

HILLSBORO ROTARY CLUB

POLICIES & PROCEDURES MANUAL

A Supplement to the Club By-Laws

Date: June 18, 2015

The purpose of this manual is to provide practical guidance for adhering to the by-laws of the club and to provide an operational resource for new club officers and members. Although club by-laws may remain unchanged, this manual should be revised and enhanced as operational conditions and philosophies evolve over time.

Club Organization

The Hillsboro Rotary Club is a member of Rotary International and is governed by the RI Bylaws and Constitution. The Club is also a member of District 5100. The governing body of the Hillsboro Club is the 13 member Board of Directors. The Board consists of 7 elected Directors, the President, the President-Elect, the Vice-President, the Secretary, the Treasurer, and the Immediate Past President.

An Executive Committee of the Board (consisting of the President, Immediate Past President, President-Elect, Vice-President, Secretary, Treasurer, and Sergeant-at-Arms) provides advice and counsel to the President regarding club administration between regular Board meetings. The Executive Committee may appoint a club member as an Executive Director to provide further assist the President in administrative matters if the need arises. The Executive Committee fills the role of a standing Administrative Committee.

The Board meetings are generally convened at 5:30 pm on the 2nd Thursday of each month at the Tuality Health Education Center. However, the date, time, and place of the monthly meetings is a decision of the incoming President. All members of the Club are invited as guests to the Board meetings.

The weekly lunch meetings of the club are generally held at 12 pm each Thursday at the Tuality Health Education Center. However, the time, date, and location of a specific weekly meeting is subject to change based on evolving circumstances. Every effort will be made to provide members with reasonable advance notification of any time, date, or location changes or meeting cancellations.

Club Officers and their Duties

All officers are encouraged to attend the District Training Assembly and the District Conference. Attending officers and Board members shall be reimbursed for registration fees.

- **Directors:** Attend Club and Board meetings, develop policies and procedures for the Club, and perform other duties as assigned by the Board.
- **Immediate Past President:** Serves on the club Board, the club Foundation Board, and is on the executive committee.
- **President:** Presides at club and Board meetings, serves on the executive committee, and performs all other duties normally pertaining to the office of President.
- **President-Elect:** Presides at club and Board meetings when President is absent. Also serves as a member of the Board of the club, is a Director of the club Foundation Board, is a member of the executive committee, and performs other duties specified by the President or Board. President-Elect is also responsible for appointing committee members to fill vacancies, appointing committee chairs, and overseeing committee planning prior to the start of the year in office. Participates in training programs for incoming Presidents, such as PETS and RI

International. Subject to Board prior approval, reasonable expenses for attending such programs will be reimbursed. Unless the President-Elect steps down for any reason beforehand, the President-Elect will progress to President over a 2 year period.

- **Vice-President:** Presides at club and Board when both the President and President-Elect are absent, is a member of the executive committee, and performs other duties specified by the President or Board. Unless the Vice-President steps down for any reason beforehand, the Vice-President will progress to President-Elect then President over a 3 year period.
- **Secretary:** Keeps the general club records and will turn over all files, electronic records, and other club property to the incoming Secretary or President upon retirement from office. The Secretary is a member of the Board and the executive committee. Also may work with the Board and relevant committees as follows:
 - Maintain membership records for the club, with the district, and with RI.
 - Record club attendance and track make-ups.
 - Record and preserve Board meeting minutes.
 - Facilitate communications accessibility to the membership.
 - Send required reports to RI, e.g. semiannual (January 1st and July 1st) membership reports to the general secretary of RI each and notification of newly elected club officers.
 - Send monthly attendance percentages to District 5100.
 - Maintain the name badge list and ensure that members have their appropriate badges.
 - Perform other duties consistent with the office as specified by the President or Board.
- **Treasurer:** Has custody of all funds, with an accounting of such provided at Board meetings and annually to the club. Also a member of the Board and the executive committee. The Treasurer will also perform other duties consistent with the office as specified by the President or Board. This includes turning over to the incoming Treasurer or President all funds, books of accounts (including electronic records) as well as other club property upon retirement from office.
- **Sergeant-at-Arms:** Has responsibility for setting up regular meetings, making available member badges, levying fines during meetings, and collecting payment for lunches, dues, and other items delivered to the Treasurer. Also is a member of the executive committee and is eligible to be voted to the Board. The Sergeant-at-Arms will also perform other duties consistent with the office as specified by the President or Board.

Rotary District 5100



District 5100 encompasses the northern third of the state of Oregon and the very southwestern part of the state of Washington. The District is comprised of 75 clubs with approximately 4,000 Rotarians.

Club Finances

The finances of the club are handled by the Treasurer, with oversight by the Board. The Treasurer shall deposit all funds of the club in a bank named by the Board. A report on the year-to-date financial situation is presented at most monthly Board meetings and at least once a year to the general membership.

The Board will appoint a committee or person to:

- review the annual financial records of the club
- to report to the Board and to make any recommendations to the Board the committee or person feel appropriate following such review
- to prepare the required annual federal and Oregon filings

At its discretion, the Board may require officers having charge or control of funds to give bond for the safe custody of the funds of the club. If so required, the cost of the bonds to be borne by the club

Sources of revenue include member initiation fees, dues, donations, and various fund raising activities. As of April 1, 2015, the initiation fees are \$50 and the member dues are \$275 annually; payable in two semi-annual installments of \$137.50 on July 1 and January 1. The dues are comprised of ROTARIAN subscription fees for each member, RI per capita dues, district per capita dues, residual club expenses, and any other Rotary or district assessments.

In addition there is a \$15 charge for the weekly meeting lunch. The attendance charge without lunch is \$5. These fees defray the cost of the meals and miscellaneous meeting set-up expenses.

The funds raised for charitable giving and scholarship programs are deposited in the Hillsboro Rotary Foundation accounts. Moneys raised for a specific charitable purpose (such as the Leonard Gratteri Scholarship program, which is subject to matching grants from the Gratteri family) are to be separately accounted for within the Foundation. Funds raised for a specific, advertised purpose must be used for that purpose.

Funds raised to support club operations, including community projects, are deposited in the Hillsboro Rotary Club accounts.

Club Participation in Fundraising Activities

There is a strong expectation that club members will participate in fund raising efforts to maintain club operations and to support the club's charitable giving, scholarship programs, and community projects. The specific fundraisers and the programs supported can change over time. However, typical fundraisers include:

- The Annual Christmas Dinner Auction (a major fundraiser).
- One or more additional activities such as a Rose Sale or a Prize Raffle.
- Infrequent special requests for designated causes or projects.
- Weekly meeting fines.

Requests for Funding Support

Requests for funding support can be brought forth to the Board by any club member. The Board will evaluate requests on the basis of consistency with the principles of our club and the availability of funds.

Club Projects

The club supports a number of community projects to fulfill our commitments to Rotary's "Avenues of Service" based on membership interests and ability participate. Some projects are ongoing while others are a one-time activity. The Board will evaluate each proposal to undertake a project on its merits and relevance to the mission of the Hillsboro Rotary Club. Examples include:

- HILLSBORO ROTARY FOUNDATION LEONARD GRATTERI SCHOLARSHIP – Provides a number of scholarships to Hillsboro high school students who are pursuing higher education at local community colleges or trade schools. The dollar amount of the scholarships may vary based on scholarship demand and club finances.
- HILLSBORO 4th OF JULY PARADE – Presently the largest July 4th parade in western Oregon. This is a long standing commitment that involves the volunteer participation of the majority of club members plus friends and acquaintances. The intent is for the parade operation to be financially self-sufficient through the entry fees charged.
- HOME PLATE – Plan, shop and prepare dinner for homeless and at risk youth in Washington County 5 times a year.

- MEALS on WHEELS – Participate in annual fundraiser by handing out donation cards at a local supermarket in November.
- CHRISTMAS – Club participation in a charitable event benefitting children through Salvation Army. Past events have included a toy drive and filling Christmas stockings for children.
- ADOPT A PARK – This is a new, evolving program. It will entail park clean up and planting 3 – 4 times a year.
- MATCHING GRANT FOR GRAPHING CALCULATORS FOR LOCAL HIGH SCHOOLS – This was a one-time event in which the club applied for and was granted a matching \$1500 grant used to purchase graphing calculators for local high schools in order to help lower income students be able to take advanced level math classes.
- HOME FIX IT CORPS – Partnering with the Hillsboro Police Department to perform minor repairs to homes of elderly or handicapped, where safety is an issue. These include tasks such as replacing deadbolts and securing windows.
- BIKE FIX UP – Again partnering with HPD, abandoned bikes in disrepair are refurbished by club members. The bikes are then donated to underprivileged families.

Matching Grant Funding

Hillsboro Rotary is eligible to receive matching funds for both local community projects and international projects. Local projects can receive matching grant funding through Rotary District 5100, as long as the club has met the \$100 per capita contribution minimum on a yearly basis (i.e. Every Rotarian Every Year). An example: club \$1,000 + District \$1,000 = \$2,000 available for a project.

International projects require the same per capita support, with club funds also being matched at 50% by Rotary International. An example: club \$1,000 = District \$1,000 + TRF match \$500= \$2,500 for a project.

Contributions to the Rotary Foundation

Active members of Rotary clubs are expected to participate in annual charitable giving to the Rotary International Foundation. This program is called Every Rotarian Every Year (EREY). The desired contribution amount is a minimum of \$100 annually. The purpose is to sustain Rotary projects throughout the world. The specifics of giving and the choices of funds available is best discussed with the club Rotary Foundation chairperson.

Club membership

Rotary club members fall into two categories; active and honorary. The active members are adults of good character and good business, professional, and/or community reputation consistent with the principles of Rotary International.

Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and support of Rotary causes can be elected to honorary membership. In practice, the Hillsboro Club has bestowed honorary membership to persons who have distinguished themselves in the community specifically served by the club. The term of honorary membership shall be determined by the Board. In all respects, the rights and privileges of honorary membership are consistent with the principles and procedures of Rotary International.

A member can propose active membership to a transferring member of another club. However, the transferring member must both resign from his current club and go through the normal election process. A transferring member will be immediately eligible for a Blue Badge, but must subsequently attend a Hillsboro Club Fireside session.

Becoming a Club Member

There are essentially 8 steps to becoming a member of the Hillsboro Rotary Club:

1. Attend as a guest at one or more meetings or functions to assure personal compatibility with club activities, goals, and ethics.
2. If the candidate is still interested, submission to the Secretary of a membership proposal biographical form under the signature of the sponsor. This form is kept as confidential as possible.

3. Evaluation of the submitted information by the Membership Committee. The Membership Committee then confidentially passes on a recommendation for approval or disapproval to the Board of Directors.
4. If the Board of Directors approves the sponsor's proposal, a representative of the Membership Committee meets with the prospective member to assure that the candidate understands club expectations, including the personal financial implications. Should the candidate agree to proceed, he or she is asked to sign an agreement to authorize release of the candidate's name to the general membership.
5. Release the name of the prospective member to the general membership for comment. The existing members have 7 days to make an objection to the candidate's entrance to the club.
6. Should an objection be raised, submission by the Board of the name to the full club membership for vote on the matter at the next club meeting. If the vote is favorable, the candidate will become a member upon payment of the initiation fee and dues.
7. Should no objection be raised, the candidate is considered elected to membership upon payment of the initiation fee and dues.
8. Formal induction of the successful candidate is scheduled for a subsequent weekly meeting.

Member Attendance

A member is expected to:

- attend or make up at least 50% of club regular meetings or engage in club projects, other club events and activities for at least 12 hours in each half of the year, or a proportionate combination of both; or
- attend at least 30% of this club's regular meetings, or engage in club projects, other events and activities in each half of the year.

A member can receive credit for a missed meeting if, within fourteen (14) days before or after the regular time for a specific Hillsboro Club meeting, the member:

- attends at least 60% of the regular meeting of another club;
- attends another regular meeting of any Rotary organization as specified in the standard Rotary Club constitution, including conventions, conferences, and training assemblies;
- participates in a club service project or a club-sponsored community event or meeting;
- attends a Board meeting or service committee meeting to which the member is assigned;
- participates through a club website in an interactive activity requiring an average of 30 minutes of participation; or
- participates in other activities approved by the Board and consistent with the standard Rotary Club constitution.

If a member fails to attend as required, the member's membership may be subject to termination unless the Board consents to such non-attendance for good cause.

Unless otherwise excused by the Board for good reason (e.g. exigent professional or employment circumstances, medical issues, RI or District commitments, extenuating personal circumstances) each member who fails to attend or make up four consecutive regular meetings shall be informed by the Board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the Board, by a majority vote, may terminate the member's membership.

Members wishing to get credit for allowable alternatives to Hillsboro Club regular meeting attendance should use the form included as an addendum to this manual. The club secretary will have these forms available for members. These forms should be returned to the club secretary on a timely basis.

Leaves of Absence

Upon written application to the Board, setting forth good and sufficient cause, a leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. The leaves of absence process operates to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent, but excused.

Member Termination

Rotary club membership may be terminated for 3 reasons.

1. Failure to pay semi- annual or annual dues.
2. Failure to attend meetings, club projects or club events.
3. Conduct (personal or private) that discredits the club or Rotary International.

Termination Procedures

Once a club member has not paid dues, attended meetings & other functions or has committed an act of misconduct, the following procedures are to be taken.

- The member's status should be formally discussed at a club Board meeting.
- A simple majority of the club Board decides to terminate the member or not.
- The club president notifies the individual in person or in writing (return receipt requested) of the termination action.
- The member has 2 weeks to respond in writing as why this action should not be taken, or appear in person before the next Board meeting to state their case.
- Based on information, if provided, the Board votes to terminate or retain the member.
- The member is notified of either determination in person or in writing.
- The club secretary deletes the member from the club membership rolls (termination).
- A terminated member can reapply at some future date and will be reconsidered for membership at that time. However a member that was terminated for non-payment of dues must repay the amount in arrears before being accepted for membership.

Spouse and Family Involvement

The spouses and families of Hillsboro Rotary Club members are, either directly or indirectly, contributors to the service objectives of our club. In planning club activities, the impact on family members is a key consideration. When possible and appropriate, the club will include family members in those activities.

Annual Social Events

There are two Annual Social events that all members are expected to make every effort to attend:

- The Holiday Dinner Auction. This event is usually held on the first Friday of December. This is also a major fundraiser for the Club and all members are expected to support this effort financially and/or with auction donations.
- The Annual Awards Banquet. This event is usually held in June. The purpose of this function is both to celebrate the Club's local and international service and to honor individuals for their contributions to the Club.

Casual Social Events

Casual social events are planned by the social committee to build friendships and connections within the club and to permit fellow Rotarians to know each other on a more personal level. Under the auspices of the Social Committee, monthly activities are planned for the calendar year. Most of the social activities are intended for both the members and spouses, with some socials specifically targeted toward families.

Club Meeting Protocol

A "Greeter" and an "Alternate Greeter" are selected from the membership on a rotating alphabetical basis. The members are informed of their upcoming meeting responsibility are informed via email and The Nairator. If the selected members cannot fulfill their meeting responsibility, they must arrange for substitutes.

The "Door Prize" provider is also selected from the membership on a rotating alphabetical basis. The member with this responsibility must assure that a door prize is brought to the specified meeting. If the member does not fulfill their responsibility, they are required to reimburse the Club for the \$20 default prize.

Given that each club President will bring to the club meetings their own style and flavor, a typical meeting will include the following items, generally in this order:

- Meeting called to order Invocation
- Flag Salute Song
- Greeting Walk About
- Introduction of visiting Rotarians Introduction of visitors
- Correspondence and announcements from the President
- Brags and announcements from the members
- Fines
- Committee reports
- Student of the month
- Exchange Student updates
- Address or other program features
- Door prize
- Adjournment

Programs and Speakers for Club Meetings

Club weekly programs are integral to the success of the club, especially in terms of member retention.

Programs should be informative and varied by topic. Care should be taken to avoid repetitive similar themes and requests for club financial support. Local community programs and activities should be balanced by international events that can/could affect club membership.

Annual Meeting, Officer Elections, and Mid-Term Vacancies

The Club by-laws specify that the annual meeting for the election of officers and Directors must be held before December 31 of each year. As a policy, the Board will schedule that meeting for the second regular meeting in December if possible.

The by-laws specify the general nomination and election process. The nominees for office will be determined by the nominating committee, who normally convene no later than October 1 of each year. Those nominees shall be placed on a ballot in alphabetical order under each office. If the election results in a tie for a position, the person senior in membership in the Hillsboro Rotary Club shall be considered elected. The members elected in such balloting shall serve in their respective positions with their term commencing on the first day of July following the election.

Normally, the current Board will meet to elect the club Secretary, Treasurer, and Sergeant-at-Arms within a month of the annual meeting. If the appointed Secretary or Treasurer is already a Director, they lose none of the Director's privileges, but are not entitled to an extra vote.

Mid-term vacancies filled by Board appointment are for the remainder of the vacated term. Appointees are then eligible for election to a full-term.

Club Assemblies

Led by the club president, club assemblies are held 2 to 4 times a year, for the purposes of:

- Discussing goals for the coming year.
- Preparing for the District Governor's annual visit.
- Reviewing club progress towards annual goals and determine actions needed to meet them.
- Openly discussing topics concerning the club at large.

Visitors & Guests

Visiting Rotarians and members guests are welcome at our weekly meetings. Although the president has the discretion to waive fees, the usual weekly payments normally apply. However, the fees for guests are waived for guests that the host member identifies as a prospective Hillsboro club member.

The club secretary will maintain a log of weekly visitors and guests that contains sufficient information to permit follow-up communication by the president and membership chair.

Rotary Avenues of Service within the Club

We channel our commitment to service at home and abroad through five Avenues of Service, which are the Foundation of club activity. The club committee structure is the primary vehicle for pursuing the Avenues of Service.

- Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
- Vocational Service calls on every Rotarian to work with integrity and contribute their expertise to the problems and needs of society.
- Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.
- International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking partners abroad, and more.
- Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

Club Committees

All club committees fall within the Rotary Avenues of Service and the Club Organization Chart, although some committees address more than one service avenue. Each committee has a chair appointed by the Executive Committee. It is recommended that committee members be appointed to the same committee for 3 years to assure consistency. It is also suggested that the committee chair have experience as a committee member.

Club Service

- Finance Committee
The Finance Committee is responsible for ensuring the fiscal health of the club and preparing the financials and budget.
- Communications Committee
The Communications Committee services as the information hub for club members. Duties include keeping members abreast of club activities, managing the weekly door prize donor and greeters, maintains the website, manages Club Runner and serves as Club Runner support to the members, publishes the weekly newsletter “The Nairator” and is the main admin for social media such as Facebook and Twitter.
- Program Committee
The Program Committee selects and schedules the weekly club program and speakers.
- Social Committee
The Social Committee plans the monthly club social events, organizes visits to other clubs and other clubs social events as well as the annual Banquet in conjunction with the Awards Committee. The committee meets 2-3 times per year. The chair generates the reminders for the club, coordinates with the facilities where the events will occur and plans, and assigns for food and beverage responsibilities.
- Awards Committee
The Awards Committee receives the nominations and conducts the voting for the Leo Dal Santo Award and the Rotarian of the Year award. The committee meets 2-3 times per year and works in cooperation with the Social Committee in planning the annual Banquet.
- Historian
The Historian engages all club members to record the activities and photographs in order to record the history of the club.

PR/Communication

The PR and Communication Committee falls under the jurisdiction of the Executive Committee and is co-chaired by the Immediate Past President and the President Elect. All committee chairs are automatic members of the committee. The committee is tasked with managing the website, newsletter, social media and any paid media campaigns.

Membership

The Membership Committee is involved in recruiting new members and fostering activities for the benefit of current members.

International Service

The International Committee works selects and organizes international service projects, friendship exchanges and anything international in nature with the exception of Youth Exchange.

Community Service

The Community Service Committee selects and organizes a variety of activities that benefit the local community and involves all members of the club.

Fundraising

- Christmas Auction Committee
The Christmas Auction Committee plans the dinner and auction that raises funds for scholarships and other club programs. The event traditionally is held the first Friday of December. The committee members are responsible for procuring auction items and selling tickets to the event.
- Parade Committee
The 4th of July Parade is the club's signature event and fundraiser. The Committee meets 2 times per year for planning and organizing of the parade. All members of the club are expected to take part in the parade.
- Fundraising
The Fundraising Committee plans and organizes all non-event (Christmas Auction & Parade) fundraising programs. The committee comes up with ideas to present to the Board for fundraising. Example: In the past the committee has sold Roses.

Youth Service

- Exchange
The Exchange Committee is tasked with coordinating the clubs in-bound exchange student, finding host families, ensuring the success and health of the student and selecting the outbound exchange student.
- RYLA
The RYLA Committee oversees the club's efforts in youth leadership programs, at the club, district or multidistrict level. The focus of the committee is secondary school students, university students, and young adults.
- Scholarships
The Scholarship Committee reviews the applications, interviews students, selects the vocational scholarship recipients as well as assigning mentors to ensure the success of the students while they are in their secondary schooling.
- Interact
The Interact Committee is tasked with managing the Interact club(s) and their community service projects, training and learning about Rotary and international projects through local high schools.

International Projects

RI encourages clubs to develop and implement projects that will help improve and enrich the lives of people living in these developing countries. Some of the ways that is done is by looking for opportunities through other clubs or by members who travel to other countries and see a need that can be helped by partnering with a local Rotary club in that country.

The Hillsboro RC is active in partnering with other local clubs on their projects such as:

- Donated \$1,000 to Beaverton RC to send textbooks to Uganda that we helped to collect.
- Partnered with Beaverton RC to collect and send 40,000 lbs. of textbooks to the Philippines.
- Donated \$1,000 to Beaverton RC toward a Global Grant to provide seeds, plants and training to women in Uganda to grow better crops and foster self-sufficiency.

- Donated \$1,000 to Portland RC to help train community nurses and midwives in Fiji
- Donated \$1,000 in partnership with Lake Oswego RC to help build a stove plant in Guatemala. The plant will build affordable, cleaner burning, and safer cooking stoves..
- The Hillsboro RC has also completed a Matching Grant project to provide clean water to two villages in Peru on the Amazon River. This involved writing a Grant request and collecting funds from four clubs, with Hillsboro RC providing \$8,500. With matching money from The Rotary Foundation (TRF), a total of \$50,000 was raised to provide clean water to about 5,000 residents in two villages.

The plan is to develop projects that give club members more opportunity for travel and hands-on effort.

Widows of deceased members

Rotary is a family and families of Rotarians are important. Widows/widowers of club members are encouraged to attend club social events, club meetings for special programs and community service projects.

Rotary District 5100 Annual Training Assemblies

Open to all members of the club who are interested in learning more about Rotary. Committee Chairs are encouraged to attend. The training is usually held in April and the location within the district changes each year. The club pays for the registration fee to attend.

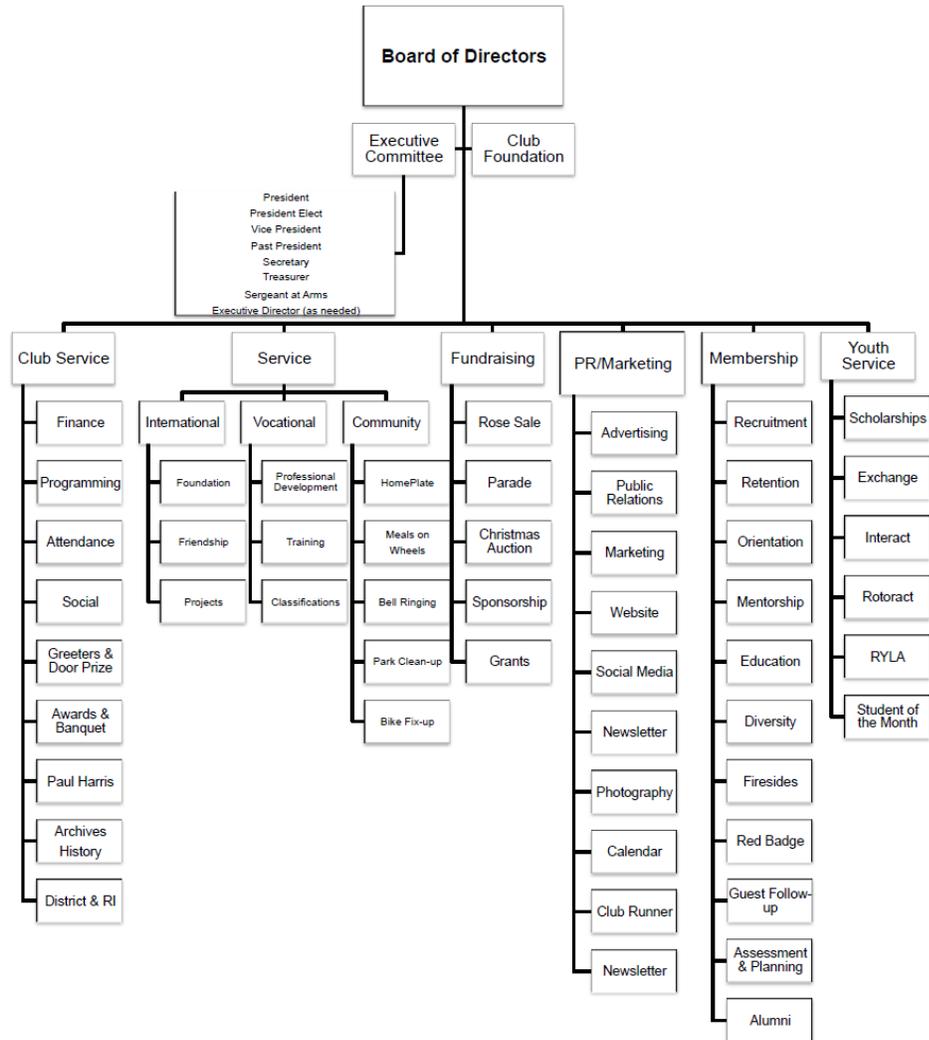
Rotary District 5100 Annual Conference

Open to all members of the club who are interested in learning more about Rotary. The training is usually held in May and the location within the district changes each year. The club pays the registration fees, but the member is responsible for all other costs associated with attending the conference.

President Elect Training Seminars

The club President Elect is required to attend Pre-Pets and PETS. Pre-Pets is traditionally held in early February in the Portland Metro Area. PETS is held in late February in Seattle. These are for the member only. The club pays for the costs associated with these required activities.

HILLSBORO ROTARY ORGANIZATION CHART



Hillsboro Rotary

Participation/Attendance Credit

Name: _____

Today's Date: _____

Date of Activity: _____

Work Project _____

Club Meeting (Not HRC) _____

Committee Meeting _____

Board Meeting _____

Social Function _____

Fireside _____

Other _____

**RI makeups must be within +/- 14 days

of a missed club meeting.