

Manual of Procedure

ROTARY CLUB OF LAKE RIDGE



Manual of Procedure

Includes Strategic Plan

for

2013-2017

Manual of Procedure

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Manual of Procedure

1. PURPOSE

The purpose of the Manual of Procedure is to document policies and procedures most relevant to the club and have been approved by the Board of Directors or by the Club.

It serves a ready reference of actions taken and how the club is to function.

Each section of the manual has of the approval date annotated and the date that the section was last updated. Where determined appropriate, a history of changes may be made.

Last updated July 30, 2013

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2. DIRECTOR AND OFFICERS

RI MANUAL OF PROCEDURE 2010 ADMINISTRATION

Definition of an Effective Rotary Club

Effective Rotary clubs

- 1) Sustain or increase their membership base
- 2) Implement successful service projects in their community and communities in other countries
- 3) Support The Rotary Foundation, both financially and through program participation
- 4) Develop leaders capable of serving in Rotary beyond the club level District governors' responsibility to identify clubs that need assistance in increasing their effectiveness is discussed in chapter 2.

Club Board of Directors and Officers

The board of directors is the governing body of the club. The board is constituted as set forth in each club's bylaws. The board is expected to meet at least monthly. The officers of a club are the president, the president-elect, the immediate past president, and one or more vice presidents (all of whom shall be members of the board), and a secretary, a treasurer, and a sergeant-at-arms (who may or may not be members of the board as the bylaws of the club shall provide). (SRCC 10, 4)

Qualifications

The qualifications of a club's board of directors and officers are set forth in the Standard Rotary Club Constitution. Each officer and director must be a member (other than honorary) in good standing of the club. The president must also, while president-elect, attend the presidents-elect training seminar and the district assembly. (SRCC 10, 5)

In addition, the club president should have

- 1) The ability to assume the leadership of the club and possess the esteem and confidence of the members
- 2) Sufficient time and be prepared to give the time and effort necessary to lead and carry out the work of the club
- 3) Served in the club as a board member, a member of one or more of the major committees, or club secretary
- 4) Attended one or more district conferences and international conventions
- 5) A working knowledge of the club's constitution and bylaws. (RCP 10.020.)

The duties of a club's board of directors and officers are as set forth in the bylaws of each club.

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Club President's Duties

- 1) Preside at meetings of the club.
- 2) Ensure that each meeting is carefully planned, opening and adjourning on time.
- 3) Preside at regular meetings (at least once a month) of the board of directors.
- 4) Appoint club committee chairs and members who are qualified for the jobs assigned.
- 5) Ensure that each committee has definite objectives and is functioning consistently.
- 6) Attend the district conference.
- 7) Cooperate with the governor in various club and district Rotary matters, and ensure that all correspondence is handled promptly.
- 8) Supervise the preparation of a club budget and the proper accounting of club finances, including an annual audit.
- 9) Ensure that a comprehensive training program is implemented by the club, and appoint a club trainer(s) to carry out the training, if needed.
- 10) Ensure that important information from the governor's monthly letter and other bulletins and literature from the Secretariat and governor are passed on to the club members.
- 11) Submit in June a comprehensive report to the club on the status of its finances and the extent to which the club has achieved its objectives for the year.
- 12) Work cooperatively with the president-elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information.
- 13) Arrange a joint meeting of the incoming and outgoing club boards to ensure the success of the new administration and to provide continuity of administrations. (RCP 10.030.)

Club Secretary's Duties

The secretary has the following duties:

- Send notices to board members.
- Confirm board members' participation.
- Invite your assistant governor, if appropriate.
- Set the agenda, in cooperation with the president.
- Provide support materials as needed.
- Take minutes and generate a report for the club.
- Be the club resource on classifications with need to have an understanding of the classification principle used in Rotary

The president-elect may call meetings of the incoming board to prepare for the year.

The secretary should work with the president and club administration committee to organize club assemblies, whose activities include:

- Brainstorming ideas for projects and activities
- Reviewing club strengths, opportunities, and weaknesses

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- Setting goals and developing action plans
- Coordinating committee activities
- Promoting district conference or other district and RI meetings
- Learning more about Rotary and Foundation programs
- Report any delinquency in dues payments to the board regularly. The Standard Rotary Club Constitution states that members failing to pay their dues within 30 days of the due date will be notified in writing by the club secretary at their last known address. If dues are not paid within 10 days of the notification date, the membership may be terminated, subject to the discretion of the board.

These steps for proposing new members are responsibilities of the club secretary:

- Name of prospective new member is proposed through the club secretary
- Board ensures proposal meets all classification and membership requirements
- Once board approves or disapproves, the club secretary notifies the proposer
- The prospective member is then briefed on the purpose of Rotary and gives permission for their name and proposed classification to be published to the club
- If no objections are received, the prospective member pays the admission fee and is considered a new member. The club secretary then issues a membership card.

Club Treasurer's Duties

Obtain copies of the Board of Directors Meeting minutes from the Club Secretary to ensure all disbursements have been approved by the Board in advance.

Any disbursements approved by Board members use of email are to be read into the minutes at the next Board meeting. The Treasurer is responsible for ensuring that this is accomplished as the minutes are the official vehicle for the approval of disbursements.

Weekly:

- Ensure money received from visiting Rotarians or guests is properly recorded.
- Ensure any payments have been approved by the Board of Directors or the Club President when the Board has authorized the President to approve the payments.
- Promptly pay the facility providing the meals for an event.
- Make deposits of money received by recording the source of the revenue (meals, Happy Bucks, Paul Harris Pot, etc).
- Record any receipts or expenditures.
- Enter all checks and deposits into Quick Books
- Ensure any deposits are made to the proper Checking Account

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Monthly

- Reconcile the bank statements.
- Prepare reports for the next monthly Board of Directors meeting.
- Notify the Club Secretary of any member whose dues are overdue.
- At end of month give check to Rotary Foundation Chair for money collected through billing along with a list of contributors.

Quarterly:

- Send out quarterly bills one month prior to the billing quarter and provide the Club Secretary with a list of name of those members billed. The Secretary will review the list to ensure that there have been not omissions or members who have resigned and been whose resignation has been approved by the Board of Directors.

Semiannually:

- Make the January and July payments to Rotary International based on the Semi Annual Report provided by RI.

Annually:

- File IRS Form 990EZ or E-Post Card on or before November 15th. If club receipts from all sources are greater than \$25,000 file 990EZ. If equal or less than \$25,000 file E-Post Card.
- Participate with the Club Secretary in the preparation of the annual audit report of the club.
- Make the District annual dues payment

Financial Reporting:

What	Who
Budget	Board & Club
Budget v. Actual	Board & Committees
Income & Expense	Board
Aged Invoices	Board & Secretary
Fund Raising	Board & Committees
Foundation Contributions	Board & Foundation Committee
Reserve Funds	Board
Audits/Reviews	Board & Club
Tax Returns	Board & IRS

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Selection of Club Board of Directors and Officers

The selection process for a club's board of directors and officers is set forth in each club's bylaws. The club's best interests are served by observing the principle of rotation in office, including membership on the board of directors and chairmanship of committees, as well as the offices of president and secretary.

Club officers should not be encouraged or expected to hold office for two successive years. However, clubs may find it advantageous to elect an officer for a second and successive year or to re-elect a former officer of the club. (RCP 10.010.)

Officer Inductions

Each Rotary club should hold an officer installation meeting at the beginning of each Rotary year, to give club officers and members an opportunity to renew and reaffirm their commitment to the objectives of RI. (RCP 10.010.3.) Sample induction ceremonies are available at www.rotary.org.

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3. BUDGET

At the beginning of each fiscal year, the club's board of directors must prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditure.

Reference: Rotary Manual of Procedure, Handling Club Funds.

The Club President supervises the preparation of a club budget and the proper accounting of club finances, including an annual audit.

Reference: Rotary Manual of Procedure, Club President's Duties.

Last updated July 30, 2013

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2013-2014 SERVICES BUDGET

Formulation Date: May 1, 2013 Revised August 6, 2013

Fundraising Target 2013-2014: \$15,000.00

2013-2014 SERVICES Allocation

Organization	501©(3)	Giving Amount	Date Disbursed
CASA	Yes	\$1,000.00	
American Red Cross	Yes	\$1,000.00	
Feed Me Ministries		\$1,000.00	
Fellowship House (Spring)		\$500.00	
Fellowship House (Fall)		\$500.00	
Boy Scouts	Yes	\$1,000.00	
Chesapeake Bay Scholarship	Yes	\$1,500.00	
Didlake	Yes	1000.00	
YOPW Scholarships	Yes	\$1,000.00	
Green Music Contest Sponsor		\$250.00	
At Risk Youth Scholarship		\$1,000.00	
RYLA	Yes	\$500.00	
RI Polio	Yes	\$2,000.00	
RI Annual Fund*	Yes	\$1,000.00	
TRF	Yes		
Discretionary (Unallocated)		\$1,250.00	
Total Allocated		\$14,500.00	

*Establish additional member contributions of:

Paul Harris	\$1,000.00
Sustaining Member	\$350.00
Every Rotarian Every Year	\$1,500.00

Last updated July 30, 2013

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2013-2014 OPERATIONS BUDGET Income

Item	Amount	Actual
Initiation Fees	\$200.00	
Club Member Dues (27*175)	\$18,900.00	
Guest Breakfast Meals	\$250.00	
Christmas Dinner (20*\$40)	\$800.00	
Installation Dinner (20*\$40)	\$800.00	
Happy Bucks	\$650.00	
50/50	\$490.00	
Interest	\$60.00	
Total	\$22,140.00	

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2013-2014 OPERATIONS BUDGET Expenses

Item	Amount	Actual
Dues Paid to RI (*2)	\$2,076.00	
Dues Paid to District	\$1,080.00	
Chamber	\$180.00	
Assistant Governor	\$100.00	
President Elect Training Session	\$700.00	
District Conference	\$1000.00	
Club Leadership Training Session	\$400.00	
District Governor Board Meeting	\$600.00	
Christmas Dinner (40*\$40)	\$1,600.00	
Installation Dinner (40*\$40)	\$1,600.00	
Gift Expenses	\$210.00	
Incoming President's Cost	\$150.00	
Outgoing President's Cost	\$500.00	
Pins & Badges	\$300.00	
PO Box	\$252.00	
Board Coffee	\$360.00	
Road Cleanup	\$84.00	
Printing	\$300.00	
GSE	\$67.00	
Website & Technology	\$386.00	
Bad Debt	\$350.00	
Speaker Gifts	\$260.00	
Breakfast Meals	\$5100.00	
Banquet Meals	\$540.00	
Other	\$300.00	
Total	\$18,495.00	

Estimated Operations Profit: \$3,645

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4. FUNDRAISING

The fundraising goal as outlined in the Strategic Plan for 2014-2017 is \$600 average per member. To clarify, this amount had no relationship to an individual's personal financial contribution to the event. This metric may include more than one fundraising event. Club leaders should be cautious about over zealousness in fundraising for its own sake. Too much time spent on this can take a toll on other activities of the club and membership.

The President-nominee will serve as assistant chair to the President-elect for all fund raisers. The fundraising committee can be established adhoc or be a standing committee depending on club membership skills at the time of the event. The more committee stability the club has in fundraising the more effective the process

It will be the responsibility of the club president to ensure that fund raising events take place each year.

The foregoing was approved by the Board of Directors on March 28, 2013.

Last updated March 28, 2013

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5. BOARD DECISIONS

Meeting Cancellation for Weather Extremes:

Board approved meeting cancellation when schools are closed for weather extremes. This eliminates need for phone trees, email notification, and website posting. A roundtable will be held if at all possible on these dates. (Approved Board meeting of February 10, 2009)

Last updated April 8, 2012

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6. ANNUAL NOMINATING COMMITTEE

1. The annual nominating committee will be appointed by the club president.
2. Appointed to the committee will be a chair person and a minimum of two other members.
- 3 Any additional members will be added so that they will be in even numbers with the chair as the tie breaker.
4. The committee will submit a written report of their commendations.
5. A list of the nominees will include the President-nominee and all Board positions, excluding the President-elect.
6. The club president will review the list to ensure that all those on the list are members in good standing and that their dues are current. The ballot will be returned to the committee chair should there be any questions.
7. Once the club president has approved that the nominees meet requirements for the position they are nominated, the club president will forward the list to the club secretary who will prepare a written ballot for the club members to cast the votes at the annual meeting.

References:

- a. Article 5 Meetings, Section 1, Club Bylaws: Annual meeting of this club shall be held on the second week of December in each year, at which time the elections of officers and directors to serve for the ensuing shall take place.
- b. Article 3 of the Club Bylaws: Election of Directors and Officers.
- c. Article 6 Meetings, Section 2, Club Constitution: Annual Meeting: An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.
- d. Article 7 of the Club Bylaws: The business of this club shall be conducted viva voce except the election of officers and directors, which shall be by ballot.

Last updated April 8, 2012

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7. NEW MEMBER ORIENTATION

1. A new member orientation takes place not later than thirty days from the time the member is installed.
2. The Membership Committee Chairman shall assign a club member to conduct this orientation and be a mentor for the new member. (See Appendix A)
3. At the completion of the orientation, notify the club secretary the orientation is completed.
4. The club secretary places the notification on the agenda for the next meeting of the board of directors.
5. Should the orientation not be reported, the club secretary will place the item on the agenda for the next board of directors and indicate the new member orientation has not been completed.
6. The board will use the provided information to track the effective of how the new member orientation is progressing.

Mentoring:

Mentoring is an effective way to promote new members' involvement in our club. Choose mentors who are committed to their role as an ongoing Rotary resource and source of support for new members.

Address these considerations:

- Does the person have a high level of knowledge and interest about the club and Rotary?
- Is he or she willing and able to devote the time and energy necessary to help the new member fully participate in the club?
- What might the person have in common with the new member (hobbies, interests, profession)? Mentors can be assigned before or after induction. Your club should determine at what point mentoring should begin and how long it should continue.

Mentor's Responsibilities:

- Monitor the new member's comfort level and involvement in the club through periodic personal meetings.
- Accompany the new member to club meetings on occasion.
- Introduce the new member to every club member.

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- Explain the various club committees and suggest a committee assignment that is compatible with the new member's interests, if possible.
- Inform the new member about special meetings and Rotary social events held throughout the year. Attend as many of these events as possible, and act as an informal host to the new member and the member's family, introducing them to other club members and making them feel at home.
- Ensure that the new member understands all club rules, including the attendance requirement and options.
- Monitor the new member's attendance. Suggest make-up alternatives, when necessary, and accompany new members to meeting make-ups, if possible.
- Be readily available to answer questions and provide advice or guidance if asked.

Mentoring Resources present the following items to new members: (Review these with our new members)

- See: New Member Orientation -- A How-to Guide for Clubs 414-EN—(108)
- Welcome to Rotary: Mentoring Worksheet (page 11)
- Inventory of Interests (page 13)
- Club Information for New Members (page 14)
- Mentor's business card and personal contact information.
- Note: Both the mentor and new member should keep a copy of the completed forms.

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8. MEMBER RESIGNATION FOLLOW-UP

Once a resignation has been approved by the board of directors, determination of dues outstanding should be made by the Treasurer. A letter stating the account balance and thanking the member for their service is issued. Additionally, a letter should be sent to the receiving club stating the member was in good standing, or otherwise.

After the board of directors approves a member's resignation it should be reported to the district immediately by the Secretary.

Additionally the President and the Secretary should ascertain the reason prompting the resignation and if it is club associated, take appropriate steps to fix the problem if possible.

References:

- a. Membership Development Resource Guide published by Rotary International

Last updated April 8, 2012

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9. MEMBER GREETING

1. The Sergeant at Arms will assign a member to arrive at 7:20 AM the week following to greet all members and guests as they enter the meeting room.

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10. WEB SITE

1. Web Site updates are maintained by the Club administrator under the responsibility of the Club Administrative Chair. It shall contain the Club schedule, Club news, and Club reference including current Board, minutes, manual of procedure, Constitution and Bylaws, general Club history, and links to the District, Rotary International, and the Zone.

11. POLICY ON ATTENDANCE

Introduction

The 50% Rule and Make-Ups

Excused Absences

Leave of Absence

Consequences of Poor Attendance

Termination vs. Resignation

Get In The Habit

Introduction

Rotary is a participatory organization which highly values regular attendance. Being present at the weekly meetings is considered a vital part of the operation and success of a strong and active Rotary Club. For this reason, being present at our Club's meetings is one of the basic obligations a member accepts upon joining Rotary. Although attendance reflects your availability and desire to serve, there may be times when business pressures may make normal attendance difficult. Any time you truly cannot stay for an entire meeting, you can still receive credit for that meeting if you're present until at least 8:06 a.m.

Please note: If you have to leave early, you are expected to make your apology (before the meal is over) to our guest speaker for your anticipated departure so that he or she does not feel unappreciated by our membership.

Attendance Rules

A Rotarian must attend or make up at least 50% of the regular weekly Club meetings in each half of the Rotary year.

You must attend at least 30% of Lake Ridge Rotary's weekly meetings in each half of the year. This means that if the Club holds 26 regular weekly meetings in a half year, you must attend at least 8 of these meetings.

A Rotarian may not miss or fail to make up four consecutive meetings.

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You must be present for at least 60% of a weekly meeting for it count towards the attendance requirement. Our weekly meetings begin at 7:30 a.m., and so you would need to be present for at least 36 minutes.

If you are absent from a weekly meeting, it is incumbent upon you to *"make up"* that meeting. Absences can be made up in the following ways:

- (a) attend a regular meeting of another club anywhere in the world,
- (b) attend a regular meeting of an Interact club,
- (c) attend a regular meeting of a Rotary Fellowship,
- (d) attend a District Conference, an RI convention, or other approved District or RI meeting,
- (e) attend and participate in a Club service project or a Club-sponsored community event or meeting authorized by the Club's board,
- (f) attend a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned, or
- (g) participate through a Club website in an interactive activity requiring an average of 30 minutes of participation.

In order to receive attendance credit for the make up, please note that the make up must take place within fourteen (14) days before or after the regular time for the missed meeting. When a member is outside the USA for more than fourteen (14) days, the time restriction is not imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

A make up is an opportunity to meet a new group of Rotarians, observe how other Clubs operate, share information about our Club, and make international contacts for our Club's projects.

Excused Absences

A member's absence shall be excused under the following circumstances:

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. *"Good and sufficient reason"* shall include without limitation:

1. Health-related problems, involving the member or member's immediate family.

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2. Unusual or extended travel, related to the member's business, including such matters as a change of employment, a special assignment or other employment related cause requiring unusual absence or commitment not exceeding a year.
 3. Community service responsibility or responsibilities, requiring an unusual commitment of time and effort, but not to exceed one year.
 4. Absence from the country, and being in a location where it is difficult, uncertain or impossible to achieve "*make-up*" via attendance at meetings of other clubs.
 5. Other extraordinary circumstances determined by the Board of Directors to be reasonable grounds for excusing absences.
- (b) the member is 65 years of age and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved;
- c) the member is a current officer of RI.

Leave of Absence

There may be circumstances when a member is temporarily unable to maintain the attendance requirement of 50%. Examples include maternity or paternity, prolonged illness, temporary job reassignment, significant new responsibilities, the pressure of business, personal issues, or conflicting job assignments. A Rotarian seeking a leave of absence who expects to be able to return to active Club participation in the near future, should first contact our Club's President and discuss the request. If the

President feels the request is reasonable, the next step is for the member to submit a written request in the form of a letter addressed to the Board outlining the reasons for the leave. The granting of a leave of absence will be decided on a case-by-case basis, and so the more information that the member can provide helps the Board make an informed decision. Upon written request to the Board setting forth good and sufficient cause, a leave of absence may be granted waiving the 50% attendance rule for a specified length of time, not to exceed one year.

A leave of absence operates to prevent a forfeiture of membership. At all times during the leave of absence, the member must be current in his or her dues. Unless the member attends a regular meeting of our Club or does a make-up, the member must be recorded as absent, except that an absence authorized by the Board is not computed in the attendance record of the Club.

A Rotarian who is granted a leave of absence will nevertheless be encouraged by the Board to attend weekly meetings and participate in Club projects and events whenever possible.

A Rotarian should be forward thinking and proactive when it comes to recognizing the need for, and contacting the President about a leave of absence. If a request for a leave of absence is made after

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the member is already in arrears of the attendance requirements, it becomes an excuse after the fact and makes it difficult for the Board to override the rules of attendance when all of our fellow Rotarians are being held to the same attendance requirements.

Consequences of Poor Attendance

In the event any active member of our Club has not attended at least 50% of the meetings on a semi-annual basis, or has been absent from four consecutive meetings, the member shall be notified in writing of such default. The notice shall recite the percentage of attendance of the member, or the dates of four successive absences from meetings.

The notice shall inform the member that the member's attendance in the next six months must be 50% or better or the member's membership will be terminated. Attendance of less than 50% during the next six month period will result in automatic termination of membership, subject to the extenuating circumstances described below.

Any member who anticipates that he or she will be unable to meet the required attendance in the next six months, may submit a written request to the Board of Directors to be excused from meeting the attendance requirements for *"good and sufficient reason."*

Termination vs. Resignation

To some individuals, the rules regarding attendance may seem rigid. Keep in mind, however, that when you joined Rotary, you made a commitment to the principle of regular attendance. For a Rotarian to miss four consecutive meetings, or disregard the other attendance requirements, is tantamount to the submission of one's resignation from the Club. When a Club terminates a member for non-attendance, it is simply an acceptance of a resignation - not a punitive action by the Club's officers.

Get In The Habit

Because it is your responsibility, as a Rotarian, to attend weekly meetings, it is suggested that you make Thursday lunches *"off limits"* for other commitments. All Rotarians know the consequences of non-attendance, so it clearly becomes a conscious decision by a Rotarian to withdraw from the Club when he or she fails to fulfill the attendance requirements.

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Appendix A 2013-2017 STRATEGIC PLAN

Mission: Have fun while helping others

1. Where are we now?

- Membership 25
- Fundraising \$14,500 historically supporting:
 - American Red Cross
 - At Risk Youth Scholarships
 - Boy Scouts of America
 - CASA
 - Feed Me Ministries
 - Fellowship House
 - RI Polio Fund
 - RI Annual Fund
 - Youth Orchestras of Prince William
- Community Service
 - Fellowship House
 - Mend-a-House
 - Adopt-a-Highway
- Youth support

Challenges

- Membership
- Retention
- Social Activities for Club
- Clear Communications
 - Newsletter
 - Website
 - Facebook
 - Linked-In
- Youth support
 - RYLA
 - Rotaract
- Logical progression in developing club leadership

2. Where do we want to be in 2017?

- Fun
- Vibrant
- RYLA Participation
- Rotaract Established

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- Newsletter
- Website Use Improved
- Increase Membership to 50

3. How do we get there?

- Expand role of membership committee to include orientation, mentoring, and retention
- Increase membership
- Enhance use of member talents
- Introduce nominating committee
- Establish avenues of service committees
- Establish Donor Advised Fund (DAF)
- Develop Strategic Plan

Priority: Increase **membership** to disperse the service burden within club and improve fundraising ability.

Annual Goals

Membership Goal. At present, the membership goal is an increase in membership of 20 new members over a 3 year period starting with 2012-2013 club year.

Year ending June 30 2013.....	24 Members
Year ending June 30, 2014.....	27 Members
Year ending June 30, 2015.....	35 Members
Year ending June 30, 2016.....	42 Members
Year ending June 30, 2017.....	50 Members

Fundraising Goal. The metric for fund raising efforts during the club year – including multiple events – is \$600 average per member. This is derived from a straw-pole of the average amount raised in other Rotary clubs regardless of size. In other words, both small and large clubs approximate an average of \$600 per member. To clarify, this amount has no relationship to an individual's personal financial contribution to the event.

Membership growth and retention are paramount for the club to sustain a service budget at an acceptable level. At present, the membership goal is an increase in membership of 20 new members over a 4 year period starting with 2012-2013 club year.

Following the membership growth goal fundraising should increase as follows:

Year ending June 30 2013.....	24 Members.....	\$14,400
Year ending June 30, 2014.....	27 Members.....	\$16,200
Year ending June 30, 2015.....	35 Members.....	\$21,000

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Year ending June 30, 2016.....	42 Members.....	\$25,200
Year ending June 30, 2017.....	50 Members.....	\$30,000

Additional target dates:

Donor Advised Fund 501(c)(3).....	July 1, 2013
RYLA Participation.....	August 1, 2013
ROTARACT Club.....	May 1, 2014

4. How are we doing 2012-2013 and beyond?

- Membership improvement 2012-2013: 5 members added
- Fundraising for 2013-2014 year \$15,000

5. What we need to consider:

- The Strategic Plan is a living document that should be refined regularly.
- Allocate sufficient resources for the plan's implementation.
- Continually evaluate all decisions to make sure they support the plan, providing feedback to the strategic planning team on their implementation.
- Review our strategic plan annually with all club members, including the vision statement, strategic priorities, and annual goals, and revise it as needed.
- Repeat the full strategic planning process every three to five years to create a new plan or uphold the current one.

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Appendix B

2013-2014 CALENDAR

Date	Event
Feb 2013	PrePETS
Mar2013	PETS
Mar 15, 2013	District Grants Requests for following RI year due
May 15,2013	Final District Grants
May2013	Club Leadership Training Symposium
Jun 15, 2013	Planning Guide for Effective Rotary Club Due
Jun 26, 2013	Installation Dinner
Jul 1, 2013	Semi-Annual Report & RI Dues Due
Jul 1, 2013	Club Annual District Dues Due
July Aug 2013	AG Visit
Sep 17, 2013	District Governor Board Meeting
Sep 18, 2013	District Governor Visit
Nov 13, 2013	Nominations for Club Officers and Directors
Nov 15, 2013	Tax Filing of IRS Form 990
Dec 11,2013	Annual Election of Officers and Directors
Jan 1, 2014	Semi-Annual Report & RI Dues Due
Feb 2014	PrePETS
Mar 2014	PETS
Mar 15, 2014	District Grants Requests for following RI year due
May 15, 2014	Final District Grants
May 2014	Club Leadership Training Symposium
Jun 15, 2014	Planning Guide for Effective Rotary Club Due
Jun 25, 2014	Installation Dinner
Jul 1, 2014	Semi-Annual Report & RI Dues Due

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COMMITTEE ASSIGNED PROJECTS Year 2013-2014

Service Projects		
Chair: Betty Dean Assistant: Mike Morch, Steve Powers, Kiley Marcoe		
Purpose: Plans and conducts projects that address the needs of the community and communities in other countries. Source: RI Rotary Club Committees.		
Project	Start Date	End Date
Fellowship House (Spring)	April 15, 2014	June 1, 2014
Fellowship House (Fall)	Sep 15, 2013	Nov 1, 2013
Leesylvania State Park	Mar 1, 2014	April 15, 2014
Rotary Road Cleanup	Sep 15, 2013	Oct 1, 2013
Rotary Road Cleanup	Mar 1, 2014	Apr 15, 2014
New Generations		
Chair: Sam Hill Assistant: Mike Wooten, Laura Feld Mushaw (Club Youth Protection Officer), Sheri Warren		
Project	Start Date	End Date
Establish Rotaract at NVCC	Jan 15, 2013	Jul 1, 2014
RYLA	Jul 1, 2013	Sep 15, 2013
Youth Orchestra Music Contest Sponsorship	Dec 1, 2013	April 30, 2014
Club Youth Protection Program	Ongoing	

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Membership		
Chair: Tim Jackson		
Assistant: Tom Rotelli, Allen McBride		
Purpose: Creates and implements a comprehensive plan for finding and keeping club members.		
Source: RI Rotary Club Committees.		
Project	Start Date	End Date
Membership Drive	Ongoing	
Occoquan Outreach	Jul 1, 2013	Jun 30, 2014
Mentors for Orientation	Jul 1, 2013	Ongoing
Follow up on Departures	Jul 1, 2013	Ongoing
Constitution and Bylaws		
Chair: Elbe d'Oliveira		
Project	Start Date	End Date
Update club Constitution and Bylaws	March 28, 2013	April 3, 2013
Administration		
Chair: Linda Cosgrove		
Member: Treasurer, Secretary, Mary Beth Michos, Jim Lynch		
Speakers: Warren Aldrich		
Purpose: Conducts activities associated with the effective operation of the club, such as the weekly program and the club bulletin. The club treasurer and secretary are members of this committee.		
Source: RI Rotary Club Committees.		
Project	Start Date	End Date
Early Riser	Jul 1, 2013	Jun 30, 2014
Speaker Schedule	Jul 1, 2013	Jun 30, 2014

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Rotary Foundation		
Chair: Todd Harff Assistant: Sheri Warren Member: Treasurer, Samia Harris		
Purpose: Supports the Foundation through both financial contributions and program participation. Source: RI Rotary Club Committees.		
Project	Start Date	End Date
Polio Plus Goal	Jul 1, 2013	Jun 30, 2014
EREY	Jul 1, 2013	Jun 30, 2014
Paul Harris	Jul 1, 2013	Jun 30, 2014
Sustaining Member 100%	Jul 1, 2013	Jun 30, 2014
Benefactor	Jul 1, 2013	Jun 30, 2014
Triple Crown	Jul 1, 2013	Jun 30, 2014
International Project: Haitian MG with Centerville	Mar 15, 2013	Mar 15, 2014
Egypt Dialysis Final Report	Sep 1, 2013	Mar 1, 2014
Public Image		
Chair: Kiley Marcoe Assistant: Tim Jackson		
Purpose: Develops and implements plans to provide the public with information about Rotary and promotes the club's service projects and activities. Source: RI Rotary Club Committees		
Project	Start Date	End Date
Quarterly article on how Club helps community.	Ongoing	
Unsung Hero (Paul Harris Award)	March 1, 2014	June 1, 2014
Fellowship House Promotion		
Fundraising		

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Chair: President Elect		
Assistant: Jim Lynch, Jason Hickman		
Purpose: Develops and implements plans to provide funding to the Club's programs and services		
Source: RI Rotary Club Committees		
Project	Start Date	End Date
Celebrity Waiter Luncheon	Dec 1, 2013	March 30, 2014
Bowling	Sep 1, 2013	May 1, 2014
Sergeant at Arms		
Chair: Terry Quinn		
Assistant: Jim Lynch		
Purpose: Develops and implements plans to provide program facilitation, good order and discipline, and additional fundraising activity to the Club's programs and services		
Source: RI Rotary Club Committees		
Project	Start Date	End Date
Celebrity Waiter Luncheon	Dec 1, 2013	March 30, 2014
Bowling	Sep 1, 2013	May 1, 2014

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Appendix C NEW MEMBER INDUCTION CEREMONY

Today is a very special day for us. We are bringing a new member to our club.

(Name of new member) has been proposed as a member by (sponsor). The Board and membership of the Lake Ridge Rotary have endorsed your membership because we believe you to be a leader in our community and because you manifest those qualities of head and heart which fit you to interpret and impart the message of Rotary to all of those that you come in contact.

You have demonstrated your leadership in your position as (describe position and activities which demonstrate leadership)

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

First: the development of acquaintance/relationships as an opportunity for service;

Second: High ethical standards in business and professions and using your profession as an opportunity to serve society

Third: The application of the ideal of service by every Rotarian to his/her personal, business and community life. You model this with your volunteer activities with Literacy Volunteers of America, mentoring 3 young women and your other community service activities.

Fourth: The advancement of International understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service. Again you demonstrate this in your contribution to international efforts.

I charge you to judge yourself and your actions by the Rotary Four-Way test of the things you think, say or do:

Is it the truth?

Is it fair to all concerned?

Will it build goodwill and friendship?

Will it be beneficial to all concerned?

Name, As you take part in the work of the Lake Ridge rotary and attend District events and conferences you will fully understand how Rotary affects the lives of millions around the world through the work of your Fellow Rotarians – some 1.3 million in 34,000 clubs .

While we can make you a member of the Lake Ridge Rotary Club we cannot make you a Rotarian in the true sense of the word. That is a distinction which you must gain for yourself working with your brothers and sisters in our club.

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Now if you all will rise I will ask Name to take the oath of membership and at the same time ask each of you to renew your commitment as a Rotarian and Member of the Lake Ridge Rotary.

(Ask sponsor to join you and new member to pin new member)

Name - I now ask you to commit by responding with a simple "I do"

Do you accept membership in the Lake Ridge Rotary knowing that you will be expected to attend meetings, participate in our charitable and social events and live up to the ideals of service that is Rotary?

"I Do"

I ask that Name, put on this pin – It is presented as a symbol of your acceptance into the Rotary family. Wear it proudly and daily.

Name, We all welcome you not only for the fine fellowship which we will share – but also for the assistance you will provide to help us carry out the club's projects for the purpose of making our community, our country and the world a better place for all to live.

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Appendix D PAUL HARRIS INDUCTION

Remarks for Paul Harris Fellow Presentation When Recipient is the Donor

Presenter:

The presentation of Paul Harris Fellow recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs.

Member 1:

It is named for our founder, Paul Harris, a Chicago lawyer who started Rotary International with three business associates in 1905.

Member 2:

We move closer to a world of peace and goodwill as
_____ becomes a Paul Harris Fellow.

Member 3:

His/her/their gift to The Rotary Foundation's educational and humanitarian programs is a commitment to a better life for people across the world whom he/she/they may never meet. This is truly selfless action.

Presenter:

(First Name), it is because of gifts like yours that The Rotary Foundation is able to carry out an array of programs that achieve beneficial changes in our world:

Member 4: improved living conditions,

Member 5: increased food production,

Member 6: better education,

Member 7: wider availability of treatment and rehabilitation for the sick and disabled,

Member 8: new channels for the flow of international understanding,

Member 9: and brighter hopes for peace throughout the world.

Foundation Chair:

In becoming a Paul Harris Fellow, _____ joins a remarkable company of persons throughout the world, all recognized for their devotion to the ideals of goodwill, peace, and understanding. This is a goal of Rotarians the world over, and one that (First Name) clearly shares.

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Presenter:

It gives us great pleasure, (First Name), to present these three emblems of appreciation given to each Paul Harris Fellow:

Your certificate, (pause), (Past President hands to him/her)

Your medallion, (pause), (Foundation Chair puts around _____'s neck)

And the Paul Harris pin, (pause), (President pins on _____)

We heartily congratulate you and thank you for your commitment to Rotary Foundation programs.

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Remarks for Paul Harris Fellow Presentation When Recipient is NOT the Donor

Presenter:

The presentation of Paul Harris Fellow recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs.

Member 1:

It is named for our founder, Paul Harris, a Chicago lawyer who started Rotary International with three business associates in 1905.

Member 2:

Rotarians often designate a Paul Harris Fellow as a tribute to a person whose life demonstrates a shared purpose with the objectives of The Rotary Foundation. Today we have the honor and pleasure of recognizing _____ as he/she becomes a Paul Harris Fellow.

Member 3:

_____ was designated to receive this recognition as a special expression of appreciation from _____.

Presenter:

A world of peace and good will comes closer to reality today as _____ becomes a Paul Harris Fellow. It is because of gifts like the one made in _____'s honor that The Rotary Foundation is able to carry out an array of programs that achieve beneficial changes in our world:

Member 4: improved living conditions,

Member 5: increased food production,

Member 6: better education,

Member 7: wider availability of treatment and rehabilitation for the sick and disabled,

Member 8: new channels for the flow of international understanding,

Member 9: and brighter hopes for peace throughout the world.

Foundation Chair:

A contribution to The Rotary Foundation is an investment in the ideal of good will, peace and understanding. That is an ideal held high by Rotarians the world over, and one that _____ clearly shares. As Rotary works with such individuals of good will, we believe the ideal will become a reality.

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Presenter:

It gives us great pleasure, _____, to present these three emblems of appreciation given to each Paul Harris Fellow:

Your certificate, (pause), (Past President hands to him/her)

Your medallion, (pause), (Foundation Chair puts around _____'s neck)

And the Paul Harris pin, (pause), (President pins on _____)

We heartily congratulate you and thank you for your commitment to Rotary Foundation programs.

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Appendix E

DISTRICT CITIZEN OF THE YEAR

PARTICIPATION

To help Clubs build their public image and to strengthen the Vocational Avenue of Service a Citizen of the Year award competition is held at Club and District levels. All clubs in the district can submit ONE nominee; provided their nominee was selected using the following minimum criteria:

- Nominations for this award are open to the general area served by the club. (A copy of the public announcement will be part of the submission process)
- The selection process includes an evaluation process judged by a group including non-Rotarians.

NOMINATION

Each club in the district will be allowed to nominate one individual to compete for the *“District Citizen of the Year Nominee”* this will be forwarded to the Assistant Governor for their Area by the 15th of October. Assistant Governors will work with their Area Clubs to select one Citizen of the Year out of their Area to forward to the District Chair (by 25th of October) will put together a Committee to review through nominees and select one individual to be Citizen of the Year for District 7610.

It is our desire that the Club also acknowledge this individual as the Club’s award winner in a public event such as a Chamber of Commerce Meeting or any other public venue outside of the Rotary Club meeting. As a minimum, each nomination will include the following:

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Appendix F INSTALLATION BANQUET PLANNING

April

- President appoints Club member to be event planner – select date and venue
- Secretary and President discuss pins, gifts and awards
- Secretary orders pins, gifts, awards and gavel for incoming president
- Determine Perfect Attendance and order appropriate awards
- Get nominations for Citizen of Year (use District Guidelines)
- Invite District Governor

May

- President – lines up members for toasts: Military, Public Safety, policy makers, children, those who are ill and in need
- Invite Citizen of the Year for dinner
- Event planner – arrange menu and secure number coming
- Prepare table name tags with food selection
- Secure beer and wine with VABC License if necessary
- Coordinate program with Printer

June Dinner

- Arrange for Charter Member or District Governor or Assistant Governor to install new members

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Appendix G CELEBRITY WAITER LUNCHEON PLANNING

Celebrity Waiter Luncheon Checklist

Establish date, time, and location

Determine Menu

Arrange:

- o Printing of event tickets, table sponsor tents, celebrity name tags
- o Door Prizes
- o Electronic and paper fliers announcing event

Send Celebrity Invitation Letter (see sample)

Send emails and fliers to previous attendees announcing event

Arrange program printing to include:

- o Raffle Ticket & Door Prize Ticket Pricing
- o List of celebrities
- o List of sponsors
- o List of prizes

Make assignments for:

- o Raffle Tickets 2-rolls same color
- o Door Prize Tickets 2-rolls different color than Raffle Tickets
- o Parking
- o Sound System
- o Aprons for all celebrities
- o Business Card Bowl

Send Celebrity and Sponsor Thank You Letters signed by president and event chair,

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Sample Celebrity Invitation Letter

Dear Celebrity,

Thank you for giving of your time and energy to help the Lake Ridge Rotary with their annual Celebrity Luncheon. The funds raised through this event go to support many of our community service projects here in Prince William County.

Information regarding your role as a waiter:

I will provide information regarding parking at the Bistro when I send out your reminder a week before the event.

Please plan to arrive at the Bistro at 10:30 AM for a brief orientation and table assignment.

Each celebrity will be assigned 2 or 3 tables and will be assisted by a server from the Bistro. The Bistro server will actually take the orders and manage the food serving.

The concept is for the celebrity waiters to raise as much money (tips) as possible from their tables. Guests at your tables will need to provide you with tips to get their napkins, salt & pepper, and anything else you can think to charge them for. Typically the charge is \$1.00 but feel free to ask whatever you feel you can get. This is all done in good nature and should be fun for you and the people at your tables.

There will be some tables belonging to event sponsors where there will not be tipping. We will identify these tables. Feel free to interact with the individuals sitting at these tables.

Water, ice tea, and sodas are complimentary. If anyone desires alcoholic drinks they can be purchased at the bar. Please promote our signature drink, French martini, since we get a part of the proceeds from the sales.

After the lunch your tips will be collected by one of the Rotary bankers.

You are invited to have lunch with the Rotary workers after the guests leave.

We appreciate your help and service to the Prince William Community. Remember to have fun too.

Yours in service,

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Appendix H CHRISTMAS BANQUET PLANNING

October

- President appoints Club member to be event planner – select date and venue
- Arrange Youth Orchestra Players
- Invite District Governor

November

- Event planner – arrange menu and secure number coming
- Prepare table name tags with food selection
- Secure beer and wine with appropriate VABC License
- Coordinate program with Printer

December Dinner

- Arrange for Charter Member or District Governor or Assistant Governor to install new members

Exhibit 1 SAMPLE MEETING CHECKLIST

The Rotary Club of Lake Ridge

Guests (Draw Line to Sponsor)

Club

Cash Receipts this Week

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Exhibit 2

SAMPLE ELECTION BALLOT

Election Ballot Rotary Club of Lake Ridge Year 2014-2015		
Officers		
President-nominee		<input type="checkbox"/>
Vice President		<input type="checkbox"/>
Secretary		<input type="checkbox"/>
Treasurer		<input type="checkbox"/>
Directors		
Membership		<input type="checkbox"/>
Public Image		<input type="checkbox"/>
Administration		<input type="checkbox"/>
Service Projects		<input type="checkbox"/>
The Rotary Foundation		<input type="checkbox"/>
New Generations		<input type="checkbox"/>

Place a check mark in the box on the right side of the ballot to cast your vote for the individual.

Note: The President-nominee becomes the President-elect for the year stated above when the current President-elect becomes the President for that year.