

SIGNIFICANT DATES AND DEADLINES FOR CLUB OPERATIONS

2nd Tuesday of each month	Board of Directors meetings
By May 15th	President submits criteria to the club for Rotarian of the Year nominations
By June 1st	All ballots for the Rotarian of the Year must be returned to the club president
End of October	Selection of the nominating committee members for the officers & directors election
Last meeting in November	Club members may notify the nominating committee chairperson of their own interest in running for any available board position
Last meeting in November	Nominating committee finalizes the ballot for the election
2nd regular meeting in December	Annual meeting for the election of officers & directors
By 1 week after the election	New elected board meets and selects a club member to be Sergeant-at-Arms
Before the end of December	Secretary & President insures that election results are submitted to District and RI officials
1 week prior to the June Board Meeting	A copy of the proposed budget must be emailed to all board directors
June Board Meeting	The budget is discussed, changed if needed and approved

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Approved by the Board of Directors on 10/8/2013

SECTION 1 - INTRODUCTION

1-1 Preamble

This Manual of Policies and Procedures is presented as a guide for the manner in which the Rotary Club of Green Valley (Henderson), NV, will function and to provide policies by which the club will operate.

The purpose of this 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 also those charged with the responsibility to administer the policies, to be familiar with the practices currently in force, regardless of the initial dates of their adoption.

Nothing in this manual is intended to take precedence over the Constitution and Bylaws of Rotary International or the procedures of RI as contained in the latest edition of the Manual of Procedure (MOP). In the event of any conflict between the provisions of this manual and the governing documents of RI, the governing documents of RI will prevail.

This manual is not intended to be all-inclusive or a stand-alone document but rather, is intended to be implemented in conjunction with all RI procedures and policies and with the Constitution and Bylaws of the Rotary Club of Green Valley.

1-2 Amendments

A policy or procedure of the Rotary Club of Green Valley may be adopted or amended at any regular meeting, or at a special meeting called for the purpose of amending this Manual of Policies and Procedures, or at any meeting of the Board of Directors of the Rotary Club of Green Valley, a quorum being present, by a majority vote of all members present and voting.

This manual will be updated after any meeting at which either board or club action results in the creation of a new rule or policy, or an amendment to an existing one. The current manual will be posted on the club's website.

The president and club secretary together may make style and grammatical corrections without a vote of the board.

1-3 Policy and Procedure Review

The Board of Directors of the Rotary Club of Green Valley shall review the Manual of Policies and Procedures annually at the July board meeting. At least one week prior to the board meeting, the Club President shall remind all board members to review all of the currently enacted policies and procedures.

At the July board meeting, the President shall provide an opportunity for any member to comment on, or discuss, any existing policy or procedure. After any discussion, a voice vote, by a majority of all members present and voting, a quorum being present, will suffice for continuing the policy in effect, or for amending or deleting the policy.

1-4 Mission Statement

The Rotary Club of Green Valley's mission is to serve our community locally as well as internationally. We strive to make a difference for those less fortunate than ourselves, with a special emphasis on the youth who will be tomorrow's leaders.

1-5 Parliamentary Procedure

The rules contained in *Robert's Rules of Order*, as revised, shall govern all actions and procedural questions arising at meetings of the Board of Directors, when they are applicable and when they are not inconsistent with the Constitution, Bylaws or other policies and procedures of the Rotary Club of Green Valley.

SECTION 2 - CLUB ADMINISTRATION

2-1 Election of Board of Directors

The Rotary Club of Green Valley is committed to providing quality leadership to the club through the guidance of the Board of Directors. As provided in the club Constitution and Bylaws, the Board of Directors shall be the official governing body of the club.

Elections for positions on the Board of Directors shall be held annually as provided in accordance with Article 3, Section 1, of the Bylaws of the Rotary Club of Green Valley.

2-2 Qualifications for Board Positions

Any member of the club who desires a position on the Board of Directors must meet the minimum qualifications for that position, prior to having their name placed into nomination for election to the board. Qualifications for board positions are as follows:

President / President-Elect

1. A nominee for the position of President-Elect must be a member in good standing of the club.
2. The nominee shall have served on the Board of Directors for a minimum of one year. Such service does not have to be consecutive with the nomination for the office of President-Elect. However, before assuming the office of President, the President-Elect shall have served on the board for the immediately preceding year.
3. Before assuming the office of President, the President-Elect must attend the President Elect Training Seminar (PETS).
4. The nominee should also:
 - a. Have the ability to assume leadership of the club
 - b. Possess sufficient time and be prepared to give the effort necessary to lead and carry out the work of the club;
 - c. Have a working knowledge of the club's Constitution and Bylaws.

Secretary

1. A nominee for the position of Secretary must be a member in good standing of the club.
2. The nominee shall agree to keep and report the records of the club, in accordance with Article 4, Section 4, of the Bylaws of the Rotary Club of Green Valley.

Treasurer

1. A nominee for the position of Treasurer must be a member in good standing of the club.
2. The nominee shall agree to keep and report the financial records of the club, in accordance with Article 4, Section 5, of the Bylaws of the Rotary Club of Green Valley.

Director

1. A nominee for the position of Director must be a member in good standing of the club.
2. The nominee shall agree to actively participate as a member of the board.

In accordance with the definitions set forth in both the Constitution and the Bylaws of the Rotary Club of Green Valley, a member in good standing shall be defined as an adult person of good character and good business, professional and/or good reputation; one who follows the principles of the Four-Way Test by conducting themselves and their business in accordance with Rotary's principles; a person who adheres to the high ethical standards that one should hold as a Rotary club member; and who has met the attendance standard and is current on Rotary dues and payments.

Pursuant to Article 7, Section 6 of the Constitution of the Rotary Club of Green Valley, no Honorary Member shall be eligible to hold any office in this club.

2-3 Nominations for Board of Directors Positions

In accordance with Article 3, Section 1 of the Bylaws of the Rotary Club of Green Valley, the club does hereby establish the manner for appointing a nominating committee for election to the Board of Directors.

The nominating committee for each annual election for the Board of Directors shall consist of four (4) active members of the club. Both the currently serving President of the Club and the President-Elect for the upcoming Rotary year, shall be members of the nominating committee. Two (2) additional active members of the club shall be selected by the President of the club.

The nominating committee shall be selected no later than the end of October of each year, to begin the selection process for candidates for the upcoming election of officers. The committee will review the qualifications for each position and contact potential candidates to determine their willingness and ability to serve.

Beginning with the first regular club meeting in November, and pursuant to Article 3, Section 1 of the Bylaws of the Rotary Club of Green Valley, the presiding officer shall ensure that adequate announcement of the upcoming election is distributed, so that all members of the club are notified. This can be accomplished by verbal announcements at the weekly

meetings, electronic communication to the membership, or through other technology as provided in Article 18 of the Rotary Club of Green Valley Constitution.

The nominating committee shall meet, as necessary, to prepare a slate of candidates. In addition to any candidates selected by the nominating committee, all members of the club in good standing (except honorary members), may at any time, prior to the last regular meeting in November, provide notice of their own interest in nomination for any available board position. The names of any and all such candidates shall be added to the slate of candidates, provided they meet the qualifications for that position.

The nominating committee will prepare and present, not later than the last regular meeting in November, a slate of nominees for the positions of President-Elect, Vice-President, Secretary, Treasurer, and no less than two (2) and no more than six (6) Directors. The nominations duly made will be placed on a ballot in alphabetical order under each office. Prior to finalizing the ballot, the presiding officer shall provide one final opportunity for nominations from the floor to be included. Pursuant to Article 5, Section 1 of the Bylaws of the Rotary Club of Green Valley, an annual meeting of the club shall be held on the second regular meeting in December, in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

The election shall be conducted by written vote by all of the members present at that meeting. The candidate for President-Elect, Vice President, Secretary, and Treasurer receiving a plurality of the votes shall each be declared elected to their respective office. The candidates for position of Director receiving the plurality of the votes shall be declared elected as Directors.

The election may be by acclamation, if all of the positions are uncontested.

The club Secretary and President shall insure that officer election results are reported to District 5300 officials and to Rotary International prior to the end of the calendar year.

2-4 Annual Budget

In accordance with Article 12, Section 1 of the Bylaws of the Rotary Club of Green Valley, prior to the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and expenditures for the year, which having been agreed to by the board shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

Pursuant to the guidelines established in the Rotary International Club Leadership Plan, the President-Elect will be the person primarily responsible for developing a budget for use during his or her year as club President. The President-Elect should work in close cooperation with the current club Treasurer while preparing the budget for the upcoming year. Before creating the budget, the President-Elect and the Treasurer should review the club's financial history to determine the likely sources of income and areas of expense, and also meet with incoming officers to discuss their plans for the year.

The President-Elect shall have the proposed budget fully prepared prior to the June Board of Directors meeting. All members of the Board should be presented a copy of the proposed budget at least one week prior to that meeting.

At the June Board of Directors meeting, the President-Elect shall present the proposed budget for approval by the board. Discussion, including proposed amendments and changes may be presented at this time by any member of the board, or by any other member of the club. Individual budget items under discussion shall then be voted on for approval by the board. Once those individual budget items have been approved, the Board of Directors shall vote to approve the entire budget for the upcoming fiscal year.

2-5 Collection of Dues and Assessments

In accordance with Article 6, Section 2 of the Bylaws of the Rotary Club of Green Valley, membership dues shall be payable quarterly, by the first day of each quarter of the Rotary year. The treasurer shall distribute a quarterly invoice to each member approximately 30 days prior to the beginning of the quarter indicating the amount due for the upcoming three months. (i.e.: July dues will be invoiced approximately June 1 and will be due by July 1).

2-6 Collection of Past Due Billing

In accordance with Article 6, Section 2 of the Bylaws of the Rotary Club of Green Valley, membership dues shall be payable quarterly, by the first day of each quarter of the Rotary year. If a member has not paid their quarterly dues in a timely manner, the following procedure shall be followed:

When a member has not paid their bill in full within 30 days of the due date of the bill, the Treasurer will send the member a Past Due notice along with a copy of the bill.

When a member has not paid within 45 days of the due date on the bill, the Treasurer, or their designee, will call the member and ask for payment.

When a member has not paid within 60 days of the due date on the bill, the Treasurer will send the member a "return - receipt requested" letter stating that full payment must be received within 15 days of the letter, or membership shall be suspended. Such suspension shall be automatic and will not require action by the Board of Directors.

In accordance with this policy, membership shall be suspended 75 days after the original due date for quarterly dues, if a member's dues and assessments are still unpaid at that time. That member shall be notified by the Secretary that the member has been suspended due to non-payment of dues, and the member shall be advised that the suspension may be appealed.

Every situation will be reviewed on a case-by-case basis to determine if any extenuating circumstances exist which would allow a temporary extension for payment. If not approved for extension, a member shall have his/her membership terminated. The Secretary shall notify these individuals that their Rotary membership has been terminated. The Board of Directors shall review each suspension resulting from delinquent dues payments at the next regularly scheduled board meeting after such suspension occurs.

Rotarians wishing to request reinstatement to the club shall be required to request reinstatement in writing, (accompanied by full payment of all delinquent dues and assessments). The Board of Directors shall consider reinstatement at the next regularly scheduled board meeting after such request is received. The terminated member will be advised, in writing, about the decision of the board concerning reinstatement.

Members are responsible for any and all assessments and bills due at the time of their separation from the club, whether such separation is voluntary or by termination. The Board reserves the right to pursue collection action against any person who leaves the club owning any unpaid monies.

2-7 Board Members Shall be Members in Good Standing

Service on the Board of Directors of the Rotary Club of Green Valley carries with it a certain responsibility of duty to the club and requirements for those holding office.

In accordance with this expected level of responsibility, all members of the Board of Directors must remain "members in good standing" within the club, as defined in Section 2-2 of the Manual of Policy and Procedures.

A member of the Board of Directors who is delinquent on payment of dues by 60 days or more, as set forth in Section 2 - 5 of this Manual of Policy and Procedure, shall be suspended from service on the Board of Directors. Such suspension shall be in addition to any other sanctions that may be imposed by club policy. A board member who has been removed from service shall not be eligible to participate in any board action until dues have been paid in full.

If a member of the Board of Directors is suspended from service on the Board for delinquency in payment of dues, that member will be returned to service on the Board once dues are current.

2-8 Billing for "No-Shows" at Registered Club Events

If a member registers for any club event (training session, social event, etc.) and the member fails to attend that event, the member shall be charged the full amount of any expense incurred by the club.

If a member registers for and pre-pays for any club event, no refund shall be provided if that member fails to attend the event. A refund may be given if the member provides a timely notice of the inability to attend and no expense has already been incurred by the club for the expected attendance.

If a cost for an event is announced by the club, (e.g. members paying to cover the cost of the annual debunking party), and a member signs up and agrees to attend, said member shall be expected to pay the registration fee. This payment shall be made even if the member fails to attend the event. Members will not be charged after signing up for an event, if they provide a timely notice of their inability to attend and if no expense has already been incurred by the club for the expected attendance.

Disputes concerning payments, refunds or cancellations shall be handled on a case-by-case basis, by the Board of Directors. If such dispute involves a member of the Board, the individual involved must be recused from any decision regarding that dispute.

SECTION 3 - CLUB MEETINGS

3-1 Schedule of Meetings

Regular Club Meetings - Pursuant to Article 5, Section 2 of the Bylaws of the Rotary Club of Green Valley, regular club meetings shall be held each Thursday beginning at 7:00 a.m. excluding holidays or other dates as may be designated by Article 6, Section 1 (c) of the Constitution of the Rotary Club of Green Valley. Meetings shall be held in the regular meeting venue, unless adequate notice of a change of location is provided to the membership.

Annual Meeting - The annual meeting of the Rotary Club of Green Valley will be held the 2nd Thursday of December of each year. A portion of that meeting shall be devoted to the election of officers and directors to serve for the ensuing Rotary year. This meeting shall be held at the usual place and time.

Board of Directors Meetings - The Rotary Club of Green Valley Board of Directors meetings shall be held once a month. Notice shall be given to each member of the club in a timely manner as to the location and time of the board meeting.

3-2 Host Manager

The position of Host Manager for the Rotary Club of Green Valley has been created to provide a regular and consistent method for welcoming and greeting both our members and our guests as they arrive at regular club meetings. The Host Manager is an appointed position, selected by the current club president with approval of the Board of Directors. In addition to serving as Host Manager, the Host Manager will also be included as a member of the Membership Committee.

The Host Manager shall be responsible for providing a warm welcome and greeting to all those attending our regular weekly club meetings. The Host Manager shall ensure that a registration table is set up near the front entry to the meeting room. This registration table should be set up and staffed at least 15 minutes prior to the start of every regular meeting.

The Host Manager should be present at the registration table whenever possible. The table may also be staffed by any other members of the club as requested by the Host Manager. Newer Rotarians are expected to work at the registration table for a minimum of three weeks as one of the requirements for earning their "Blue Badge."

Set up for the registration table should include, but not be limited to the following:

- Badge Box - containing all current club members' name badges
- Weekly sign-in sheet
- Guest and visitor sign-in sheet
- Visiting Rotarians' name tags
- Visiting Rotarians' make-up slips
- Non-Rotarian guest name tags
- Copies of past club newsletters
- Green Valley Rotary membership brochures
- Raffle tickets for weekly drawing

Club members should be greeted by name and welcomed to the meeting. Members should be sure to check in at the greeters table (so that attendance records remain accurate) and obtain their name badge.

All visitors and guests should be asked to fill out the sign-in sheet. When signing in, guests should indicate which Rotarian invited them to our club. Visiting Rotarians should be given a Rotary name tag and a Make-Up slip, if desired. Non-Rotarian guests should be given a standard name tag. Visitors will be encouraged to take a copy of one of our recent club newsletters. Those guests or visitors who are contemplating membership with our club should also be given one of our club brochures.

3-3 Introduction of Guests and Visitors (Visitor Host)

One person (typically the Membership Chair) shall be assigned the responsibility of becoming the Visitor Host at every meeting. That Visitor Host has two jobs: getting the Visitor Log completed and introducing the visitors.

The Visitor Host will ensure that the visitor's name is right, with correct pronunciation. The Visitor Host should determine any Rotary affiliation and/or office held by the guest. The Visitor Host should also ascertain the purpose or the visit (social, contemplating membership, visiting Rotarian, etc.).

The Visitor Host should walk around to each visitor at the different tables when making formal introductions at the meeting and make sure that each visitor is introduced properly and acknowledged by the members of the club.

Our goal is to make each individual visitor to our club feel welcome and comfortable when visiting our club. EVERY club member shares the burden and responsibility of ensuring that our visitors are made to feel welcomed.

Each of our members at a meeting should be alert to the presence of visitors and if the visitor is not "being tended to," approach and greet that visitor and begin the welcoming process. If each member is aware of the need to care for visitors, our goal of making visitors feel welcome should be easily accomplished.

Membership in the Rotary Club of Green Valley is always a consideration. Interests in Rotary and in our club can, and should, be explored by any member with a visitor as the circumstances suggest. This information should also be passed along to someone on the Membership Committee for immediate follow-up.

3-4 Raffle Ticket Sales

As a fun way to help raise money for the operating expenses of the Rotary Club of Green Valley, a weekly 50 / 50 raffle will be conducted each week. The raffle will be conducted in the following manner:

Any member or visitor to a meeting of the club may purchase raffle tickets for the drawing. However, any club member on a Leave of Absence will not be allowed to purchase raffle tickets until they have paid the meeting charge for that day.

Tickets will be sold at the following rate: \$1 = 1 ticket \$2 = 4 tickets \$5 = 10 tickets

Near the end of the regular meeting the Treasurer or designee shall conduct the weekly raffle. An unbiased person (i.e.: someone who is not holding a ticket for that week's drawing) shall be asked to pull one ticket from the sold ticket stubs. The person holding the matching half of the selected ticket will have the opportunity to draw a card from the active deck of playing cards.

The deck of cards used for the raffle shall be a standard deck of playing cards with all 52 cards and two Jokers. Each week, the person holding the winning ticket will be given the opportunity to draw a single card from the deck. That person will then be awarded their winnings based on the value of the card selected. Drawing one of the 52 regular cards shall result in a payout equal to the value of that card. (i.e.: an ace shall pay \$1, a deuce shall pay, \$2, etc.) All face cards shall pay the holder \$10.

After the value of the card has been verified, that card shall be torn up and the deck will be one card smaller for the following week's drawing. This procedure shall continue until both Jokers have been removed from the deck. Once the second Joker is selected, the deck shall be discarded and a fresh deck of cards will be used for the next drawing.

If a Green Valley Rotary club member draws a Joker, that member shall be awarded one-half of the accumulated monies that has been collected during the period of time since the previous Joker was drawn.

If any member of the club "wins the pot" and that member is delinquent in dues or in arrears with any other outstanding debts to the club, the Club Treasurer shall deduct any such monies owed to the club prior to awarding the winnings. If the Joker is drawn by any person who is not a member of the Rotary Club of Green Valley, that person shall be awarded one-half of the monies collected on that date. Non-members of the club are not eligible to receive the accumulated monies from previous weeks.

Once both Jokers have been selected, the deck shall be discarded and a new deck of cards will be used for subsequent drawings, following the outlined procedures.

3-5 Meeting Charge

All active members of the Rotary Club of Green Valley, who are in good standing, have a portion of their quarterly dues designated to cover the cost of the weekly meeting room charge. Members pay this charge regardless of how often they attend regular meetings. Members will not be reimbursed for meeting or meal charges if they pay at another Rotary Club meeting in lieu of (or in addition to), attendance at a Green Valley Rotary meeting.

The Rotary Club of Green Valley is billed weekly by the meeting venue. This cost shall be agreed upon by contract between the meeting venue and the Board of Directors of the club. The club agrees that a minimum weekly charge may be included as a part of the contract.

The Board of Directors of the Rotary Club of Green Valley has determined that some special guests attending the weekly meeting will not be charged for their meals. The club shall absorb the cost of certain meals for these designated individuals. All other visitors shall pay the standard weekly cost.

To avoid confusion for the Host Manager, or any other Rotarian working at the registration table, the following list is provided to show what meal charge shall apply:

Any club member on an approved leave of absence, or any Honorary Member of the club, shall pay the regular meeting charge, each time they attend a regular weekly meeting.

Unless they are attending our club meeting on an "official Rotary visit", all RI officials shall pay the regular meeting charge.

The District Governor is required to make an "official visit" to every club within their district. On the date of the "official visit", the District Governor and all of those in attendance as part of the District Governor's "official entourage", shall be admitted at no cost.

If the District Governor, PDG, or other district official visits our club and it is not their annual "official club visit", they shall pay the regular meeting charge.

A visiting Rotarian, who is an active member of a Rotary Club other than the Rotary Club of Green Valley, shall pay the regular meeting charge when they attend our weekly meeting.

If any member of the Green Valley club brings a family member to a regular meeting, the club member will be responsible for paying the regular meeting charge for that person.

If any member of the Green Valley club brings a guest to a regular meeting, the club member will be responsible for paying the regular meeting charge for that person. Members inviting guests should tell their guest to inform the Host Manager at the registration table that he/she is the guest of _____. The Host Manager should then make sure that the club member who has invited the visitor pays for their guest's meeting charge that day.

Persons who attend a regular meeting of the club, who are not the guests of a club member will be responsible for paying the regular meeting charge.

Persons who attend a regular meeting of the club, and subsequently apply for membership in the Rotary Club of Green Valley will be responsible for paying the regular meeting charge. If that person is accepted for membership, their initial invoice shall be pro-rated in such a manner that their meeting charges are included starting with the date of their induction.

Any person invited to be the Speaker of the Day at a Green Valley Rotary meeting shall be provided the meal at no cost. The Speaker may bring one additional person to assist them in the presentation and that person shall also be provided with the meal at no cost. Any additional guests accompanying the Speaker shall be responsible for paying for their meal.

The Rotary Club of Green Valley awards a Student of the Month during each month of the regular school year to a student from both *Green Valley* and *Silverado* High Schools. The award recipient for the month will be admitted at no cost. The parents of the Student of the Month will also be admitted at no cost. Siblings, other family members and friends accompanying the Student of the Month shall all be responsible for paying for the meeting charge.

As a part of the award ceremony for the Student of the Month, school officials will normally attend a club meeting when a student from their respective school is being honored. During such occasions, one school official from the school shall be admitted at no cost. If additional administrators or teachers attend, they will be responsible for paying for the meeting charge.

When a student who has been selected as an Ambassadorial Scholar sponsored by the Rotary Club of Green Valley, attends our meetings, that person shall be admitted at no cost.

Any student visiting our club as a contestant in the Four-Way Test Speech Contest (at the club, local, or regional levels) shall be admitted at no cost. Each student contestant shall also be allowed to bring one school official acting in the

capacity as a “coach” on the competition day. That “coach” will also be admitted at no cost. Any family members or friends accompanying the contestant shall be responsible for paying for the meeting charge.

Any persons invited to attend a meeting of the Rotary Club of Green Valley to receive an award presented by the club, (i.e.: Special Club Recognition, Teacher Mini-Grant, etc.) shall be admitted at no cost. Any guests, family, friends, etc. who accompany an award winner shall be responsible for the meeting charge.

3-6 Politicians Speaking at Meetings

The issues of politics and public policy can easily find their way into Rotary, as most Rotarians by their nature are involved and engaged in the business and political lives of their communities, both across the street and around the globe. While encouraged to be involved personally, as Rotarians we put aside our differences and focus on that which binds us together - *Service Above Self*.

As a guide to handling issues of a political nature, Rotary International has provided a framework in the Manual of Procedure, through policy, and by placing clear guidance in the Standard Rotary Club Constitution, which governs all Rotary clubs around the globe. In compliance with the general guidelines of Rotary International, the club thus adopts several general policies regarding political issues.

The club will not endorse any political candidate whether at the local, state or national level. To reinforce our neutrality regarding this issue, the club shall not permit any program(s) to be presented by any political candidate (or associated organizations) within ninety (90) days of any election.

For the record, it is permissible for a candidate to visit our club as a guest during this time period, if invited by a club member to attend. However, the candidate will not be allowed to speak publicly other than a courtesy greeting. The candidate will also be advised not to “work the room” or stand at the doorway attempting to “meet and greet” other Rotarians. We wish to extend a warm welcome to all our guests, but in this realm of political matters, we choose to be extremely discreet.

It will also be considered inappropriate for any Rotarian to publicly endorse any candidate at our club meetings. There are occasions when public issues may be considered by our local community. Such issues might include school, library, park district referenda or other county/city tax matters. Since such matters normally do not involve individual candidates and they are seldom aligned with any political party, it will be the sole discretion of the Board of Directors as to whether such issues may be presented to the club. Consideration will also be given whether or not opposing views, if any, should also be allowed to be presented.

The club strongly encourages all of its members to take an active role in the political process. This policy in no way should ever inhibit any member from becoming actively politically involved. This policy does, however, set strict guidelines regarding politics within our weekly meetings. We hope all of members will respect and show consideration for this policy.

3-7 Use of Electronic Devices during Meetings

The use of electronic devices such as cell phones, iPods, iPads, and laptop computers is fast becoming a preferred method of communication in our world. Texting has become more commonplace and is now a way of life for some individuals. While the use of electronic devices is a common, and often essential, part of business communication, improper and inconsiderate use of these devices can become both an annoyance and a disruption during Rotary meetings.

Members are asked to display common courtesy and turn off all electronic devices during the course of a meeting. If it is not possible to turn off a cell phone because one is expecting an urgent call, the phone should be switched to silent or vibrate. If a member receives an emergency or urgent call during a meeting, the member should quietly step out of the meeting before continuing with the conversation. If at all possible, all calls should be allowed to go to voicemail and only retrieved after the meeting has ended.

Members shall refrain from texting or checking phone messages during meetings. Using your electronic device for the purpose of putting Rotary events on your calendar or other reminder system is allowed, however non-Rotary activity is not allowed. All use should cease during our speaker’s presentation. Giving them your undivided attention is simply common courtesy.

Exceptions to use of computers or electronic recording devices will be made for the person who is the note-taker for the weekly recap and the Treasurer processing charges. These persons shall be allowed to use laptop computers, etc., to

capture essential information for payments and for the newsletter. Use of this equipment shall be restricted to compiling information from the meeting and shall be done as discretely as possible.

The Finemaster will impose penalties for minor infractions of these guidelines. The Board of Directors shall deal with members who consistently violate this policy on a case-by-case basis.

SECTION 4 - OPERATIONS

4-1 Attendance Policy

One of the responsibilities of Rotary membership is regular attendance. Attendance at our Green Valley home club is important and is one of the reasons we have a successful and interesting club. Good attendance is a habit. Once someone misses a meeting, it is twice as easy to fail to make the next week's meeting.

All Rotary clubs feel, with reason, that attendance is a direct measurement of a member's interest. A member who is regular in attendance is an interested, working member. A member who has the minimum percentage of attendance is almost invariably the member who contributes little to the success of the club. That is the way it is in Rotary - Rotary stresses attendance purposely and deliberately because a member who has so little interest usually doesn't remain with the club for long.

The Rotary International Attendance Standard of 50% attendance shall also be attendance standard for The Rotary Club of Green Valley.

At the end of each three month attendance quarter, those members with an attendance record of less than 50%, but not less than 30% shall receive notification from the Secretary that their attendance record does not meet the Club or Rotary International standards and they shall be asked to address that shortcoming, but no further sanction or action shall be taken at that time.

If at the end of a second consecutive attendance quarter, attendance of 50% or greater is not maintained, written notification shall be sent to the member that the member's membership is being terminated.

At the end of each three-month attendance period, those members with an attendance record of less than 30% shall receive notification from the Secretary that their attendance record does not meet the Club or Rotary International standard and they shall be placed upon attendance probation for the following one-month period. During this probationary period, an attendance record of 50% or greater must be maintained. If attendance of 50% or greater is not maintained during the probationary period, written notification shall be sent to the member stating that the member's membership is being terminated and advising the member of the right to appeal. A lack of response within 30 days from notification will result in automatic termination.

Rotarians wishing to request reinstatement to the club shall be required to request reinstatement in writing, (accompanied by full payment of all delinquent dues and assessments). The Board of Directors will consider reinstatement at the next regularly scheduled board meeting after such request is received. The terminated member will be advised, in writing, about the decision of the Board concerning reinstatement.

4-2 Make-Up Policy

It is understood that sometimes it is difficult to attend a regular Rotary meeting. In accordance with Article 9, Section 1 of the Constitution of the Rotary Club of Green Valley, there are numerous opportunities provided to make up a missed meeting.

If a member misses the club's regular weekly meeting, the club will nevertheless credit the member for attendance, if within 14 days before or after that meeting, the member attends another Rotary Club, District, or Rotary International meeting or the member participates in any of the following activities:

1. Board of Directors Meeting
2. Interact Club Meeting
3. A meeting of the Foundation Board
4. A Service Project approved by the Board of Directors

5. An officially recognized e-Club meeting. This activity should require at minimum of 30 minutes participation and the member must complete the online makeup card.
6. Completes any of the other activities listed in Article 9 Section 1 of the Constitution of the Rotary Club of Green Valley.

Make-up credits are not automatic. In order to receive an attendance make-up credit, a member MUST complete a make-up card (normally available at the registration table when visiting another club's meeting).

A member may also contact the club Secretary and provide the information as to when and where a make-up was completed. Sufficient details shall be provided to ensure that a member attended another club meeting or participated in an approved activity eligible for make-up credit.

If a member attends an officially recognized e-Club meeting, they must complete the online makeup card notifying our club Secretary of their participation.

The Rotary Club of Green Valley generally counts as a make-up, any member's participation in an event that provides service to others and/or fosters fellowship among members. We welcome and encourage Rotarians' many forms of service and invite fellowship outside of our regular Thursday meetings. The club President may interpret and apply this policy on make-up opportunities, in such a manner as they deem appropriate. Any member with a make-up dispute may seek clarification from the board.

Members can check their attendance record on the club's website, after logging in, under the "My Attendance" section.

4-3 Leave of Absence

There may be circumstances when a member is temporarily unable to maintain regular attendance at club meetings. Examples may include, but are not limited to, such things as maternity or paternity, prolonged illness, temporary job reassignment, significant new responsibilities, the pressure of business, personal issues or conflicting job assignments. When such circumstances exist, a member should request a Leave of Absence from the club.

Requests for a Leave of Absence will be considered on a case-by-case basis. A request for Leave of Absence is appropriate whenever a member will miss at least four (4) consecutive weekly meetings but intends to return to the Club within six (6) months. Requests exceeding six (6) months suggest that the member should consider a transfer or voluntary resignation, absent special mitigating circumstances.

Members desiring a Leave of Absence shall submit their request, in writing to the club President. The request shall state the reason that leave is sought, the reason why make-ups are not feasible and the beginning and ending dates of the requested leave.

The Board will act on the request at the next regularly scheduled meeting, unless an emergency situation requires earlier action by special meeting. The club Secretary shall notify the member in writing of the resulting board action.

The member requesting the Leave of Absence must have their account paid in full. The leave will become effective on the date approved by the board after the member pays the Leave of Absence dues for the quarter.

An extension of a Leave of Absence may be requested, in writing, for one (1) additional six (6) month period. If a member is not able to return to the club at the end of the second consecutive six (6) month leave, they will be asked to resign until such time as the member is able to return to regular attendance.

Exceptions to this procedure may be enacted on a case-by-case basis if the Board feels that extenuating circumstances exist which warrant special consideration.

Whenever possible, a member who is granted a Leave of Absence shall be responsible for participation in all club projects, events and fundraisers.

4-4 Payments Required During Leave of Absence

A Leave of Absence operates to prevent a forfeiture of membership. At all times during a Leave of Absence, the member must remain current in his or her dues.

Responsibility for payment for meals will be suspended while a member is on a Leave of Absence. The quarterly assessment for the member will be reduced to \$100. This cost is to cover Rotary International and District dues,

Sustaining Member contributions to the Rotary Foundation, and other incidentals. Meeting charges and the cost for other Rotary activities will be handled on a “pay-as-you-go” basis.

The reduced Leave of Absence assessment shall be payable quarterly, prior to the first day of each quarter of the Rotary year.

Exceptions to this policy may be enacted on a case-by-case basis if the Board feels that financial hardship or other extenuating circumstances exist which warrant special consideration.

4-5 Honorary Members

There are only two types of Rotary club membership, active and honorary. In accordance with Article 7, Section 6, Subsections (a) and (b), of the Constitution of the Rotary Club of Green Valley, the club may name an individual as an Honorary Member.

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 for a term as shall be determined by the Board of Directors.

Honorary members shall be exempt from the payment of dues, shall have no vote and shall not be eligible to hold any office in the club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club. When attending a club meeting or event, the honorary member will be expected to pay any charges associated with their attendance.

4-6 Membership Recruitment and Admission

(Insert policy here)

4-7 Club in a Club Membership Drive

(Insert policy here)

4-8 New Member Orientation and Red Badge Program

Keeping members interested in Rotary is the responsibility of the club leadership team. Good club fellowship and early involvement in service projects are two of the best ways to sustain the club's membership.

The Red Badge Program is the club's way of indoctrinating new members into club projects and policies.

The program is simple. During the orientation session, a prospective member will receive a list of tasks which must be completed to earn a Blue Badge. This standard list of tasks has been established and approved by the Board of Directors. All the items are designed to get the new member involved with our club and Rotary.

The Red Badge program requires that a new club member:

1. attend a pre-induction orientation meeting with a designated club trainer
2. serve as a Greeter at three (3) regular club meetings
3. attend a club Board of Directors meeting or a Fireside Chat
4. visit another Rotary club (complete a Make Up)
5. participate in a club social event (i.e.; Rotary Round-Up, Holiday Party, Debunking, etc.)
6. participate in a club service project
7. present a “Who Am I” (Craft Talk) to the club
8. participate in a minimum of 30 minutes of training in use of the club website
9. submit a current photo and bio suitable for use in the newsletter and website.

All these tasks must be completed within six months from the date of induction.

The new member will be assigned a mentor who will assist the member in completing the tasks. Mentors will be selected by the board. Mentors will be club members who possess a broad knowledge of Rotary and who have the ability to teach new members about the policies of the club.

The requirements for completion of the Red Badge program shall remain the same for all new Green Valley Rotarians, including those transferring from other Rotary clubs or former Rotarians.

Upon completion of the required tasks, the club will schedule a ceremony where the Red Badge is surrendered and a permanent Blue Badge will be presented. The new member then is deemed a Rotarian in good standing in the Rotary Club of Green Valley.

4-9 Rotarian of the Year Selection

Being a member of a Rotary club does not make someone a Rotarian; it only makes them a member of a club. A Rotarian helps the club achieve its goals and requires its members to act with high ethical standards. A Rotarian also participates in the club's community projects both locally and internationally.

At the end of each Rotary year, the Rotary Club of Green Valley selects a Rotarian of the Year. The following guidelines should be used to facilitate and standardize the selection process.

What is the 'Rotarian of the Year' award? This annual award is designated for a Green Valley Rotarian who clearly stands out in demonstrating "*Service Above Self*," and principled commitment to the *Four-Way Test*. A nominee should be an outstanding club member who has made significant contributions to the mission and operation of our club, and to one or more avenues of Community or International Service.

The 'Rotarian of the Year' award may be given to a member who exhibits "*Service Above Self*" in their daily activities and who promotes Rotary by their actions and involvements. This may be accomplished through one major activity in club service, in multiple activities, or by serving on several committees. This person should be highly visible in the weekly activities of the club.

Specifically, how should an individual be evaluated for the 'Rotarian of the Year' award?

In determining if a person should be nominated for the 'Rotarian of the Year' award, there are a great number of factors to consider. While no one can participate in every activity, be at every event or serve on every committee, the following list of criteria is presented to illustrate the range of things that should be considered when nominating a person for 'Rotarian of the Year'. It is suggested that these items be reviewed, but the decision should not be limited to these items, nor should the items on the list be considered mandatory for selection:

Club Membership and Attendance

- To be considered for nomination, the candidate must have been a member of the Rotary Club of Green Valley for at least 1 full year.
- Individuals who have previous service in other Rotary clubs will not be eligible to be the Green Valley 'Rotarian of the Year' until they have been a member of our club for at least one year.
- The nominee must be a member in good standing, i.e.: dues current, etc.
- The individual must have active membership status. Honorary Members, Special Members, or those on a Leave of Absence will not be eligible for the award.
- The nominee should have an exemplary attendance record. While perfect attendance is not a requirement, the nominee should either regularly attend our club meetings or complete make-ups when they are unable to attend.

Rotary Club of Green Valley Involvement

- The nominee has been involved with service projects that have been undertaken by the club through active participation and support.
- Some examples might include the Bicycle Rodeo, Opportunity Village, Santa Project for the Homeless, etc.
- The nominee has been involved with fundraising projects that have been undertaken by the club through active participation and support.
- All-Star Soccer, Christmas projects, Trail clean ups and other club projects.
- The candidate has participated in additional club activities that help to strengthen the camaraderie of the club, such as social events and Round-Ups.
- The individual has contributed to the day-to-day workings of the club by helping with the tasks necessary for the club to function effectively.
- These might include setting up or taking down the club banners at meetings, helping to organize special activities, promoting club activities in their day-to-day activities, etc.

Leadership and Recruitment

- The candidate has attended a Potential Rotary Leadership Seminar (PRLS).
- The individual has attended the Membership Development, a Foundation Training, or a Public Relations seminar(s).
- The candidate has held an office, served on the Board of Directors, or worked on a committee for the club.
- The nominee has taken an active leadership role within the club.
- The individual brings visitors and/or candidates for membership to the club and/or has been an active participant in the club's annual membership drive.

District and/or Rotary International Involvement

- The nominee has worked on a District-level committee or held a District office.
- The candidate has participated in or helped to facilitate a District or RI program such as Group Study Exchange, Corazon Super-Build, Rose Parade Float, etc.
- The individual has attended the District Assembly, the District Conference, and/or the annual Peace Conference.

Rotary Foundation Involvement

- The individual has been an active participant in Rotary Foundation programs such as GSE, Ambassadorial and World Peace Scholarships, and the annual Foundation Dinner.
- This could include such things as coaching a candidate prior to interviews, sitting on a selection committee, hosting a GSE Team member, etc.
- The candidate contributes financially to the Rotary Foundation.

Community Involvement

- The nominee enhances the Rotary image beyond the Rotary community, by meeting professional standards and ethics in their daily life.
- The candidate exemplifies the Four-Way Test in their personal and professional life.
- The individual demonstrates concern for the betterment of the community.

General Rotary Qualifications

- The nominee is an exemplary Rotarian and a good representative of the Rotary Club of Green Valley.
- The candidate has a sustained record of participation and contribution within the club.
- The nominee has demonstrated an especially strong involvement, contribution, and/or participation in our club during the current club year.
- The individual regularly contributes ideas and suggestions to benefit the operations of the club.
- The candidate willingly responds to requests for help or participation.

What is the procedure for nomination? By May 15, the President shall submit to the entire membership, either at a club meeting or via electronic communication, a list of the suggested criteria used in the selection of the 'Rotarian of the Year.' Every member of the club will also be provided a ballot with space for three (3) names.

Each member of the club will be allowed to complete one (1) nomination ballot, where they list the names of up to three club members who they feel are deserving of the "Rotarian of the Year" award. All ballots must be returned to the current Club President by June 1.

Club members are reminded to consider the nominee's contributions, attributes and devotion to activities or service when they complete their ballots. The criteria listed here for selection of 'Rotarian of the Year' should be used only as a guideline. Failure of a member to meet any of these items shall not exclude a member from consideration. Any member, who has been an exemplary Rotarian through other avenues of service, even if not mentioned in the suggested guidelines, should be considered as well.

After June 1, the Club President shall tabulate the ballots, listing the names of the five (5) people whose names appear the most frequently. The selection of the "Rotarian of the Year" will then come from these five nominees.

What is the procedure for selection of the 'Rotarian of the Year'? The 'Rotarian of the Year' will be selected by a committee of at least three (3) Green Valley Rotarians, appointed by the President, and representing a cross section of demographics of the club. At least one (1) of the members of the committee shall be a Past-President of the Club. The current Club President shall also serve on the selection committee, unless his/her name is one of the top five people nominated by the membership-at-large. No member of the selection committee may be one of the five (5) nominees. In making its final selection, the nominating committee will review and discuss all nominations in light of the established criteria.

There is no restriction on the number of times the award may be bestowed upon one member. Provided that the previously listed qualifications for the "Rotarian of the Year" are met, all active members of the club are eligible for this award. Due to the unique level of participation required by the Club President, that individual should only be considered for the 'Rotarian of the Year' if he/she has greatly exceeded the expectations of their office.

The committee may suggest to the Club President that a deserving nominee(s), not selected as the "Rotarian of the Year", receive special recognition as the recipient(s) of the "Green Valley *Service Above Self* award(s)".

Nominations come from club members and the criteria are many. The most important may be that the choice be recognized with nods of agreement when the award is presented. This truly is an award that is earned by service and it should be recognized by the club members as being significant.

See the Rotarian of the Year Nomination Form at the end of this document.

4-10 Club Committees

(Insert policy here)

SECTION 5 - MISCELLANEOUS PROCEEDURES

5-1 Check Requests

The club shall require all check requests for payments or reimbursements to be signed by two (2) members of the Board of Directors. Expenditures must be approved in advance by the club President.

All expenditures and/or checks shall require a "pink slip" voucher and a receipt, to serve as proof of, reason for, and history of, such expenditures. "Pink slip" vouchers can be obtained from the club Treasurer.

Check requests must be submitted to the Treasurer in a timely manner.

5-2 Website Use for Personal Messages

Mass e-mails are only authorized for Rotary related matters, including items related to club activities, Foundation, District, Rotary International, or other Rotary activities. Mass e-mailing of business promotions, jokes, and political positions, etc., indeed all things non-Rotary, are prohibited.

The list of members of the club shall not be used by anyone for commercial, political or fundraising purposes. Members that inadvertently e-mail or post inappropriately will be gently reminded of the policies by the Webmaster and/or the Board of Directors. Blatant disregard for this policy should not occur, but if identified, it shall be the responsibility of the Board to resolve on a case-by-case basis.

5-3 Attendance at District Conference or International Convention by Club President

The full cost for registration, travel, and accommodations for the annual District 5300 Conference will be paid by the club for the current club President.

Expenses incurred by the President traveling to and returning from the conference will be by the most economical means consistent with the trip. If a personal auto is used, mileage will be reimbursed at the rate currently allowed by the IRS. Airfare will be reimbursed at the standard rate for coach travel.

Actual cost of lodging for the President during the term of the conference will also be covered. Any hotel recommended by conference authorities will be acceptable. Actual cost of meals and Rotary-sponsored banquets will be allowed for the President.

The Club will not pay for spouse registrations.

If the President is unable to attend the District Conference, no further payments shall be made by the club. Travel, registration and accommodation expenses for the annual Rotary International Convention will be reimbursed by the club, for the current club President, in an amount not to exceed \$1,000.

If the President is unable to attend the International Convention, no further payments shall be made by the club, without action by the Board of Directors.

5-4 Presidential Expenses

The President shall have the authority to incur expenses of up to \$250.00 for administrative items or activities, and up to \$400.00 for philanthropic items or activities, without the prior consent of the Board of Directors. The President shall make a report of the amount and purpose of any such expenses to the Board at the next regularly scheduled board meeting. The Secretary shall make such report part of the board meeting minutes.

Any single expense which exceeds the amounts stated above shall receive prior approval by majority vote of the Board of Directors.

5-5 Reimbursement for Expenses While Visiting Other Clubs for Rotary Business

On certain occasions it will be necessary for Green Valley Rotarians to visit other clubs to conduct Rotary business. For example, a member might visit another club to promote a Green Valley Rotary event or to sell tickets for a fundraiser. If a member pays for their own meal or meeting charge while visiting another club on Rotary business, that member shall, upon request, be reimbursed for the cost, provided that prior approval for the visit has been received from the club president. No reimbursement for other incidentals, such as mileage, shall be paid.

Manual of Policies and Procedures
Rotary Club of Green Valley
10624 S Eastern Ave Ste A7
Henderson, Nevada 89052-2983

Approved by the Board of Directors on 10/8/2013

ROTARIAN OF THE YEAR - NOMINATION FORM

After carefully reading the guidelines on the preceding pages, I would like to submit my nominations for the Green Valley Rotarian of the Year.

I know that the listed criteria have been presented to illustrate the range of things that should be considered when nominating a person for this award. I understand that after reviewing these items my decision is not limited to these items, nor are the items on the list considered mandatory for selection.

I believe that the persons that I have nominated stand out in demonstrating "*Service Above Self*," and principled commitment to the *Four-Way Test*. I believe that they are outstanding club members who have made significant contributions to the mission and operation of our club, and to one or more avenues of Community or International Service. I understand that I may nominate up to three members of the Rotary Club of Green Valley. My selections (in no particular order) and the reasons that I think they are deserving of this award are as follows:

A. _____

I believe this person should be considered as the Green Valley Rotarian of the Year because:

B. _____

I believe this person should be considered as the Green Valley Rotarian of the Year because:

C. _____

I believe this person should be considered as the Green Valley Rotarian of the Year because:
