

ROTARY CLUB OF MANASSAS

Policy and Procedure Manual

Approved: 10/31/18

Policy and Procedure Manual

Approved 10/31/18

1. PURPOSE

The purpose of this Policy and Procedure Manual is to document policies and procedures most relevant to the Manassas Rotary Club (MRC or Club) which have been approved by the Manassas MRC Board of Directors or by the MRC membership.

It serves as an operating reference of how the Club is to function. The Policy and Procedure Manual shall supplement the Club Bylaws and Constitution. This Manual provides guidance for the relationship between the MRC and the Manassas Rotary Foundation (MRF); however, the policies and procedures specific to operation of the MRF is beyond the scope of this document.

This document can be revised by action of the Club membership or Board of Directors of the MRC. Last updated October 31, 2018.

2. DIRECTORS AND OFFICERS

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 the Club are the President, President-Elect, Vice-President, Secretary, Treasurer, and Sergeant at Arms.

Qualifications

Each officer and director must be a member (other than honorary) in good standing of the Club. The President-Elect must attend Presidents-Elect training offered by the District.

The Club President should have the following qualifications

- 1) The ability to assume the leadership of the Club and possess the esteem and confidence of the members.
- 2) Sufficient time to lead and carry out the work of the Club.
- 3) Served in the Club as Vice President and President Elect.
- 4) A working knowledge of the Club's Constitution and Bylaws.
- 5) Attended, as President-Elect, district sponsored President-Elect training.

Club President Duties

- 1) Preside at meetings of the Club
- 2) Ensure that each meeting is carefully planned, opened and adjourned on time.
- 3) Ensure there is a program for each meeting and have backup programs ready when the scheduled speaker cancels.

Policy and Procedure Manual

Approved 10/31/18

- 4) Preside at meetings of the Board of Directors.
- 5) Ensure that each committee has definite objectives.
- 6) Cooperate with the Governor in various Club and District Rotary matters and ensure that all correspondence with District and RI leadership is handled promptly.
- 7) Supervise the preparation of a Club budget and the proper accounting of Club finances.
- 8) Ensure that important information from the Governor's monthly letter and other bulletins and literature from the District Governor are passed on to the Club members.
- 9) Work cooperatively with the President-Elect before leaving the office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information.
- 10) Maintain communication between Board of Directors and Club membership through regular assemblies and by other means, as required.
- 11) 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.
- 12) Ensure that at the first Board meeting, the Board adopts all current resolutions related to operation and maintenance of the Club.

President-Elect Duties

- 1) Preside at Club meetings when President is not available.
- 2) Preside at meetings of the Board of Directors when the President is not available.
- 3) Serve as a member of the Manassas Rotary Foundation Board of Directors.
- 4) Serve as a member of the MRF fundraising committee.
- 5) Serve as chair of the following committees: reverse raffle committee, installation dinner committee, nominating committee.
- 6) Call meetings of the incoming Board of Directors, as required, prior to July 1st so that the Board is ready to assume leadership on July 1st.

Vice President Duties

- 1) Preside at Club meetings and meetings of the Board of Directors when the President and President Elect are not available.
- 2) Serve as chair of special committees as designated by the President.
- 3) Update the membership directory.

Secretary Duties

- 1) Send meeting notices and reports to Board members.

Policy and Procedure Manual

Approved 10/31/18

- 2) Set the agenda for Board meetings, in cooperation with the President.
- 3) Record minutes at meetings of the Board of Directors and distribute to Club membership after approval.
- 4) Record minutes of Club meetings when votes of the membership are taken.
- 5) Be the Club resource on classifications and understand the classification principle used in Rotary.
- 6) When the membership committee makes a new member recommendation, send new member notice to Club membership to determine if there are any objections.
- 7) Maintain attendance records.
- 8) Maintain membership records with District and RI.
- 9) Compiles for first Board meeting all resolutions related to operation and maintenance of the Club that have been passed during the past Rotary year.

Treasurer Duties

Weekly:

- Ensure money received from visiting Rotarians or guests is properly recorded.
- Ensure any payments have proper authorization in accordance with the disbursement of funds policy (see Section 3).
- Make deposits of money received by recording the source of the revenue (meals, happy news, 33 1/3 raffle, etc.)
- Use QuickBooks as the financial bookkeeping system.
- Record any receipts or expenditures.
- Enter all checks and deposits into QuickBooks

Monthly:

- Reconcile the bank statements.
- Prepare financial reports for the monthly Board of Directors meeting.
- Notify the Club President of any member whose dues are over 75 days past due.
- Promptly pay the caterer for meals.

Quarterly:

- Send out quarterly bills at the beginning of each quarter and provide the Club Secretary with a list of names of those members billed. The Secretary will review the list to ensure that there have been no omissions or members who have resigned and whose resignation has been approved by the Board of Directors.
- The Club will invoice a member for all meals offered and available during the next quarter. The Club will not refund for any missed meals, unless a make up meeting slip is received by the Club Secretary showing the member has attended another Rotary Club's meeting. The credit will be given to the member on the following quarter's invoice.

Policy and Procedure Manual

Approved 10/31/18

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.
- Make the District annual dues payment.
- Give financial report to membership during regular Club meeting.

Sergeant at Arms Duties

The function of the Sergeant at Arms is to help maintain an orderly, dignified, and effective Rotary Club meeting, one that will make the right kind of impression on Club visitors and guests. You should be constantly on the alert to prevent any occurrence that might detract from the dignity and prestige associated with Rotary clubs.

Specifically, your function is to handle the physical preparations for, and the mechanical part of, a meeting and, unobtrusively, to guide its general conduct. As Sergeant at Arms, you play an important role in the overall success of each weekly meeting. Because of the duties you perform, the Club President is free to concentrate on conducting the meeting. Also, what you do determines the ease with which the operational aspects are carried out. Frequently, you can give some special assistance that helps to make guests feel 'more at home.'

1. The regular Club meetings officially begin at 12:15 pm. Arrive at least 30 minutes before the start of the Club meeting.
2. Ensure that the check-in table is prepared for members, visiting Rotarians, and Rotary guests, including member, visitor, and guest badges, current Attendance Sheet, a Weekly Meeting Financial Summary form, "33 1/3" raffle tickets, baskets in which to store raffle tickets purchased and money received, a set of playing cards from which to pick the winning jack of diamonds for the "33 1/3" jackpot, the Happy News bucket, and blue and

Policy and Procedure Manual

Approved 10/31/18

gold tablecloths. Note when any supplies need to be replenished or tablecloths cleaned and do so.

3. Ensure that the American flag, Club and 4-Way Test banners are prominently displayed in the meeting room and the bell and gavel are at the podium.
4. As applicable, ensure that any audio-visual equipment is operational, or arrangements have been made to distribute printed materials needed for the program.
5. Designate one of the first members to arrive, preferably a new member, to be a greeter (or, alternatively, the designation can be made at the previous week's meeting to ensure the designated member arrives in time to greet members, visitors, and guests as they arrive).
6. As members, visitors, and guests arrive, take their attendance on the Attendance Sheet, sell them "33 1/3" raffle tickets, and have visitors and guests complete the information requested on their badges. Tickets usually sell for \$1 apiece or 6 for \$5. Members, guests, and visitors may purchase raffle tickets; however, only members are eligible to win the jackpot. The Sergeant at Arms is prohibited from purchasing raffle tickets.
7. At the Sergeant at Arm's discretion, designate a member, preferably a new member, to assist at the check-in table in with taking attendance and selling raffle tickets.
8. For visiting Rotarians who pay for their meals, certify on the visitor badge that the meal was paid to enable the visiting Rotarian to verify with his or her home club attendance at the Manassas Rotary Club meeting.
9. For guests, determine whether a guest is providing the program for the meeting, is a prospective member, or is simply a guest, and, as applicable, the identity of the Club host (i.e., a member or simply the Club). The meal for a guest providing the program is usually paid by the Club. For the first 3 visits to the Club by a prospective member guest, the meal is usually paid by the Club; thereafter, by the guest or host. The meal for simply a guest is usually paid by the guest or host.
10. Prior to the President calling the meeting to order, designate 1 Club member each to recite a prayer, lead in the Pledge of Allegiance, lead in song, and do Happy News. Provide the designations to the President.

Policy and Procedure Manual

Approved 10/31/18

11. At the Sergeant at Arm's discretion, fine members \$2 for arriving after the President opens the meeting by ringing the bell, leaving early (before the final bell), being improperly dressed (e.g., not wearing a Rotary lapel pin, shirt, or hat), or allowing their cell phone to go off during a meeting.
12. Upon request by the President, have visitors and guests introduced. For visiting Rotarians, introduce the visitor and have the visitor briefly tell the Club about his or her home club. For guests, and particularly those who are prospective members, preferably have the host introduce the guest and have the guest briefly tell the Club about him or herself. Otherwise, introduce the guest and ask the guest to say something about themselves.
13. Upon the commencement of Happy News, usually after the meal but before the program, provide the designated member with the Happy News bucket in which to collect money, who is to return the bucket with money to you.
14. During the program, ensure there is nothing to disturb the presentation, such as excessive background noise, etc.
15. Prior to the completion of the program, count all money collected, complete the weekly financial summary, and provide to the Treasurer.
16. Upon completion of the program, have a raffle ticket drawn, preferably by a visitor or guest who did not purchase a raffle ticket. Award the raffle ticket winner with 1/3 of the raffle ticket sales. If the distribution of money three ways winds up being uneven in dollar multiples, award the winner with the larger "one-third" amount.
17. Have the raffle ticket winner draw from the deck of cards. If the jack of diamonds is drawn, have the Club Treasurer reward the jackpot winner with the money accumulated in the jackpot fund; otherwise, destroy the losing playing card that was drawn. The deck of cards is reused for drawings at subsequent Club meetings until the jack of diamonds is drawn. Proceeds from the 33 1/3 raffle ticket sales are split as follows: 1/3 goes into the Club account, 1/3 goes to the winner of the raffle drawing at the end of the meeting, and 1/3 is accumulated in a fund that goes to the person who draws the jack of diamonds. The minimum prize for the drawing of the jack of diamonds is \$300. There is no maximum.
18. Provide the Attendance Sheet to the Club Secretary after confirming with the Treasurer the number of attendees.

Policy and Procedure Manual

Approved 10/31/18

19. Provide the Weekly Meeting Financial Summary, as well as a copy of the Attendance Sheet, to the Club Treasurer after confirming with the Treasurer the amount of money collected.
20. Ensure that everything used above during the meeting is securely stored for easy retrieval for the next meeting.

Selection of Club Board of Directors and Officers

The selection process for a Club's Board of Directors and officers is set forth in the Club Bylaws and Constitution. 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.

On or before December 1st, the Club President shall appoint a nominating committee (see section 5). The nominating committee shall make nominations for the following Board officers: President-Elect, Vice-President, Secretary, Treasurer, Sergeant at arms. The nominating committee shall make nominations for at least 5 additional Board directors.

The slate of candidates shall be approved by vote of the Board of Directors and by vote of the Club membership in accordance with the Bylaws.

The immediate past President shall be ex-officio member of the Board of Directors.

Officer Inductions

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

3. CLUB FINANCIAL MANAGEMENT

MRC Budget

At the beginning of each fiscal year, the Club's Board of Directors shall prepare a budget of estimated administrative income and expenses for the year. Income and expenses should balance or show a surplus. Income for the administrative budget can come from a variety of sources including, but not limited to, the following: member dues, initiation fees, 33 1/3 weekly raffle, happy news collections, surplus from meals, and special administrative fundraisers. If, after consideration of all income from these sources, there is a shortfall in income, a portion of

Policy and Procedure Manual

Approved 10/31/18

the income from the Reverse Raffle fundraiser can be used to balance the budget. The budget should be approved by the MRC Board of Directors by September 1st.

If there is a deficit (expenses exceed income) during the Rotary year, and if there are not adequate reserves in the MRC administrative account to cover the deficit, then the MRC Board of Directors should take necessary actions to close the deficit. Such actions can include any of the following: reduce expenditures, conduct special fundraisers, increase member dues, increase meal prices, and/or take out a loan from the MRF.

The Club operating account should maintain a balance of at least \$20,000 to cover administrative expenses. If, at the end of a Rotary year, there is a projected surplus in the administrative budget, then the MRC Board of Directors shall transfer the surplus to the MRF, provided a minimum balance of \$20,000 is maintained in the Club operating account at the end of the Rotary year. The transfer of the year end surplus should be recorded after the MRC year end financial reports have been approved by the Board of Directors, but not later than August 1st.

Funds that are budgeted to flow to the MRF and net income from MRF fundraisers that may be initially recorded in the MRC operating account shall be transferred to the MRF within 45 days of receipt of such funds.

Manassas Rotary Foundation

The Manassas Rotary Foundation (MRF) is a separate 501 (c) (3) corporation. The MRC can make recommendations to the MRF for charitable donations to be included in the MRF budget for the Rotary year. The MRF shall prepare an annual budget for charitable donations to be made by the MRF. The charitable donations budget shall indicate expected expenditures by fiscal quarter. Expenditures for service projects can come from the MRC administrative budget or from the MRF as deemed appropriate by the Club Board of Directors and the MRF. The Boards of the MRC and the MRF should meet jointly once a quarter.

Fundraising

The MRF Fundraising Committee shall consist of up to 5 Club members and shall include the President-Elect of the MRC. The Fundraising Committee serves as agent of the MRF and is responsible for raising funds for the MRF.

Funds raised by the MRF during a Rotary year can be used in the same Rotary year by the MRF for charitable purposes that fit the charter of the MRF. Funds raised during one Rotary year by the MRC shall not be set aside into a reserve account for the President Elect to use during his/her Rotary year as President as has been the practice in the past.

The major annual fundraisers are listed below including the accounts used to manage the income and expenditures. The list also designates whether the net income should go to the MRF or the MRC.

Policy and Procedure Manual

Approved 10/31/18

| Fundraiser | Account Used to Manage Inc. & Exp. | Net Income Goes To |
|-----------------------|---|---------------------------|
| MRF Golf Tournament | MRF | MRF |
| SWS Festival | MRF | MRF |
| Reverse Raffle (RR) | MRC | Split MRF/MRC |
| Silent Auction for RR | MRF | MRF |

Income and expenditures for the Reverse Raffle (RR) will be managed using the MRC accounts and should be included in the MRC budget. A portion of the RR net income may be used as budgeted income to cover MRC administrative costs. The balance of the RR net income that is not required by the MRC for the administrative budget shall be shown as a transfer to the MRF in the budget.

The MRF will use the RR Foundation Income as part of its budgeted income for that year. Therefore, the MRC shall transfer the RR MRF funds to the MRF within 45 days of the RR event. The amount of the transfer shall be calculated as follows:

$$\text{RR Transfer} = (\text{RR Net Income}) - (\text{Budgeted RR Net Income in MRC Budget})$$

The MRC Treasurer shall prepare a Reverse Raffle income and expense report for the MRF indicated how the RR Transfer was calculated. If the actual RR Transfer amount is less than the budgeted RR Transfer amount, this report shall provide a basis for the shortfall.

Donations to the RR silent auction should be made to the MRF. Winners of the silent auction should make payment to the MRF.

The MRC can conduct special fundraising activities to raise funds to meet the MRC administrative budget, as deemed necessary by the MRC Board of Directors.

Disbursement of Funds

The Club Treasurer will be responsible with carrying out this policy and the following procedure for issuing payments from Club funds.

POLICY:

- The Club President's budget contains items to be supplied or procured by suppliers or vendors or a project implementer, on a regular basis; e.g. meals, Russell Hampton memorabilia, etc., and are identified as a line item in the budget, for a specifically identified purpose. These items will be considered "pre-approved" for payment, as the budget was approved by the Club Board of Directors. Any item for payment at a higher

Policy and Procedure Manual

Approved 10/31/18

Account level will need to be approved for payment. If a payment exceeds the amount authorized in the budget, or will cause an overrun of a line item, the Treasurer will so notify the Board to obtain an increase in the budget item.

- Transfers from the MRC account to the MRF that are part of the approved budget shall be considered as “pre-approved” and can be transferred without Board or Club approval.
- Treasurer cannot issue payment if that payment will exceed the amount budgeted or cause an overrun for the budget item.
- Any request for payment that is not “pre-approved” must obtain approval from the applicable authorizing entity, which are as follows:
 - Club President can approve any single payment less than \$1000.
 - Board of Directors must approve any payments that exceeds Presidents authority and is less than \$5,000.
 - Any payment that exceeds \$5,000 must be presented to the membership for approval.
- All payments must be accompanied by a check request, with the Club President’s signature. The Club Treasurer will not pay any request for payment or invoice without an accompanying signed check request and invoice or receipts for the expense.

TRIGGER: A request for payment presented to the Club Treasurer.

PROCEDURE:

- If an invoice or a request for payment is from a supplier or vendor and is “pre-approved,” Treasurer will obtain signature of President on check request, and then pay the invoice.
- If a check request has no accompanying receipts or invoice for the items presented for payment, Treasurer will return to requestor for proper documentation.
- If check request is not a “pre-approved” item, Treasurer will forward request to the Club President to be presented to Board of Directors for approval.
- Upon receipt of an signed check request or authorization from Board along with an invoice or receipts, Treasurer will issue a check from Club funds for payment.

Policy and Procedure Manual

Approved 10/31/18

4. MEETING CANCELLATIONS

Meeting Cancellation for Weather Extremes:

The President will decide if a meeting will be cancelled due to inclement weather and will notify Club members by email no later than 10:00 am on the day of the meeting.

5. ANNUAL NOMINATING COMMITTEE

The annual nominating committee will be appointed by the Club President.

Appointed to the committee will be a chair person and a minimum of two other members. It is tradition that the chair will be the President-Elect.

Any additional members will be added so that they will be in even numbers with the chair as the tie breaker.

A list of the nominees will include the President-Nominee and all Board positions. The nominating committee shall make nominations for the following Board officers: President-Elect, Vice-President, Secretary, Treasurer, Sergeant at Arms. The nominating committee shall make nominations for at least 5 Board directors who will chair the following committees: Club service committee, membership committee, community service committee, vocational committee, Rotary Foundation Committee.

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.

Once the Club President has confirmed that the nominees meet requirements of the position for which 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.

6. CLUB ASSEMBLIES

The Club President and Board officers should on a quarterly basis organize Club assemblies during the regular Club meeting to promote communication between the Board and Club membership. Club assemblies may include the following:

Policy and Procedure Manual

Approved 10/31/18

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

7. NEW MEMBER PROPOSALS

These steps for proposing new members are responsibilities of the membership committee chair:

- 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 by Club members within 7 days, the proposed new member is an official member of the Club and the member shall pay the admission fee of \$150.

8. NEW MEMBER ORIENTATION

A new member orientation takes place no later than thirty days from the time the member is installed. The Membership Committee Chairman shall assign a Club member to conduct this orientation and be a mentor for the new member.

At the completion of the orientation, notify the Club Secretary the orientation is completed. The Club Secretary places the notification on the agenda for the next meeting of the Board of Directors.

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. The board will use the provided information to track the effectiveness of how the new member orientation is progressing.

Mentoring:

Policy and Procedure Manual

Approved 10/31/18

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. The Membership Committee Chair 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.
- Sit with the new member at Club meetings on occasion.
- Introduce the new member to every Club member.
- 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 new member's family, introducing them to other Club members and making them feel at home.
- Ensure that the new member understands all Club rules.
- 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.

Policy and Procedure Manual

Approved 10/31/18

9. MEMBER RESIGNATION FOLLOW-UP

Once a resignation has been accepted 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 by the Secretary. Additionally, a letter should be sent to the receiving club stating the member was in good standing or otherwise, if appropriate.

After the Board of Directors accepts 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.

10. WEB SITE

Web Site updates are maintained by the public relations administrator under the responsibility of the Club Service Committee Chair. It shall contain the Club schedule, Club news, and Club reference including current Board, minutes, Policy and Procedure Manual, Constitution and Bylaws, general Club history, and links to the District, and Rotary International.

11. SOCIAL MEDIA

As a minimum, the Club should have a presence on Facebook. Updates to Facebook can be made by any Club member. Content should be monitored by the PR administrator.

12. POLICY ON ATTENDANCE

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

Policy and Procedure Manual

Approved 10/31/18

availability and desire to serve, there may be times when business pressures may make normal attendance difficult.

Attendance Rules

A Rotarian is encouraged to attend or make up at least 50% of the regular weekly Club meetings during the Rotary year.

If you are absent from a weekly meeting, you are encouraged 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 Interact Club
- (c) Attend a District Conference, an RI Convention, or other approved District or RI meeting
- (d) Attend and participate in a Club service project or a Club-sponsored community event or meeting authorized by the Club’s Board
- (e) Attend a Board meeting a meeting of a service committee to which the member is assigned
- (f) Participate through the RI website in an interactive meeting makeup activity.

To receive attendance credit for the make-up, please note that the make-up must take place within fourteen days before or after the regular time for the missed meeting. When a member is outside the USA for more than fourteen 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.

For a member to receive credit for a makeup, the member should provide notification to the Club Secretary with information regarding the nature of the makeup and date. The Club Secretary should maintain attendance records.

Leave of Absence

There may be circumstances when a member is temporarily unable to attend meetings on a regular basis. 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

Policy and Procedure Manual

Approved 10/31/18

return to active Club participation in the near future should 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. The Board will determine if the leave of absence will be granted and stipulate a time for the leave. The leave of absence should not be for a duration less than 1 month or longer than 6 months.

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 and fundraising fees. 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.

13. Policy on Member Payments

Any member who is 75 days with outstanding debt (75 days from date of invoice) and without good cause shall be sent a letter by the President indicating they will be removed from the Club rolls if this past due amount is not paid in full within 90 days from date of invoice. Once removed they may be reinstated by bringing all debt current and paying a reinstatement fee of \$100. A member's good cause will be decided by the President presenting the situation to the Board of Directors and approved by a majority of the Board.