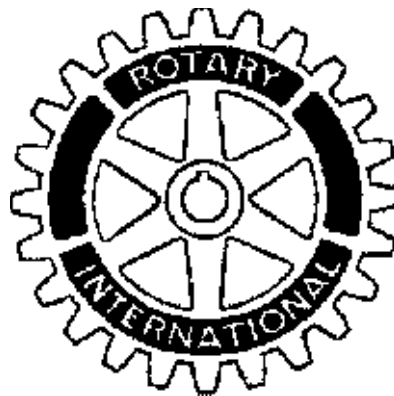


**Rotary Club of Arcadia, Rotary International**

**Policy Manual**

**November 2009**



Containing Decisions through November 2009

# **Rotary Club of Arcadia**

## ***HISTORY ANDPURPOSE***

These are the policies of the Rotary Club of Arcadia, Rotary International. They are a compendium of the decisions of past and present Boards. The purpose of the Manual is to place the policies of the club, which are currently in effect, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a manual will make it easier for the officers, and those charged with the responsibility to administer the policies, to be familiar with the policies currently in force, regardless of the dates of their adoption.

Modifications or additions to the Club Policies in this manual shall be by declaration of the Board of Directors of the Rotary Club of Arcadia.

## **ARRANGEMENT**

Each chapter in the Manual is intended to represent a separate subject, and each article is intended to represent a separate topic, as indicated by the titles. The chapters are numbered consecutively and are arranged in logical order for easy reference. The Manual utilizes the numbering system used in the Rotary Club of Arcadia.

## **ANNOTATIONS**

Annotations for development of the various sections of the Manual are shown at the end of the sections.

The "Source" notes at the end of the sections also show the historical development of the policies prior to adoption of the Manual.

# **Article 1. The Manual of Policies**

## **1.10 Rules of Order**

All meetings of the Rotary Club will be conducted in accordance with the common usage of Robert's Rules of Order.

*Source: Board of Director's meeting, September 16, 200*

## **6.12 Returning Members**

Former members of our club who left the club owing the club money and who want to rejoin the club should reimburse the club for all direct costs incurred by that person during the time of their former membership. Direct costs are defined as all expenses incurred by that member which were paid by the club. Examples include, but not restricted to, District and Rotary International dues, meals eaten, events attended, donations to Rotary Foundation and the Arcadia Rotary Club Foundation which were paid by the club, etc. Payment must be received before the person can be considered for membership and will be credited to the current year.

*Source: Board of Director's meeting, March 25,2009 3.*

## **6.13 Billing of Members Who Make Reservations and Fail to Show**

Members will be charged if cancellation of reservations does not occur in a "timely manner."

*Source: Board of Director's meeting, April 16, 2008*

## **9.310 Electronic Communication**

### **A. Authority:**

1. The Webmaster will be appointed by the incoming board and is authorized by the board to oversee electronic communication for Arcadia Rotary and ensuring policies are followed as outlined below.
2. The webmaster grants posting privileges to contributors of the High Gear page, blog, website and related technologies.
3. The contributors are expected to follow policies outlined below.
4. The webmaster is responsible to bring suggested modifications to the policies before the Board to maintain the spirit of Rotary in the virtual world.

### **Production**

1. The High Gear is posted as web page by the Webmaster and/or editorial staff (with links to the blog) by Wednesday of each week.

2. Sensitive member related material is held back from access by non-members
3. Printed copies are provided and mailed to computer challenged members, partners and friends.

#### Restrictions

1. The purpose of the High Gear page is to report points of information for the membership and interested parties.
2. Comments sections are available on the blog. Comments may be posted as follows:
  - a. No longer than 20 lines
  - b. May be a personal opinion but should not be a criticism of individuals or personal attack.

#### E-mail

1. Preferred e-mail addresses are requested from new members and manually for the roster each year.
2. Mass e-mails are only authorized for Rotary related matters including the club activities, its members, partners, Foundation, District, Interact, RI etc.
3. Special uses of e-mail already approved include:
  - a. Rotary bills
  - b. New member publishing
  - c. Request for LOA, regular or extended
4. Mass e-mailing of business promotions, jokes, political positions etc., indeed all things non-Rotary are prohibited. E-mailing to Rotary friends of these items is encouraged.

#### Transgressions

1. Members that inadvertently e-mail or post inappropriately will be gently reminded of the policies by the Webmaster and/or Board members.
2. Blatant disregard for the policies should not occur but if identified will be the responsibility of the board on a case by case basis.

### **11.01 Extended Leave of Absence Policy**

A member may request such status in the event of a financial or physical hardship and will be required to pay only \$120.00 per year to cover RI and District Due and incidentals. Payment would be on or about July 1st of each year. Meal charges (luncheons and other Rotary activities) will be on a pay as you go basis. Extended Leaves of Absence may be granted at any time by the Board of Directors, but must be approved by the Board for renewal at least annually.

*Board of Director's meeting, July 17, 2009*

### **11.011 Extended Leave of Absence Policy**

A member must have achieved his Blue Badge status to qualify for and Extended Leave of Absence.

*Source: Board of Director's meeting, August 19, 2009*

### **11.012 Extended Leave of Absence Policy**

The 11.01 Extended Leave of Absence Policy is suspended, pending review and clarification

*Source: Board of Director's meeting, September 16, 2009*

### **12.01 Expenses of Incoming President at International Convention**

The club will cover all expenses of the incoming President and his/her spouse related to coach air travel, housing, meals, convention related events and expenses and incidentals. Receipts to be presented to the Club Treasurer when possible.

*Source: Board of Director's meeting, November 28, 2007*

### **12.71 Collection of Past Due Billing**

Procedure to follow when members don't pay their bills on time. When members have not paid their bill in full within 45 days of the date of the bill:

The Treasurer is to send the member a Past Due notice along with a copy of the bill. When members have not paid within 60 days of the date on the bill: The Treasurer, or his designee, will call the member and ask for payment. When members have not paid within 75 days of the date on the bill:

The Treasurer will send the member a "return -receipt requested letter saying that payment must be received within 15 days of the letter or at the discretion of the Board of Directors the member may have his/her membership suspended or terminated.

*Source: Board of Director's meeting, May 17, 2007*

### **12.72 Payment of Dues and Other Monies Due**

Notwithstanding any previous Policy regarding the above described issues whether formal, informal, written and/or oral, the following written Policy hereby supersedes all of the above, if any, and the hereinafter, shall be the exclusive Policy for this body.

Dues and/or any other monies billed to the members are payable no later than calendar days from the date of the billing, as contained in the written notice that these funds are owed. Further, any

dues and/or other monies billed are hereinafter deemed ever due and delinquent 30 calendar days from the date contained in the written notice dating that they are owed

The Board may, at its discretion, terminate the membership of any delinquent member who is delinquent for 90 calendar days or more, with the 90 days calculated from the date that appears on the original written notice that the dues and/or other monies billed are owed

The Board will consider financial hardship and/or extenuating circumstances in exercising its discretion. It is the responsibility of the member to notify the Board of such circumstances within 45 days of the above billing date

*Source: Board of Director's meeting, April 18, 2007*

### **12.73 Meal Credit Definition of Terms:**

A. "Perfect Attendance- When a Rotary member attends his club's weekly (luncheon) meeting, or any other recognized Rotary function (i.e. social gathering, committee or Board meeting, etc.) at least once a week or another Rotary club's weekly meeting or District or R. I. function either 13 days before or after a missed weekly meeting of his (or her) home club. He or she maintains "Perfect Attendance".

B. "Make-up" - The term given to the process of maintaining Perfect Attendance as described above.

C. "Meal Credit" - A monetary credit to a club member's billing statement for each Make-up completed with a meal expense incurred.

History: It has been the unwritten policy of the Rotary Club of Arcadia in the recent past to issue a meal rebate or credit to a member's billing statement for meal expense incurred during a Makeup meeting at another Rotary club (in pursuance of maintaining Perfect Attendance with the Arcadia Rotary Club). In light of numerous new policy changes by Rotary International liberalizing requirements regarding Make-up's, the following Meal Credits policy shall be applied:

D. Meal Credit Policy: When no meal or food expense is incurred during a member's attendance at an appropriate Rotary function in pursuance of a Make-up, whether needed by the member or not, no Meal Credit shall be extended.

When a food or meal expense is incurred during a member's attendance at an appropriate Rotary function a Meal Credit may be issued, but only if the member requires the Make-up to maintain Perfect Attendance in the Rotary Club of Arcadia.

The Arcadia Rotary Board of Directors shall be the final arbiters of any and all exceptions to this policy.

*Source: Board of Director's meeting, February 21, 2007*

### **12.75 Rule of 85 Attendance Exemption,**

will permit said members to choose to be billed quarterly for meals as non exempt members are, (whether they attend or not) at the current quarterly billing figure of \$235.00 per quarter; **or** they may choose to pay per Diem (as you go) at the current rate of \$21.00 per regular luncheon plus per Diem charges for Annual Banquet, Pot-o-Gold and Member Appreciation dinners as well.

*Source: Board of Director's meeting, November 11, 2009*

### **12.82 Former Members Who Return**

Former members of the club who left owing the club money and who want to rejoin the club should reimburse the club for all direct costs incurred by that person during the time of their former membership. Direct costs are defined as all expenses incurred by that member which were paid by the club. Examples include, but are not restricted to, District and Rotary International dues, meals eaten, events attended, donations to The Rotary Foundation and the Arcadia Rotary Club Foundation which the club paid, etc. Payments must be received before the person can be considered for membership and will be credited to the current year.

*Source: Board of Director's meeting, March 25, 2009*

### **12.91 Member Appreciation Event**

Increase all members dues \$25 per quarter (\$100.00) per year to pre-pay two people for the annual Pot O' Gold dinner/ dance.

Club will provide all members and one guest an annual "thank you" party paid for by the club.

*Source: Board of Director's meeting, August 21, 2002*

### **13.90 Member Emeritus Status**

All members with current designation of "Emeritus" re-designated as "honorary" members to bring our club into compliance with Rotary International regulations.

*Source: Board of Director's meeting, March 25, 2009*

### **13.901 Congressman David Dreier**

Congressman David Dreier approved an Honorary Member of the Arcadia Rotary Club

*Source: Board of Director's meeting, April 16, 2003*

### **13.902 Frank Perini as Photographer**

Frank Perini's current debts be forgiven and that Frank be retained as an Independent Contractor and Club Photographer, his compensation to be the club's commitment to pay Frank's District and Rotary International dues.

*Source: Board of Director's meeting, March 25, 2009*