

# **RCOB Policies**

## **ROTARY CLUB OF BELLINGHAM POLICY MANUAL**

*As reported to the Roster/Yearbook Committee as of June 10, 2006 in alphabetical order by Topic. Edited by the Committee as to numbering so that the contents are consistently numbered from topic to topic.*

### **ANNUAL MEETING**

The annual meeting will be held the 2nd Monday of December of each year to elect officers for the upcoming Rotary year, which meeting shall be held at the usual place and time.

### **BOARD OF DIRECTORS MEETINGS TIME AND PLACE**

The Rotary Club of Bellingham Board of Directors meetings for the Rotary year 2006-2007 will be held on the second Thursday of each month at 4:30 at the Dorothy Haggen building (Haggen Offices), 2211 Rimland Drive in the Barkley Village neighborhood, unless a change is made prior.

### **CONTRIBUTION/EXPENDITURE POLICIES**

Grant Types: The Rotary Club of Bellingham (RCOB) makes grants to projects and organizations in three ways:

(A) As part of a "Major Project", which has a special emphasis among members and in the Club's budget;

(B) As part of a specific committee's focus, such as the Scholarships and Awards, Vocational Service, or International Service Committees; and

(C) Through the Service Fund Committee procedure, which provides grants to specific projects and activities not otherwise covered by (A) and (B) above, most of which are proposed by RCOB Members.

### **DUES**

The Dues are billed on a Semi-Annual billing basis and mailed July 1st and January 1st of each year. The dues billed *per half year* are as follows, as of June 14, 2005: **\$130** used to operate the internal operations of the RCOB; **\$100** required, tax-deductible donation to the RCOBF; **\$50** optional, deductible donation to the Rotary International Foundation (TRF). A contribution of an additional \$5 per billing period is requested if the Member's semi-annual dues bill is paid by credit card.

### **ENTRANCE FEE**

The current Entrance Fee for new members is \$150.00. The RCOB matches \$50.00 and the new member will be established as a Paul Harris Sustaining Member with TRF.

### **ENVIRONMENTAL COMMITTEE RESPONSIBILITIES**

Yearly check the fish ladder that was built by the club to make sure that it is clean.

### **IMPORTANT DATES**

By-Laws Amendment Dates:

(a) If presented by less than twenty-five (25) Members: Submitted to Board three months prior to the Annual Meeting;

(b) If presented by petition of twenty-five (25) members, or by the Board of Directors: thirty (30) days prior to the Annual Meeting. The Executive Secretary will notify the Membership of the proposed Amendment at least 30 days prior to the Annual Meeting.

Nominating Committee Appointed Date:

The President shall appoint the Nominating Committee no later than October 15 of each year.

Nominations Presented Date:

The Nominating Committee shall present the slate of candidates to the Membership three weeks prior to the annual meeting.

## **INTERNAL VS. EXTERNAL FUNDRAISING**

The Board of Directors of the Rotary Club adopts the philosophy that fund raising is not limited to Internal Fundraising, but also includes External Fundraising. (Adopted by the Board 7/11/02)

## **MEMBER CONTRIBUTIONS & FUNDRAISING, LIMITS & USES**

(A) The Charitable Assessment collected from Members will be used to fund the Service Fund Committee and other charitable expenditures that are eligible for tax-exempt treatment, and will be distributed through the Rotary Club of Bellingham Foundation (RCOBF). Non-tax-exempt contributions will be funded from the "Internal" portion of the dues and/or from fines and other miscellaneous income.

(B) Other fundraising from members will be limited to the explicit "Major Project(s)" undertaken by the Club each year.

## **MEMBERSHIP LIMITS**

Single institutions or organizations will not be represented by more than five percent (5%) of the Club's Members, and broad categories of classifications (i.e., "Law") will not be represented by over 10% of the membership. Retired Members do not count toward these percentages. As of 2/12/2004 the category counts were Banks 8, Law 12, Education 10, Accounting 5, Architecture 9, Government 3, non-profit 10, construction 7, and health 21. One or more of these classifications (i.e., health) may be divided by the Membership/Classification Committee. (Adopted 2/12/2004)

## **MEMORIALS**

The RCOB will contribute \$100.00 to the RCOBF permanent fund in memory of any Rotarian or spouse who dies, and the surviving family shall be notified appropriately that such memorial has been made.

## **MEMBERSHIP AND CLASSIFICATION PROCEDURES**

*Adopted by the Board December 8, 2005*

Every Rotarian has the right and duty to seek qualified members. In this way, all members can help our club achieve full representation of the business and professional life of the community.

Rotary was founded on the principle that leaders from various vocations best representing the business community form a club. The diversity of self-reliant personalities is an essential basis of a dynamic and interesting club.

Rotary membership is by invitation. When considering people for membership, emphasis should be on quality. Quality members will be those who are open-minded, honest, generous with leadership qualities, who are prepared to share their professional knowledge and abilities with others, and who wish to belong to Rotary in order to serve others. Membership development is first and foremost a search for the right people and not for people with the right classification.

### **Section I: The Classification and Membership Committee**

***Committee Composition*** – The Classification and Membership Committee will be composed of seven members, including the chairperson, all appointed by the President.

***Committee Member Terms*** – Members serve a maximum of three years, with staggered terms, so that one-third of the members is replaced each year. Having holdover members will provide continuity and familiarity with the processes.

***Chairperson*** – The chairperson should have served as a member of the committee for at least one year before being named chairperson. If none of the existing members wishes to be appointed chairperson, a member who has had experience on the committee will be appointed.

***Responsibilities*** – In addition to the responsibilities outlined below, the Classification and Membership Committee will:

- A. At least annually at a club assembly, review the membership process for all members.
- B. Make information regarding the RI and RCOB websites available to all members wishing to propose someone for membership.

## Section II: Membership Types and Qualifications

There are two kinds of membership, namely: Active and Honorary.

### **A. Active Membership**

A person possessing the qualifications set forth in *Article V, Section 2* of the Rotary International Constitution may be elected to active membership in this club. Those qualifications are:

*“A club shall be composed of active members who are adult persons of good character and good business and professional reputation: (1) Engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession, OR (2) Hold an important position in any worthy and recognized business or profession or any branch or agency thereof and have executive capacity with discretionary authority, OR (3) Having retired from any position listed in 1 or 2 above.*

*“And*

*“Having their places of business or residence located in the locality of the club or the surrounding area.*

*“Each club shall have a well-balanced membership in which no one business or profession predominates.*

*“The club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10% of the club's active membership.*

The Rotary Club of Bellingham also enacted a policy on February 12, 2004 as follows:

*“Single institutions or organizations will not be represented by more than five percent (5%) of the Club's Members and broad categories of classifications (e.g. “Law”) will not be represented by over 10% of the membership. Members who are retired shall not be included in the total number of members from a classification. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.”*

The RI Constitution goes on to say:

*“In addition, all candidates:*

*“Must demonstrate high standards of past conduct.*

*“Must not be a member of another service club (including another Rotary Club).*

*“Should have lived, or have their place of employment, within the territorial limits of the Club for a period of time sufficient to demonstrate active involvement in the community.*

*“NOTE – Holders of public office: Persons elected or appointed to public office for a specified time are not eligible for active membership under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.*

### **“B. Honorary Membership**

*“1. Eligibility – Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the Board. Persons may hold honorary membership in more than one club.*

*“2. Rights and privileges – Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such*

*members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.*

*“NOTE: Honorary membership is the highest distinction that a club may bestow and should be conferred only in exceptional cases. Active members in good standing may submit proposals for honorary membership in writing to the Executive Secretary who will forward the proposal to the Board for consideration and action.*

### **Section III: Membership Proposal and Approval Process**

The proceedings and deliberations of the Classification and Membership Committee shall be held in strict confidence. The Committee members and other club members must be permitted to engage in frank discussions about potential members because such discussions are important to RCOB's continuing success. The Committee requires its members, as well as others participating in the process, to keep the nature and substance of its deliberations in confidence.

The membership proposal and approval process for active membership follows:

#### **A. Proposing a candidate for membership**

- (1) A minimum of two active members in good standing is required to propose a new member. At least one of the proposing members shall have been a member of the RCOB for a minimum of two years. This period allows the members to become familiar with Rotary objectives, RCOB procedures and culture and to have experience on committees.
- (2) Members wanting to propose a candidate for membership will:
  - (a) First, meet with the Chairperson of the Classification and Membership Committee BEFORE a proposed member is contacted. This will insure the proposers understand the membership process. Also, the chairperson can review (i) the candidate's status and role within his/her organization or company to determine whether he/she meets RCOB's requirements; (ii) the club's overall demographics to insure that the club remains well balanced per RCOB and RI guidelines; (iii) the candidate's lack of membership in another service organization.
  - (b) Then, bring the prospective new member to at least three RCOB meetings and introduce the individual to the club membership as a guest, not as a prospective member.
- (3) Following completion of the above, if proposers decide to formally propose a candidate, the proposers first need to convey to their candidate the attendance requirements, time commitments and minimum financial obligations to the club and RI. While the right person vs. the right classification is important, ultimately the candidate's ability to meet the initiation fee, dues, charity assessment and miscellaneous expenses is an important consideration before accepting membership in the club; and most importantly the candidate's understanding that the object of Rotary is to serve – the club, the community, and the world at large.
- (4) If the candidate understands the membership obligations and is willing to commit to the service, attendance, time and minimum financial obligations and if the proposers wish to continue the process to propose the candidate for membership, the proposers will formally propose the candidate using the regular proposal form in use at the time. Proposal forms must be signed by both proposers, and the candidate who, by signing the application, acknowledges and authorizes discussions about his or her suitability for membership. Also, the candidate's signature authorizes the club to publish the candidate's name in *The Tattler* in the event the C&M Committee recommends the candidate to the board of directors for membership. The completed application will be submitted, in confidence, to the Executive Secretary, who shall deliver the form to the chairperson of the C&M Committee.
- (5) Proposers of a new member should monitor the status of their proposal. They may check the progress with the club's Executive Secretary who maintains a checklist on each nominee.

#### **B. Classification & Membership Committee Actions**

1. After the proposers formally propose the candidate, using the club's member proposal form, the committee will review the proposal.

- (a) The committee members shall carefully consider the prospective member's suitability for membership including his or her character, business and professional standing, and the qualifications stated in "Active Membership" above.
  - (b) The Committee members will attempt to confirm information provided in the proposal form and may contact members within the same classification, or other members to provide information useful in its evaluation.
  - (c) The Committee chairperson may invite the proposers to appear at the Committee meeting to answer any questions that may arise. The proposers should not contact individual Committee members during this process.
  - (d) The proposers may request to appear before the C&M Committee to support their candidate before the committee votes on the candidate.
2. The Committee members shall approve or reject a membership proposal through a majority vote.
- (a) The Committee Chairperson shall forward any recommendation for membership to the Club President for action as outlined below.
  - (b) The Committee Chairperson will inform the proposers of any negative decision through a simple letter announcing the Committee's decision.
  - (c) There is no appeal process from the Committee's decision.

**C. Following Committee Approval**

Membership proposals favorably passed upon by the committee shall be forwarded as follows:

- 1. The recommendation for membership will be forwarded to the Board for action. The Board shall consider and approve or disapprove the recommendation of the committee and shall then notify the proposers of its decision through the Executive Secretary.
- 2. If the membership proposal is approved by the Board:
  - (a) A representative of the committee and the proposers will meet with the proposed member to determine if he/she wishes to join and confirm the prospective member understands the privileges and responsibilities of Rotary.
  - (b) The name of the candidate, classification and occupation will be published in *The Tattler*.
- (3) If there are no objections from the membership after two weeks following the publication date, the new member will be inducted.

**D. Review Process, if Written Objection is Received**

The review process if a member objects to the decisions made according to this procedure shall be as follows:

- 1. A member may object by communicating in writing directly to the president within the two weeks following publication of the candidate's name in *The Tattler*. The communication should simply state, "I object to (candidate's name)" without stating any reasons. It should be signed and sent directly to the president.
- 2. The president will contact the objector to determine the reasons for the objection. If the president concludes there is no merit to the objection then the objector will be informed and the candidate will be inducted.
- 3. If the president determines the objection should be investigated, the president will refer the specifics of the objection to the C&M Committee for investigation. The president shall not reveal the name of the objector to the committee unless the objector waives the right to confidentiality.
- 4. The committee members will conduct an investigation of the objection and ultimately, but expeditiously, make a recommendation to the president on the candidate's membership. If the committee recommends approval of the candidate, it will go forward as though no objection(s) had been made. If the committee recommends against membership, the president is informed by the C&M chairperson, and the president reports to the board with the C&M's recommendation.

5. Board Action – At the next board meeting following completion of the review process, the Board may vote to accept or reject the C&M recommendation. The Board’s decision is final.

The rules in Section 1 of this policy, “Classification and Memberships Committee Responsibilities” above shall apply.

### **NOMINATING COMMITTEE DUTIES AND RESPONSIBILITIES**

*As adopted by the Board of Directors May 5, 2005*

The duties of the Nominating Committee as defined in the Rotary Club of Bellingham are further defined as follows:

(A) Refine criteria for leadership positions, including but not limited to the criteria of length of club service, personality, public speaking skills, leadership positions and or education etc.

(B) Define a timeline for the leadership nomination procedure.

(C) Educate the club as to the above criteria and timeline. Part of the education process should be undertaken each year during the month prior to the opening of nominations for officers and directors, and should encourage the membership to take part in the nominating process.

(D) Develop and publicize to the membership opportunities and requirements for Leadership positions within the club as well as leadership education opportunities.

(E) Maintain on-going communication with the club.

### **REGULAR MEETING TIME AND PLACE**

The Rotary Club of Bellingham meets each Monday at 12:15 p.m. excluding holidays and other dates as designated annually in advance of each Rotary year by the Board of Directors. The location of the meetings is at Northwood Hall, 3240 Northwest Ave., Bellingham, Washington 98225 (360-671-8311).

### **ROSTER/YEARBOOK DISTRIBUTION**

The Club’s annual Roster/Yearbook will be distributed in loose-leaf-insert format annually. Members will each be issued one (1) binder at the time of the first annual distribution of a Roster to a Member. Members will be charged \$6 for additional or lost binders. A condensed Roster/Yearbook, pocket size, will also be distributed.

### **SERVICE FUND COMMITTEE (SFC) GUIDELINES & POLICIES**

(A) Committee Members: The SFC is chaired by the President-Elect, and committee members serve staggered, three-year terms. [See page 5-ed]

(B) Committee Responsibilities: (a) Receive all routine smaller donation requests that are sent to the Club; (b) Make recommendations to the Board to approve grants of specific amounts or decline to make a donation based upon the annual budget and committee guidelines.

(C) Grant Parameters: Usually the SFC will limit grants to a maximum of \$1,000. The funds will go to support local community needs. Typically each grant requires a Rotarian to be a liaison between the Rotary Club of Bellingham and the grantees. Requests are evaluated on their own merits each year.

(D) How A Grant Is Requested: Each grant application must be sponsored by a member of the Rotary Club of Bellingham who is not a paid employee of the requesting organization. The project should be part of an IRS-recognized not-for-profit organization’s program, but not necessarily limited to one. Only one request for a grant may be made by any one member in a Rotary year. Applications should be in the form of a one-page letter signed by a member of the Rotary Club of Bellingham, giving the full name of the organization, a single sentence covering the organization’s mission statement, the amount and purpose of the request, the relationship of the member with the organization and extent of involvement (including other members’ participation too) and name/phone number of a contact person at the organization.

(E) How A Grant Is Presented And Reviewed: The member/requester should give the application to the chairperson of the Service Fund Committee who will then call a meeting of the SFC so the member/requester can attend and present the application in person. If the SFC endorses the request,

the SFC then presents the endorsed request to the Board of Directors of the Rotary Club of Bellingham for approval. If approved, checks are issued by the Rotary Club of Bellingham or the Rotary Club of Bellingham Foundation as appropriate. If fund limitations preclude granting all fund requests, the SFC will give priority to projects that most comply with the current year's objectives of the Rotary Club of Bellingham.

(F) Questions And/Or Comments: Please direct questions or comments to the SFC chairperson.

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