

# **Greece Rotary**

## **POLICIES AND PROCEDURES**

### **2010 Edition**



Board Approved  
May 19, 2010  
Club Approved  
June 8, 2010

## TABLE OF CONTENTS

<b>BYLAWS OF THE GREECE ROTARY &amp; THE GREECE ROTARY FOUNDATION</b> .....	1
<b>INTRODUCTION</b> .....	8
<b>STRATEGIC PLAN</b> .....	8
1.1 Strategic Plan Process .....	8
1.2 Core Values .....	8
1.3 Vision .....	8
1.4 Mission and Strategic Intentions .....	9
<b>COMMUNITY RELATIONS</b> .....	9
2.1 Organizations .....	9
2.2 Affiliate Organizations.....	9
<b>INSURANCE</b> .....	9
3.1 General Liability Insurance .....	9
<b>FINANCE</b> .....	9
4.1 Fiscal Year .....	9
4.2 Membership .....	9
4.3 Budget .....	10
4.4 Accounting Guidelines .....	10
4.5 Fund Raising .....	10
<b>ADMINISTRATIVE PROCEDURES</b> .....	11
5.1 Board Operations .....	11
5.2 Meetings .....	11
5.3 Consideration of Proposals .....	12
5.4 Communication .....	13
<b>ORGANIZATION</b> .....	13
<b>MEMBER GUIDELINES AND POLICIES</b> .....	13
7.1 General Guidelines for Members .....	13
7.2 Membership Categories .....	14
<b>CHARTER AND ARTICLES</b> .....	14
Charter .....	14

**Bylaws**  
of the  
**Rotary Club of Greece, New York**  
**&**  
**i. The Greece Rotary Foundation**

Article 1:	Definitions
Article 2:	Board of Directors
Article 3:	Election of Officers & Directors
Article 4:	Duties of Officers
Article 5:	Meetings
Article 6:	Fees & Dues
Article 7:	Method of Voting
Article 8:	Four Avenues of Service
Article 9:	Committees
Article 10:	Duties of Committees
Article 11:	Leaves of Absence
Article 12:	Finance
Article 13:	Method of Electing Members
Article 14:	Duration of Membership
Article 15:	Resolutions
Article 16:	Order of Business
Article 17:	Amendments & Proxy Voting



# Bylaws Of the Rotary Club & Rotary Foundation of Greece, New York

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## Article 1: Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.
6. Bylaws – rules to run the Greece Rotary Club that will need approval of the general membership by a vote to be amended.
7. Policies and Procedures – rules to run the Greece Rotary Club that can be amended by its Board of Directors without a vote of the general membership

## Article II. Article 2: Board of Directors

Section 1 - The governing body of this club shall be the Board of Directors consisting of thirteen (13) members of this club, namely nine directors elected in accordance with Article III, Section 1 of these bylaws, plus the president, vice-president, president-elect and immediate past president.

Section 2- All members of the Board and Club officers shall be required to read and be familiar with the Club's Bylaws and Policies and Procedures before serving.

## Article 3: Election of Officers and Directors

**Section 1** – At a regular meeting, one month prior to the annual meeting for election of officers, the presiding officer shall ask for nominations by members of the club for three members of the Board of Directors. The nominations may be presented by a nominating committee or by members from the floor, or by both, at two regular meetings prior to the annual meeting. The nominations duly made shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting. The slate of nominees shall be presented to the Board of Directors, by the nominating committee, at the November meeting of the Board of Directors.

The nominating committee shall consist of the three (3) most immediate available past presidents. The nominating committee is charged with the preparation of the slate of officers to be elected at the annual meeting. The nominating committee shall name one candidate for the office of vice-president, with said candidate being selected from the current members of the Board of Directors. If no current board member is able to fulfill the requirements of this office, then the committee will select a candidate from past board members in the club. The three (3) open Board of Directors positions shall be elected from a slate of no fewer than five (5) members submitted by the nominating committee. The succession of officers for the Rotary Club of Greece is as follows: vice-president, president-elect and president.

The candidate for vice-president shall be un-opposed and shall be declared elected to that office. The three candidates for directors receiving a majority of the votes shall be declared as directors. The vice president elected in such balloting shall serve as a member of the board as vice-president-elect for the year commencing on the first day of July next following the election, and shall assume office as president-elect on the first day of July immediately following the year of service on the board as vice-president.

**Section 2** – The officers and directors, so elected, together with the immediate past-president shall constitute the Board of Directors. The president shall appoint the following: secretary, treasurer and sergeant at arms.

**Section 3** – A vacancy in the board of directors or any office shall be filled by action of the remaining members of the Board of Directors at the direction of the president.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the Board of Directors at the direction of the president.

**Section 5** – Any member of the nominating committee shall not be nominated as a board position candidate.

#### **Article III. Article 4: Duties of Officers**

**Section 1** – *President*. It shall be the duties of the president to preside at meetings of the club and board and to perform such other duties as ordinarily pertain to the office of president. The President shall serve as a member of the Board of Directors, but shall not have voting privileges except in the case of a tie vote.

**Section 2** – *President-Elect*. It shall be duty of the president-elect to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertains to the office of president-elect. The president-elect shall serve as a member of the Board of Directors with full voting privileges.

**Section 3** – *Vice-President*. It shall be the duty of the vice-president to serve as a member of the board of directors of the club and to perform such duties as may be prescribed by the president or the Board. The Vice President will be program director for the club during this term. The vice-president shall maintain full voting privileges as a member of the Board.

**Section 4** – *Secretary*. It shall be the duty of the secretary or assistant secretaries to keep the records of membership, record the attendance at meetings, send out notices of meetings of the club, Board and committees, record and preserve the minutes of such meetings, maintain the club's electronic media venues, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on January 1<sup>st</sup> and July 1<sup>st</sup> of each year, and including a prorated report to the general secretary on October 1<sup>st</sup> and April 1<sup>st</sup> of each active and past service member who has been elected to membership in club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, collect and remit to RI subscriptions to *THE ROTARIAN* and perform such duties as usually pertain to the office of secretary. The secretary does not maintain voting privileges as a member of the Board, except in the circumstance of also serving as an elected director.

**Section 5** – *Treasurer*. It shall be the duty of treasurer to have custody of all funds, accounting for same to the club annually and at any time upon demand by the Board and to perform such other duties as pertain to the office of treasurer. Upon retirement from office the treasurer shall turn over to the incoming treasurer or to the club president all funds, books of accounts or any other club property. The treasurer does not maintain voting privileges as a member of the Board, except in the circumstance of also serving as an elected director.

**Section 6** – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are prescribed for such office and such other duties as may be prescribed by the president or the Board. The sergeant-at-arms does not maintain voting privileges as a member of the Board.

#### **Article IV. Article 5: Meetings**

**Section 1** – *Annual Meeting*. An annual meeting of this club shall be held no later than the 31<sup>st</sup> day of December in each year, at which time the election of officers and directors to serve during the ensuing year shall take place.

**Section 2** – The regular weekly meetings of this club shall be held on Wednesday at 12:15 PM.

Any cancellation of a regularly scheduled Wednesday meeting shall be subject to a decision by the Board. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members

excepting honorary members (or members excused by the Board of Directors of this club, pursuant to article VIII, section 3 of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least **sixty (60)** percent of the time devoted to the regular meeting, either at this club or at any other Rotary club.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** – Regular meetings of the Board shall be held on the third Monday of each month. Special meetings of the Board shall be called by the president, whenever deemed necessary, or upon request by two (2) members of the Board, due notice having been given.

**Section 5** – A majority of the Board members shall constitute a quorum of the Board.

#### **Article V. Article 6: Fees and Dues**

**Section 1** – The admission fee shall be Fifty dollars (\$50.00) to be paid before the applicant can qualify as a member.

**Section 2** – Membership dues shall be determined annually by the Board of Directors, payable annually by the 31st day of July, with the understanding that a portion of each annual payment shall be applied to each member's subscription to *THE ROTARIAN* magazine. Any outstanding balance past due by August 1<sup>st</sup> shall be assessed a monthly charge of \$10.00 per month thereafter.

#### **Article VI. Article 7: Method of Voting**

The business of this club shall be transacted by *viva voce* vote except for the election of officers and directors, which shall be by ballot, or otherwise at the discretion of the president. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote. If a Board member can participate via conferencing media for the discussion part of a motion, then his/her vote will count.

#### **Article 8: Five Avenues of Service**

The **Five Avenues** of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, Youth Service and International Service. This club will be active in each of the Five Avenues of Service.

#### **Article 9: Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the Five Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee.

Standing committees should be appointed as follows:

- **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- **Club Administration**

This committee should conduct activities associated with the effective operation of the club. The Club Service Avenue of Service shall fall within this committee's realm.

- **Service Projects**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries. Community Service, International Service, Vocational Service and Youth Service Avenues of service shall report to Service Projects chairperson.

- **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

(a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.

(b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

(c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

**The Greece Rotary Paul Harris Recognition Committee:** This committee shall consist of only members who are Paul Harris Fellows. The mission of this committee is to recognize extraordinary service to the Greece Rotary Club, the Community of the Town of Greece, or for contributions to the Rotary Foundation. The recognition will be achieved through the recognition of: our Rotarian(s) of the Year; Community Service Recognition; Service above Self Recognition; and for contributions to the Rotary Foundation.

**Finance Sub-Committee:** The Finance Sub-Committee can screen all community-wide requests and even deny a request that does not fall under the Greece Rotary mission or strategic plan, not even bringing it to the board's attention. The committee shall be composed of the Immediate Past President as chairperson, Club Treasurer and one member selected by current president from club's general membership.

**Training and Leadership Committee:** Too many Rotarians, new and longtime members, display a lack of knowledge about the goals, rules, and resources of RI and its Foundation because their clubs do not offer a regular, continuing, and thorough training. Moreover, too many Rotarians do not have an opportunity to improve their leadership abilities before taking on club responsibilities, such as club president.

## **Article 10: Duties of Committees**

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, Youth Service and International Service when developing plans for the year.

Article VII. Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article VIII.

## **Article IX. Article 11: Leaves of Absence**

**Section 1** – 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, not to exceed a period of twelve (12) months.

*(Note: Such leave of absence does not operate 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 except that absence authorized under the provision of Article VII, Section 3 of the standard Rotary Club constitution is not computed in the attendance of this club.)*

**Section 2** – A request from any member to become exempt from the attendance requirements shall be deemed acceptable by the Board if his or her years of age plus years as a Rotarian add up to 85 or greater. The member must notify the club secretary in writing of his/her request to be excused from the attendance requirements, and if the request is approved by the Board, absences shall not be computed in the club's attendance records.

**Section 3** – If any active member in good standing is called to active military service, the club will grant an automatic leave of absence to this member until his/her return. Furthermore, if the member's annual dues come due during this absence, the club will waive the payment by the member and the club will pay the member's dues.

## **Article 12: Finance**

**Section 1** – The treasurer shall deposit all funds of the club in some bank to be named by the Board.

**Section 2** – The treasurer shall present the next year's budget by the June Board meeting.

**Section 3** – A thorough review by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

**Section 4** – The fiscal year of this club shall extend from July 1<sup>st</sup> to June 30<sup>th</sup>, and for the collection of members' dues, shall be in one annual payment due on or before August 1<sup>st</sup> of each year. The payment of per capita dues and subscriptions to RI shall be made on July 1<sup>st</sup> and January 1<sup>st</sup> of each year on the basis of membership of the club on those dates.

*(Note: Magazine subscriptions for members joining during a semiannual period are payable upon invoice from the Secretary).*

**Section 5** – At the beginning of each fiscal year, the board shall prepare or cause to be prepared a budget of estimated income and estimated 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. The incoming board shall meet with the outgoing board for a joint meeting in May with a vote on the incoming budget at the June board meeting by the incoming board.

**Section 6** – For any project or program that does not involve a budget-approved expenditure, the Board of Directors shall be limited to approving expenditures of up to \$2,000.00. If said proposed project or program would involve an expenditure of over \$2,000.00 by the club, and/or if said project or program would involve a commitment of time and/or effort by members of the Greece Rotary Club, the proposed project or program shall be presented to the full club for feedback.

## **Article 13: Method of Electing Members (For All Kinds of Membership)**

**Section 1** – The method of electing members to the Greece Rotary Club general membership shall be in accordance with the board adopted policy as stated in Article #8 of the Greece Rotary Policy and Procedures.

**Section 2** – *Transferring or Former Rotarian.*

A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession in the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. 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 classification limits. The admission of a transferring or former Rotarian as an active member pursuant to this section shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club.

## **Article 14: Duration of Membership**

**Section 1 – General membership.** Membership shall continue during the existence of the club unless terminated as hereinafter provided.

**Section 2 – Termination for non-payment of dues.** Any member failing to pay his or her dues within sixty (60) days after the date of the invoice shall be considered as due for termination of membership. The member shall be notified in writing by the secretary at his or her last known address. If the dues are not paid within ten (10) days from the date of the notification, then said member's membership shall be automatically terminated.

**Section 3 – Termination for non-attendance.** Any member with less than 50% attendance for the year shall be notified that he/she will not be invited to continue membership for the next year, unless said member can provide substantial reasons for their poor attendance record to the Board of Directors and explain how he/she will improve attendance for the future. Re-instatement of the individual's membership shall be at the discretion of the Board of Directors.

**Section 4 - Termination for other causes. Good Cause.** The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, and The Four-Way Test, the high ethical standards that one should hold as a Rotary club member. The member shall be given at least ten (10) days notice of such pending action and an opportunity to submit to the Board a written answer or may appear before the Board to state his or her case. Such notice shall be made by the personal delivery or by registered letter to that member's last known address.

#### **Article 15: Resolutions**

No resolution or motion to commit this club on any matter shall be considered by the club unless it has been considered by the Board. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

#### **Article X. Article 16: Order of Business for Regular Weekly Club Meetings**

Meeting called to order.

Introduction of visiting Rotarians.

Correspondence and announcements.

Committee reports, if any.

Any unfinished business.

Any new business.

Address or other program features. Refer to Policy and Procedures 5.2.4 for further details.

Adjournment.

#### **Article XI. Article 17: Amendments and Proxy Voting**

These bylaws may be amended at any time at any regular meetings, a quorum being present, by two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and bylaws of Rotary International. If a Board member can participate via conferencing media for the discussion part of a motion, then his/her vote will count as part of the necessary quorum and vote of all members present.

There shall be no proxy voting allowed in membership meetings, Board of Directors meetings or committee meetings.

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*Bylaws adopted by Rotary Club of Greece, New York*

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*(date)*

*Bylaws approved by Rotary International*

.....  
*(date)*

# Greece Rotary Policies & Procedures

## INTRODUCTION

## STRATEGIC PLAN

### 1.1 Strategic Plan Process

Rotary has traditionally planned in 12-month cycles to accommodate annual changes. A comprehensive study done by Rotary International in 2001, called attention to the harmful effects of short term planning, noting that it prevents consistency and continuity in program administration and hinders the efficient use of resources.

A Strategic Plan is a management tool used to sharpen focus and give consistent direction over a long period of time. At the core of a strategic plan is a commonly shared Vision of what success will look like in the future. It provides a detailed road map on how to attain that Vision with specific Goals and Objectives. These core elements allow the organization to use its resources at peak efficiency.

This Strategic Plan is meant to move our organization forward in a more efficient, cohesive and consistent fashion. It will take the effort and support of every Rotarian to make it succeed.

### 1.2 Core Values

“1923 Statement on Community Service” as a definition of the philosophy of service. The first principle states, “Fundamentally, Rotary is a philosophy of life that undertakes to reconcile the ever present conflict between the desire to profit for one’s self and the duty and consequent impulse to serve others. This philosophy is the philosophy of service – ‘Service Above Self’ – and is based on the practical ethical principle that ‘They Profit Most Who Serve Best.’ ”

#### *Article XII.*

#### **Article XIII. 1.2.1 Declaration of Rotarians in Businesses and Professions**

The Declaration of Rotarians in Businesses and Professions was adopted by the Rotary International Council on Legislation in 1989 to provide more specific guidelines for the high ethical standards called for in the Object of Rotary:

#### **1.2.2 As a Rotarian engaged in a business or profession, I am expected to:**

- Consider my vocation to be another opportunity to serve;
- Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;
- Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;
- Be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship;
- Recognize the honor and respect due to all occupations which are useful to society;
- Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
- Adhere to honesty in my advertising and in all representations to the public concerning my business or profession;
- Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

#### **1.2.3 Vision**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

FIRST. The development of acquaintance as an opportunity for service;

SECOND. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

#### **1.4 Mission and Strategic Intent**

- 1.4.1 Our Rotary Club is a group of business and professional men and women from the Greece area who volunteer our time and resources to make a difference within our town. We help the youth of our area along with supporting the international community with cultural and study exchanges through Rotary International.
- 1.4.2 Voted to get involved in camp for children with special challenges – 1959

### **COMMUNITY RELATIONS**

#### **2.1 Organizations**

- 2.1.1 Rotary International <http://www.rotary.org>
- 2.1.2 District 7120 <http://www.rotary7120.org>

#### **2.2 Affiliate Organizations**

- 2.2.1 Greece Chamber of Commerce <http://www.greecechamber.org>
- 2.2.2 Greece Central School District <http://www.greece.k12.ny.us>
- 2.2.3 Hilton Central School District <http://www.hilton.k12.ny.us>
- 2.2.4 Town of Greece <http://greeceny.gov>

### **INSURANCE**

#### **3.1 General Liability Insurance**

- 3.1.1 District 7120 carries General Liability Insurance for Greece Rotary Members
- 3.2.1 Club does not carry Officers & Directors Liability Ins. Effective January 1, 2010, Directors & Officers/Employment Practices Liability insurance is covered by the U.S. Rotary Club & District Liability Insurance Program.
- 3.2.2 It is recommended that club members have homeowners and personal umbrella insurance policies.

### **FINANCE**

- 4.1 **Fiscal Year** – The fiscal year of the Greece Rotary club is from July 1 to June 30.

#### **4.2 Membership**

- 4.2.1 Dues – The Board of Directors establishes the yearly dues.
- 4.2.2 The board may return any such portion of dues as the board deems just and in accordance with RCP 70.010.2\*  
(Amended 2-28-05)

\* - 70.010.2 Refunds of Prorating of Per Capita Dues

- i. The general secretary may make, from time to time, adjustments in and refunds of per capita dues and subscriptions paid by any club in cases where clubs have paid per capita dues and subscriptions for member who have die, resigned, or have been dropped from the rolls of the club without having paid any dues for the period.

#### **4.3 Budget**

- 4.3.1 General
  - 4.3.1.1 The Greece Rotary allocates its funds according to established priorities in the strategic plan.
  - 4.3.1.2 The treasurer, outgoing president and president-elect will prepare the annual budget based on the strategic plan and with input from committee chairpersons.
  - 4.3.1.3 The budget is reviewed and approved by the board of directors at the July board meeting.
  - 4.3.1.4 The annual budget is evaluated on a three-year basis to ensure that excess net revenues from one year are being used to offset shortages of net revenues in the year preceding or following, including designating funds into a reserve fund.
  - 4.3.1.5 The reserve fund shall be budgeted annually for unforeseen program, project or emergencies purposes.

- 4.3.1.6 The budget will not fund individual personal expenses.
- 4.3.1.7 Budget preparation and maintenance – There shall be a joint meeting of the current board of directors with the incoming board of directors in the month of May to review the budget for the upcoming Rotary Year. This budget will be voted on at the June meeting by the incoming board of directors. This method follows methods of budget approval at the Rotary District and International levels of governance. The incoming board should review and approve the budget that they will inherit and maintain throughout the year.

There should be a regular review and modification if necessary of any long-term pledges/commitments. Regular reports should be published in the Beacon and presented and discussed at Assembly meetings. The board must approve any changes to the current budget.

#### 4.3.2 Standing Committee Budgets

- 4.3.2.1 Sixty days before the annual budget meeting, Standing Committee Chairpersons must submit their annual program budgets to treasurer. The submitted amounts will be based on expected needs and strategic plan. These budgets enable the avenue of service chairs to perform their activities within their respective areas.
- 4.3.2.2 After review, the Standing Committee budgets will be compiled into a club annual budget.
- 4.3.2.3 Any projects the service chair might plan to undertake will be requested under the line item of the budget. If a service chair has funds to meet a request that falls under his/her sphere, and he/she has funds available for the item, then he/she could approve the funds.
- 4.3.2.4 Authorization is required from the board of directors if spending is expected to go beyond the budgeted line item.
- 4.3.2.5 The Board will approve stipend as needed for exchange student to be paid from August-June.

#### 4.3.3 Programs and Projects

##### 4.3.3.1 Community Wide Requests

- 4.3.3.1.1 To establish a budget for a proposed project or program, an individual/organization must detail the goals, objectives and estimated total expenses of the project in writing. This information must be submitted to Finance Sub-Committee for review.
- 4.3.3.1.2 The Finance Sub-Committee will make their recommendation to the board.
- 4.3.3.1.3 The board will vote on the Finance Sub-Committee's recommendation.
- 4.3.3.1.4 The Finance Sub-Committee can screen all requests and even deny a request that did not fall under the Greece Rotary mission or strategic plan, not even bringing it to the board's attention.

a.  
b.

##### 4.3.3.2 Greece Rotary Member Requests

- 4.3.3.2.1 Any member of the Greece Rotary Club may propose a program or project
- 4.3.3.2.2 To establish a budget for a proposed project or program, an individual/organization must detail the goals, objectives and estimated total expenses of the project in writing.
- 4.3.3.2.3 A request from a Greece Rotary member may be presented directly before the board for discussion, approval or denial.

#### 4.4 Accounting Guidelines

- 4.4.1 In order to safeguard the assets of the Greece Rotary Club, it is imperative that a good system of accounting controls and accurate record keeping be implemented and maintained. This system should include the following:
  - a) Bank reconciliations performed on a monthly basis.
  - b) Financial statement prepared monthly.
  - c) Annual financial statements made available to all members and published in club's newsletter. Monthly statement can be made available on request. Voted August 15, 1989, to have internal review of the books no later than 60 days from close of Rotary year.
  - d) Annual reviews of the accounting procedures and records. This review may be accomplished by either the audit committee or an outside certified public accountant.

#### 4.5 Fund Raising

- 4.5.1 Effective fundraising requires a good deal of hard work. As such, fund raising should be conducted as a means to achieve specific goals. The more specific the goal, the easier it is to obtain the cooperation of club members and to persuade those from whom funds are to be raised to contribute.
- 4.5.2 Fundraiser project chairmen should document their procedures for the fundraiser (**see articles**). This documentation should include a timeline of necessary contacts and procedures during the year to achieve a successful fundraiser event.
- 4.5.3 Other important information regarding material and supplies needed should be also documented.

4.5.4 Moved to participate in LPGA Tournament along with 14 other Rotary Clubs – 1978

## ADMINISTRATIVE PROCEDURES

### 5.1 Board Operations

#### 5.1.1 Composition of the Board

5.1.1.1 The governing body of this club shall be the Board of Directors consisting of thirteen (13) members of this club, namely nine directors elected in accordance with Article 1, Section 1 of the bylaws, plus the president, vice-president, president-elect and immediate past president.

5.1.1.2 The president shall serve as a member of the board of directors, but shall have a tie-breaking vote only.

#### 5.1.2 Primary Responsibilities of the Board of Directors

5.1.2.1 The board has the ability to effect change in the organization as well as maintain continuity of policies and procedures through the legislative process.

5.1.2.2 The board of directors shall establish the club's financial policies and shall be accountable for its assets.

5.1.2.3 It shall be responsible for the interpretation of the bylaws.

### 5.2 Meetings

#### 5.2.1 Board of Director Meetings

5.2.1.1 The board of directors shall meet the 3<sup>rd</sup> Monday of each month.

5.2.1.2 The monthly board meeting is open to any club member.

5.2.1.3 The secretary shall distribute the minutes of the meeting no later than 7 days following the adjournment of the meeting.

5.2.1.4 Board members who miss 3 consecutive meetings will be replaced on the board – 1994

5.2.1.5 The May and June Board meetings shall be a joint meeting between the outgoing and incoming board.

5.2.1.6 Recommend that Club Assembly be moved to 4<sup>th</sup> Wednesday of month to facilitate minutes, including financial report, of meeting being available to general club membership.

5.2.1.7 If a Board member can participate via conferencing media for the discussion part of a motion, then his/her vote will count as part of the necessary quorum and vote of all members present.

5.2.1.8 There shall be no proxy voting allowed in membership meetings, Board of Directors meetings or committee meetings.

#### 5.2.1.7 Board Meeting Administration

5.2.1.7.1 All members of the Board and Club officers shall be required to read and be familiar with the Club's Bylaws and Policies and Procedures before serving

5.2.1.8.2 Roberts Rules of Order

- Any Greece Rotarian member or Unallocated Fund chairperson proposes a project/expenditure/ proposal.
- Request is open for discussion on the floor
- Modify the proposal if necessary and the Secretary reads the final proposal back to the Board
- The President asks for a motion, a seconding of the motion, discussion and vote by voting board members.
- Majority decision prevails.
- If a Board member can participate via conferencing media for the discussion part of a motion, then his/her vote will count.
- No proxy voting.

#### 5.2.1.8.3 Board minutes

- Secretary takes minutes at every board meeting.
- The minutes shall be included in the next club bulletin following Club Assembly.
- Board reviews and approves the previous minutes, and the revised minutes are retained.
- All decisions made or postponed are included.

#### 5.2.1.8.4 Board Agenda

- President creates the agenda based upon input from board members and club members.
- It is distributed to board members at least 2 days before the next board meeting.
- Any old business is carried over automatically to the new agenda until disposition is made.

- All club committees should be covered in the agenda, and committee chairman should be aware of any activities in his/her area of responsibility.
- A review of any action items that need attended by individuals with a realistic deadline established and so noted in the minutes.

#### **5.2.1.8.5 Format of the Board Meeting**

- Treasurer gives a detailed report. He answers questions pertaining to the budget maintenance, not specific requests for funds, etc. That task is addressed during the committee reports
- Each committee chair will be allowed sufficient time to present their activities/requests. Any subcommittee recommendations need to be included. Any funding requests for budgeted OR non-budgeted items are reviewed and approved, or postponed for further discussion. Such requests are approved in the light of the current budget status and revenue/expenditure projections.
- Interruption by any other person will not be tolerated. Side discussions are not allowed. Business-like manners should prevail. Discussion will be encouraged at the appropriate time.
- Each member will be allowed and encouraged to partake in any discussion
- Old/new business is the place to address such if it's not included in any committee report
- It is essential that each chair person be pro-active and knowledgeable of all club activities that fall under his/her area of responsibilities.

#### **5.2.2 Rules of Conduct at Board Meetings**

- 5.2.2.1** The president shall preside over all meetings of the board of directors. In the absence of the president, the president-elect or vice president shall be the presiding officer.
- 5.2.2.2** The meetings are conducted in accordance with the current edition of *Robert's Rules of Order*.
- 5.2.2.3** All members of the club have the right to be heard on issues that are presented to the board.

#### **5.2.3 Annual Meetings**

- 5.2.3.1** An annual meeting of this club shall be held no later than the 31<sup>st</sup> day of December in each year, at which time the election of officers and directors to serve during the ensuing year shall take place.

#### **5.2.4 Weekly Meetings**

- 5.2.4.1** The regular weekly meetings of this club shall be held on Wednesday at 12:15 PM.
- 5.2.4.2** Voted July 17, 1979, to present a memento to all guest speakers – 1979
- 5.2.4.3** Any social or committee meeting counts as a makeup.
- 5.2.4.4** Potential Political candidates can be introduced from the floor as candidates, but not given the podium unless invited as speaker.
- 5.2.4.5** Club to pay lunch for speaker & one guest of speaker – 2001
- 5.2.4.6** Guest speaker gives presentation before fining session; 20 minutes for presentation.

#### **5.2.5 Special Meetings**

- 5.2.5.1** Special meetings of the Board shall be called by the president, or upon request by two (2) members of the Board, whenever deemed necessary to deal with time sensitive issues, provided due notice having been given.
- 5.2.5.2** Due notice shall be defined as a minimum of one day prior.

#### **5.3 Consideration of Proposals**

##### **5.3.1 Who may make a proposal**

- 5.3.1.1** Any member of the Greece Rotary Club can make or bring a proposal to the Board of Directors at its monthly meeting. Subject to previous section (Section 4.3.4) requirements.
- 5.3.1.2** The Board of Directors will review the proposal. If the proposal is over \$2000.00 or involves a significant time commitment by the club's general membership, the board will direct it to the appropriate subcommittee for review, if needed. The Subcommittee will make its recommendation to the Board. The Board will again review the proposal and, if appropriate, bring it before the club at the next club assembly meeting. The club members will have until the next monthly board meeting to discuss the proposal and make comment to the Board of Directors. The Board will vote on the proposal at the next board meeting.

#### **5.4 Communication**

- 5.4.1** The Beacon (either paper or electronic version) shall be the official communication vehicle for the Greece Rotary Club.

## **ORGANIZATION**

### **6.1** Committee Definitions – Rotary Year 2009-2010

<b>Committee</b>	<b>Chair</b>	<b>Vice-Chair</b>
Attendance:		
BOCES 2 Events:		
Christmas Party:		
Club "Get Well":		
Club Historian:		
Club Service:		
Community Service:		
International Service:		
Vocational Service:		
Youth Service:		
Camp Haccamo:		
District Conference:		
Eastern Cities Dinner:		
District Conference:		
Finance Sub-Committee:		
Foundation - RI:		
Golf Tournament:		
Installation:		
Literacy:		
Membership:		
Newsletter/Emails:		
Paul Harris:		
Public Relations:		
Social:		
Social Networking:		
Training and Leadership Committee:		
Web Site		
Ziti Dinner:		
Ziti Dinner Dining Room:		

## **MEMBER GUIDELINES AND POLICIES**

### **7.1** General Guidelines for Members

#### **7.1.1** Attendance

- When board grants a leave of absence, the member's dues are not waived.
- For purposes of calculation of member attendance, the Greece Rotary Attendance year shall run from May 1<sup>st</sup> of current year to April 30<sup>th</sup> of upcoming year
- Format for Induction of new member
  - Approved procedure for new members – 1997
  - See New member Protocol in Article Section this document

### **7.2** Membership Categories

- 7.2.1 Active – Pays dues and meeting attendance requirements
- 7.2.1.1 Exempt – Pays Dues and no meeting requirements
- 7.2.2 Honorary – No dues or meeting attendance requirements. The club will pay for the subscription of the Rotarian for the honorary member’s year.
- 7.3 **Dues**
- 7.3.1 Members’ dues shall be in one annual payment due on or before July 31<sup>st</sup> of each year.
- 7.3.2 Any dues still outstanding and not paid by July 31st will be assessed a \$10.00 per month surcharge.

**CHARTER AND ARTICLES**

**Charter**

b) This Certifies that the Rotary Club of

Greece, New York, U.S.A.

c) Having been duly organized and having agreed, through its officers and members, to

be bound by the Constitution and By-Laws of Rotary International, which agreement is evidenced by acceptance of this certificate, is now a duly admitted member of

i) Rotary International

and is entitled to all rights and privileges of such membership.

*In Witness whereof* the seal of Rotary International is hereto affixed and the signatures of its officers, duly authorized, are subscribed hereto this twenty-sixth day of January Anno Domini 1959.

Clifford Randall , President, Rotary International  
 Gerry , General Secretary, Rotary International  
 Recommended by W.W. Oakley, District Governor

Moved to present all past presidents with a past president badge, gavel plaque and past president pin and to follow this procedure with each outgoing president – 1968

## **Article #2                    Greece Rotary Fundraising Committee**

### **Mission**

The Greece Rotary Fundraising Committee shall act in an advisory role on behalf of the Greece Rotary Board. It will provide an initial review of any and all fundraising activities brought before the club. The committee shall report directly to the board with a recommendation as to whether the activity is in the best interest of the club. The Board will then determine the final outcome of the project/ activity.

### **Roles & Responsibilities**

The Committee shall consist of a minimum of 4 Greece Rotarians, but is open to any club member in good standing.

- A) Any member of the committee can call for a meeting of such committee as the need arises. One member shall be identified as “Chairperson” or “Spokesperson,” but only when called to report to the Board or the club in general.
- B) The committee will discuss with the Club’s Board the particular fundraising activity. If the Board does not agree with a majority of at least 75% interested in the activity, the project will be tabled. The Board will be responsible for determining the club interest, in general, and motivation.
- C) The committee shall catalog all existing fundraising activities. This should include any surveys of existing or attempted projects.
- D) The committee will propose to the Board that all existing fundraising activities/committees document all information regarding their activities.

This documentation should include:

- 1) contacts,
- 2) schedule or progress chart of items that need to be accomplished prior to the activity,
- 3) developed line of succession for present chairperson so any new chairperson will not have to reinvent the whole project if the present chair is not longer available.

### **Goals**

The goal of any fundraising will be to enable the club to further its philanthropy endeavors.

## **Article XIV.        Article #3                    Ziti Dinner**

- Approved \$100.00 ticket sales for ziti / fine to be \$100.00 – 1983
- Approved increase Ziti Ticket sales from \$100.00 to \$150.000 for 2004, amount increased to \$200.00 for 2005, and amount increased to \$250.00 in 2007.
- Timeline Procedure book should be developed and made available to future chairpersons.
- Event chairperson to have vice-chair to learn event procedures for future progression of chairperson.
- Event Sub-chairpersons should have alternates to learn event component procedures.

## **Article #4                    Greece Rotary Golf Tournament**

- Moved to earmark some golf proceeds to Greece Little League Challenger division – 1994
- Timeline Procedure book should be developed and made available to future chairpersons.
- Event chairperson to have vice-chair to learn event procedures for future progression of chairperson.
- Event Sub-chairpersons should have alternates to learn event component procedures.

## **Article #5                    Good & Welfare Policies – 1999**

Moved to start sunshine committee to monitor ill members & truant members –1998

- 1) Death of member, their spouse, child or parent.

\$50.00 is spent on flowers, charity of the family's choice or a contribution to the Greece Rotary Memorial Fund. A sympathy card is also sent; if another relative has died other than the aforementioned, a card is sent.

2) Birth of a member's child.

\$50.00 is spent on a fruit basket with a baby girl or boy theme.

3) Illness of a member.

A get-well card is sent; \$35-\$40 is spent on flowers if the member is hospitalized.

4) Birthday and anniversary cards are sent to each member.

5) Marriage of a member.

\$50.00 is spent on a gift certificate.

## **Section 14.01 Article #6**

### **Election Procedures**

At a regular meeting, one month prior to the annual meeting for election of officers, the presiding officer shall ask for nominations by members of the club for three members of the Board of Directors. The nominations may be presented by a nominating committee or by members from the floor, or by both, at two regular meetings prior to the annual meeting. The nominations duly made shall be placed on a ballot in alphabetical order and shall be voted for at the annual meeting. The slate of nominees shall be presented to the Board of Directors, by the nominating committee, at the November meeting of the Board of Directors.

The nominating committee shall consist of the three (3) most immediate available past presidents. The nominating committee is charged with the preparation of the slate of officers to be elected at the annual meeting. The nominating committee shall name one candidate for the office of vice-president, with said candidate being selected from the current members of the Board of Directors. If no current board member is able to fulfill the requirements of this office, then the committee will select a candidate from past board members in the club. The three (3) open Board of Directors positions shall be elected from a slate of no fewer than five (5) members submitted by the nominating committee. The succession of officers for the Rotary Club of Greece is as follows: vice-president, president-elect and president.

The candidate for vice-president shall be un-opposed and shall be declared elected to that office. The three candidates for directors receiving a majority of the votes shall be declared as directors. The vice president elected in such balloting shall serve as a member of the board as vice-president-elect for the year commencing on the first day of July next following the election, and shall assume office as president-elect on the first day of July immediately following the year of service on the board as vice-president.

*(Article #1 Section #1 Club By Laws)*

## **Article #7**

### **New Member Protocol**

- 1) The prospective new member will attend a minimum of 4 meetings prior to submission of application.
- 2) The sponsor to review club requirements & responsibilities as stated in the Club Expectation Form with prospective member prior to completing Application Form.
- 3) The name of the prospective member, proposed by an active, exempt, or past service member of the club, shall be submitted to the Board in writing, through the club membership chairman. The proposal for the time being shall be kept confidential, except as otherwise provided in this procedure
- 4) The signed Application Form and signed Expectation Form are sent to president who will present it to board for action
- 5) The Board shall ensure that the proposal meets all the classification and membership requirements of the club constitution.
- 6) The Board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the membership chairperson, of its decision.
- 7) If approved, the President shall notify Beacon Editor for 7-day letter notification. If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within

seven (7) days following the publication of information about the prospective member, that person, upon payment of admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

- 8) All objections shall be made in writing and addressed to the club's Board of Directors. The decision of the Board regarding the objection shall be determined by a majority vote of the Directors present at the meeting. If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.
- 9) A designated Past President to interview proposed new member and review Club's Member Expectations form. (see attached)
- 10) Application Form is given to secretary to order badge & put together new member packet.
- 11) Secretary to inform President when badge & packet available.
- 12) Voted to collect membership dues before a new member inducted. \$50.00 membership fee to be paid prior to induction annual dues pro-rated for remaining year - 1994
- 13) President to schedule induction.



# GREECE ROTARY CLUB

1) Greece, New York  
Article XV.



## Article XVI. Member Expectations

**Article XVII. Attendance at Weekly meetings: Wednesday 12:15 – 1:30 PM**

*\* minimum attendance requirement is 50% of all meetings \**

Month	Event	Expectation from each Club member	Financial and/or time commitments
January	Ziti Dinner (one of the club's major fund-raisers)	Each member is expected to work or send a substitute to work	<b>Minimum of \$250 ticket and/or ad sales</b>
February	Meetings on the Road while Ridgemont CC closed for winter shutdown (usually runs into first two weeks of March)	Club travels to varying locations to learn.	Usual weekly meeting
March	District Assembly	Good leadership development opportunity	A half-day session (on a Saturday)
April - May	District Conference	Good leadership development opportunity	Friday - Sunday (out-of-town)
May			
June	1. Annual Installation dinner meeting 2. Annual Rotary Golf Tournament The club's 2 <sup>nd</sup> major fundraiser	1. a great evening for all 2. Golf &/or hole sponsorship (minimally be a hole sponsor )	1. <b>\$35/person</b> Club subsidizes event 2. <b>\$75/hole or \$125 for 2 hole</b>
July	1. Annual dues payment is due 2. Sunshine Camp/Camp Haccamo Summer Evening meeting	Annual dues payment is due Club Fellowship	<b>\$155.00</b> Approx. \$10.00
August	New Teachers' Luncheon Rotary Night at Red Wings	Participation Participation	Weekly meal cost Varies
September	Area 9 dinner Dictionary Project- Literacy Project	District Fellowship Dictionary given to 3 <sup>rd</sup> graders	Fellowship Meeting Community Service
October	1. Rotary Family Clam Bake 2. Fall Camp Haccamo close-up 3. Eastern Cities Dinner	1. Participation 2. Club Fellowship 3. Hear from RI President District Fellowship	1. \$35.00/person 2. Priceless 3. \$20.00 +/- club subsidizes event
November	Rotary Leadership Institute	Good leadership development opportunity	\$65.00 for Full Day Club subsidizes event
December	1. Rotary Christmas Party dinner dance 2. Kids' Christmas Party	1. Participation 2. Help the kids enjoy their party with Santa	1. \$35/person 2. 2 hours

**(a) Approximate annual commitment (m**

- Dues \$155
- Fines: \$ 45
- Ziti sales (minimum) \$250
- Golf or Hole sponsorship(minimum)\$ 75
- Recommended Rotary Foundation Donation \$100
- Weekly lunches @ \$6.00-11.00 varies  
**\$ 625 + lunch costs**
- one-time initiation fee of \$50

(i) Name of Prospective Member (please print legibly)

a) Name of Sponsor \_\_\_\_\_

*I acknowledge that I have received a copy of these Member Expectations*

Adopted: 4/22/03; Revised: 8/19/06; 6/1/07; 10/16/07; 6/19/09; 2/10/10

© Rotary Club of Greece, NY

**Article #8**                      **Social Events Policies**  
Added May 16, 2005  
Amended June 20, 2005

**Policy #1:** Every effort is made to have social events of Greece Rotary Club financially break even or be profitable. Social events that incur Club expenses must be Board approved in advance.

**Procedure:** The event chairperson must submit, ahead of initiating the event, or undertaking any expenses related to the event, a *written* budget showing revenues and expenses *and deadlines noted*. The Board will vote on the event as presented, or vote with approved changes.

Once approved by the Board, the chairperson will be required to obtain a sign-up for the event and prepayment in full by all members/guests wishing to participate. No participation will be allowed or event tickets issued to those who sign up or want to participate, but fail to pay at least one Wednesday Rotary Club meeting in advance of the week of the scheduled event, e.g. event is scheduled for 6/3/05; payment must be received on or before Wednesday, 5/25/05. No payment will be permitted or taken at the door of the event.

When an event must be prepaid in advance to the sponsor of the event, e.g. Fast Ferry trip to Toronto or Bill's game, participants must remit by the Wednesday Rotary meeting preceding the prepayment date. There will be no exceptions.

The Club may subsidize fellowship events, e.g. Installation Dinner in June or Christmas Dinner in December, but only by advance approval of the Board of Directors and inclusion by line item in the Rotary Club annual budget for fellowship expenses. Any such underwriting or subsidy must be limited to the budgeted amount and the funds obtained from sources not related to charitable fund raising events. For example, funds obtained from fines and locally retained portion of dues are eligible to subsidize event tickets, but not Ziti or Golf Tournament revenues.

**Policy #2:** Where practical and with approval of club's Board of Directors, the club shall consider placement of an ad in the Greece Chamber of Commerce Annual Awards Ceremony program. This cost will come from the club's Public Image budget. If a Greece Rotarian is selected as a recipient of one of the Chamber's community awards, the club may, at the discretion of the Board of Directors, place a larger ad or subsidizing part of the cost of the dinner for Rotarians to attend the dinner recognizing the Rotarian. The additional cost shall be funded from Greece Rotary Club account (Non-Foundation account).

**Article #9**                      **Policy and Procedure for Distribution of Reserve Funds**  
Board Approved and added June 20, 2005

**Background:**

The Greece Rotary Reserve Fund was established in the 2003-2004 Rotary Year. The president and board, at that time, thought it prudent to establish such a fund for a future need for funds. This need may arise from a less than expected fundraising event or due to some community need of an emergency. If practical, all future presidents will attempt to budget moneys to be added on an annual basis.

It is the expressed intent of the 2004-2005 Board of Directors that the club's goal should be to maintain a minimum balance of \$10,000 in the Greece Rotary Reserve Fund. Until such time this minimum balance is met, or during any subsequent year when the minimum balance should fall below \$10,000, the Board of Directors should be diligent in their efforts to dedicate funds to this Reserve Fund.

**Procedure:**

**If the need is due to budgetary concerns:**

1. If a deficiency occurs in the club's budget due to a problem with one of its annual fundraisers, the moneys in this fund may be used to fulfill only budgeted requests during that Rotary Year with the approval of the Board of Directors.
2. If the cause for use of the fund is due to a deficiency in moneys in budget due to failure of a fundraising event, the club will be made aware of this deficiency and how it was dealt with at a weekly club meeting.
3. The Rotary Board of Directors will look into the reason why the funds were needed and take appropriate action to insure that the deficiency does not occur again.

***If the need is due to an emergency need in the community:***

1. The Greece Rotary Board will evaluate the value/worth of the proposed project by comparing it to the Greece Rotary Mission and Vision as well as the Mission Statement of Rotary International to determine its worthiness of support.
2. The Greece Rotary Board, in consultation with the Finance Subcommittee, will evaluate and perform due diligence before rendering a recommendation. The two committees will determine the size and type of donation deemed worthy.
3. The club will be apprised of the need and a vote of club members at a regular weekly meeting will be necessary. A simple majority of members present will be needed to approve the funds, provided a quorum of 1/3 third club members present (as per Greece Rotary By-laws).
4. Recipient of funds for community emergency needs are required to give a written report to the Rotary Board of Directors to verify the actual expenditures.
5. The Rotary Board of Directors has the authority to require a Performance Bond from the recipient if it feels that that would be in the best interest of both the Rotary Club and the Community

**Article #11                      Honorary Membership Policy**

After review by the active membership of The Greece Rotary Club for comment and approval by the Board of Directors of The Greece Rotary Club by majority vote, a third level of membership known as "Honorary Member" is to be created.

The guidelines to be used in determining Honorary Membership (HM) are as follows:

- The individual must have made a significant contribution (other than monetary) to The Greece Rotary or the local community.
- The individual must embrace the ideals and mission of Rotary and the Four Way Test.
- The proposed Honorary Member must be sponsored by an Active Member of the Club.
- The Sponsor must complete an information form for the Honorary Member and make himself/herself available to the Membership Committee or BOD, if requested, to discuss the qualifications of the proposed HM.
- The term of the Honorary Membership shall be until the end of the current fiscal year. HM status must be reviewed for renewal annually by the current BOD.
- Honorary Members (HM) will not have any voting rights on club matters and cannot hold office in The Greece Rotary.
- HM will be encouraged to attend as many Greece Rotary events as possible.
- HM will be encouraged to become full members, if possible.
- Honorary Members will be held to the restrictions and privileges granted to them by The Rotary International By-Laws.

## Honorary Member Information Form

Date: \_\_\_\_\_ Member / Sponsor: \_\_\_\_\_

Proposed Honorary Member:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Has the proposed HM ever been a member of Rotary? If so, to which clubs did he/she belong and when?

\_\_\_\_\_

Please explain why the proposed Honorary Member cannot fulfill the requirements of full active membership in The Greece Rotary Club.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the reasons why you feel the individual merits Honorary Membership in The Greece Rotary. Please include significant achievements or contributions to The Greece Rotary or the Greece Community.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_