

ROTARY CLUB OF WINDERMERE

POLICIES and PROCEDURES

I. Introduction

The Rotary Club of Windermere (“RCOW”), through Board action, has adopted the following policies and procedures. These policies are not a part of the Bylaws but are to be carefully followed. They are subject to review and change by the Board. Definitions in the Bylaws apply to these Policies and Procedures.

II. Values Statement

Rotary is a global network that strives to build a world where people unite and take action to create lasting change. Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.

III. Specific Duties of Select Officers and Others

A. President-Elect

1. Follow guidance in the Rotary corporation leader manual for President-elect
2. Review the RCOW Constitution, Bylaws and Policies and Procedures and make appropriate change recommendations to the Board
3. Serve as, or delegate, the function of Program Chair
4. Attend the President-Elect Training Seminar (PETS)
5. Serve on the Board of Directors of RCOWinc.
6. Provide the necessary leadership in preparing recommendations for the Club’s committees, mandates, goals and plans to the Board in advance of the commencement of the new year
7. Appoint a Member of the Club to act as Sergeant-at-Arms of RCOW during the upcoming year

B. Secretary

1. Follow guidance in the Rotary corporation leader manual for secretary
2. Keep Membership records
3. Record attendance at meetings
4. Send out notices of Club and Board meetings
5. Record and preserve the minutes of such meetings
6. Retain all Committee meeting minutes
7. Report as required to RI and the District Governor
8. Provide reports to the Club Members twice yearly in December and July
9. Serve as the Secretary of RCOWinc

10. Provide training to new members, as a part of the Red Badge Program, that explains the purpose and use of DACdb.com, WindermereRotary.org, and RotaryDistrict6980.org

C. Treasurer

1. Follow guidance in the Rotary corporation leader manual for Treasurer
2. Send out invoices to Members in a timely manner. If a Member is more than 10 days in arrears, the Treasurer shall send a reminder notice once a week for two weeks. If the Member is still in arrears, the issue shall be reported to the Board for further action.
3. Report to the Board and or Club at any other time upon demand by the Board
4. Serve as Treasurer of RCOWinc
5. Provide reports to the Club Members twice yearly in December and July
6. Provide, or obtain service, to complete annual tax returns and provide periodic RCOW and RCOWinc officer registration and updates as required by the State of Florida
7. Upon retirement from office, turn over to the incoming Treasurer, or to the President, all funds, books of accounts or any other Club property

D. Sergeant-at-Arms

The Sergeant-at-Arms maintains order in Club meetings. The Sergeant-at-Arms shall prepare the room for each meeting, assuring the appropriate items are present and functioning.

IV. Meetings

RCOW will meet at 6:54 AM on Tuesdays at the Windermere Town Hall. It is anticipated that RSCOWL will meet at Orlando Health - Health Central Hospital in Ocoee at 11:30 AM on Thursdays. All Members are encouraged to attend either meeting or both meetings pursuant to their individual circumstances.

The 4th Monday evening of each month is designated the joint Open House meeting. It will be held at the Town Hall or Orlando Health - Health Central Hospital at 6:00pm.

Virtual meetings may be held in lieu of regular meetings if circumstances dictate.

A. Order of Business for Club Meetings

1. Meeting called to order with an all-inclusive invocation of thankfulness, Pledge of Allegiance and singing of a patriotic or Rotary song
2. Introduction of visitors
3. Correspondence, announcements, Rotary information
4. Happy Dollars
5. Committee reports as necessary
6. Any unfinished business
7. Any new business
8. Address or other program features
9. Adjournment

B. Programs

1. No candidate for public office will be invited to speak at a regular meeting of the Club unless all candidates for that office are also invited to speak.
2. Speakers espousing one side of a controversial subject will be avoided unless both sides are given equal time.

C. Gifts for Speakers

A suitable gift will be presented to the guest speaker, including Members of the Club. If a program includes more than one speaker, or if the speaker is appearing for a second time or more, the number and type of gifts given will be determined by the Program Chair, after consultation with the President.

V. Board Meetings

All Board Members are expected to attend all Board meetings. All Committee Chairs are urged to attend Board meetings. All Members of the Club are invited to attend the Board meetings.

A. Order of Business for Board Meetings

1. Meeting called to order with the Pledge of Allegiance
2. Correspondence, announcements, Rotary Information
3. Secretary's Report
4. Treasurer's Report
5. Other Board Member Reports on Club and Committee activities
6. Any unfinished business
7. Any new business
8. RCOWinc business
9. Adjournment

VI. District Meetings

The District Assembly is the official business meeting of Club officers of the District. Attendance is mandatory for the President-elect, incoming Secretary, and incoming Treasurer. If the District charges a fee for registration and/or for meals at the District Assembly the Club will assume that expense.

VII. International Convention

The President-Elect is expected to attend the International Convention if practicable. The Club will reimburse the President-elect for the costs of transportation (coach or equivalent fare) directly to and from the convention site, the convention package and hotel costs during the convention.

Each year, prior to the International Convention, the Club will contribute \$1,000 to the Rotary Foundation to name the President-Elect a Paul Harris Fellow. This is to assure the Club President is a Paul Harris Fellow. Only a one-time contribution per person by the club is required, however the Club has the option to award additional Paul Harris Fellowships to an individual.

VIII. Standing Committees

Standing Committees shall be based on the five Avenues of Service as listed below.

The President shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.

Additional ad hoc committees may be appointed as needed.

A. Club Avenue of Service

1. Club Executive Committee

- a. This committee shall include the President (Chair), President-Elect, Secretary, Treasurer and Sergeant-at-Arms and shall be the Administration Committee as required by the Club Constitution.
- b. This committee shall conduct activities associated with the effective operation of the club and necessary to make the Club function successfully and achieve its goals; focus on strengthening fellowship; and promote the development of acquaintance as an opportunity for service.
- c. This committee can appoint Members to sub-committees that support this Committee.

2. Club Service Committee (Board Member)

- a. This committee shall consist of a Chair and appointed members.
- b. This committee shall focus on internal Club functions and coordinate efforts to support social activities.

3. Membership Committee (Board Member)

- a. This committee shall consist of a Chair and appointed Members.
- b. This committee should develop and implement comprehensive long and short-term plans for the recruitment and retention of Members.

B. Vocational Avenue of Service

Vocational Service Committee (Board Member)

1. This Committee shall consist of a Chair and appointed Members.
2. This Committee shall work with the Members to connect their vocational knowledge, specific skills and general interest with other Rotarians in the Club and throughout Rotary in general to promote the well-being of the Members in their vocations.
3. The Committee shall coordinate between the Club Members and community organizations so the Rotarians can provide specialized knowledge and service, related to their vocations, to the Community.
4. Vocational Service encourages Rotarians to serve others through their vocations and to practice high ethical standards. Observed each October, Vocational Service Month spot-lights Rotary club projects related to this avenue, offering opportunity for clubs and districts to use their professional skills in service projects.

C. Community Avenue of Service

Service Projects Committee (Board Member)

1. This Committee shall consist of a Chair and appointed Members.
2. This Committee shall develop and implement educational, humanitarian and vocational projects that address the needs of the community. It shall also develop public relations campaigns that inform the community of approved projects.
3. At the beginning of each year this Committee shall work with the board to develop and prioritize philanthropic works done by the Club and monitor the expenditures during the year.

4. The Committee shall be the Community liaison with the Town and other community organizations.
5. This committee will serve as the Public Image Committee as required by the Club Constitution. It will develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

D. International Avenue of Service

1. *The Rotary Foundation Committee (Board Member)*
 - a. This Committee shall consist of a Chair and appointed Members.
 - b. This Committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.
2. *International Service Committee (Board Member)*
 - a. This Committee shall consist of a Chair and appointed Members.
 - b. This Committee shall coordinate Club projects that support the District and Rotary International for International Service.
 - c. This Committee shall coordinate international exchanges from and to other countries.

E. New Generations Avenue of Service

Youth Services Committee (Board Member)

1. This Committee shall consist of a Chair and appointed Members.
2. This committee serves with the idea that the positive change implemented by youth and young adults through leadership development activities such as RYLA, Rotaract, Interact, service projects and creating international understanding through Rotary Youth Exchange.
3. This Committee provides for support and coordination for Interact Clubs in the Community and administers scholarships to Interact Members who have excelled as their Club leaders.
4. This committee coordinates with local grammar schools to facilitate contests where applicants submit essays about the meaning of Rotary's 4-way test.

F. Committee Chair Responsibilities

1. 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.
2. Each Chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, shall keep minutes of all their meetings, supplying copies to the Club Secretary, and shall report to the Board on all committee activities.
3. Each Committee Chair is expected to prepare an annual, written plan with milestone dates and a supporting budget by the first meeting in September and submit that budget to the Board. Committee Chairs may solicit volunteer Members to accomplish the goals of the committee. Committee Chairs are responsible for ensuring that expenditures by the committees do not exceed their budgeted amounts. Committee Chairs will also report monthly progress (in writing is preferred) to the Board, through the President.

4. Each Committee Chair shall appoint, in July of each year, a Vice-Chair. The Vice will assist the Chair in any way necessary, the intent being to prepare the Vice to assume the Chair position in the future.

IX. Budget

Each year, the finalized proposed budget, as prepared by the Board, shall be presented to the general membership during a Club meeting in July. It will be voted on for approval at the next regular meeting.

X. Finances

Whenever the amount of the Operations fund exceeds the established reserve, the Board may transfer any of the excess to the Service Fund, as it may deem prudent.

The Service Fund is controlled by RCOWinc which handles the expenditures related to the approved service projects or activities of this club. All money raised to support such projects and activities is reserved for that purpose. Service Funds may not be transferred to the Operations Fund except to reimburse the Operations Fund for Service related expenditures.

The Club should establish and maintain an Operating Fund Reserve equal to at least 90 days of operating costs as determined by the budget. The purpose of this reserve is to provide working capital in the event of unforeseen circumstances.

Reserves shall be held in cash or interest-bearing instruments as recommended by the Treasurer from time to time and approved by the Board. In years following any draw down of either reserve, the Club will budget additions from that fund's income source, to bring the balance back to the required level over a reasonable period.

XI. Meals

The cost of providing and serving meals will be allocated as the Board directs, as an addition to and integral part of their dues.

XII. Fines

The custom, followed by some clubs, of fining Members for various infractions, will not be instituted.

XIII. Assessments

No cash assessments will be made against the Membership. Any payments, other than the annual dues and cost of the meals, will be on a voluntary basis.

XIV. Requests for Contributions from the Club

Requests for contributions from the Club should be approved only when they will benefit activities located within the general area served by the Club or for deserving international activities.

The Club shall establish and enforce a selection process by which all such requests are to be considered and approved by the Board.

XV. Membership – General

The Club offers Individual Memberships, Family Memberships, Corporate Memberships, e-Memberships, and Honorary Memberships. The dues and any restrictions associated with each type of membership are provided in the club's membership application and may be changed from time to time to fine tune the programs.

If a prospective member has not been nominated by a current Member, another Rotary Club or is not well known by the membership of the Club, the Club shall cause to have a background check performed on that prospect.

Potential members may choose to be a member of RCOW or RSCOWL based on the date and time of the respective meetings and their individual circumstances.

A. Individual, Family and e-Memberships

Individual and e-membership applications follow the standard protocols listed below. Family memberships are simply a financial consideration for the family and require two separate Individual Membership applications. The standard protocols apply to each application.

1. A prospective member (PM) attends a minimum of three RCOW meetings or events as a guest (meals are complimentary). During this time the Membership Committee Chair will ensure the prospective member has a sponsor and determines a classification, which should be communicated to the Secretary.
2. After completing the attendance requirement, the President shall schedule a Fireside Chat, at the conclusion of which an application packet shall be extended to the PM.
3. The PM completes and signs an application and forwards it to their sponsor who completes the application. The sponsor then forwards it to the Membership Committee Chair.
4. The Membership Chair reviews the application for completeness, may run a background check on the PM, and if all seems appropriate, sends it to the Club Secretary for distribution.
5. The Club Secretary distributes the completed application to the Board for approval. Board members have up to 7 days to comment or object to the prospective member.
6. The Club Secretary sends the Board-approved application to all club members, who have up to 7 days to state any objections to the prospective member.
7. If any objections are received, the Board meets to resolve the issue.
8. The Treasurer sends an invoice for pro-rated quarterly dues and fees to the approved member. To be inducted as a new member, the approved member must have paid that invoice.
9. The President sends a congratulatory memo to the new member.
10. The President arranges an induction ceremony. The Secretary provides a new member package including a member pin and Rotary club materials.
11. The Secretary enters the new member's personal and vocational information in the District and RI data bases and orders a new badge.
12. The sponsor, new member, and Membership Committee work together to complete the Red Badge program in +/-90 days.

B. Returning former Members of RCOW

1. If a former member wishes to return to full membership, he/she may request to do so by completing the individual application.
2. The Membership Committee Chair will assign the former member a sponsor.
3. The onboarding procedure for former members is the same as the procedures applicable to individual members, except that no application fee will be invoiced.
4. The Red Badge Program need not be applied, unless the reinstated member requests to complete it.

C. Current Rotarians Transferring from another Club

1. If a Rotarian from another club wishes transfer to RCOW, the President of RCOW shall attempt to contact the President of the member's former club and verify the member is in good standing.
2. If a recommendation of good standing is received from the former club, a membership application shall be completed by the transferring member and the Board and membership shall vote as described in A. above for any individual membership.
 - a. Once the transferring member is approved he/she shall be assigned a sponsor by the Membership Committee Chair to help facilitate introductions to RCOW members and to facilitate learning our unique policies and procedures.
 - b. The Treasurer shall invoice the new member for the pro-rated quarterly dues, but not for an application fee.
 - c. The Red Badge Program shall not be applied, unless the reinstated member requests to complete it.
3. If no contact can be made with the former club, the regular application process, including the attendance requirement and the Red Badge Program shall be followed. If approved after this process, an application fee shall not be invoiced.
4. If a recommendation of good standing is not forthcoming after communication with the former club President, a membership application shall not be offered.

D. Honorary Memberships

Honorary memberships are granted to distinguished community members who display the spirit of Rotary and a prominent attitude of "service above self". An offer of Honorary Membership is made after confidential recommendation by a member, unanimous approval by the Board, and absent any objection by the general membership. Honorary Memberships are for two years and are at the discretion of the Board and may be rescinded at any time by the Board. All Honorary Memberships will be reviewed every two years by the Board and either extended for another two years or allowed to sunset. Normally, the number of Honorary Members will not exceed 20% of the active club members. The protocol for Honorary Membership is as follows:

1. Any member of the club may confidentially nominate an individual for Honorary Membership, along with supporting, written rationale at a Board meeting. The Board then confidentially approves or disapproves, and if approved the Board directs the

- nominating member to sponsor the Honorary Member and to prepare an application.
2. The Sponsor completes and signs the RCOW application with appropriate notation that it is for Honorary Membership and forwards it to the club Secretary who then notifies the President of application.
 3. The Club Secretary distributes the completed application to the Board for approval. Board members have up to 30 days to approve or disapprove the prospective member and may request further information or justification from the sponsor.
 4. The Club Secretary sends the Board-approved application to all club members, who have up to 7 days to state any objections they have to approval of the prospective honorary member.
 5. If any objections are received, the Board meets to resolve the issue.
 6. The President or Sponsor contacts the proposed honorary member with a congratulatory invitation.
 7. The President arranges an induction ceremony. The Secretary provides a new member package including a member pin and Rotary club materials.
 8. The Secretary enters the new honorary member's personal and vocational information in the District and RI data bases and orders a new badge.
 9. The President and/or Sponsor endeavors to maintain contact with the honorary member and include the honorary member in club events and correspondence for the benefit of the club, the honorary member, and the community.
 10. Honorary members may resign at any time by sending an email or letter to the club president.

E. Corporate Memberships

The corporate membership program will allow a business entity to become a member of RCOW through an established membership approval process. One primary member and up to two (2) alternate designees may be nominated to become members of the club with full membership privileges such as serving on projects, voting on club matters, serving as club officers and on club committees, and so on. The protocol for Corporate Membership is as follows:

1. Club members may identify prospective corporate members, or a business entity may inquire about membership, by submitting a recommendation in writing to the Membership Committee Chair.
2. If the Membership Committee recommends approval, it submits the recommendation to the Board for approval.
3. Once approved, a formal invitation to join RCOW will be extended to the business entity by the Club President and/or the Membership Committee Chair. The company will name the primary member and up to two (2) designated members.
4. The primary member and the designees will then be assigned sponsors by the Membership Committee Chair. Each will be asked to fill out an individual application, which will be processed in the same manner as any individual application.
5. Upon payment of the application fee (only one application fee for the entity) and prorated dues, an invitation will be extended to the incoming corporate members to attend a membership briefing, which may be live, virtual or through documents explaining membership.
6. After completing the membership briefing, the corporate members will be introduced and formally inducted into the club following the same procedures as an individual

member. The Red Badge Program will be completed to the extent possible due to geographic or other constraints.

7. The club corporate membership remains with the company and the company may choose to change corporate members at any time by notifying the RCOW President or the RSCOWL Chair, as appropriate. New corporate members must go through the application and approval process.

8. Corporate members are encouraged to attend and participate in all club activities.

XVI. Duties of New Member Sponsors

The sponsor is the most important person in the process of guiding a prospective member (PM) through joining the club and ensuring a satisfying experience. Therefore, the duties include, but are not limited to:

1. Introducing the PM to other members
2. Explaining what Rotary is, how the club operates and how our local club fits into the overall Rotary structure
3. Answering all questions the PM may have about Rotary
4. Pointing out the Rotary Avenues of Service and how the club's different committees are aligned along those lines. Stress the desire for all club members to select a committee to be a part of so they can best serve the community.
5. Stressing the ethics of Rotary, pointing out the Four Way Test. Be sure to explain how our club uses this test to interact with local elementary schools.
6. Being present and helpful in the PM's Red Badge Program. It is the sponsor's responsibility to ensure all tasks are completed.
7. Being positive and active in the PM's decision to invest time in our club.

XVII. Leaves of Absence

Active Members are sometimes away for extended periods of time. When such Members are expected to be away for 8 consecutive meetings or more, and upon notification to the Treasurer, and approved by the Board, the Member will be placed in active-excused status. Active-excused Members shall be charged for 50% of their regular dues during these absences.

Active Members that have their jobs negatively impacted by a pandemic or other natural occurrence, upon board approval, may move to e-Member status and pay e-Member dues or continue in active status for six months and have dues waived during that 6 month period. Otherwise, non-payment of dues for three months may be grounds for termination subject to board recommendation and approval.

XVIII. Resignations or Terminations

When a Member voluntarily resigns or is dropped from the Membership by Board action, a credit for dues will be granted for any full month, remaining in the quarter. A credit will also be issued for any meals remaining in the quarter beginning with the meeting next following the effective date of the resignation.

The effective date of a voluntary resignation will be the date of the Member's letter of resignation. The date of an involuntary resignation will be either the date of the fourth

consecutive absence or the date as determined by the “10-day notice” letter.

When Members leave the Club for any reason, their names and date of effective termination shall be published in the Club bulletin. The reason for termination need not be published.

XIX. Rotary Satellite Club of Windermere – Lunch (RSCOWL)

It is anticipated that RSCOWL will be a satellite club of RCOW. RCOW will facilitate the formation of RSCOWL in any way possible.

In accordance with the Constitution of Rotary, RSCOWL will become a semi-autonomous entity with its own Officers, Directors, Bylaws and Policies. Its members will be considered members of RCOW and it is intended that all governance of RSCOWL will closely mimic that of RCOW.

As an incentive to facilitate forming the initial cadre of members, RSCOWL charter members (the first eight required to make the club operational) will have their application fee and initial attendance requirements waived. They will be inducted as soon as practical after their application and quarterly dues are received. RCOW will process these charter member applications in accordance with the membership application profiles set forth above, with the mentioned exceptions. Additional RSCOWL members will follow the protocols adopted by RSCOWL.

After the required eight charters members are fully installed as Members and at the first organizational meeting of the satellite club, the required Officers of the club, in accordance with the Rotary Constitution shall be elected. The organizational documents shall then be developed and adopted. These include:

- A. A Constitution as required by RI
- B. Bylaws, using the RI guidelines
- C. Any necessary Policies and Procedures

Committees to support the activities of RSCOWL shall then be developed, including those required by the Constitution.