

Rotary Club of Springfield Southeast

Manual of Procedures



MANUAL OF PROCEDURES

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I. ATTENDANCE

In order to maintain good standing, members must maintain at least 50% attendance and cannot miss four or more meetings in a row. Members must attend at least 30% of their home Rotary club's meetings in each six month period. Membership in the club may be terminated by a majority vote of the board if a member's percentage of attendance is less than 50% during the first and second six months of the club's fiscal year. Failure to comply with any of the above requirements may result in termination upon review by and approval by the board.

Members may make up at any official Rotary club meeting within two weeks (day of club meeting through day prior to club meeting). It is the responsibility of the member to present a make-up card or other proof of attendance to the executive secretary. If no such tangible documentation exists, the member must contact the executive secretary and advise him/her of his made up attendance.

Members must fully comply with Rotary International's attendance policies, including:

- Members are required to attend or make up at least 50% of the club's meetings during each six-month attendance period;
- Members are required to attend at least 30% of Southeast Rotary meetings during each six-month period;
- A member may not miss or fail to make up four consecutive meetings;
- Make-up credit options (within two weeks of a missed meeting) include:
 - Attendance at meetings of other Rotary clubs, Rotaract, or Interact clubs;
 - Attendance at Rotary District or Rotary International functions;
 - Attendance at Southeast Rotary board meetings;
 - Attendance at Southeast Rotary committee meetings (according to definition of committee meeting approved by the board);
 - Participation in other Rotary-sponsored events (including Rock'n Ribs planning activities); and
 - Participation in an e-club meeting for at least 30 minutes.

The Rotary Club of Springfield Southeast will accept committee meetings as credit for missed meetings based on the following:

A definition of a committee meeting: When four or more Rotarians gather to discuss or plan an event or Rotary program. The meeting should be a minimum of 40 minutes and the chair of the committee should be present.

Minutes of said meeting should be turned into the executive secretary with a list of all Rotarians present as soon as possible.

Members must attend at least 50% of any given meeting in order to be counted in attendance.

The perfect attendance year follows the Rotary Year: July 1 - June 30. Leaves of absence will apply to attendance requirements but not to perfect attendance. For example, if a member has perfect attendance but requests and receives a leave of absence for one month, that member is exempt from meeting his/her attendance requirements during that month, but that member does not get credit for those meetings toward perfect attendance.

Leaves of absence are granted at the discretion of the board of directors and must be submitted in writing to the board prior to the dates covered by the request. Exceptions will be considered in the event of illness.

Members who attempt to make up at the regular meeting place/date/time of another club and find that club has, for some reason, cancelled the meeting or moved the meeting place for that date's meeting to another location, are responsible for notifying the executive secretary in order to get a full make-up credit for that date.

II. CLASSIFICATION GUIDELINES

Rotary's tradition of classification ensures that the membership of a club represents the broad spectrum of vocations represented in the community. The 2001 Council on Legislation changed the rules of Rotary International to provide that any one vocation classification may now have up to 5 (or 10% of club membership for clubs over 50 members). Retired persons retain their classification but are not included in determining the limits on a classification.

Southeast shall assign classification according to these guidelines:

1. Classification List shall be recommended by the Classification Committee and approved by the board. The Classification Committee shall thereafter recommend and request board approval for any additions or other revisions to the Classification List. All members shall be assigned to a classification included on the approved list.
2. Classifications shall be multi-leveled:
 - a. Major Level shall describe the general vocation, profession, or industry.
 - b. Secondary Level shall further describe nature of the activity within the major level.
3. Classification will be assigned:
 - a. First, considering the primary activities of the company or organization in which the member works (-ed). If the company is involved in activities covered by more than one major level classification, the Classification Committee may consult the member to determine the primary or desired classification for assignment. For example, if the company is a hybrid providing insurance, investment, and group benefits services, the major level classification that best describes primary activities will be assigned.
 - b. Secondly, major level classification could consider the member's profession if that more adequately describes the member's role in the community than does reference to the company or organization.
4. Polling of members relative to new member applications:
 - a. Done only by Major Level as assigned by the Classification Committee. Members in other major level classifications will have opportunity to provide input when candidate is published in the *Spokesman*.
 - b. Polling will be done using email sent by the executive secretary. A member to be polled who does not have email will be contacted via phone and/or mail.
 - c. Responses received within seven calendar days will be reported to the board; those not responding within seven calendar days shall be considered an abstention.
5. A member who changes vocations or employers may request a change in classification. The Classification Committee will recommend a classification from the approved Classification List.

III. CLUB COMMITTEES

A. STANDING COMMITTEES BY AVENUES OF SERVICE

The bylaws of the Rotary Club of Springfield Southeast, Article VIII, list the Avenues of Service and the general duties of that avenue. What follows is a brief description of the committees within each avenue. All committee chairpersons should submit a budget proposal by July 1. The committee chairpersons are responsible to stay within their budget. The board should encourage the turnover of chairpersons.

PRESIDENT-ELECT COMMITTEES

ATTENDANCE

- Promotes and maintains good attendance.
- Sign-in sheets are logged weekly by the executive secretary.
 - A copy of the *Spokesman* is emailed or mailed by the executive secretary to each member who misses a meeting.
 - The executive secretary notifies the chairperson if a member has three misses. The chairperson mails a postcard/letter type reminder.
 - At four misses, the President-Elect is notified in writing by the executive secretary. A phone call and/or a letter follow-up is made.
 - Monthly, the executive secretary prepares for board review a list of members who are below 50% attendance. Appropriate action is taken by the board.

CLASSIFICATION

- One- or two-person committee to assign an occupation classification at the time an individual is recommended for membership.
- Maintains a listing of classifications filled and those open.
- Publishes and emphasizes the list of under-represented classifications more frequently in club communications, working closely with the Membership Development Committee to encourage outreach to prospective members that would add to the diversity of our club.

FELLOWSHIP ACTIVITIES

- Enhances fellowship within our club membership and on occasion with other clubs.
- Typical events include: Social events with guests; float trip; basketball interclub competition; golf outing; mixers; Holiday Party; K-Park Picnic.

HOUSE

- Prepares the meeting location with appropriate Rotary paraphernalia.
- Maintains a sign-in table and collects for meals.
- Asks members to introduce their guests at the weekly meeting.
- Collects fines levied by the Sergeant-at-Arms.
- Prepares audio-visual as required.

MEMBERSHIP DEVELOPMENT

- The Rotary Club of Springfield Southeast is focused on the quality of the individual and not the quantity of club members. Membership goals should be set each year by the incoming board,

based on the club's current vocational/classification needs, and not by an arbitrary number defined by any other entity, such as Rotary International or Rotary District 6080.

- Contacts each Rotarian who brings a potential member as a guest to a weekly meeting, making sure that the member receives the Rotary Membership Guidelines.
- Initiates a quarterly membership update by email to all members. This update could include a list of all new club members, highlight the under-represented classifications, and reinforce the club's membership criteria and goals.
- Assists members with recruiting new members and follows through on proposals and the introduction of the new member.
- Carefully considers member recruitment incentives (such as free lunch months for members bringing guests) and monitors the success of those programs in helping bring in quality new members.
- Maintains "How to Propose a New Member" reference material.
- On request, presents a workshop session on membership at a scheduled meeting.

MEMBERSHIP SCREENING

- Appointed annually by the club president, the committee will consist of at least two members and not more than five, consisting of experienced Rotarians, usually Past Presidents. The president of the club will be the Chairman of and serve on the committee. It is the committee's responsibility to screen proposed new members as to their suitability for membership and make a recommendation to the board of directors. The criteria the committee will consider includes whether or not the proposed member:
 - holds, or is retired from, a professional, proprietary, executive or managerial position;
 - has the capacity to meet the club's attendance and club service requirements;
 - lives or works within the defined locality of the club's service area;
 - is a person of integrity and maintains a good business reputation
- The committee has the discretion to consider the broad needs of the Rotary Club of Springfield Southeast and the strengths of the proposed member in making their recommendation. The committee members serving on this committee are chosen by the incoming president and are expected to be rotated out.

ORIENTATION

- Provides a Rotary information session twice a year for new members.
- Assigns a past president as an advisor to conduct an informational meeting with the new member.

PROGRAMS

- Prepares a three-month plan for weekly speakers/topics and member responsible for that event and the introducer.
- The programs calendar is provided to the board.
- The club president and president-elect usually sit on this committee.

WELCOMING

- Makes the new members' absorption into the club by maintaining an active role as a mentor for the new member.
- Oversees activities of the new member 100-point program.

CLUB SERVICE

Club Service is directed toward administrative activities to insure club health and vigor.

AUDIT

- Oversees the recording of revenues, expenses, and the general financial health of the club.
- Arranges for a scaled-back alternative to a full audit each year.
- Arranges for a possible full financial audit at the time of employee transition.

FAMILY OF ROTARY

Plans and implements activities and programs designed to recognize and encourage club members and involve the family members of our Rotarians.

GET YOUR MAKEUP (GYM)

Provides an opportunity for members to do an attendance make up in a relaxed, evening setting with good food and atmosphere.

HISTORY

- Maintains a history of club activities for future reference.
- On request, presents a program at a scheduled meeting.

INVOCATION

Ensures that a member delivers the invocation at the start of each weekly meeting and on other club occasions as required.

PUBLIC RELATIONS

Presents Rotary Club of Springfield Southeast activities where applicable to the community and to Rotary International.

SUNSHINE

Keeps the membership informed of members who are ill, have deceased, or are in need of club support.

COMMUNITY

The overall objective of this lane is to improve the quality of life in the Springfield community.

BASKETBALL TOURNAMENT

Organizes the all-city Rotary / Special Olympic basketball tournament, including, but not limited to, practices, all-city social, and sponsorships.

COMMUNITY GRANTS

- Evaluates funding requests in an effort to determine where available funds should be allocated in order to best support the overall goals of Southeast Rotary and Rotary International.
- Ensures that all committee members have accurate and concise information as to the size and purpose of the donation being proposed and the organization benefiting from the request. Most communication will be by email, allowing individual committee members to review the proposal, and cast the "advance to presentation" or "not advance to presentation" vote by a specified date.

- Considers each request and makes a determination as to whether to fund the request or not based on the goals established by the club.
- Visits organizations that are the proposed beneficiaries of the funding requests and perform other further investigation if necessary.
- Have in-person presentations to a subcommittee with a subsequent vote to fund or not to fund.
- Makes recommendations to the club's board as to disbursement of funds based on committee member votes
- For grant requests approved by the committee and the board, present donations of funds at club meetings when possible.

DON'T METH WITH US

The purpose of DMWU is to educate all fifth-graders in Springfield, including public and private schools as well as home-schooled children. A trained educational team made up of our club members will visit each school and speak with the fifth-graders. The program will last about 30 minutes and include a short video, skits, and a group activity. Each student will receive a special DMWU t-shirt, a DMWU wristband, a DMWU pencil, and a DMWU bookmark featuring the Four-Way Test on one side and on the back, a pledge card for them to write what they will say if they are asked to do meth.

HANDS-ON PROJECTS

Serves both our community and fellow Rotarians by performing hands-on projects. Projects will consist of community enhancement and betterment projects to serve the needs of both individuals and our community.

K-PARK

The Rotary Club of Springfield Southeast has formally committed to "K-Park at Jordan Valley Park," an interactive sculpture park, as our Centennial Project. The project was formally dedicated on May 21, 2005. This "park within a park" features our club as the sole presenter to benefit the children of Springfield and surrounding areas. This lead role was achieved and approved by the City of Springfield through an initial \$50,000 commitment of club funds and member contributions which underwrote a master plan, purchase, and installation of Kinetic Man, signage, and a portion of The Rock.

Our commitment is long term and on-going. The Rotary Club of Springfield Southeast will continue to serve in a leadership role to ensure that the interactive areas of K-Park are selected and funded according to the wishes of the club, working in conjunction with the City of Springfield and the Springfield-Greene County Parks Department.

Each year, the club's board of directors is accountable for keeping the spirit and enthusiasm for this project top of mind with our entire membership. The K-Park Committee is responsible for planning and fundraising. Approval of the board of directors is required for each project and campaign. The club will continually look to outside sources to underwrite park projects while, at the same time, ensuring that club funds are committed to K-Park when necessary and appropriate. Multi-year commitments of club funds may be necessary for the completion of particular interactive areas. As K-Park evolves, the club will consider community projects to be held at K-Park. Member workdays may take place upon the request of the Springfield-Greene County Parks Department.

- Proposes new phases of the project on regular intervals (such as every 3 to 5 years), with a specific funding plan to accompany each proposed new phase. It is acceptable to have a major fundraising effort within the Southeast Rotary membership as part of the K-Park funding plan.
- Annually defines K-Park commitment in terms of funding decisions.
- Sets aside a month on the Rotary calendar during which the club would review the history of K-Park and provide updates on any new or pending projects.
- Holds club events at K-Park more frequently, including an away club meeting.
- Improves the visibility of Rotary recognition at the K-Park area, including the potential display of the Four-Way Test at the site.

ROCK'N RIBS

Recruits and organizes members to serve at the Rock'n Ribs BBQ Festival.

VOCATIONAL

Fosters and supports the application of the ideal of service in all vocations.

DIRECTORY

- Contracts for the preparation of the club's membership directory and an update during the Rotary Year.
- Distributes the directory to the membership, usually at a scheduled meeting.

FELLOWSHIP LUNCHEONS

- Involves the club in traveling luncheons, which takes us back to the first Rotary meetings when members met in each other's offices.
- Offers members the opportunity to learn about the scope of members' businesses and meet with each other on a smaller scale.

FOUR-WAY TEST

At least one meeting per Rotary Year devoted to ethics, fair treatment, recognition of all occupations and the contribution they make to the community, and the value of the Four-Way Test in our daily activities.

ROTARY VOLUNTEERS

- Encourages Rotarians to register through the Rotary Volunteers program, which biannually produces a list of Rotarians and non-Rotarians who wish to volunteer abroad.
- Selects a member of the club for club recognition for the "Rotary Volunteer of the Year" award.

VOCATIONAL AWARENESS

- Shares information on occupations represented by club membership.
- Selects members of the community who have performed his or her vocation in an exemplary manner for club recognition, i.e. "Police Officer and/or Fireman of the Year" award.

INTERNATIONAL

Advances the understanding and goodwill among people of different nations and helps to improve the quality of life.

BENEFACTOR ENDOWMENT

Develops programs to encourage members to become benefactors of the Rotary Foundation and assists with a recognition event for new Benefactors and Bequest Society members.

FRIENDSHIP EXCHANGE

- Promotes Rotary Friendship Exchanges to further international friendship and service.
- Encourages members to participate in this program designed to create fellowship across international boundaries.

POLIOPLUS FUNDRAISING

Raises money to send to the Rotary Foundation's PolioPlus program.

ROTARY FOUNDATION

- Promotes the work of the Foundation and develops programs to encourage members to become Paul Harris Fellows.
- Assists with a program to recognize new Paul Harris Fellows and new Sustaining members.

TWIN CLUB

Continues building the long-term relationship between Southeast Rotary and our Twin club in Mexico – Club Rotario Tlaquepaque El Refugio.

WORLD COMMUNITY SERVICE

Assists a Rotary club in another country with a community service project. Funding is usually provided by grants from RI, others solely on club resources.

NEW GENERATIONS

GROUP STUDY EXCHANGE

- Recruits individuals to partake in international exchange programs sponsored by Rotary International.
- Coordinates incoming and outgoing exchange group programs at the local level and on occasion, works with the District.

INTERACT

Partners with local Interact clubs and assists student leadership in achieving membership and service goals. Also identifies opportunities within Southeast Rotary that Interactors can be a part of.

INTERNATIONAL YOUTH EXCHANGE

- Coordinates membership support of RI international youth programs.
- Organizes short-term exchanges, usually take place in the summer. Long-term exchanges are arranged through the district level and last for an academic year.

ROTARACT

Maintains liaison with the Rotaract Club of Springfield and offers our club support with membership, goal setting, and general topics.

RYLA

Recruits young adults for Rotary programs, i.e. RYLA camps.

SCHOLARSHIP

Recruits individuals who qualify for study overseas and works to promote and facilitate the scholarship opportunities offered through Rotary International.

STUDENT GUESTS

Works with high school counselors in presenting to the club at a scheduled meeting, one or two outstanding seniors for recognition. A packet of Rotary information and a token gift is given to the student.

B. ROCK'N RIBS BBQ FESTIVAL

The president, president-elect, and past president will serve on the board of directors of the not-for-profit Rock'n Ribs BBQ Festival Corporation. The president will promote a successful event by encouraging each member to participate and by appointing a club member to be responsible for recruitment of volunteers from the membership and a member to solicit sponsors from the membership.

C. SERGEANT-AT-ARMS

The sergeant-at-arms is charged with the recognition of members during the designated time at club meetings. As many members as possible should be recognized throughout the year with good-natured humor that can be enjoyed not only by the members, but also by student guests and other visitors. The sergeant-at-arms is responsible for ensuring that all members are knowledgeable of the Four-Way Test and other Rotary facts and encouraging members to wear Rotary pins and maintain good attendance. The sergeant-at-arms must be familiar with the membership and ensure that fine amounts are reasonable.

D. LONG RANGE PLANNING COMMITTEE

Activation of the Long Range Planning Committee takes place at the request of the president with the support of the club's past presidents. The purpose of the committee is to review policies and procedures and suggest long range goals and activities for the club. The Committee's report and recommendations are presented to the current board of directors for review, possible adoption and implementation. Members are appointed jointly by the club president and Long Range Planning Committee Chairperson.

IV. COMMUNICATION WITH MEMBERS

ELECTRONIC COMMUNICATION

All electronic communication, which is sent to the entire club, is sent via DaCdb or the club's email address. Our policy is that we do not send broadcast emails to our membership except in the Monday morning emails and the missed attendance email on Thursday. When we send emails, we send them as a blind copy, so email addresses are hidden. Occasionally, we send out emails during the week in emergency or late minute situations.

- Each Monday, the executive secretary will send a weekly electronic memo.
- It is suggested that all electronic communication contain the word *Rotary*.

Any use of telemarketing or mass emails must comply with existing Rotary circularization policy, and any use of an agreement with a commercial telemarketing, Internet web hosting, or email firm must include proper identification and qualifying language regarding the Rotary entity.

The club maintains a club website at www.springfieldsoutheastrotary.org. The executive secretary serves as webmaster.

MAILING LABELS

No member of a Rotary club shall be given mailing labels for personal use. The executive secretary will provide mailing labels for committees and Rotary-related projects.

MEMBERSHIP DIRECTORY

The membership directory is published annually for the information of our club members. Rotarians should not use the directory as a commercial mailing list or make it possible for anyone else to use it for that purpose. Rotarians are not authorized to circularize Rotary clubs or other Rotarians on matters affecting personal business interests. No member of a Rotary club shall use or provide to any other group, the official directory or any other database or list of names compiled in connection with a Rotary-related project or activity for commercial purposes. This applies to directories in electronic and printed formats.

POLITICAL ENDORSEMENTS

Rotarians may not use the name and emblem, Rotary club membership lists, or other lists of Rotarians for the purpose of furthering political campaigns. Any use of the fellowship of Rotary as a means of gaining political advantage is not within the spirit of Rotary.

- Fundraising, campaigning and recruitment of volunteers is not permitted at a club meeting.
- Club members may circulate nomination papers.

THE ROTARIAN MAGAZINE

The club dues provide each member with a copy of the monthly publication, *The Rotarian*.

USE OF ROTARY MARKS

Rotarians are encouraged to use the Rotary name and emblem on personal cards and stationery; however, Rotarians may not use the emblem on business stationery or business cards of individual Rotarians, nor should they use the Rotary marks on other business promotional materials, such as brochures, catalogs, and web sites.

For a complete guide to the use of the Rotary mark and brand, reference *Tell Rotary's Story: Voice and Visual Identity Guidelines for Rotarians*, which is available for download from rotary.org.

V. CURRENT MEETING PLACE ARRANGEMENTS

Meeting place arrangements are coordinated through the house committee. When significant changes in the meeting place or arrangements need to be made, the house committee refers those decisions back to the board of directors for final decisions.

In the past, when meeting at hotel convention facilities or local restaurants, our club booking was finalized with an annual contract with the facility. However, this is not the case with the current meeting place, the Mercy Cancer Center. There is no contract for a specific length of time. The house committee works with food service in coordinating any changes in food or food pricing. The Cancer Center has not raised prices on a regular basis but only when absolutely necessary.

If a road trip is planned, it is the responsibility of the committee planning the off-site meeting to plan for meals and to work with the house committee to make certain that the change in location has been

communicated in advance to the Cancer Center and with the president, executive secretary, and *Spokesman* to see that the change is well publicized.

Should a permanent move of locations become necessary due to changing circumstances, a special search committee should be appointed to assist the house committee in selecting or planning a change in locations.

VI. DISTRICT GOVERNOR VISIT PREPARATION

Each year the district governor and assistant district governor for District 6080 will schedule a visit to each club in the district. The president is notified at the beginning of his year when these visits will be and what the agenda will be for these visits.

Southeast Rotary has traditionally put together a bound presentation of the club's history, plans, goals, budget, and details of how the club is organized and what each committee expects to accomplish during the coming year. The new president coordinates putting this presentation book together with the help of his new board. Each committee chairman is asked to submit a one page summary of what his or her committee expects to accomplish so that these committee summaries can be included in the presentation.

The date of the visit determines the timetable for submitting information to be included in the presentation. Often the visit is within the first few weeks of the new year, so it is important for new committees to meet early and formulate their plans.

VII. DISTRICT/RI FUNCTION FUNDING

DISTRICT SEMINARS

Small fee covers cost of luncheon. Club encourages attendance and pays that fee to any who wish to attend. No other expenses paid.

PETS/SETS

Club requires president-elect and secretary-elect to attend and pays registration and lodging for those members. The president-elect nominee is also encouraged to attend, but it is optional for the nominee since it is mandatory for the president-elect. Previous attendance at PETS/SETS does not meet the requirement to attend for the president-elect. The club will pay for the president-elect nominee's registration and lodging. Club pays for registration and lodging for members who are faculty. Past district governors who attend and are not faculty do so at their own expense.

DISTRICT CONFERENCE

Club contributes to door prizes presented at conference. This is generally valued at around \$50.00. It is preferred that these be donated; however, if donations cannot be found, the club will pay for the door prizes up to \$50.00.

Club pays for registration for any who wish to attend. Club pays for lodging for club president and president-elect. Others pay their own lodging. All attendees pay for their own meals.

INTERNATIONAL CONFERENCE

Allocate sufficient funding to cover airfare, lodging for five nights at a mid-level hotel, and convention registration for the president-elect to attend the RI Convention (this budget allocation should not be considered transferrable beyond the incoming president).

LARGE CLUB CONFERENCE

Sufficient funds should be allocated to cover registration, travel, and lodging for president-elect nominee and executive secretary.

VIII. EXECUTIVE SECRETARY JOB DESCRIPTION

IN GENERAL

The executive secretary is the primary administrative liaison between the Rotary Club of Springfield Southeast, District 6080, Rotary International, and the officers and members of the club. The club has developed an Executive Secretary Succession Plan, in the case of resignation or emergency.

TIME REQUIREMENTS

In general, it is anticipated that approximately 25 hours per week will be required, although this will vary from week to week. Hours and daily activity will vary during the Rotary year, July 1 through June 30. It is expected that the executive secretary will attend the monthly board of directors' meeting for recording minutes and other liaison functions. Attendance at the weekly meeting is required. Attendance at social functions is usually optional.

COMPENSATION

The executive secretary is a contract employee. Compensation shall be set and reviewed annually, usually in June, by the board.

PRINCIPAL ACCOUNTABILITIES:

- To use DaCdb (District and Club database) for attendance and club communications.
- To oversee the club office operations such as in-house printing, mail, telephone, preparing broadcast fax announcements, purchasing supplies, typing correspondence, completing various attendance reports, and reports to Rotary International.
- To perform the function of administrator to the president including typing, filing, routine correspondence, and maintenance of the calendar.
- To provide club secretary with agenda information for weekly meeting.
- To maintain the club's financial records under the supervision of the treasurer and the president. To handle the accounts receivable billings. To deposit weekly funds collected at meetings.
- To prepare an agenda and take minutes at the board of directors' meetings and report highlights of the meetings to the general membership each month.
- To act as the chief contact person when a new member is proposed and introduced.
- To be responsible for the production of materials for club use.
- To maintain club files and club permanent records, including DaCdb files.
- To perform secretarial work for club committees, when needed, as directed by the president.
- To help the Fellowship Committee with event planning.
- To see that weekly meeting materials are delivered to the meeting location.
- To interface with the other Rotary clubs in Springfield.
- To send out notices to members
- To write, edit and format the club bulletin and weekly Monday morning email each week. Communicate with club members via social network sites.

KNOWLEDGE AND EXPERIENCE

Formal training in office management or equivalent experience. Ability to function as an administrator. Computer literate with word processing experience on a computer. Knowledge and experience in bookkeeping to maintain club financial records. Personal demeanor to interact with members and non-members, in a professional manner. Good organization skills and a self starter.

DECISION MAKING AUTHORITY

Incumbent takes direction from the president, and from the treasurer on financial matters. The incumbent can make decisions in his/her areas of responsibility and will give direction and guidance to volunteer committee members.

REPORTS AND FOLLOW-UPS:

- Semiannual report to Rotary International
- Monthly attendance report to District via DaCdb
- Reporting attendance of visiting Rotarians to local Rotary clubs
- Reporting changes in membership, including Rotarians who move to other locations
- Change of officer or meeting information
- Annual district governor's report
- Information for the official directory

COOPERATION WITH CLUB PRESIDENT AND OFFICERS

- Agreement on division of functions
- Preparatory data for board of directors' meetings
- Club assembly (also known as the Shrimp Feed)
- District governor's official visit
- Midyear administrative review
- Special meetings
- Social functions
- Nomination of candidates for club offices
- Club bulletin *The Spokesman*
- History

WEEK-TO-WEEK DUTIES

- Attendance
- Special items for the weekly meetings
- Accounts payable check preparation
- Club dues
- Special notices
- The club bulletin
- Proposals for membership
- Items for new members
- Informing RI and the district
- Correspondence
- Interface with other Rotary clubs in Springfield

- Social networks communications
- Weekly bank deposit

DISTRICT MEETINGS AND THE CONVENTION

- District assembly and conference
- International Convention

LIAISON WITH THE TREASURER

- Budget preparation
- Accounts payable
- Club dues, statements, follow-up
- Weekly procedure for check signing and mail

END OF THE YEAR

- Year-end reports: district, RI, and club officers
- Recognition luncheon

IX. FELLOWSHIP ACTIVITY FUNDING

SHRIMP FEED

The club pays all expenses for this event.

FLOAT TRIP

The club pays only for food items. Participants pay for canoes and other expenses.

BANQUETS, DINNERS, AND PICNICS

Reservations are taken and no-shows, after guarantee is due to caterer, are billed. The banquets and dinners are considered pass-through events. In other words, the attendees pay for the event, with one exception. In the event that a fellowship activity takes the place of a regular meeting, the fellowship committee can spend up to the amount that would have been spent at the regular luncheon at the Cancer Center to help defray the cost of the event. Each year at the time of budget preparation, the board can decide to subsidize the event by adding a line item for that event.

BASKETBALL TOURNAMENT

The entry fee is paid by club and this fee, as well as other expenses, is budgeted with board approval. Generally, fines from designated meetings also go with the proceeds from the tournament to the benefiting organization.

GOLF OUTING

The club pays for the meal. Participants pay for all other fees and expenses.

X. FINANCIAL COMMITMENTS

A. SCHEDULE OF FEES

The Rotary Club of Springfield Southeast Board of Directors establishes the fee schedule for the current Rotary Year at its July meeting. See Appendix G for a complete schedule of fees.

INITIATION FEE (ONE-TIME FEE FOR NEW MEMBERS)

This fee goes directly to the club.

DUES (ALL MEMBERS)

- Billed annually on July 1.
- Rotary International bills the club an amount determined by Rotary International. The club retains the balance of the dues fees.
- The district bills the club an amount determined by the district per member on July 1. The club retains the balance of the fees for dues.
- RI rules state, "Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the treasurer at the member's last known address. If the dues are not paid on or before ten (10) days from the date of notification said membership may terminate, subject to the discretion of the board."
- Late fees may be levied at the discretion of the board.

MEALS

- The weekly meal charge is billed in advance on July 1 at the actual cost of meals billed to the club.
- The cost of guests and visiting Rotarians at weekly luncheons is \$8.00.
- Members who are exempt from attendance pay for luncheon meals only when they attend. See the section Meal Payment Policy.

SERVICE FUND

- Billed annually on July 1.
- This fee goes toward grants for community projects and international projects.
- Service fund may also support, including, but not limited to:
 - Basketball tournament (do not sell season passes)
 - Community Grants Committee
 - Don't Meth With Us
 - Hands-on projects
 - K-Park
 - Rotary Foundation matching dollars
 - Rotary Youth Leadership Award (RYLA)
 - World community service projects

B. CLUB CASH RESERVES

The club should carry reserves equal to six months of administrative expenses, president-elect expenses, and any money that has been allocated for future use. Any time reserves exceed the total of these three items by more than \$10,000, the board should conduct an annual review, at year's end, or at appropriate times throughout the year.

C. EXPLANATION OF EOY BALANCE AND RESERVES TO CLUB

The treasurer will present an end-of-the-year balance sheet, with attached reserve explanation to the club, no later than July 31, to the club each year.

XI. HARASSMENT

The Rotary Club of Springfield Southeast will, insofar as is possible:

1. Ensure that individuals involved in the Rotary Club of Springfield Southeast's programs are not subject to harassment, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, religious persuasion, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability.
 - a. Types of prohibited behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate gestures, touching, or physical assault.
 - b. Sexual harassment is defined as making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions for sexual favors; unwanted touching; verbal abuse or making threatening reprisals after a negative response to sexual advance; and sexual assault.
2. Provide a prompt review process for persons accused of inappropriate conduct. The president will select two members to assist the president and the president-elect with the investigation. The team will report to the board if termination is justified.
3. Comply with the District 6080 Sexual Abuse and Harassment Reporting Guidelines when dealing with a report of harassment of a Rotary Youth Exchange student.

XII. HONORARY MEMBERS AND PAUL HARRIS FELLOWS

The designation of honorary Rotarian is not given lightly. In the history of our club, only six individuals have been so honored: John Ashcroft, Don Handley, Mac McCartney, Cathy Reser, Theresa Robertson, and John Simpson. At the discretion of the board of directors, individuals of merit may receive this designation for that year.

At the discretion of the board of directors, an honorary Paul Harris Fellowship may be awarded to recognize outstanding individuals. In the club's history, only three people have received such an honor: John Simpson, Sister Lorraine Biebel, and Charles Nixon.

XIII. INVOLVEMENT/FUNDING WHEN MEMBER IS DISTRICT GOVERNOR

When the district governor for District 6080 is elected to serve the district, his home club has certain responsibilities to support him during his year of service.

Springfield Southeast has a long tradition of providing leadership in District 6080 and has had four members elected to service the district as district governor beginning with Don Handley in 1978-79. Mac McCartney served in 1984-85, Jerry Stiefvater served in 1990-91, Jim McLeod served in 1997-98, and Steve Montgomery served in 2009-10.

The most important way a club can support the district is by members being willing to serve on district committees and by attendance at district functions, especially the district conference. When the district governor is from Springfield Southeast, our members should be an example to other clubs through our involvement and support of district functions and projects.

Traditionally, the "home club" has sponsored a reception at the district conference for the district governor. This has been the traditional financial support that has been given to the district governor, with other activities during the year being financed through the district budget, rather than from the home club. The reception costs have varied each year and would be determined by the club and district governor working together to plan the event.

XIV. LEADERSHIP EDUCATION TRAINING SEMINAR (LETS)

The Leadership Education Training Seminar (LETS) is a meeting of the incoming and outgoing officers, directors, and committee chairpersons. The purposes of this meeting is to discuss the program and objectives for the next Rotary year, to improve continuity between Rotary years, to ensure the exchange of information between the old and new committee chairs, and to explain available materials.

The meeting usually takes place in late spring on a weekday for lunch.

SAMPLE AGENDA

Organization

- Board of directors
- Avenue directors and committee chairs
- Changes in committees
- Succession and transition process
- Number of committee members in each committee
- District 6080 and international contacts

Schedule of Annual Activities

- Special Rotary observances
- Emphasis on major RI programs

Goals

- Presidential Citation
- District governor's goals
- President's goals
- Committees' goals for annual report
- Budget

Breakout by Avenues of Service

- Questions concerning committee descriptions
- Note goals that fall under your area
- Discuss financial considerations

XV. LONG TERM YOUTH EXCHANGE STUDENT

The club arranges, through the district, to host an exchange student through the academic year. The commitment is made in the winter prior to the start of the fall semester. The club tries to pick students from various countries and continents each year. Usually, three host families volunteer to host the student for three months each. The student is enrolled in one school for the entire year. The club pays a meal allowance to the hosting family and a stipend to the student. (In 2010, the meal allowance was \$50 and the stipend was \$100.) The club also pays when the student attends regional Rotary meetings, such as the district conference and the orientation session. Occasionally, the board will be asked to financially support other short trips or expenses incurred by the student. The student is expected to speak to the club at a club meeting, usually in the spring. At the end of the visit, the committee chair organizes a small farewell party for the student and host families. The club pays for the food.

XVI. MEAL PAYMENT POLICY

Refer to the current schedule of fees for the current meal price for the cost per meal for members, visiting Rotarians, and guests. This amount is reviewed annually by the incoming board and is revised if necessary, based on the pricing arrangements with the current meal provider.

Club members are billed in advance for one year, with the option to pay annually, semiannually, or quarterly. Members will be billed electronically when available.

Exceptions: Members who's aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, are eligible to be excused from attendance requirements and pay for their meals at the door only when they attend luncheon meetings. Each member who qualifies must submit a request in writing to the executive secretary, and status change must be approved by the board. Cost of the meal for those who qualify is the same as the current meal charge to an active member. A roster of qualifying members is located at the sign-in table for attendance and meal charge. Meal charges are collected at the sign-in table by the house committee and delivered to the executive secretary for bank deposit.

Meal Credits: The current meal charge will be credited to the next meal billing for each missed meal that is made up (actually attended) at any Rotary club, or excused by the board. The Springfield-area clubs (Rotary Club of Springfield, Rotary Club of Springfield Sunrise, Rotary Club of Springfield North, Rotary Club of Springfield Metro, and Rotary Club of Springfield Southeast) exchange sign-in sheets for the purpose of counting make-ups. If a Rotarian makes up at another club, it is his or her responsibility to send the make-up card to, or otherwise notify, the executive secretary. If a member forgets to get an attendance card when he/she makes up, he can inform the executive secretary, and his word will be trusted.

XVII. MEMORIALS AND HONORARIUMS

Individuals under consideration for memorials and honorariums include

- Member
 - Member
 - Spouse
 - Children
 - Parents
- Current officer
- Past presidents

- Past district governors
- Charter members
- Honorary Rotarians

Occasions for memorials and honorariums include

- Birth/adoption of child
- Deaths
- Funerals
- Illnesses
- Wedding of member

Options for recognizing these include

- Announcement of occasion to club via podium/*Spokesman*
- Card from club
- Flowers/plants
- Contributions to charity of choice
- Contributions to Rotary Foundation

ROTARIAN	OCCASION	APPROPRIATE RECOGNITION
Member	Death	Card from club to family
	Funeral	Flowers or plant
	Illness	Card from club
	Death of spouse or child	Card from club
	Funeral of spouse or child	Flowers with note
	Illness of spouse or child	Card or condolence from podium
	Illness of parent or sibling	Card or condolence from podium
	Death of parent or sibling	Card or condolence from podium
Current officer, past president, past district governor, or charter member	Death	Card from club to family
	Funeral	Flowers with note
	Illness	Card
	Death of spouse or child	Card to family
	Funeral of spouse or child	Flowers with note
	Illness of spouse or child	Card to family
	Death of parent	Card to family
	Funeral of parent	Flowers with note
	Illness of parent	Card or condolence from podium
Former members, if past president, charter member, recent member (who left for health reasons), past district governor, or honorary members	Funeral	Flowers or memorials, according to family wishes

XVIII. NEW MEMBER 100 POINTS PROGRAM

To help new members join in the activities of the Rotary Club of Springfield Southeast, a list of action items has been developed that will help new members learn about our club, explore the opportunities of Rotary,

and find a niche in our organization. To help identify the new member, the member's badge has a blue ribbon on it. Once six months have passed and the new member has earned 100 points, the member will be recognized for their achievement at a Rotary club meeting and then, they can remove the blue ribbon. New members are required to report their points to the executive secretary on a timely basis.

XIX. NEW MEMBER PROPOSAL PROCESS

The Rotary Club of Springfield Southeast encourages members to introduce new, qualified prospective members to the opportunities for service and fellowship afforded by membership in the club. Proposed members should meet suggested standards in the Rotary International Manual of Procedures. Membership is by invitation only and the applicant must be proposed by an active club member in good standing.

Rotary International does not allow Rotarians to transfer to other clubs. Former Rotarians may be proposed by an active club member or by their former Rotary club, provided that the Rotarian has terminated such membership in the former club. The former Rotarian's proposal will be handled in the same manner as any other proposal.

The procedure for proposing a new member is as follows:

1. Proposer completes the membership proposal form and checklist, obtains a co-signer for the proposal, and returns them to the executive secretary. (Appendix B: New Member Proposal Brochure, Application, & Checklist)
2. The proposal is sent to classification committee and the membership screening committee. A classification, if available, is assigned.
3. Executive secretary polls all members of the classification assigned to the applicant. (Appendix C: Polling Memo) If there are objections, the results of that polling are forwarded to the club president, and the club president (or his/her designee) will contact the proposer. The proposer has an opportunity to address the objection before the polling results are forwarded to the board of directors.
4. Executive secretary forwards the proposal to the board for approval during a closed session.
5. If approved, the proposer is notified in writing of approval and asked to have applicant complete the following:
 - a. Sign statement (permission to publish) (Appendix D: Membership Statement)
 - b. Meet with a past president for a brief orientation
 - c. Submit check for dues and initiation fee
 - d. Complete committee form (Appendix E: Committee Selection Form)
6. Applicant is published in the *Spokesman*.
7. If no objections are received, the proposer schedules an introduction date with the executive secretary (earliest possible date is one week after publication). A script should be used in welcoming/inducting new members at regular club meetings, to reinforce the message that Rotary membership is by invitation only and that membership includes certain requirements, obligations and opportunities to serve.

During this process, it is suggested that the proposer bring the applicant to at least three regular club meetings. Club etiquette dictates the applicant be introduced as a guest, not a prospective member. Proposer is cautioned to remember the applicant is not approved for membership until all steps have been completed. It is best not to discuss the application status or refer to applicant as a "member" or a "prospective member" in order to avoid embarrassment for all parties.

XX. PAST PRESIDENT ADVISOR PROGRAM

Established in 1996/1997, the Advisor Program has as its primary aim providing an overview of Rotary and the Rotary Club of Springfield Southeast, in a manner which will educate and motivate a new member into aspiring to become an active Rotarian. Each new member is assigned to a past club president who is provided with a check list of key responsibilities each Rotarian is expected to adhere to. The program includes an overview of attendance, make-ups, finances, the Rotary Foundation, the Benefactor program, and the "New Member 100 Points Program." The review should be done in person, one-on-one, with sufficient time for question and answers. It is recommended that the past club president conduct this meeting, if possible, in a friendly atmosphere away from the usual business activity.

In 2005, the mentor program's name was changed to "Past President Advisor," to more adequately reflect the advisory nature of the program. The Past President Advisor Program's purpose gives the new member an additional, experienced contact within the club but is not intended to be a year-long mentorship. It is the role of the proposer to stay in regular contact with the new member to make certain all questions are answered and needs met.

In addition to the topics of attendance, make-ups, finances, the Rotary Foundation programs, and the New Member 100 Points Program, the past president will be placing special emphasis on educating new members on important things to know about proposing a new member. Three separate areas are discussed including:

- The importance of vocational diversity
- The Rotary International criteria for new members
- How to properly propose a new member

XXI. PAST PRESIDENTS' ANNUAL DINNER

Once each year the past presidents meet informally to advise and support the current president. This gathering has traditionally taken place each September and has been a dinner hosted by John A. Simpson in his home. Ribs, beans, and coleslaw have been the traditional menu. Past President Jim McLeod has arranged the date and time with John Simpson and invited and reminded the past presidents. The current president and president-elect are invited.

This is a time when the current president can ask advice from the past presidents and past presidents can informally express their opinions about the direction of club activities. Items discussed at this meeting are advisory only, and all decisions regarding club activities are referred back to the board.

Should John Simpson not be able to host this event, as has been the tradition, the current president should see to it that arrangements are made to meet in another home or restaurant, so this traditional meeting continues to take place.

XXII. POLICY ON FORMER ROTARACTORS APPLYING FOR MEMBERSHIP

The Rotary Club of Springfield Southeast encourages its members to be open to and supportive of the Rotary International system. Included in this system are Rotaract clubs across the world, which have been developed and supported significantly by Rotary clubs. Rotary International encourages Rotary clubs to consider for membership qualified active and former Rotaractors. As the sponsoring club for the Rotaract Club of Springfield, Southeast is in the position of not only supporting the Rotaract club but is also a primary target for former Rotaractors to pursue membership. However, there is no guarantee made to

Rotaractors regarding their possible membership in a Rotary club due to Rotary's "by invitation only" process. The Rotary Club of Springfield Southeast would like to be proactive in the selection process of those Rotaractors that would add value to the club.

The criteria set forth below are the basic qualifications for Springfield Southeast members. Any prospective members that have been in a Rotaract club would have to meet these preliminary conditions of membership.

PRELIMINARY CONDITIONS

Based on criterion set forth in the RI Constitution, Article V, Section 2, to be an active member in any Rotary Club one must be:

- a. Engaged as proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
- b. Holding an important position in any worthy and recognized business or profession or any branch or agency thereof and having executive capacity with discretionary authority.

ROTARACT AGE REQUIREMENTS

According to the RI Manual of Procedure, Rotaract membership is open to people ages 18 through 30. When a member turns 30, they may continue their Rotaract membership until the end of the Rotaract year in which they celebrate their 30th birthday. Upon termination from a Rotaract club, a former Rotaractor would then be eligible for consideration by a Rotary club.

RECRUITMENT PROCESS

The Springfield Southeast Rotaract committee chair shall evaluate annually eligible Rotaract members who will be terminating membership due to the above age requirements. The chair shall also make recommendations as the proposer to the membership development committee chair for each qualified applicant he/she wishes to sponsor. Any qualified applicant who is not approved for membership in Springfield Southeast due to classification limitations should be referred to other area clubs.

XXIII. RECOGNITION LUNCHEON -- GIFTS PAID BY CLUB

	Item	Approximate Cost	Examples / Notes
Officers, board of directors, sergeant-at-arms	Thank You Gift	\$30.00	Nylon Rotary tote bag
Committee chairs	Thank You Gift	\$7.00 - \$10.00	Rotary pens, letter openers, paperweights, etc.
Outgoing president	Past President Pin	\$180	Standard pin. Reminder letter comes from Russell Hampton.
	Plaque		Information is kept on file at Bull's Trophy House.
	New name badge		
Executive secretary		\$30.00	
Spouse of outgoing president	Floral arrangement		Generally sits on the head table as centerpiece

XXIV. ROTARY FOUNDATION GIVING/MATCHING

The Rotary Club of Springfield Southeast recognizes the important work done by the Rotary Foundation and encourages individual members to give regularly to the Annual Fund of the Rotary Foundation.

The board of directors has developed the following guidelines:

1. The board of directors shall include, in the annual operating budget, an amount to be used as matching funds for individual's contributions to the annual fund of the Rotary Foundation.
2. Matching funds will be disbursed to the Foundation by the club treasurer and appropriate records will be provided to the Foundation to assure that proper credit is given to individual contributors.
3. The guidelines for crediting individuals are:
 - a) Match can be used for PHF and multi-PHF status levels.
 - b) Club matches gift up to \$250.00 annually.
 - c) Minimum gift to qualify for match is \$100.00.
 - d) The member pledges to make an annual gift of at least \$100.00 per year (excluding future matches) to fulfill the next PHF recognition level.
 - e) First-come first-served while budgeted funds are available.
 - f) The dues billing will include a reminder of the opportunity to make the voluntary contribution to the Rotary Foundation.
 - g) Eligibility for match is determined by the date gift is received by the club.
 - h) Eligibility for club match is not affected by any district credit program that may be available.

XXV. SHRIMP FEED AND CLUB ASSEMBLY

HISTORY

In the fall of 1967 (the year of our charter), President Sam Hamra requested four Rotarians to host fireside chats in their homes. Coffee and cookies were to be served and discussions held on the coming Rotary year.

In November 1969, Don Handley entertained the club at his home with a chicken dinner, after which the members retired to a savings and loan office for its fireside chat. Attendance was greatly improved over the previous years.

In October of 1970, John A. Simpson entertained the members with a shrimp feed in his basement. This turned out so successfully that the club decided to have it annually. It was held again at Simpson's in October 1971. Following this gathering, the date was changed to July so that input by the members might more readily be used by the incoming board of directors. The event was held at Simpson's again in 1972 and at Jim Jones' (the incoming president) in 1973. All shrimp feeds since then have been at the Simpson home on the second Thursday of July.

The menu and recipes have been compiled and a copy is on file with the executive secretary.

SUGGESTIONS

Date of shrimp feed should be published in the Spokesman beginning in January so that members can plan around it (the date is always the second Thursday in July).

In case the Simpson home is not available, it is suggested that the club president make alternate arrangements.

XXVI. APPENDICES

Manual of Procedures Appendix A: Bylaws

Maintained in a separate file.

Manual of Procedures Appendix B: New Member Proposal Brochure, Checklist, & Application

Maintained in a separate file.

Manual of Procedures Appendix C: Polling Memo

Sent to members in the classification.

Southeast Rotary has a new member proposal for X. He is proposed by X and co-sponsored by X. X is the POSITION at COMPANY and has been in the industry for ## years.

The proposed new member has been assigned the classification CLASSIFICATION.

Concurrent with this inquiry, the proposal is being sent to the Membership Screening Committee to see if the proposed member meets the following "new member criteria":

- holds or is retired from a professional, proprietary, executive or managerial position;
- has the capacity to meet the club's attendance and club service requirements;
- lives or works within the defined locality of the club's service area.
- is a person of integrity and maintains a good business reputation.

After comparing the qualifications of the proposed member with the membership needs of Southeast Rotary, the Membership Screening Committee submits a recommendation to be considered by the board of directors.

Since your classification is the same as the proposed member, you are asked to submit a vote on this new member. Not only should new members meet the "new member criteria," but they should also adhere to "The Four-Way Test" and "The Object of Rotary." Since this proposed member is in your classification, you are in the best position to know, by reputation or personal experience, whether this person subscribes to the ideals of Rotary. Rotarians should represent high ethical standards.

I need a yes or no vote from you by DATE – SEVEN CALENDAR DAYS, which will also be considered by the board of directors at our next regular meeting.

In the event of a "no vote," a member of the board will contact you to discuss the proposal. If you choose to share further information regarding your vote, the information will be shared with the board only, in closed session, and will be kept confidential.

Please take a moment to review "The Four-Way Test" <<http://www.rotary.org/aboutrotary/4way.html>> and the "Object of Rotary" <<http://www.rotary.org/aboutrotary/object.html>>.

If I don't hear from you, we will assume that you have no objections.

Thank you for your input.



Statement to be Signed by Proposed Member After Club's Board Has Approved the Proposal

I hereby certify that I am qualified for membership both by the current/former executive position and by having a place of business or residence within the club's territorial limits, adjoining territory, or the same city in which the club is located.

I understand that it will be my duty, if elected, to exemplify the Object of Rotary in all my daily contacts and activities and to abide by the constitutional documents of Rotary International and the club. I agree to pay an admission fee of \$XXX, the annual dues of \$XXX, the annual Service Fund of \$XX, and prepayment of meals annually, in accordance with the bylaws of the club. I hereby give permission to the club to publish my name and proposed classification to its membership.

I understand that should the club membership decline my membership proposal, my check will be returned to me.

Proposed Member's Signature and Date

Manual of Procedures Appendix E: Committee Selection Form

Rotary Club of Springfield Southeast COMMITTEE SELECTION FORM

As a new member, you are required to serve on a committee or perform a service to the club. Review this list and number your top three choices according to your interest (1, 2, 3). We will contact you to discuss your choices once you have been introduced to the club. Thank you for your interest in the Rotary Club of Springfield Southeast.

Name _____

Do you speak any other language? _____ If so, which one(s)? _____

Are you interested in...

- Fundraising Events
 - Rock'n Ribs-Volunteer in April or May to work two or more shifts at the week-long event.
 - World Community Service Raffle- Volunteer in January and February to raise funds for our overseas projects.
 - Foundation- Volunteer to raise funds for the Rotary International Foundation.
 - PolioPlus Raffle-weekly tickets sales.

- Social Events
 - Basketball Team-Volunteer in February and March to practice with one of two teams that will play in the March Area Basketball Tournament to benefit Special Olympics.
 - Holiday Party-Volunteer to help with the party in December.

- Club Meeting
 - Program Committee-Volunteer to meet two or three times a year to set the program schedule for the weekly meetings.
 - Invocation Committee-Volunteer to find invocators for a specific month.
 - Room Set-up/Breakdown-Volunteer to either come early at 11:15 or stay late until 1:15. Set up involves placing items on the tables and hanging banners. Breakdown involves removing items and returning them to the closet.

- Youth
 - "Don't Meth with Us" Committee-drug education program for 5th graders.
 - Student Guests Host-Volunteer to announce high school student guests twice per year.
 - Foundation Scholarship Selection-Volunteer to meet with committee to find nominee for Rotary scholarship program.

- Membership
 - Family of Rotary Committee-Volunteer to enhance members' experience such as the annual table mixers.
 - Membership Development-Volunteer to meet two or three times a year to discuss possible new members.
 - Hosting a luncheon-Volunteer to host 20-30 members at the June luncheon at your place of business. Meals will be reimbursed up to \$10 per person.

- Grant Perusal
 - Community Grants Committee-Volunteer to discuss grant proposals to disburse up to \$10,000 in club funds

Manual of Procedures Appendix F: New Member 100-Points Form

Maintained in a separate file.

Manual of Procedures Appendix G: Schedule of Fees

2013-2014 Schedule of Fees	
Initiation Fee	\$150
Dues	\$295
Meals	\$6.25 each, billed in advance
Service Fund	\$100