate club projects that meet educational, humanitarian and vocational needs of local and global communities. The Service Committee aspires to provide every club member opportunity to build stronger local and global communities while improving the quality of life for those in need.

## **8-1 Committee Function and Scope**

- Assess for real and current community needs
- Determine if club and club members have resource base and talent to manage project
- Facilitate owner of project to plan and implement project
- Evaluate success of project

## **8-2 Responsibilities and Duties**

- Set goals and timelines for the club year
- Attend board meetings and club meetings regularly
- Communicate with project leads
- Foster support from members to participate in projects
- Keep project timelines and messaging on track
- Manage to budget
- Facilitate obtaining grants when necessary
- Assess project benefits to communities and club
- Communicate to club members about upcoming projects and results of completed ones
- Identify opportunities for signature projects
- Determine ways to enhance or expand current projects
- Work with other clubs to maximize project impact

## **8-3 Committee Meetings**

- Frequency: As projects progress through the year, subcommittees may meet several times after club meetings.
- Duration: Meetings are less than 30 minutes. Overall, there is minimal meeting time necessary for already established projects. Projects involving other clubs meet approximately three times for about an hour each meeting.

## **8-4 Ongoing Service Projects**

### **Back to School with BEAM – (August)**

- Recruit six volunteers
- Obtain two pop-up tents
- Purchase and/or obtain donated snack foods and drinks
- Request water, fruit juice drinks, four tables, six chairs from BEAM
- Bring two pop-up tents
- Participate in distribution of snacks at event

### **Health Jam – (August)**

- Attend organization meetings
- Obtain volunteers for tasks set forth by organizational group
- Determine theme of the booth and who will be in charge
- Obtain pop-up tents
- Procure health items for giveaways (toothbrush, toothpaste, hand sanitizer, etc)
- Request two tables and six chairs from Health Jam

### **Beach Road Clean-up – (Quarterly)**

- Ask for a date each quarter
- Place notice in Rote and make club meeting announcements for volunteers
- Encourage red badge members

### **Habitat for Humanity – (November)**

- In the fall, obtain dates for build
- Place notice in Rote and make club meeting announcements for volunteers

### **Salvation Army Holiday Bell Ringing – (December)**

- Obtain two weekend dates preferably Sawgrass Village and Mickler Circle Publix
- Set up electronic sign-up
- Place notice in Rote and make club meeting announcements for volunteers

### **Big Brothers and Big Sisters – (February)**

- Serve as a waiter or waitress for dinner at Bogey's Grill
- Obtain five waiters and one host

### **Migrant Workers Dinner – (March)**

- Obtain date
- Arrange for donated dinner
- Place notice in Rote and make club meeting announcements for volunteers

**Local Heroes – (March/April)**

- Annual event to honor the unsung heroes in our community
- Held as a dinner meeting at Marsh Landing or another local venue
- A team starts working on this event two months in advance
- An application is created and circulated in the community
- A committee reviews and the candidates and ultimately selects the finalists, who are notified and invited to attend the dinner
- A noted speaker is selected to emcee the event
- The event is advertised in the Rote and discussed at weekly meetings

**Surf Camp – (June)**

- HEAL organization sets date
- Place notice in Rote and make club meeting announcements for volunteers

**Clean Water International Project**

- Assess locations of underserved international villages in need of clean water
- Find other Rotary Club partners
- Write grants for funding

# International Service

Recognizing that ‘the greatest gifts bring the greatest responsibilities’, The Rotary Club of Ponte Vedra Beach has initiated and participated in numerous international projects, all of which have demonstrated measurable success.

Since each of these international projects requires substantial dedication of Club resources, assessment and approval of the projects should be brought to the Board of Directors as early as possible. The International Service chair and/or the project sponsor will make a brief presentation during a board meeting.

Following the Board of Directors meeting, a determination will be made to pursue grant funding through the Club’s Foundation and related Rotary organizations such as District 6970, Rotary International or Beaches Rotaract. Other Rotary Clubs, Rotary affiliates and Action Groups (e.g. PartningForPeace (Rotary/PeaceCorps alliance), WASRAG (Water and Sanitation Rotary Action Group)) and other non-profit organizations (e.g. Engineers without Borders) could also be contacted for potential assistance or funding.

## **9-1 Criteria**

- **Does it support one or more of the Rotary International Causes?**
  - Be prepared to discuss how the project supports each cause mentioned
- **How many and which segment of the population in the international community will benefit from the project?**
  - For example, “an estimated 100 indigenous women of childbearing age live within 10 km of clinic that could benefit from the clinic adding a maternity room”
- **How would the project benefit the international community?**
  - For example, “in the past 10 years, the mortality rate in this community has exceeded 10% during childbirth, while a neighboring community with clinical maternity facility reports losing only 5%. Health, productivity, financial stability and viability of 100 families (approximately 500 people) would benefit”
- **To what extent are other organizations supporting the project?**
  - List involvement of international community and their local government, foreign Non-Governmental Organizations (NGO’s), and other US based organizations. To demonstrate that this project is wanted by the community themselves, the Club is looking for substantial support from the recipient community. In addition to financial support, the community may provide in-kind donations such as land, labor, locally sourced materials, transportation, and housing.
- **Is the project sustainable?**
  - Is the skilled or technical assistance available to operate and maintain the project after US professionals depart? How will they fund maintenance, operating or other upkeep costs? Are repair parts readily available? Is there a

local committee responsible for the decision making and administration of the funds?

- **How did this project come to the sponsor's attention?**
  - Does the project sponsor have experience with this community or region? Does he speak the local language or have bi-lingual contacts in the area?
- **How many members of the Rotary Club of Ponte Vedra Beach and the local community could participate?**
  - International projects can provide opportunities for cultural awareness and training for apprentices or students. Those working on the project both in Ponte Vedra Beach and abroad will bond over the travails and triumphs experienced. Will the project introduce the Club to members of the community not previously associated with our club? Will public perception of the Club be enhanced by the project?
- **Besides international beneficiaries, does the project offer potential benefits for residents of NE Florida?**
  - University students, professors and professionals may have an opportunity to gain hands-on experience in engineering, health care or other fields, while gaining the prospective of working in the Developing World. Could this experience lead to their first professional position or career advancement, while expanding cultural awareness in NE Florida?
- **What is the risk situation in the international community?**
  - Have there been recent attempts to overthrow the government? Has there been a recent health outbreak? Does the rainy season inhibit travel at certain times of the year? Will a national election be held while the team is traveling? What is the US Department of State recommendation for travel in this country?
- **Is there any potential controversy regarding the project in either the US or in the host country?**
  - To anticipate the potential resistance, please mention possible controversies.
- **Project Reporting**
  - Assuming Board approval is provided to pursue the project and funding, updates will be provided to the board on an interim basis (quarterly, monthly as needed) including summarized cash flow forecasts until all funding and reimbursements are completed. A final report will be presented to the entire Club.

# **Programs**

The purpose of the Programs Committee is to identify and arrange for speakers at regular Club meetings.

## **10-1 Identifying Speakers**

- At least one month before taking over as program chair, send out an email to all Rotarians requesting recommendations with suggestions of speakers and topics. Keep this list as a reference. Compare this list to the list of speakers from the prior year to minimize duplication.
- Obtain from prior chair what names of potential speakers they have on file. There are very good speakers that because of scheduling were unable to commit. This list could potentially provide the new chair with good speakers that have agreed to speak later.
- Call other club speaker chairpersons and ask who had provided a good talk that members really enjoyed.

## **10-2 Scheduling Speakers**

- With the prior year schedule in hand, meet with the current President to confirm available dates. The President should have the calendar for special guests and events when speakers are not needed, such as when the District Governor is attending, holidays, non-profit presentations, and special events.
- Begin compiling a list of speakers to fill in the dates. It is important to have the speaker committed at least one month out.
- Once a speaker is confirmed, obtain a short biography, a picture, and let them know that a PowerPoint presentation needs to be sent to the President one week before the presentation for review, approval and testing the PowerPoint.
- Send the speaker an email one month out confirming date, time and location and be in touch regularly as the date approaches.
- Send the biography and headshot to the Rote editor and the webmaster.



# **Public Relations**

The purpose of the Public Relations Committee is to show the actions and activities of the Rotary Club of Ponte Vedra Beach in a positive light in local media and social media. The Committee will also work with local media to advertise events.

## **11-1 Photography**

- Document weekly meetings and club functions by taking photos of noteworthy happenings (e.g. speakers, club recognitions/awards, social shots, etc.)
- Take notes of details of photos (these will help when posting on social and posting to the club website)
- Following meeting or club function, upload photos to Dropbox or other file sharing platform and share with club president, PR committee, club webmaster, and club Rote editor
- Consider using video or other media to promote club

## **11-2 Social Media**

- Once photos are shared with team, post them with brief descriptions to Facebook, Twitter, and LinkedIn
- If possible, tag other organizations/individuals in posts to increase visibility
- Schedule posts via Hootsuite, which is a social media content planner
- Log-in info for Facebook, Twitter, LinkedIn, and Hootsuite to be provided by outgoing PR chair
- In order to maintain integrity of the Rotary brand, PR chair/team must be the only ones posting to social media

## **11-3 Press releases**

- When the club has exciting news to share, the PR chair is responsible for drafting press releases and sending to local media
- A press release should include the following:
  - **Headline-** Grab the reader's attention...Keep it brief
  - **Body**
    - The first paragraph should succinctly summarize the news, clearly articulating who, when, where, why, and how the story/news happened/or will happen
    - Subsequent paragraphs should describe those elements in further detail.
    - Use quotes from authority figures in club/supporting third-party representatives to humanize press release and articulate any important opinions (opinions should not be used in release outside of quotes).

- Boilerplate- General Information about organization
  - Contact information for PR chair
- Send press releases to the managing editor of the Ponte Vedra Recorder, Ponte Vedra Newsline, Beaches Leader, and Florida Times Union
- For visual media, send press releases to the assignment desk of First Coast News, ActionNewsJax, and News4Jax

## **Rote**

The purpose of the Rote is to provide a written newsletter to keep all Club members informed. The Rote is sent out weekly to all members.

The editor will work with the current President to determine the look and feel of the Rote and to decide on any changes to the format or structure. Information in the articles should cover 80% of our club and 20% of district and international news.

The editor will take notes during the meeting in order to accurately write the articles for the next Rote. If the editor will be absent from a meeting, he is responsible for identifying another member to take notes and, if necessary, produce that week's Rote. The editor will work with the photographer for the meeting to determine which photos to use. The editor works with the Public Relations team ensure accuracy across all forms of media.

Any non-Rotary related information brought by members to add to the Rote will be considered on a case-by-case basis. The editor will pass any requests of this nature by the President for a final decision.

The Rote is to be distributed electronically to all Club members by Tuesday of each week.

Historical copies of the Rote are kept in DACdb going back to August of 2015. The most recent seven issues are available on the front page of the club's website.

# Webmaster

The role of the Webmaster is to enable the club leadership, public image committee, and public relations committee to communicate information important to the membership. The webmaster should develop and maintain high quality display the of content provided for the Rotary Club of Ponte Vedra Beach website. This includes the design, development and maintenance of website content, P-Mail as requested by the leadership, calendar events, analytics, some forms of registration, user accounts and other requested tasks that come from the leadership and staff.

## **13-1 Responsibilities**

To facilitate all aspects of the public website and outward facing public image/public relations with approval/direction from the president/PR chair. This ranges from ongoing Club support to District oriented website updates. This includes but is not limited to managing the following:

- Updating content on the public website as needed (current frequency is about once a week)
- Post updates to user account as requested for members (contact info, username, password)
- Resolve user problems as requested (lost password, can't access, replace photo)
- Posting events to the Calendar
- Posting news to the home and stories page
- Registration for free events or repost District event registration
- Work with team on special events with paid registration to confirm integration.
- Aid as requested on how to update and manage the club database-DACdb, club website, special event website, and club fundraising website/IT along with several other relevant tools from analytics, registration, content management.
- Constructing and sending all members P-Mail as requested. Manage the opt-out list.
- Ongoing Club support:
  - General questions, user accounts, events, registration, DACdb and P-Mail
  - Requests for posting content to the website.
- Take site form submissions and direct to the correct people
- Consult with club leadership on new techniques and technologies to fit their vision
- Other tasks are based on what the current club leadership has envisioned for their year.

## **13-2 Qualifications**

The Webmaster must be an active member in good standing of a Rotary Club for at least two years and ideally would have held a leadership position on the Club or District Public Relations Committee. The Webmaster must have experience in developing and managing websites.

Having solid knowledge of Rotary and what is needed to make the website useful for Club Members is critical. The term of office is three years or at the discretion of the club president.

### **13-3 Privacy Policy**

#### **Introduction**

The Rotary Club of Ponte Vedra Beach, Florida and the Ponte Vedra Beach Rotary Foundation (individually or collectively, the “Rotary Club”) respect your privacy and are committed to protecting it by complying with this privacy policy (“Policy”). Safeguarding the data entrusted to our care by our club members, program participants, and others is of the utmost importance to us.

This Policy describes our practices for collecting, using, protecting, disclosing, and disposing of personal data. It also describes the types of data that we may collect from you or that you may provide to us when you:

- Visit our website, [pvbrotary.org](http://pvbrotary.org) (“Website”)
- Join or maintain membership in this Rotary Club
- Interact with Rotary District 6970, Rotary International (“RI”), The Rotary Foundation, and partner organizations
- Register for or attend events we host
- Use our services
- Participate in our programs

#### **Data We Collect About You and How We Collect It**

We collect several types of personal data, including information by which you could be personally identified, such as your name, postal address, email address, telephone number, gender, financial data, or other sensitive information that might identify you (“personal data”).

We collect data from the following people:

- Users of our Website
- Members of the Rotary Club and its Rotaract clubs
- Members of Interact clubs, if the Interactors’ parents or legal guardians have consented
- People who participate in Rotary Club programs, such as Rotary Youth Leadership Awards (if applicable, with the consent of parents or legal guardians)
- Donors to Ponte Vedra Beach Rotary Foundation
- People who participate in Rotary Club events

We collect this data:

- Directly from you when you provide it to us
- From RI or from Rotary District 6970, The Rotary Foundation, and partner organizations

### **Data You Provide to Us**

We collect personal data you provide when you interact with our Website or with the Rotary Club, including any interaction offline or in person, such as when you:

- Contact this Rotary Club to make an inquiry, including an inquiry about membership
- Join this Rotary Club or any associated Rotaract or Interact club
- Register on DacDB
- Use services on our Website, including:
  - Donating to the Rotary Club's foundation
- Register for Rotary Club events
- Provide personal data on paper forms
- Submit applications for programs such as scholarships

### **Usage Details, IP Addresses, Cookies, and Other Technologies**

As you interact with our Website, we may automatically collect data about your equipment and your browsing actions and patterns.

### **How We Use Your Personal Data**

We use the personal data about you that we collect or that you provide to us to:

- Present our Website and its content to you
- Perform our core business purposes, including:
  - Fulfilling the Rotary Club's obligations to its members, program participants, and other individuals and entities, such as:
  - Processing financial transactions
  - Supporting PVB Rotary Foundation, including fundraising efforts
  - Facilitating event planning
  - Communicating key organizational messages through Rotary Club publications and other materials
  - Supporting the programs and members of the Rotary Club
  - Complying with legal requirements

### **Disclosure of Your Personal Data**

We may disclose aggregated data about our users, or data that cannot be used to identify any individual, without restriction.

We may disclose the personal data that we collect or that you provide as described in this Policy to:

- Rotary International, to meet Rotary Club membership and program requirements (read Rotary's privacy policy at [rotary.org/privacy](http://rotary.org/privacy))
- Rotary District 6970, to meet program requirements and other obligations (read District 6970's privacy policy at [rotarydistrict6970.org](http://rotarydistrict6970.org))

We may also disclose your personal data:

- To comply with a court order, law, or legal process, or respond to a government or regulatory request
- If we believe disclosure is necessary or appropriate to protect the rights, property, or safety of members, participants in this Rotary Club's programs and events, this Rotary Club, Rotary District 6970, RI, or others.

### **Disposing of Your Personal Data**

This Rotary Club retains personal data identifying you for as long as necessary in the circumstances — for instance, as long you are a member of a club or have a relationship with this club, or as may be needed to enforce or defend contract claims or as is required by applicable law. Personal data that we no longer need will be disposed of and/or anonymized so you can no longer be identified from it.

### **Choices About How We Use and Disclose Your Personal Data**

We have created ways for you to control the use and disclosure of your data. For tracking technologies and advertising: You can set your browser to refuse all or some cookies or to alert you when cookies are being sent. If you disable or refuse cookies, note that some parts of the Website may be inaccessible to you or may not function properly.

### **Accessing and Correcting Your Personal Data**

You may request access to your personal data, or ask for a correction or deletion, by:

- Using the Contact Us form on the website.

We may not accommodate a request to change or delete data if we believe the change or deletion would violate any law or legal requirement or cause the data to be incorrect.

### **Children**

Our Website is not intended for children. We do not knowingly collect personal data from or about children without parental consent. Children should not use or provide any personal data on our Website, or on or through any of its features, register on our Website, make any purchases through our Website, use any of the interactive or public comment features of our Website, or provide to us any personal data about yourself, including your name, address, telephone number, email address, or any screen name or user name. If we learn that we have collected or received personal data from a child, we will delete that personal data. If you believe we might have any personal data from or about a child, please contact us through the website.

### **Data Security**

The Rotary Club uses software supplied by DACdb. A firewall is used to protect information stored on its computer systems. Access through the firewall is limited to certain "ports" and/or a restricted list

of IPs. DACdb also secures your personal information from unauthorized access via a secured login. When personal information (such as a credit card number) is transmitted to other websites, it is protected using encryption, such as the Secure Sockets Layer (SSL) protocol. DACdb does not store any credit card information on its servers. When paying by credit card, the merchant gateway (e.g., PayPal, Authorize.net) may or may not store your credit card information.

### **Changes to Our Privacy Policy**

The Rotary Club may change, add, or remove portions of this Policy at any time. These modifications shall take effect immediately on being posted on this page. The date the Policy was last revised is noted at the bottom of the page. It is your responsibility to review this Policy for any changes.

### **Contact Information**

If you have any questions about our Rotary Club's privacy protection practices, please contact us through the Contact Us page on the website.

Last modified: 03, 19, 2020



## **Club Foundation**

The purpose of the Club Foundation is to educate club members regarding The Rotary Foundation's role in Rotary International and "doing good in the world". This would include informing members of The Rotary Foundation's areas of focus, and coordinating with the President and the Board of Directors regarding the Club's focus for the upcoming year (for instance, Polio Plus, 100 percent PHF, etc.) This may include having a speaker from the District to talk about one of the areas of focus.

Another important role is one of coordination with the Ponte Vedra Beach Rotary Foundation Chair to explain the different roles of the two foundations and the intersection of the two when the Club receives a portion of past giving in the form of District Grants.

Most importantly, the Foundation Chair has access to the giving history of all Club members and must be familiar with the reports. This is to help individual members with giving, transfer of points from individuals or Club to attain Paul Harris Fellow or Paul Harris Fellow plus status.

The Chair of the Club Foundation Committee should also understand how fundraising is effectively done and how to direct people who want to support a specific issue. Familiarity with levels of major donors, bequest society and Paul Harris Fellow Society is also helpful.

# Club Administration

The purpose of the Club Administrator is to create, develop and direct the social activities of the club.

## **15-1 Duties**

- Attending the district training assembly
- Working with the president-elect to select and prepare committee members
- Create subcommittees as needed
- Organize interesting and fun club meetings and social events
- Determine what the club expects of the Club Administrator
- Work with the Service Chair to eliminate overlapping events

## **15-2 Process**

The first step is to chart the activities that are planned for the coming year. Then, disseminate this information to the club and ask members to check which functions they wish to participate in assisting with set up, decorating or other activities of club functions.

- After there is an idea of interest in a specific function, contact interested club members to confirm their participation, to create a timeline of the event and discuss any other details needed to be covered, such as availability and duties for the event
- Set committee goals that align with and help achieve the club's goals for the year and monitor progress toward those goals
- Meet regularly and plan activities
- Produce club communications and sign ups if needed for head counts for the events
- Inquire of the treasurer if there is a budget for that event and manage the budget
- Work with the club's other committees and the district committee on multi-club activities or initiatives
- Report committee activities and progress to the club president, the board of directors, and the club

## **15-3 Sample Activities**

- The club holds regular "Wine Tastings". These events are at a different member's home and done every other month or so, not to conflict with any other event happening in the club. It is beneficial for one person on the committee list to organize these Wine Tastings. Normally there is not a budget for the Wine Tastings. All guests are invited to bring a bottle of wine to the host home to share. The host may also ask members to bring an appetizer or dish to share.
- "Women who Wine" is another regular event. It is a social gathering for the women of the club. (Men are invited but rarely attend). It is usually held quarterly and should not conflict with any of the other club events.
- Pharr's Follies is a traditional club activity held in the fall. It is held in the backyard of a member's home. Those invited are requested to bring their own chair and bottle of wine. The food is catered by a local food service provider using the budget allotted for this event. It

traditionally has started at 4:00pm on a Sunday. It would be best if the backyard was on water or preferably very large.

- Croquet has recently become a yearly tradition. The coordinator of this event is a member of the Ponte Vedra Croquet Club and organizes and directs the members on specific rules of the Croquet Club.
- The Club Administration Chair assists the President-Elect with the annual fundraiser for the club, "Mineral City Celebration". This is the largest social event of the year and is put on specifically to raise funds for the charities of the club. Mineral City usually has a theme, an award presented to honor a person in the community for their great service to the Beaches area, a meal and dancing. Every year is different and is specifically coordinated by the Club Administration Chair.

# **Attendance at Convention and District Conferences**

## **16-1 International Convention**

- The Club will pay for all reasonable expenses to facilitate attendance at the Rotary International Convention by the President-Elect and his/her spouse or guest.
- In the event the amount budgeted for the President-Elect and his/her spouse or guest exceeds the amount required to pay for all reasonable expenses, the President may, in consultation with the Board, apply some part or all of the unused budgeted balance amount to any other member(s) attending the International Convention, in a priority the Board deems appropriate.
- The Board of Directors shall set the annual budget for the President-Elect and his/her spouse or guest to attend the Rotary International Convention. The amount shall be enough to cover the cost of attending the convention.

## **16-2 District Conferences**

- The Club will pay for all reasonable expenses to facilitate attendance by members of the Board of Directors at the Rotary District 6970 Conference, Seminars, Training Institutes, and similar events.
- In the event the amount budgeted for these individuals for these purposes exceeds the amount required to pay for all reasonable expenses, the President may, in consultation with the Board, apply some part or all of the unused budgeted balance amount to any other Club member(s) attending these events, in a priority the Board deems appropriate.
- The amount budgeted for these purposes should be set each year during budget development by the Club President, Treasurer, and Board of Directors and may be adjusted in subsequent years as deemed appropriate during budget development for those years.

# Awards

## **Rotarian of the Year Award:**

This award is given to the Rotarian who has provided the greatest impact to the club in the Rotary year.

## **Don Blackburn Award:**

This award is given to the Rotarian who has provided the greatest impact to the Rotary Foundation.

## **Service Above Self Award:**

This award is given to the Rotarian who has provided the biggest impact to service and the community on behalf of the club.

## **Rookie of the Year Award:**

This award is given to the Rotarian who has made the biggest impact to the club and has been a member for fewer than two year.

## **Attendance Award:**

Attendance awards are provided annually to Rotarians who have had perfect attendance for the Rotary year.

# Articles of Incorporation

## STATE OF FLORIDA DEPARTMENT OF STATE

I certify the attached is a true and correct copy of the Articles of Incorporation, as amended to date, of THE ROTARY CLUB OF PONTE VEDRA BEACH, INC., a corporation organized under the laws of the State of Florida, as shown by the records of this office.

The documents number of this corporation is N00849.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this Twenty-seventh day of June, 2016 (signed) Ken Detzner Secretary of State (SEAL)

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### ARTICLES OF INCORPORATION OF THE ROTARY CLUB OF PONTE VEDRA BEACH, INC. A NONPROFIT CORPORATION

We, the undersigned, with other persons being desirous of forming a nonprofit corporation, under the provisions of Chapter 617 of the State of Florida statutes, do agree to the following:

#### **Article I.**

The name of this corporation is THE ROTARY CLUB OF PONTE VEDRA BEACH, INC. The principal place of trustees of this corporation shall be 104 Nina Court, Ponte Vedra Beach, Florida.

#### **Article II.**

The general purpose of the business or businesses to be transacted by this corporation, together with and in addition to the authority and powers conferred by the laws of the State of Florida, is to encourage and foster the ideal of service as a basis of worthy enterprise and 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 worthfulness of all useful corporations; the dignifying by each Rotarian of his person as an opportunity to service society.
- (3) Grant the application of the ideal of service by every Rotarian to his personal, business and community life.
- (4) The advancement of international understanding, goodwill and peace through a world fellowship of business and professional men gifted in the ideal of service.

#### **Article III.**

The membership of this corporation shall constitute all persons hereinafter named as officers and directors members with qualifications hereinafter provided:

- (1) Adult male persons of good character and good business reputation.
  - a. Engage as proprietor, partner, corporate officer or manager of any worthy and recognized business or profession.

b. Holding an important position in an executive capacity with discriminatory authority and any worthy and recognized business professional.

c. Acting as the local agent or branch representative or any worthy and recognized business or profession having charge of such agency of such agency of branch in an executive capacity.

d. Personally and actively engaged in the respected business and or professions in which they are classified in the club and having their place of business or residence located within the territorial limits of the club.

(2) Such members are proposed by the general membership and approved by the Board of Directors.

#### **Article IV.**

The name and address of the subscriber to these articles is:

Gail Shelby, 502 East Park Avenue, Tallahassee, Florida 32031

#### **Article V.**

This corporation is to exist perpetually.

#### **Article VI.**

The business of this corporation shall be managed by the Board of Directors. This corporation shall have nine directors initially. The number of directors may be increased from time to time by the Bylaws but shall never be less than three.

The Board of Directors shall be elected and hold office in accordance with the Bylaws.

The names and addresses of the persons who are to serve as directors for the ensuing year, or until the first annual meeting of the corporation are:

Stephen D. Melching, Dir., Post Office Box 1219 Ponte Vedra Beach, Florida

Lawrence R. Patterson, Dir., 106 Coral Court Ponte Vedra Beach, Florida

William H. Hill, Jr., Dir., 323 San Juan Drive Ponte Vedra Beach, Florida

George E. Pharr, Dir., 311 Ponte Vedra Boulevard Ponte Vedra Beach, Florida

Robert F. Tuveson, Dir., 461 Osprey Point Ponte Vedra Beach, Florida

J. Alfred Bowers, Dir., 206 Pablo Road Ponte Vedra Beach, Florida

James H. Hoener, Dir., 46 Lake Julia Drive Ponte Vedra Beach, Florida

Harry G. Madden, Dir., 1721 Seabreeze Avenue Jacksonville, Florida

Robert Nelson, Dir., 115 Granada Lane Ponte Vedra Beach, Florida

#### **Article VII.**

The officers of the corporation shall be President, Vice President, Secretary, Treasurer and such other officers as may be provided in the Bylaws.

The names of the persons who are to serve as officers of the corporation who shall hold the office for the first year of the corporation. Or until their successors are elected or appointed are:

Stephen D. Melching, Pres., Post Office Box 1219 Ponte Vedra Beach, Florida

Lawrence R. Patterson, Sec./Treas., 106 Coral Court Ponte Vedra Beach, Florida

William H. Hill, Jr., V. Pres., 323 San Juan Drive Ponte Vedra Beach, Florida

**Article VIII.**

The Board of Directors of this corporation may provide such Bylaws for the conduct of its business and the carrying out of its purposes as they may deem necessary from time to time.

Upon proper notice, the Bylaws may be amended, altered or rescinded by the Board of Directors and approved by the General Membership.

**Article IX.**

These Articles of Incorporation may be amended at any regular meeting, a quorum being present by 2/3 vote of the members being present. No amendment or additions to these Articles can be made which is not in harmony with the Bylaws and Constitution of Rotary International.

**Article X.**

The street address of the initial registered office of this corporation shall be C/O Corporation Information Services, Inc., 502 East Park Avenue Tallahassee, Florida 32031, and the name of the initial registered agent of the corporation at that address is Corporation Information Services – Gail Shelby.

IN WITNESS WHEREOF, the undersigned subscribing incorporator, has hereunto set her hand and seal on this 11th day of January, 1984.

Signed, Gail Shelby (SEAL)

**ACKNOWLEDGEMENT OF REGISTERED AGENT:**

Having been named to accept service of process for the above-stated corporation, at place designated in this certificate, I hereby accept to act in this capacity, and to keeping open paid office.

Signed, Gail Shelby, Gail Shelby for Corporation Information Services, Inc.

**STATE OF FLORIDA COUNTY OF LEON**

The foregoing instrument was acknowledged before me this 11th day of January, 1984, by Gail Shelby Signed, Steven Melching Notary Public, State of Florida at Large

My Commission expires: [date]

Amendment to Articles of Incorporation of The Rotary Club of Ponte Vedra Beach, Inc. Pursuant to Article IX of the Articles of Incorporation of The Rotary Club of Ponte Vedra Beach, Inc., a nonprofit corporation, the following amendment to the Articles of Incorporation of the corporation was adopted by a vote of two-thirds of the members present at a meeting of members duly called and held on September 19, 1985 at which a quorum was present:



Article VIII is amended in whole to read as follows:

**ARTICLE VIII**

The conduct of the business and affairs of this corporation shall be governed by these Articles, a Corporation and Bylaws.

The Constitution of this corporation shall be the Standard Rotary Club Constitution, as amended by the 1983 Council of Legislation of Rotary International, with such modifications as from time to time shall be adopted by the Board of Directors of this corporation in accordance with the Bylaws of Rotary International.

The Bylaws of this corporation shall be such Bylaws as the Board of Directors of this corporation shall adopt from time to time, which Bylaws shall not be inconsistent with the Constitution and Bylaws of Rotary International, or the Standard Rotary Club Constitution as adopted by the Board of Directors of this corporation.

IN WITNESS WHEREOF, this amendment has been executed on behalf of the corporation by its President and Secretary the 19th day of September, 1985.

THE ROTARY CLUB OF PONTE VEDRA BEACH, INC. By, (signed) Robert F. Tuveson, President; By, George Tobi, Secretary

**STATE OF FLORIDA COUNTY OF DUVAL**

The foregoing instrument was acknowledged before me this 19th day of September, 1985, by Robert F. Tuveson, in his capacity as President of The Rotary Club of Ponte Vedra Beach, Inc.

Signed, Fred Steffy, Notary Public, State of Florida at Large. My commission expires: November 18, 1986.

# **Bylaws**

## **THE CONSTITUTION OF THE ROTARY CLUB OF PONTE VEDRA BEACH**

The Constitution of the Rotary Club of Ponte Vedra Beach, Inc. is the standard constitution approved by Rotary International, as that constitution is amended from time to time.

### **BYLAWS OF THE ROTARY CLUB OF PONTE VEDRA BEACH**

Revised and duly adopted January 9, 2020

#### **ARTICLE I**

##### **DEFINITIONS**

<b>Annual Meeting:</b>	<b>The second regular meeting in December</b>
<b>Blue Badge:</b>	<b>An active member in good standing who has completed the requirements of a Red Badge member</b>
<b>Board:</b>	<b>The Club's board of directors</b>
<b>Club:</b>	<b>The Rotary Club of Ponte Vedra Beach</b>
<b>Club Assembly:</b>	<b>A meeting of the officers, directors, and committee chairs with the members to coordinate, develop, and report on Club business, programs, and projects often requiring a membership vote</b>
<b>Fiscal Year:</b>	<b>The Fiscal Year of the club shall extend from July 1 to June 30</b>
<b>Honorary Member:</b>	<b>Any person who has distinguished himself by meritorious service in furthering Rotary ideals and upon whom the Board has conferred such a membership</b>
<b>Manual of Policies and Procedures:</b>	<b>A concise compilation of rules, policies, procedures and processes created and updated by the Board to guide the administration and operation of the Club.</b>

**Presidential  
Nominating  
Committee:**

**A committee formed for the purpose of selecting from among the members of the Board a President Nominee**

**Quorum:**

**The minimum number of participants who must be present when a vote is taken: one-third of the Club's members for Club decisions and a majority of the directors for Board decisions**

**Red Badge:**

**A newly accepted member who will wear a red name badge at meetings signifying that they are new to the club and will complete certain requirements as outlined by the Membership Committee**

**Rotary Year:**

**The 12-month period that begins July 1**

## **ARTICLE II**

### **BOARD OF DIRECTORS**

The officers and directors so elected, together with the President, immediate past president, and the appointed directors shall constitute the board of directors; total membership of the board will not exceed seventeen (17). The composition of the board may include the following:

President, President-elect, Past President, elected Directors (6), Secretary, Treasurer, Sergeant-at-Arms, appointed Directors (3), appointed Advisor and/or Legal Counsel.

## **ARTICLE III**

### **DUTIES AND TERMS OF THE OFFICERS AND DIRECTORS**

#### **A. PRESIDENT.**

It shall be the duty of the president to preside at the meetings of the club and board of directors and to perform such other duties as that office ordinarily requires. The President assumes office on July 1 and serves a period of one year.

#### **B. IMMEDIATE PAST PRESIDENT.**

The Immediate Past President serves as a director on the Board and advises the President. The Immediate Past President assumes office upon completion of his term as President and serves a period of one year.

#### **C. PRESIDENT-ELECT.**

It shall be the duty of the President-Elect to preside at the meetings of the club and board of directors in the absence of the President and to perform such other duties as that office ordinarily requires. The President-Elect assumes office on July 1 and serves a period of one year. On the following July 1, the President-Elect will automatically assume the office of President.

#### **D. SECRETARY.**

It shall be the duty of the secretary to keep the records of membership and attendance at all meetings; to send out notices of meetings to the club, board and committees; to record and preserve the minutes of such meetings; to submit the required reports to Rotary International, including the required semi-annual reports of membership to the secretary of Rotary International on January 1st and July 1st of each year; to report changes in membership to the secretary of Rotary International as they occur; to report monthly the attendance at club meetings to the District Governor immediately following the last meeting of the month; to send out Ten-Day Notices of new-member proposals to the club; and to perform other duties as usually pertain to that office. Any stipend considered as an aid in promoting better club records required of the secretary shall be made by a majority vote of the directors not later than their first regular monthly meeting of the club year in question. The Secretary assumes office on July 1 and serves a period of one year.

#### **E. TREASURER.**

It shall be the duty of the treasurer to have custody of all funds, to present the accurate and timely accounting of all funds to the club at its annual meeting and at any other times so requested by the board of directors, and to perform such other duties as pertain to that office, including the billing of membership dues. Upon his or her retirement as treasurer, he or she shall

turn over to his or her successor, or to the president, all funds, books of accounts or other club property in his or her possession. The Treasurer assumes office on July 1 and serves a period of one year.

**F. SERGEANT-AT-ARMS.**

It shall be the duty of the sergeant-at-arms to help maintain an orderly, dignified and effective club meeting; to handle the logistics for the meeting and to perform such other duties as may be prescribed by the board of directors. The Sergeant-at-Arms assumes office on July 1 and serves a period of one year.

**G. LEGAL COUNSEL and/or ADVISOR.**

At the discretion of the President, an advisor and/or legal counsel may be appointed to the board, and serve a one-year term as a voting member. The Legal Counsel may be appointed in successive years to fulfill the duties assigned.

**H. DIRECTOR.**

A Director attends Club and Board meetings and proactively provides governance and fiduciary oversight for the Club. Directors serve for a two-year period.

## ARTICLE IV

### ELECTION OF DIRECTORS AND OFFICERS

#### A. ELECTION OF ELECTED DIRECTORS.

1. Prior to November 1 of each club year, an elections supervisor appointed by the president shall determine if any eligible members are unwilling to be nominated as Directors. Those members so determined, as well as the president and president-elect and continuing board members, will have their names omitted from the election ballot.
2. Club members shall not be eligible to stand for election as a director or club officer and shall have their names withheld from any Club election ballot if they:
  - a. Have not met all requirements to receive their Blue Badge;
  - b. Have failed to meet club attendance requirements;
  - c. Owe more than six months dues, or
  - d. Have failed to have met applicable Gala / charity event financial obligations.
3. At the first regular meeting in November, each club member, both red and blue badge, present and in good standing shall be furnished a ballot containing the names of all members determined to be eligible and willing to have their names placed in nomination for election to the board of directors. The three incumbent elected directors serving in the first year of their two-year term shall not be eligible. Each member present shall mark his ballot indicating his selection of six (6) director nominees. Ballots shall be tallied at the meeting by the elections supervisor, and announced at the meeting's conclusion. The six (6) members receiving the highest number of votes shall be declared director nominees, and their names shall be listed alphabetically on the ballot prepared for the annual meeting.
4. At the second regular meeting in November, each member present shall be furnished a ballot containing the names of the six (6) director nominees selected in accordance with paragraph 2 hereof. Each club member present and in good standing shall mark his ballot indicating his selection of three (3) directors. The three (3) director nominees receiving the highest number of votes shall be declared elected for a term of two consecutive Rotary years.
5. In the event of last-place ties for director-nominee or director, the elections supervisor shall determine the winner(s) of the tie by lot.
6. Any member who has served two consecutive terms as a club officer shall be ineligible to be elected or appointed to a third consecutive term in that office, except that a member serving as club treasurer may continue in that office as is deemed appropriate.

## **B. ELECTION OF PRESIDENT NOMINEE.**

1. Eligibility for President Nominee. The President Nominee shall be chosen from among the six (6) elected or three (3) appointed board members for the new Rotary year, and any members of the club who were elected director in preceding years. Any candidate for President Nominee also must have served as a director for a total of at least two years.
2. Within one (1) week following the election of new members of the board, a Presidential Nominating Committee consisting of the incumbent president, the president-elect and five (5) past presidents of the club who are current, active members shall be convened. This committee shall determine all persons who fulfill requirements of paragraph B(1) of this Article and shall determine the person it believes to be most qualified to serve as president. Its determination shall be based on such factors as past participation in Rotary District Conferences and Rotary International Conventions, as well as service performed for the club. The committee shall contact such individuals as may be necessary to ensure that the person nominated will be available and is willing to serve.
3. Within the period of three (3) days to two (2) weeks after the second meeting in November, the incumbent president shall call a meeting of the presidential nominating committee for the purpose of nominating a President Nominee. The presence of four (4) of the seven (7) committee members will comprise a quorum. The incumbent president shall act as chairman with power to vote and shall appoint one of the committee members to serve as secretary pro tempore of the meeting. The incumbent president shall present to the committee the name of the person recommended by the selection committee. Other recommendations may be made by any of the committee members present. If more than one (1) candidate is being considered, the vote shall be taken by written ballot.
4. Succession to Presidency. At the end of each Rotary year the incumbent president-elect shall become the president-elect for the next year. Should a vacancy occur in the presidency during a year, the Board of Directors shall appoint a member to serve as the interim president for the remainder of the year. A club president's term can be extended for up to one year when his successor has not been selected.

## **C. APPOINTMENT OF ADDITIONAL DIRECTORS AND OFFICERS.**

1. Prior to the second meeting in December, which shall be the annual meeting of the club, the president for the next Rotary year (incumbent president-elect) shall call a meeting of the six (6) new board members for the purpose of approving the appointment of three (3) other directors appointed by the incumbent president-elect for one-year terms. The president-elect shall also appoint individuals to serve as secretary-treasurer (or one as secretary and another as treasurer) and a sergeant-at-arms. Those appointed may or may not be elected members of the new board; if they are not, they shall become ex-officio members of the board and have full voting rights. If elected directors are subsequently



appointed to be officers, the incumbent president-elect shall fill those vacancies according to paragraph E of this Article.

2. The President Nominee and the other officer nominees shall be presented to the club at the annual meeting.

#### **D. STATUS OF PAST PRESIDENT.**

The immediate past president shall be a member of the board of directors throughout the year following his presidency, with all rights and privileges of an elected director.

#### **E. ADMINISTRATIVE VACANCIES.**

Any vacancy on the board of directors or of any office other than the presidency shall be filled by a club member recommended by the president and approved by the remaining board members. Such vacancies as might occur within the board for the next Rotary year shall be filled in identical manner by the president-elect and his incoming board.

## **ARTICLE V**

### **MEETINGS**

#### **A. ANNUAL MEETING.**

The annual meeting of this club shall be held on the second regular meeting in December of each year, at which time the election of directors and officers to serve for the ensuing year beginning July 1 shall take place. The members present will also receive a mid-year financial report with current and previous year income and expenses.

#### **B. REGULAR MEETING.**

The regular meeting of this club shall be held as follows: Thursday at 7:30 a.m., with the understanding that, in an emergency or for good cause, the board of directors may:

1. Change the regular meeting of any week to a different day of the same week, or to a different hour of the regular day; or
2. Cancel the regular meeting of any week because of a legal holiday or a community or club event/activity.
3. The president, at his discretion, may cancel a regular meeting of the club for good cause.

#### **C. ORDER OF BUSINESS.**

The Board of Directors shall have the authority to establish and approve the order of business for regular meetings. The usual order of business will include:

- Opening: to include invocation and pledge of allegiance
- Breakfast
- Meeting called to order
- Introduction of visiting Rotarians and guests of Rotarians
- Reading of correspondence and announcements, if any
- Committee reports and/or announcements by committee chairmen or others
- Discussion
- Program / Speaker
- Adjournment

#### **D. QUORUM**

One-third of the membership shall constitute a quorum at any meeting of the club at which a vote of the membership occurs.

#### **E. MEETINGS OF BOARD OF DIRECTORS**

Regular meetings of the board of directors shall be held each month. Special meetings of the board of directors may be called by the president as is deemed necessary, or upon the request of two members of the board; due notice of 48 hours shall be given for any special meeting.

#### **F. BOARD OF DIRECTORS QUORUM**

A majority of the board members shall constitute a quorum of the board of directors.

#### **G. VOTING**

The business of this organization shall be transacted by voice vote or show of hands except for the election of directors and officers, which shall be by ballot as provided in Article I.

#### **H. BOARD OF DIRECTORS ATTENDANCE**

If any director or officer fails to attend two (2) consecutive regular meeting of the board without the due cause notifying the president in advance of the meeting(s), he or she shall be deemed to have resigned from the board and the vacancy will be filled pursuant to Article I, paragraph E.

## **ARTICLE VI**

### **FEES AND DUES**

#### **A. ADMISSION FEE**

The admission fee shall be determined by the board of directors. It shall be paid before the applicant is qualified as a member. Dues of a new member shall be assessed on a pro rata basis for the unexpired portion of the quarter during which he became a member.

#### **B. MEMBERSHIP DUES**

The membership dues shall be determined by the board of directors. Such dues will include the costs of meals. Dues shall be paid quarterly. Dues are considered delinquent thirty (30) days after the sending of bills. Any member failing to pay his dues within thirty (30) days after the delinquent date shall be notified in writing by the treasurer. If the member's dues are not paid on or before thirty (30) days from the date of such notification, the treasurer shall notify the President and the Membership Committee Chairman for further action, as appropriate, including termination.

#### **C. EXCEPTION TO PAYMENT OF FEES**

The Board has the authority to waive the admission fee or remit the dues for any specified time and special cases when, in its judgment, circumstances justify such action.

## ARTICLE VII

### ORGANIZATION AND DUTIES OF COMMITTEES

#### A. ORGANIZATION.

Club Committees are charged with carrying out the annual and long-range goals of the club, based upon Rotary International's four Avenues of Service. The president-elect, president, and immediate past president shall work together to ensure continuity of leadership and succession planning. When feasible, club 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. It is recommended that the chair have previous experience as a member of the committee. The President serves as an ex officio member of each committee. Standing committees shall be appointed as follows:

**Membership:** This committee shall focus on the recruitment and retention of members.

**Club Public Relations:** This committee shall provide the public with information about Rotary and promote the club's service projects and activities.

**Club Administration:** This committee shall plan and conduct activities that promote and support the effective operation of the club.

**Service Projects:** This committee shall develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. Rotary International's Five Avenues of Service are the philosophical and practical framework for the work of this committee.

**International and District Projects:** This committee shall evaluate and obtain funding for international and district projects to be sponsored by the club.

**Family of Rotary:** This committee coordinates and supports Earlyact, Middleact, and Rotaract relationships related to the club.

**Programs:** This committee determines and schedules speakers for each regular meeting of the club.

**The Rotary Foundation:** This committee shall support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed. The need for each ad hoc committee will be reviewed by the board annually.

- (a) The president shall be an ex-officio member of each committee, and shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated by these bylaws, and may transact additional business referred to it by the president or the board. Except when granted special authority by the board, an ad hoc committee shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

## **B. DUTIES.**

The duties of all committees shall be established and reviewed by the president for his or her year. In setting forth the duties of each, the president should consider the Rotary International Five Avenues of Service and other appropriate materials.

Each committee shall be guided by the club's Manual of Policies and Procedures. The manual is a guide for the manner in which the club will function and documents policies by which the club operates. The manual makes it easier for officers and committee leaders to be familiar with the practices currently in force. The manual is not intended to take precedence over the Bylaws of Rotary International or the club. In the event of a conflict between the manual and the governing documents, the governing documents prevail. The manual is to be reviewed annually by the board.

## **ARTICLE VIII**

### **FINANCES**

#### **A. DEPOSITS**

The treasurer or duly appointed representative shall deposit all funds of the club in a bank to be named by and in such manner as prescribed by the board of directors.

#### **B. ACCOUNTS PAYABLE**

All bills shall be paid with checks signed by the president of the club. Other club officers shall arrange for having the ability to sign checks in case the president is not available. Payment of any non-recurring bill of \$2,500 or more shall be signed or approved electronically by two officers of the club. A review of all of the club's financial transactions shall be made once each year by a certified public accountant or other qualified person.

#### **C. BONDING**

Officers having charge or control of funds shall give bond as may be required by the board of directors for the safe custody of the funds of the club; the club will bear the cost of the bond.

#### **D. FISCAL YEAR**

The fiscal year of this club shall extend from July 1 to June 30, and the collection of fees and dues shall be divided as provided for under paragraphs A and B of Article VI. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year, based on the membership of the club on those dates.

#### **E. BUDGET**

At the beginning of each fiscal year, the board of directors shall prepare or cause to be prepared a balanced budget of estimated income and estimated expenses for the year. As adopted and amended by the board, the budget shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

#### **F. ACCOUNT BALANCE**

The club will strive to maintain a minimum balance in the operating account of \$10,000.

## ARTICLE IX

### ELECTION OF MEMBERS

#### A. ACTIVE MEMBERS

1. The name of a prospective active member to fill a classification may be proposed by any active member in good standing. The sponsor shall identify the candidate to the membership committee, relying on the club's guidelines. This procedure shall also be followed in the case of a member or former member of another Rotary Club who is terminating or has terminated such membership. All proposed candidates shall be vetted by the Membership Committee.
2. The membership committee will determine if screening criteria are met and so advise the sponsor of the candidate.
3. The sponsor will complete and submit the required forms to the Membership Committee.
4. After the Membership Committee approves the candidate, the chairman will then notify the secretary who will present the candidate to the club members via the appropriate club publication or a special mailing.
5. Once the candidate has been presented, a five-day (5-day) period shall then begin, during which time any club member objecting to the election of the candidate shall notify the secretary in writing, stating the reasons for the objection.

Any objection that is presented by a club member shall be considered by the Membership Committee who shall make a recommendation to the board of directors as to the objection, and the board of directors shall take whatever action is deemed appropriate to resolve the objection and resume the election process.

If no objection is received in the designated period, the candidate shall then be presented to the board of directors. The board of directors shall then vote to accept or reject the proposed member by ballot. If no more than two negative votes are cast by the members of the board in attendance, the proposed member shall be deemed elected to membership. The candidate's sponsor(s) then will be promptly notified by to the secretary.

#### B. HONORARY MEMBERS.

The name of a proposed candidate for honorary membership, as defined in the Bylaws of Rotary International and amended from time to time, shall be submitted to the board of directors in writing. The board of directors may consider such a proposal at any of its regular or special meetings. A vote to accept the proposed honorary member must be unanimous.



Honorary membership may be conferred upon any person who has distinguished himself by meritorious service in furthering Rotary ideals. Honorary members are exempt from the payment of admission fees and dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall be exempt from attendance requirements, but shall be entitled to attend all meetings and enjoy all other privileges of the club. The term of honorary membership shall be set by the board of directors at the time of the member's honorary admission and may be changed at any time or terminated by subsequent boards.

### **C. LEAVE OF ABSENCE**

A club member in good standing may request a leave of absence ("leave") not to exceed six months if unusual circumstances would prevent that member from meeting attendance requirements. A leave may be requested only one time during any two-year period, must be requested in writing to the board of directors, state the specific reasons for its request and its expected duration. A leave can be approved only by a majority vote of the board of directors. The board may grant a leave for an additional six months. A member granted a leave shall remain financially responsible for the portions of his quarterly dues paid to Rotary International and to Rotary District 6970 and to the annual charity event but relieved of other financial obligations to the Club during the leave, and shall retain full voting rights.

## **ARTICLE X**

### **COMMITMENT OF CLUB RESOURCES**

#### **A. RESOLUTIONS**

No resolution or motion to commit this club in any matter shall be considered by the club until it has been considered by the appropriate committee under its specified avenue of service. Such resolutions or motions, if offered at a club meeting, shall be referred, without discussion, to said committee. After having given consideration to the matter, the committee shall submit its recommendations to the board of directors. Thereafter, the board may take any necessary action as empowered within the parameters of the bylaws and constitution, and may take the matter before the club and proceed to enforce such action as may seem proper to the majority of the board.

#### **B. REQUESTS FOR CONTRIBUTIONS OR RESOURCES**

Any appeal to the club or to its members as Rotarians for charitable funds or other club resources shall be directed to the president to refer to committee or to handle as he sees fit.

## **ARTICLE XI**

### **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 the notice of such proposed amendment shall have been provided to each member at least ten (10) days before such meeting.

In order to so present amendments as given above, they shall have been received and reviewed by the bylaws committee whose duty shall be to ensure that such amendments or additions to these bylaws are in harmony with the club constitution and with the constitution and bylaws of Rotary International. Thereafter, the chairman of the bylaws committee shall present the proposed amendments of additions to the board of directors. Upon approval by the board they are to be presented to the membership for consideration and vote as specified.

*Originally enacted June 14, 1983, and amended: April 19, 1984; February 6, 1986; September 30, 1993; April 6, 1995; June 19, 2003; September 8, 2005; September 29, 2006; June 2, 2011, February 12, 2015; January 9, 2020*

## Forms

- FORM 3-4a PVB Rotary Board Agenda Sample
- FORM 3-4b sign-in sheet
- FORM 3-4c PVB Rotary Board of Director minutes sample
- FORM 3-5 PVB Rotary Dues ACH Payment Option Form
- FORM 3-6a PVB Member Badge List
- FORM 3-6b Sign-in Sheet
- FORM 3-6c Rotary Name Tag
- FORM 6-1 PVB Rotary Since You're Interested
- FORM 6-2 PVB Rotary Step One New Member Questionnaire
- FORM 6-3 PVB Rotary New Member Application
- FORM 6-4 Sponsors Responsibilities
- FORM 6-5 New Member Presentation
- FORM 6-6 Membership Letter
- FORM 6-7 5-day notice cover email template
- FORM 6-8 5-day notice
- FORM 6-9 Sponsors Letter for Rotary Club of PVB
- FORM 8-1 Local Heroes Nomination Form
- FORM 14-1 PVB Rotary Foundation Application
- FORM 14-2 Rotary PVB Foundation Grant Application
- FORM 19-1 BYLAWS FORM IX-C Leave of Absence Application Form