

## **Menomonie Sunrise Rotary Policies and Procedures**

**Policies and Procedures:** The policies and procedures of the Menomonie Sunrise Rotary Club shall be reviewed, modified, or eliminated as found necessary by the Board of Directors prior to the first Board meeting of each new year (July1) or as brought to the board. All policies and procedures shall be kept in a manual by the Secretary. The dates of creation or modification of all policies shall be recorded at the end of each policy.

12-14-96; 08-26-97; 03-08-16

**Leave of Absence:** A leave of absence would be granted upon written request for reasonable cause; once the leave of absence is granted the member will pay dues only and not be responsible for the cost of missed meals. 3-28-97

**Paul Harris fellowship:** The club will match up to \$500 per member, up to \$2,500 per year, toward Paul Harris awards. Priority will be given to members participating in 5-1 clubs. 7-16-03

**Banner Exchange:** A banner will be provided to any member visiting another club or for exchanges. 3-28-96

**Expenditures:** The Treasurer has the right to make discretionary expenditures up to \$500.00 a month without Board approval; in addition the Treasurer has the right to make normal and ordinary disbursements to Rotary International and other typical club distributions, including but not limited to the meals. 3-28-96

The Community Services Chairperson is allowed to disperse up to \$50 at a time for projects without needing to get approval for the expenditure. 1-14-97

**Expense Reimbursement Policy:** All club member reimbursement requests shall be sent to the Treasurer with receipts. The Treasurer may forward to the Board unusual or unexpected requests 12-10-03; 03-08-16

**Annual Budget:** An annual budget will be prepared prior to the July Board meeting by a committee comprised of the President, President-Elect, Treasurer, and one member selected by the President. 7-16-03

**New Members:** The President-Elect will be providing a sample kit of materials to be provided to new members, and will be responsible for following the New Member procedures. 3-28-96; 08-6-97; 03-08-16

Prior to making application for membership, prospective members may have up to three meals paid for by the club. 12-16-94; 08-26-97; 03-08-16

**Ceremonies:** Club Service Chairperson will be responsible for such ceremonies including but not limited to the induction of Paul Harris members, officer induction, new members induction and other appropriate ceremonies. 3-28-96; 08-26-97; 03-08-16

**Weekly raffle at meetings:** One half the proceeds from the weekly raffle are used for club socials and one half for raffle winners. 06-07-07

**Attendance:** It is the club's policy to expect and encourage at least 50% attendance by members. 3-28-96; 03-08-16

**Reimbursement for Travel and Meetings:**

**International Conference:** The club will reimburse meals and lodging for the President and President Elect at a sum set by the Board of Directors.

**District Conference:** The Club will pay for members to attend District Conferences as funds are available, as approved by the Board of Directors. 3-24-98; 2-17-97; 7-16-03; 5-17-06; 6-19-14

**PETS:** The club will pay 100% of the room and registration fees for the upcoming President and President-Elect to attend the annual PETS conference. 3-14-98

**Mileage:** Mileage will be reimbursed at the IRS Charity rate for Board approved activities outside Dunn County. 5-17-06

**Singing:** Singing shall not be part of the agenda at the present time. The other agenda items shall follow the proposed agenda outline from Rotary International. 1-6-95

**Prayer:** The Club will have "inspirational moments" rather than a religious prayer at each meeting. 1-6-95

**Board meetings:** Once a year, the meal at a Board meeting may be compliments of the Club, depending on club finances and approval by the Board of Directors. 10-21-97; 7-16-03; 03-08-16

**Guidelines for President-Elect:** Guidelines for selecting the President-Elect will include having held at least one directorship and currently a Board member. 05-05-99

**Donation Guidelines:** As of March 12, 2002. The Sunrise Rotary Club has approved a policy of one time giving. Individual requests for donations can be distributed throughout the year, but must be reviewed annually. Individual requests for donations can also be accepted more than once a year. 3-12-02

**Committees:** Each Rotarian is expected to be a member of a Club committee. Members are encouraged to volunteer for committee membership. New members and members who have not expressed a committee preference by July 1 will be assigned a committee by the President. 06-06-07

**Club Business by E-mail:** All club business, such as voting, proposing by-law changes, announcing candidates for office, and notifying membership of club activities may be done by e-mail; for those members who inform the Secretary that they do not use e-mail, the Secretary will phone or mail such information 6-19-14

**Procedures for welcoming and educating new members:** These procedures are intended to help organize the process by which new members are assimilated into the Club, recognizing that member retention is as important, if not more important, than recruitment.

1. The Present-Elect assumes the primary responsibility for new members. Mentors will be recruited to help the new members feel welcome, get acquainted with other members, and become active Rotarians.
2. President-Elect responsibilities:
  - Welcome prospective members
  - Introduce prospective member to a Mentor
  - Maintain a prospective member log
  - Distribute prospective member card to database and to the President
  - Conduct new member orientations at least quarterly: may participate as a substitute in the Chippewa Valley Clubs' orientation
  - Recruit and manage Mentors
  - Inform President when New Member is ready to be inducted
  - Prepare Membership certificate
3. Mentor responsibilities:
  - First visit
  - Get a membership card and give copies to the President-Elect
  - Give a business card or other contact information to the prospective member
  - Make a follow-up phone call
  - Second visit
  - Welcome prospective member
  - Introduce prospective member to Club members
  - Make a follow-up phone call
  - Third visit
  - Welcome the prospective member
  - Make introductions
  - Make a follow-up phone call
  - After induction
  - Attend new member orientation with the new member

- Accompany the new member to another Rotary Club meeting (noon, Chippewa Valley, or Eau Claire)
- Introduce the new member to his/her Committee Chairperson.

06-19-14

Original: 9/23/94

Revised: 12/16/94; 1/6/95; 3/28/96; 12/14/96; 1/14/97; 2/17/97; 8/26/97; 10/21/97; 3/28/98; 6/23/98; 11/03/98; 8/14/01; 3/12/02; 7/16/03; 12/10/03; 6/29/04; 5/17/06; 6/06/07; 6/19/14; 3/08/16; Edited, reformatted 08-30-18