

Greece Rotary

POLICIES AND PROCEDURES

2008 Edition



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

Article I: 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, parliamentarian 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 II: Board of Directors

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 these bylaws, plus the president, vice-president, president-elect and immediate past president.

Article III: Duties of Officers

Section 1 – *President.* It shall be the duty 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 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, make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on January 1st and July 1st of each year, and including a prorated report to the general secretary on October 1st and April 1st 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.

Section 7 – *Parliamentarian.* The duties of the parliamentarian shall be to act as an expert in Robert's Rules of Order and the By-Laws of Rotary International, Greece Rotary and Greece Rotary Foundation. The parliamentarian does not maintain voting privileges as a member of the Board, except in the circumstance of also serving as an elected director.

Article IV: Meetings

Section 1 – *Annual Meeting.* An annual meeting of this club shall be held no later than the 31st 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: 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 first 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 1st shall be assessed a monthly charge of \$10.00 per month thereafter.

Article VI: Method of Voting

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by ballot, or otherwise at the discretion of the president.

Article VII: Committees

Section 1-

- (a) The president shall appoint the following standing committee Chairpersons:
- Club service committee
 - Vocational service committee
 - Community service committee
 - International service committee
 - Finance Sub-Committee
- (b) The president shall appoint such committees on particular phases of club service, vocational service, community service and international service as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairperson, who shall be named by the president from the membership of the board.
- (d) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- (e) The president shall be *ex officio* member of all committees except the Paul Harris Committee, and, as such, shall have the privileges of membership thereon.
- (f) Each committee shall transact such business as is delegated to it in its bylaws and such additional business as may be referred to it by the president and the Board. Except where special authority is given by the Board, such committees shall not take action until a report has been made to the Board and approved by the Board.
- (g) The president may appoint one or more committees dealing with various aspects of youth activities, which depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees.

Article VIII: Duties of Committees

Section 1 – *Club Service Committee*.

- (a) This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the Board on all club service activities. The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.

- (b) The club service committee shall consist of the chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.
- (c) The president shall appoint the president-elect or vice-president to oversee and coordinate the work of the classifications, membership development and Rotary information committee.
- (d) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- (e) The classification and Rotary information committees shall consist of three (3) members, one (1) member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one (1) member for a term of one (1) year; one (1) member for a term of two (2) years; one (1) member for a term of three (3) years.

The president shall, subject to the approval of the Board, appoint the following committees on particular phases of club service:

- (a) **Attendance Committee.** This committee shall devise means for encouraging attendance at all Rotary meetings – including attendance at all Rotary meetings – including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) **Classifications Committee.** This committee shall as early as possible, by no later than August 31st of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the Board on classifications problems.
- (c) **Fellowship Activities Committee.** This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the Board.
- (d) **Membership Committee.** This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the Board.
 - a. **Membership Development Committee.** This subcommittee of the membership committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the Board names of suitable persons to fill unfilled classifications.
- (e) **Public Relations Committee.** This committee shall devise and carry into effect, plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
- (f) **Interact Clubs**

Section 2 - Vocational Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

- (a) RYLA
- (b) Rotary scholarships- Liotta and Vocational scholarships
- (c) Avalon Scholarship
- (d) Hilton Scholarship
- (e) District Oratorical Contest
- (f) District Music Contest

Section 3 – Community Service Committee. This committee shall devise and carry into effect plans which will guide and assist members of this club in discharging their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that are appointed on particular phases of community service.

- (a) The chairman of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chairman of the community service committee and the chairman of all committees appointed on particular phases of community service.
- (c) The president shall, subject to approval of the Board, appoint the following committees on particular phases of community service;
 - (1) **Human Development Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support of those in need.
 - (2) **Community Development Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
 - (3) **Environmental Protection Committee.** This committee shall devise and carry into effect plans which will guide and assist members of this club in monitoring and improving the quality of the community's environment.
 - (4) **Partners in Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary sponsored organizations within the community and cooperating with them in service.
 - (5) **Finance Sub-Committee.** This committee shall review requests for funds as the requests are received from individuals and/or organizations from the community, and upon review, make appropriate recommendations to the Board of Directors for action upon said requests.

Section 4 - International Service Committee. This committee shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

- (a) Rotary Student Exchange
- (b) Polio Plus
- (c) Cultural exchanges
- (d) International Educational Scholarships

Section 5 - Paul Harris Committee. The Paul Harris committee shall consist of only members who are Paul Harris Fellows and their sole duty is to determine the Paul Harris award recipients.

Article IX: 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 six (6) 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 X: 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. This review shall be done by a certified public accountant other than treasurer and may be another member of the club.

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

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 XI: 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.

Article XII: 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 60% 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.* The membership of any member may be terminated by the Board, for a reason which the Board may deem to be sufficient by the votes of two-thirds of the directors. 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 XIII: 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 XIV: 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 XV: 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.

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

Bylaws adopted by Rotary Club of Greece, New York

December 13, 2000, revised May 5, 2004

(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

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.

1.3 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 handicapped children's camp – 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://www.townofgreece.org>

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. Officers & Directors Liability is not covered under district's insurance policy.- 2000
 - 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 –
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 Avenue of Service Budgets

- 4.3.2.1 Sixty days before the annual budget meeting, Avenue of Service Chairmen 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 avenue of service 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 avenues 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 they 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.

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 3rd 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 June Board meeting shall be a joint meeting between the outgoing and incoming board
- 5.2.1.6 Recommend that Club Assembly be moved to 4th Wednesday of month to facilitate minutes, including financial report, of meeting being available to general club membership.
- 5.2.1.7 No proxy votes are allowed.

5.2.1.8 Board Meeting Administration

5.2.1.8.1 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
- No proxy voting.

5.2.1.8.2 Board minutes –

- Secretary takes minutes at every board meeting
- Newsletter editor includes the minutes in the next bulletin
- Board reviews and approves the previous minutes, and the revised minutes are retained
- All decisions made or postponed are included

5.2.1.8.3 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.

5.2.1.8.4 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 The parliamentarian shall be present to rule on Robert's Rules of Order, Rotary International By-Laws, Greece Rotary By-Laws, and Greece Rotary By-Laws.
- 5.2.2.4 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 31st 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 – pen is acceptable gift. – 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 2008-2009

Committee	Chair	Vice-Chair
BOCES 2 Events:	Tom Lawson	Judy Van Bramer
Club "Good & Welfare"	Gary Krauss	
Club Historian:	John Lioi	
Club Service:	Brad Turner	
Community Service:	Judie Van Bramer	
International Service:	Linda Blossom	
Vocational Service:	Keith Rockcastle	
Camp Haccamo:	Chuck Krause	Dan Hedberg
District Conference:	Ed D'Angelo	
Eastern Cities Dinner:	Tracy Wooden	
Fine Masters:	Jay Riley	
Foundation - RI:	Joe Darweesh	
Golf Tournament:	Will gallagher	
Christmas Party:	Joe Darwessh	Dave Nagel
Installation:	Mike Taylor	
Interact:	Keith Rockcastle	
Literacy:	Tracy Wooden	Hector Urena
Membership:	John Zink	
Newsletter:	Dan Barletta	
Paul Harris:	Dave Nagel	
Public Relations:	Jodie Parry	
Social:	Rino Pappano	Joe Darweesh
Finance Sub-Committee	Dan Barletta	Del Smith
Funds:		
Ziti Dinner:	Jim Gaudet	Rich Vogelzang

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.
- 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 August 1st of each year.

7.3.2 Any dues still outstanding and not paid by June 30th will be assessed a \$10.00 per month surcharge.

CHARTER AND ARTICLES

Charter

This Certifies that the Rotary Club of

Greece, New York, U.S.A.

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

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

Article #1

Presidential Policy

Moved to present all past presidents with a past president badge, gavel and past president pin 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) develop a 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 it's philanthropy endeavors.

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

Ziti Timeline

	Item/s to be accomplished	Contact
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

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

Rotary Golf Tournament Timeline

	Item/s to be accomplished	Contact
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

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: \$35-40.00 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.

Article #6

Rotary Cars For Kids

Fundraising Item.

Cars/ RV's/ Boats, no houses, jewelry, or property yet.

Cost to club approximately \$100.00 per vehicle. Includes towing, auction and transfer fees.

Club gets check for selling price at auction minus approx \$100.00

Mechanism

- Arrangements will be made to have vehicle delivered to a prearranged location.
- Donor is given blank receipt with new Greece Rotary Foundation letterhead.
- Issuing of a receipt – Will only be issued to the person on the Title/Deed/ store receipt.
 - a.) TITLE – cars, trucks, motorcycles, boats, wave runner, etc.
 - b.) DEED – Land.
 - c.) Receipt – for items such as rings, etc.
- No other person's name will appear on the receipt.
- We do not do any estimate of value. We tell donor to use NADA or Blue Book to determine value along with help from tax preparer
-

After plan in action and more money coming in will do more advertising

- Chamber Newsletter, Greece Post, WGMC

Article #7

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 #8

New Member Protocol

- 1) The prospective new member will attend a minimum of 4 meetings prior to submission of application.
- 3) The sponsor to review club requirements & responsibilities as stated in the Club Expectation Form with prospective member prior to completing Application Form.
- 4) 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



Member Expectations

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 (the club's major fund-raiser)	Each member is expected to work or send a substitute to work	Minimum of \$250 ticket and/or ad sales
February			
March	District Assembly	This is a good leadership development opportunity	A half-day session (on a Saturday)
April - May	District Conference	This is a good leadership development opportunity	Friday - Sunday (out-of-town)
May	Camp Haccamo cleanup		3-4 hours on a Saturday morning
June	1. Annual Installation dinner meeting 2. Annual Rotary Golf Tournament 3. LPGA	1. a great evening for all 2. hole sponsorship (buy or get sponsorship) 3. each member is expected to work three (3) shifts in our Food Tent	1. \$35/person 2. \$75/hole or \$125 for 2 holes 3. 4 hours/shift (3 shifts)
July	Camp Haccamo Summer Evening meeting	Annual dues payment is due Club Fellowship	\$155.00 \$10.00
August	New Teachers' Luncheon Rotary Night at Red Wings		
September	Area 9 dinner Dictionary Project- Literacy Project Camp Haccamo cleanup	Dictionary given to 3 rd graders	Fellowship Meeting Community Service 3-4 hours on a Saturday
October	1. Rotary Family Clam Bake 2. Marguarite Hare-Brown dinner 3. Fall Camp Haccamo closeup 4. Eastern Cities Dinner	1. A fun time is had by all 2. Attendance would be nice 3. Fellowship 4. Hear from RI President	1. \$35.00/person 2. \$25.00 3. zero cost 4. \$20.00 +/-
November	Rotary Leadership Institute	This is a good leadership development opportunity	\$65.00 for Full Day Club subsidizes event
December	1. Rotary Christmas Party dinner dance 2. Kids' Christmas Party 3. LPGA Mall Ticket Sales	1. a great evening for all 2. help the kids enjoy their party with Santa	1. \$35/person 2. 2 hours 3. 3-4 hours

Approximate annual commitment (minimum)

- Dues \$155
 - Fines: \$ 45
 - Ziti sales (minimum) \$250
 - Hole sponsorship \$ 75
 - Optional Rotary Foundation Donation (\$100)
 - Weekly lunches @ \$5.00-11.00 \$416
- \$\$ 1041**
- one-time initiation fee of \$50

adopted 4/22/03revised: 8/19/06; 6/1/07,10/15/07

© Rotary Club of Greece, NY

Name of Prospective Member (please print legibly)
Name of Sponsor _____
<p style="text-align: center;"><i>I acknowledge that I have received a copy of these Member Expectations.</i></p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 80%;"></div> </div> <p style="text-align: center; margin-top: 5px;">Signature of Prospective Member</p> <p style="text-align: center; margin-top: 5px;">date</p> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border-bottom: 1px solid black; width: 80%;"></div> </div> <p style="text-align: center; margin-top: 5px;">Signature of Sponsor</p>

Article #9

Social Events Policy

Added May 16, 2005

Amended June 20, 2005

Policy: 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.

Note: amended terminology in bold Italic added 6/20/05

Article #10

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 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.

Items added to bylaws or procedures

By laws & procedures-Article #1 Section#1 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.

Bylaws Article #3 section #1 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.

Article #1 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, **parliamentarian** and sergeant at arms.

Article #1 Section 5 – Any member of the nominating committee shall not be nominated as a board position candidate.

Article #3 Section 3 -The Vice President will be program director for the club during this term.

Article #3 Section 7 – Parliamentarian. The duties of the parliamentarian shall be to act as expert in Robert's Rules of Order and the By-Laws of Rotary International, Greece Rotary and Greece Rotary Foundation. The parliamentarian does not maintain voting privileges as a member of the Board, except in the circumstance of also serving as an elected director.

Article V: Fees and Dues

Section 2 –Membership dues shall be determined annually by the Board of Directors, payable annually by the first 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 1st shall be assessed a monthly charge of \$10.00 per month thereafter.

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. (added October 22, 2009)

Article VII: Committees

Section 1

- (a) Unallocated Funds Committee
- (d) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.
- (h) Section 1 The president shall be *ex officio* a member of all committees except the Paul Harris Committee, and, as such, shall have the privileges of membership thereon.

Article IX: Leaves of Absence

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.

Article X: 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. This review shall be done by a certified public accountant other than treasurer and may be another member of the club.

Section #5 -the incoming board shall meet with the outgoing board for a joint meeting in June to review budget.

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 XI: 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.

Article XIV: Order of Business for Regular Weekly Club Meetings

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

4.3.1.2 “and with input from committee chairpersons”

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 expenses.

4.3.1.7 Budget preparation and maintenance –

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.

4.3.2.3 Any projects the service chair might plan to undertake will be requested under the line item of the avenues 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 they could approve the funds.

4.3.2.5 The Board will approve stipend as needed for exchange student to be paid from Aug-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 Unallocated Funds Committee for review.

4.3.3.1.2 The Unallocated Funds Committee will make their recommendation to the board.

4.3.3.1.3 The board will vote on the Unallocated Funds Committee’s recommendation.

4.3.3.1.4 The Unallocated Funds 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.

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.

4.3.3.2.4 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 audit 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 review committee or an outside certified public accountant.

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

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

5.1.2.5 The board of directors shall establish the club's financial policies and shall be accountable for its assets. It shall be responsible for the interpretation of the bylaws

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

5.2.1.6 Recommend that Club Assembly be moved to 4th Wednesday of month to facilitate minutes of meeting being available to general club membership.

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 The parliamentarian shall be present to rule on Robert's Rules of Order, Rotary International By-Laws, Greece Rotary By-Laws, and Greece Rotary By-Laws.

5.2.2.4 All members of the club have the right to be heard on issues that are presented to the board

5.2.4.2 Voted July 17, 1979 to present a memento to all guest speakers – pen is acceptable gift. – 1979

5.2.4.3 Any social or committee meeting counts as a makeup

5.2.4.7 Potential Political candidates can be introduced from the floor as candidates, but not given the podium unless invited as speaker

5.2.5.5 Club to pay lunch for speaker & one guest of speaker – 2001

5.2.5.6 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 that is over \$2000.00 or involves a significant time commitment by the club general membership and direct it to the appropriate subcommittee for review if needed. The Subcommittee will make its recommendation to the Board. The Board will again review proposal and if

appropriate bring it before the club at the next club's assembly meeting. The club members will have until 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.

7.1.1 Attendance

- When board grants a leave of absence, the member's dues are not waived.
- 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 August 1st of each year.

7.3.2 Any dues still outstanding and not paid by June 30th will be assessed a \$10.00 per month surcharge

President's Policy

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

Rotary Cars

Arrangements will be made to have vehicle delivered to a prearranged location.

Article #7

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 #8

New Member Protocol

- 1) The prospective new member will attend a minimum of 4 meetings prior to submission of application.
- 5) The sponsor to review club requirements & responsibilities as stated in the Club Expectation Form with prospective member prior to completing Application Form.

- 6) 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

Items deleted from bylaws or procedures

Article #5 section 2 delete - (*One* Hundred dollars (\$100.00) per annum)

Article VII section #2

Club Bulletin committee
Magazine committee
Program committee

Article VIII Section #1

(c) *Club Bulletin Committee*. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the worldwide Rotary program.

(e) *Magazine committee*. This committee shall stimulate reader interest in *THE ROTARIAN*; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools and other reading rooms; send news items and photographs to the editor of the magazine and in other ways make the magazine of service to the club members and non-Rotarians

(f) *Program Committee*. This committee shall prepare and arrange the programs for the regular and special meetings of the club.

- (g) *Rotary Information Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed of the history, object, and activities of Rotary at all levels; and oversee the orientations of new members during their first year in the club.

Article IX Section 2

~~A) the member is a Senior Active member, and has been a member of one or more Rotary clubs for a total of twenty (20) years or more, and has reached the age of sixty five (65) years.~~

~~B) the member has been a member of one or more Rotary clubs for a total of at least fifteen (15) years, and has reached the age of seventy (70) years.~~

Article X of bylaws
Section 2

All bills shall be paid only by checks signed by the treasurer upon vouchers signed by two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

Section 3

Officers having charge or control of funds shall give bond as may be required by the Board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Article XI: Method of Electing Members (For All Kinds of Membership)

- Publish Names of absentee members in bulletin – 1970
- On January 10 1973 – passed that Rotary International rule for club attendance be strictly adhered to- missing 4 consecutive meetings without makeup or missing 60% of meetings be automatically terminated. – 1970

Voted strict compliance with attendance requirements be mandated – 1981

When board grants leave of absence, their dues are not waived

4.5.5 Moved to limit fundraiser projects involving sale of tickets to two per year. – 1967

5.2.4.2 Guest Speakers to be given one year subscription to Rotary Magazine - 1970

5.2.4.4 Voted Batavia Downs and Margaret Hare Brown Dinner as acceptable make-ups – 1992

5.2.4.6 Moved to charge \$1.00 for Rotarians who do not eat lunch at noon meeting – 1995

5.4.2 Approved printing of personal ads in bulletin for \$2.00 each – 1991

7.1.1 Attendance

Publish names of absentee members in bulletin – 1970

On January 10 1973 – passed that Rotary International rule for club attendance be strictly adhered to- missing 4 consecutive meetings without makeup or missing 60% of meetings be automatically terminated. – 1970

Voted strict compliance with attendance requirements be mandated – 1981

When board grants leave of absence, their dues are not waived

President Policy

A check for \$150.00 be presented to the president at the beginning of his term (in lieu of Presidents's Fund in budget voted July 1980

Voted it was president's responsibility to levy fines – 1981