

# **ROTARY CLUB OF HOUMA**

## **Policies and Procedures Manual**



Approved by the Board of Directors 10/19/2017

**These policies and procedures have been adopted by the Board of Directors of The Rotary Club of Houma to facilitate Club Administration and are meant to clarify and supplement the requirements of The Rotary Club of Houma Bylaws and The Rotary Club of Houma Constitution. All members should have access to an updated copy of this Manual. When an individual accepts the invitation of membership into the Rotary Club of Houma they agree to abide by the Constitution and By-Laws of Rotary International and the Rotary Club of Houma.**

### **Changing Policies**

**Additions or revisions to policy must be introduced in writing to the board of directors for review and comment at a regular board meeting. The amended policy may be offered for approval at the following month's board meeting, requiring a two-thirds majority for approval. No additions or revisions shall become effective without Board approval, which shall require a two-thirds majority vote of those Board members present voting in favor of such addition or revision. The incoming president in odd number years shall appoint an ad hoc committee to review and recommend updates to the policy and procedures as well as the bylaws of the club, unless deemed necessary to be reviewed earlier by the current board of directors.**

**ROTARY CLUB OF HOUMA  
Policies and Procedures Manual  
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**As additions, deletions, and/or other changes to these policies and procedures are passed by the Board of Directors, they should be incorporated in this Manual by the Club Secretary. All members of the Rotary Club of Houma shall be provided with an updated copy of this Manual.**

## MEMBERSHIP

- I. Residence: Generally, proposed members should be living and/or working in the area for six months and should attend at least two meetings with his/her sponsor before being proposed for membership.
- II. New Members (Also, see Election of New Members)
  - A. Inductions: When a new member is inducted into the Club, a past president will induct him/her. The sponsor/proposer of the new member or an appropriate Club member will actually present him/her with the information packet and “pin” the inductee.
  - B. First Meetings: New members accompanied by their sponsor, should stand at the entrance/exit to shake hands and meet the members of the Club, for two meetings following induction.
- III. Existing Members
  - A. Honorary Members: See *Club Constitution*.
  - B. Active Members
    - 1. The Board of Directors shall be informed at each monthly meeting of the Board of any member who has been absent for or failed to makeup four (4) or more consecutive meetings of the Rotary Club of Houma.
    - 2. The Board of Directors may revoke the membership of any member convicted of a felony or a crime of moral turpitude.

3. Reinstatement

- a. Any member seeking reinstatement due to non-attendance and/or financial delinquency can do so ONLY ONCE unless the cause is deemed to be extraordinary or catastrophic.
- b. Any member whose membership has been revoked due to financial delinquency may reapply for membership in the Club by bringing current any and all past-due Club balances, paying the current quarter dues and any other current balance.
- c. Any member whose membership has been revoked due to attendance delinquency may make a formal, written request for reinstatement, setting forth the explanation and/or reasons for the attendance delinquency.

IV. In accordance with the policy set by Rotary International, no one registered as a sex offender may be a member of the Rotary Club of Houma, and any member who is required to register as a sex offender, shall have his/her membership terminated immediately.

## ATTENDANCE

It is the policy of the Rotary Club of Houma that all attendance requirements as set forth by Rotary International and The Rotary Club of Houma Constitution shall be enforced.

### I. Expectations

#### A. Club Meetings

1. Each member of the Club should attend no less than 50% of any scheduled Rotary meeting or other qualifying makeup activity in order to receive credit for attendance at that particular meeting.
2. The President, Secretary, Membership Chair, and Sergeant at Arms are responsible for enforcing the club meeting rule.

#### B. Annual

1. Each member of the Club that is not granted Leave of Absence by the Board or who is not Honorary, or 85 plus, must maintain no less than 50% constructive attendance during the Rotary Year.
2. Constructive attendance of less than 50% during each half (July – December and January – June) of the Rotary Year may be grounds for revocation of membership.
3. Constructive attendance includes a broad range of make-up opportunities recognized by the Rotary Club of Houma.
  - On-line make ups as provided by Rotary International
  - Attendance in club sanctioned projects
  - Committee Meetings
  - Make up meetings at other area Rotary Clubs
4. The Club Secretary shall report in January and July to the Board of Directors, a list of all members who do not meet the constructive attendance criteria.

C. Club Attendance: Each member of the Club should attend 30% of all meetings scheduled at his/her home Club.

- II. Leave of Absence (LOA)
  - A. When excuses from meeting attendance requirements are granted by the Board for health reasons, or other valid reasons at the discretion of the Board, the excused member will be responsible for paying only for the non-meals portion of dues during the excused period.
  - B. Such leave generally will be for up to 90 days, following which another request may be submitted by the member. No additional consecutive leaves shall be granted beyond two (2).
  - C. Members granted LOA's by the Board are not eligible for attendance awards.
- III. Consecutive Absences: Any Active Member who is absent for four (4) or more consecutive regularly scheduled meetings or the Rotary Club of Houma, without constructive make-ups, may have his/her membership in the Club revoked by the Board as provided in the constitution of the Rotary Club of Houma. The Club Secretary shall submit to the Board, for its consideration and possible action, at its monthly meetings a report listing those members whose attendance falls into this category.

## **PROGRAMS, PRAYERS & ANNOUNCEMENTS**

- I. In the interest of having programs at Club meetings which are in full keeping with the spirit of Rotary, the Board of Directors has approved the following policies for Rotary program topics which members are urged to follow.
- (1) Announced Candidates for Political Office or other ballot issues (i.e. proposed taxes, constitutional amendments, etc): Programs should **NOT** be given, within 90 days before the general election date, even if the candidate is running unopposed. Time precludes the Club from being able to hear all candidates. To allow one candidate to present his/her views without giving equal time to all others running for the same office would not be fair to all concerned. The Board, at its discretion and by a two-thirds vote, may allow exceptions to this policy, provided it has been given sufficient (minimum of 7 calendar days) advance notice.
  - B. Programs to Sell a Particular Product or Service: Programs whose sole thrust is the sale of a particular product or service are **NOT** allowed. While many speakers may, in the course of their presentations, rightfully cast their product in a favorable light, blatant sales pitches are in extremely poor taste as a part of a Rotary program.
  - C. Programs of a Religious Nature should **NOT** be given. Rotary is a world-wide organization incorporating members of many religious beliefs. Its programs platform should **NOT** be used for proselytizing by holders or followers of any one of these beliefs.
  - D. Good Taste: Subject matter and the manner of presentation should be in good taste. The application of the fourth principle of the Four-Way Test (Will it be beneficial to all concerned?) precludes the use of vulgarity, profanity, off-color stories, or stories that demean anyone because of their race, gender, age, nationality, religion, or sexual preference, as part of Rotary programs.
  - E. The Club President and Programs Director have the authority to approve or disapprove programs. If you are unsure whether a particular program is appropriate, please contact the Programs Director or Club President before scheduling the program. Programs should be submitted to the Programs Director at least 30 days in advance of its scheduled date for presentation.

## II. Program Guidelines

- A. Make arrangements as far in advance as possible, but usually not less than 30 days prior to the program date.
- B. In deciding on a topic and speaker, keep in mind the Club's Program Policies.
- C. Let the Programs Director (Chair of the Programs Committee) know in advance what you are planning, to be sure that a similar program is not already being developed by another member.
- D. Confirm the program topic and name of the speaker in writing to the Programs Director with copies to the Newsletter Editor, and the Club Secretary.
- E. You are responsible for a brief introduction of the program speaker. Include sufficient information for the Club to know who he/she is and what his/her qualifications are for presenting the subject, but do not take away from his/her speaking time by a too-lengthy introduction.
- F. Advise the speaker of time available to him/her. Usually, the program will be turned over to him/her at 12:20 p.m. Our Club meetings adjourn promptly at 1:00 p.m. Please ask the speaker to end at 12:55 p.m. to allow for questions.
- G. In a tactful way, advise the speaker of the provisions of our Program Policies. The Program Chairperson, immediately upon notification of the program, shall provide the speaker with a copy of The Rotary Club of Houma Speaker guidelines and the Rotarian of the Day with guidelines outlining his/her duties and responsibilities.

- III. Prayer Policy: Please give consideration to a blessing that is acceptable to members of all faiths and denominations. Included as members of Rotary clubs throughout the world are persons of many religious beliefs and ideals, and every Rotarian is expected to be faithful to his/her religious principles and to evince a sincere, tolerant, and abiding respect for the religious beliefs of others. The Rotary Club of Houma conducts its meetings in a manner that will be respectful of the religious convictions of all of its members. Our goal is to be inclusive, rather than exclusive, in our corporate prayers. If you are unsure whether a particular prayer is appropriate, please contact the Club President or Club Secretary.

- IV. Club meeting announcements should also follow the guidelines above and not include the following: Political announcements of any nature, requests to assist in non-club sanctioned fundraisers or events, and any sales pitch that promotes an individual's business. Announcements should also be tactful and brief in nature. **All announcements must be presented to the Club Secretary or President in advance of making such announcement.**

## **DUES AND BILLING**

- I. **Billing Dates:** Dues are billed in advance of the calendar quarter, and statements are sent out by the Club Treasurer on or about the following dates.
  - A. July 1
  - B. October 1
  - C. January 1
  - D. April 1
  
- II. **Dues Amounts Billed to Existing Members:** Billing will include quarterly non-meals dues as approved by the Board and any pledges to the Rotary Foundation. Dues are billed in advance, and the amount owed to the Club is due upon presentation. Prorated refunds will be allowed for a resigning member upon written request within 30 days of termination. Dues are considered delinquent if not paid within 30 days. However, individuals may request other arrangements with the club secretary, provided they are approved by the board.
  
- III. **Dues Amounts Billed to New Members:** The total amount of non-meals dues and fees approved by the Board will be charged to new members on a prorated basis according to the number of months and weeks in the quarter for which the person is a new member. In addition to non-meals dues, new members will be charged an Admission Fee, as established by the Board, to be sent with the initial billing.
  
- IV. **Meals Billed to Members**
  - A. Meals will be charged in advance to existing Active Ordinary Members for the entire quarter, and to new Active Ordinary Members on a prorated basis.
  - B. Meals will not be charged to Active Ordinary Members on approved Leaves of Absence (LOAs).
  
- V. **Follow-up Billing:** Prior to the 10<sup>th</sup> of the month following the regular quarterly billing, the Club will send a reminder to all members who have not paid the amount billed. On the 10<sup>th</sup> of the second month following the regular quarterly billing, the Club will send a letter to any

member who has not paid his/her account in full. In this letter, the Club will include the following statement: “Any member who is delinquent in his/her bill at the end of any quarter may be dropped from the rolls of the Rotary Club of Houma.”

Bills shall be considered delinquent when not paid within 30 days of issuance. The Club Secretary or other Board designee shall contact the member regarding the delinquent account and inform the member of the Club’s policy regarding delinquent accounts. The member shall be given the opportunity to pay the amount in full or face the possibility of termination of membership. The Board, at its discretion, may consider any extraordinary or extenuating circumstances.

VI. Budgeting:

- A. The budget shall be complete for review of the board of directors at the first regularly scheduled board meeting in July.
- B. It is the responsibility of the incoming President, Treasurer, and any other persons the president may designate to create the new rotary year budget based on prior year achievements and goals. Input from committee chairs may be necessary to determine associated cost of future projects.
- C. A contingency fund line item should be included in the annual budget to allow for unforeseen expenses and donations as needed.
- D. It is not good business to commit to future years project funding as the budget cannot predict excess funds.
- E. All sanctioned Club projects shall have board approval and budgeted funds allocated prior to the scheduled project.
- F. If more than \$1000 net surplus is available at the end of the rotary year then 50% of these proceeds shall be donated to the Houma Rotary Club Foundation at the beginning of the following rotary year unless voted otherwise by a two-thirds majority vote of the board of directors.

## **INTERNATIONAL CONVENTION**

- I. The Club will pay for all reasonable expenses, up to the maximum amount included in the Club's budget for such International Convention, to facilitate attendance at the Rotary International Convention by the President-Elect and his/her spouse or guest.
- II. The Board of Directors shall set the annual budget for the President-Elect and his/her spouse or guest to attend the Rotary International Convention. The amount should be sufficient to cover the cost of attending the convention.

## **BANQUETS AND OTHER SPECIAL EVENTS AND CIRCUMSTANCES**

### **I. Banquets**

- A. Program, decorations, and other associated costs generally will be borne by the Club since Banquets usually are in lieu of regularly scheduled meetings and usually constitute special events for socializing and/or fund-raising for the Club's charitable efforts. Such events shall be included in the Club's annual budget. If these approved events are not included in the Club's annual budget, the Board shall determine an appropriate budget amount and make the necessary budget revisions that will provide for the event. Members and their guests may be charged a fee for attendance.
- B. Guests of the Club may include District Officials and spouses, such as the District Governor and others as deemed appropriate by the Club President.

## **CLUB SANCTIONED PROJECTS**

- I. The incoming Club President shall designate club projects, subject to Board approval, for the upcoming Rotary year at his/her first Board meeting in July.
- II. All approved/sanctioned club projects shall be individually included as a separate line item in the Club's annual budget.
- III. All sanctioned Club projects shall have Board approval and budgeted funds allocated prior to the scheduled project.
- IV. All Club members are expected to participate in those Club sanctioned projects and events which are for purposes of community service and public awareness and do not require any funding by the Club. Participation in these events shall count as a meeting makeup.

## CLUB DONATIONS

- I. The Club's historic preference is to give substantial donations to a few charitable causes and/or organizations. However, the President or any Board Member may recommend to the Board that several smaller donations also be given to various other charitable or otherwise worthy organizations.
- II. In the event the Club receives a time sensitive request for funding and a meeting of the board cannot be convened to discuss, the President, President-Elect, Secretary, and Treasurer, by majority vote, may authorize a donation of up to \$500 to the requesting party. If a donation is made under this provision, the President or Secretary shall notify the Board of Directors of the action taken, by electronic notification, as soon as possible but no later than the next scheduled board meeting.
- III. As a general rule, all donation requests, regardless of the amount, should be submitted in writing to the Board of Directors for consideration and approval before any funds are disbursed. Any funds dispersed should have been included in that year's budget or the budget shall be revised to include such funds for disbursement prior to releasing any funds. In addition, long term donations should be referred to the Houma Rotary Club Foundation.

## **OFFICIAL ANNIVERSARY DATE**

The Rotary Club of Houma was officially chartered on November 1, 1921, and therefore each November 1<sup>st</sup> is recognized as the official anniversary of the chartering of the Rotary Club of Houma (Charter # 1020).

## CLUB MEETING PROTOCOLS

### IV. Death of a Member

- A. The Club's policy is not to cancel meetings and/or programs due to the death of a member.
- B. The death of any member will be recognized in a manner deemed appropriate by the President of the Rotary Club of Houma.
- C. The names of members deceased during the past year will be duly reported to the District by the Club Secretary so that they can be recognized during the Necrology Service at the Annual District Conference.

### V. Holidays

- D. The Rotary Club of Houma will not hold its weekly meeting on the following holidays:
  - 1. New Year's Day
  - 2. New Year's Eve
  - 3. Independence Day
  - 4. Christmas Day
  - 5. Christmas Eve

VI. News Media: Usually, at most meetings of the Rotary Club of Houma, members of the news media who are not members of the Rotary Club of Houma will be seated and introduced as Club guests.

VII. Presiding Officer: In keeping with guidelines from Rotary International, no member can preside at a meeting of the Rotary Club of Houma unless he or she has been installed as President of the Club or is a Past President.

VIII. The Rotary Club of Houma will have at least one open meeting each quarter. This meeting should be used by the President to inform the members of upcoming events, and club sanctioned projects. Committee chairs should also give a brief report on their committee assignments. This is an opportunity to also recognize the work of club members who have recently served in club sanctioned projects, and events.

## **ELECTION OF NEW MEMBERS**

- I. See Article X of the Bylaws of the Rotary Club of Houma.
  - A. A copy of the following documents shall to be presented to each new member at orientation:
    - Bylaws
    - Constitution
    - Policy and Procedures
    - Roster/Directory
    - Organizational Chart
  - B. The sponsoring member AND the membership chairperson or other Board designee(s), shall be required to discuss Rotary Club of Houma policies of attendance, club dues, and participation in club sanctioned events with each new member upon the Club's acceptance of the proposed member and prior to his/her acceptance of membership and again upon club orientation.
  - C. It is the responsibility of the sponsoring member to notify the newly approved member of his/her invitation for membership. A written invitation shall also be sent immediately by the club secretary with the formal application and quarterly billing. This written invitation shall also state that the invitation for membership shall be withdrawn if 30 days elapse with no response from the proposed new member.

## **ELECTION OF OFFICERS**

- I. See Article III of the Bylaws of the Rotary Club of Houma.
- II. It is the practice of the Rotary Club of Houma that officers of the Club are nominated for the next highest office upon completion of the term of their current officer position. Traditionally, each year a new Treasurer is elected from the membership, usually an existing Board member; the old treasurer is nominated for the position of Secretary; the old Secretary is nominated for the position of President Elect; the old President Elect is nominated for the position of President; and the old President moves to the position of Immediate Past President. The Board and the Club believe that this system insures strong, well trained leaders, who bring consistency and stability to our Club.
- III. In the event of a vacancy for any of the officer positions, the Board is empowered to name a replacement.
- IV. Nothing in this section prohibits any Club member from making any nomination for any officer or Board position.

## **ELECTION OF BOARD MEMBERS**

- I. Election of Officers and Board members should be followed in accordance with Article III of the Bylaws of the Rotary Club of Houma.
  
- II. All members elected to the Board of Directors of the Rotary Club of Houma do so with the understanding that:
  - A. He/she may be asked by the Club President to Direct, Chair, or otherwise oversee and lead a committee.
  
  - B. He/she may enter the Club's Leadership Progression, with the expectation over time to direct a committee and to serve as the Club's Secretary, President-Elect, and President, if re-elected to the Board and Officer positions in subsequent years.
  
- III. Committee Responsibilities
  - A. Each committee chair should be provided a binder handed down to them by the former chair person. This binder shall include:
    - 1. Details of previous meetings of the committee
    - 2. Information about the position
    - 3. Historical Data

**ROBERT MCCORMICK AWARD FOR THE  
DISTINGUISHED ROTARIAN OF THE YEAR**

- I. Purpose: To recognize and honor the Rotary Club of Houma's outstanding Rotarian on an annual basis.
  
- II. Nomination and Selection Procedures
  - A. The Club President will appoint an ad hoc selection committee of not less than five members, which must include four (4) past recipients, none of whom are currently nominated, and the prior year's recipient of this Award, who shall serve as chair of the committee.
  
  - B. The members of this ad hoc committee will be known only to the President and the committee members.
  
  - C. The past year's recipient will invite Club members to make recommendations/nominations in writing to him/her, which will be turned over to the committee for further consideration. This process shall begin on April 1 and close on April 30 of each year.
  
  - D. The committee will not be limited in any way by these nominations/recommendations. The committee's selection will be kept secret, except for the Club President and the Club Secretary, who must order the Award Plaque in a timely manner.
  
- III. Selection Criteria
  - A. The ad hoc selection committee will give prime consideration to the "Service Above Self" activities in our community of the individuals being considered, with special regard for the nominees' efforts on behalf of Rotary.
  
  - B. The ad hoc committee will consider only those members who have been in the Rotary Club of Houma a minimum of three years.

IV. Award Process

- A. The Rotarian of the Year Award will be made at the Annual Club Installation Banquet meeting with the naming of the recipient and the presentation of the plaque.
- B. The Award will be presented by the previous year's recipient, who will prepare suitable remarks to introduce and recognize the honoree. In the event the previous year's recipient is unable to attend and present the award, the President shall ask a previous Robert McCormick Distinguished Rotarian of the Year to present the Award to the honoree.

