

Los Alamitos/Seal Beach Rotary Club Board of Directors Policy Handbook

Approved September 11, 2018

Section 1 – Definitions

Section 2 – Board Composition

A. Club Vice Presidents will sit on the Board of Directors as Director.

Section 3 – Election of Officers

Section 4 – Duties of Officers

Section 5 – Membership

A. Blue Badge Challenge

1. Each new member of the Rotary Club of Los Alamitos/Seal Beach, will be given a RED BADGE, with the member's name and occupation (we call it a classification). The new member will wear this at every meeting. By completing the list in Attachment 3 the new member will earn a Blue Badge. There is no set time frame for this and the tasks can be done in any order. Once member has completed check list (Attachment 3) the member will turn it in to the Secretary who will arrange for the Blue Badge Ceremony (Attachment 4)

Section 6 – Meetings

Section 7 – Fees and Dues

A. Dues notifications

1. Treasurer will make personal contact with members when their club balance dues have exceeded \$200 or 90 days overdue.
2. Members with account balances which exceed \$500 will be placed on a cash only basis for all meals.

B. Dues Payment

1. Active, Active Rule 85, and Active Corporate members are responsible for making the payments due the club. Active - Associate members will be billed internally in accordance with their individual corporate policy.
2. Members choosing the Annual Payment Option will make their dues payment prior to the end of the first month of the Rotary year (July).

C. Dues payment options

1. Monthly Dues Option

a. Active including Active Rule 85 members who chose to pay their dues on a monthly basis will be billed by the club treasurer the sum of \$50.00 for the first family member and \$35.00 for additional member of the immediate family at the beginning of each calendar month. This sum includes all expenses except meals, fines, and cost for participating in special events and projects.

b. Active - Corporate members who chose to pay their dues on a monthly basis will be billed by the club treasurer the sum of \$75.00 for the corporate membership up to a total of four members, at the beginning of each calendar month. This sum includes all expenses except meals, fines, and cost for participating in special events and projects.

c. Meals* - Lunch meals are \$15. For members who do not eat lunch there is a \$5 set-up fee that will be charged to their account. **Meals are subject to change based on the venue.*

2. Annual Due Option

a. Active including Active - Rule 85 members who chose to pay their dues on an annual basis will be billed by the club treasurer the sum of \$880.00 ($\$50 + \$30 \times 12 = \$960 - \80 savings) for the first family member and \$580.00 ($\$25 + \$30 \times 12 = \$660 - \80 savings) for any additional family members. This sum includes all meals and other expenses except the cost for participating in special events and projects.

b. Active - Corporate members who chose to pay their dues on an annual basis will pay \$1080.00 ($\$75 + \$30 \times 12 = \$1,260 - \180 savings). This option will include one meal and any other expenses except the cost for participating in special events or projects. The corporation will determine how each member will reimburse the corporation. If more than one member is present at the meeting, the cost of the meal for each additional member will be billed to the corporation.

Section 8 – Method of Voting

Section 9 – Avenues of Service

A. New Generations

1. Gary L. Frankenstein Rotary Award – Each year a graduating Interact Club member will be selected to receive the Gary L. Frankenstein Rotary Award. The student will be nominated by their peers as the person who best personifies Rotary's Four Way Test, and selected by a committee composed of the Interact Club Advisor, the LAHS Principal and Mrs. Brenda Frankenstein, Gary's widow. The selection committee should meet by the end of March to determine the recipient of the award. The award is to be presented at the Senior Recognition

Night, usually held in May. At the presentation, the recipient will be given a check for \$2000 and an inscribed trophy.

Section 10 – Committees

Philanthropy Committee

A. Role and Purpose

The purpose of the Philanthropy Committee is to review all requests for donations for the year, and as needed throughout the year, with the purpose of making a recommendation to the Board of Directors. Upon the approval of an annual philanthropy budget set by the Board of Directors, the Philanthropy Committee will meet to determine recommended allocations to the Board, who in turn makes the final decision.

B. Allocation of funds

In determining its recommendation to the Board of Directors, The Philanthropy Committee will endeavor to allocate funds in the following manner:

1. 80% to local projects
2. 10% to an international project with an effort to obtain matching District funds
3. 10% to a catastrophic fund held in an interest bearing financial institution

C. Members, voting and meetings

The Vice President for Club Service shall select a Chair for the Philanthropy Committee. The Chair in turn will solicit club members to serve on the Committee along with the Club President and President Elect. Upon a 2/3 vote of the Philanthropy Committee membership, at a documented meeting, recommendations for the allocation of Philanthropy funds will be submitted to the Board of Directors for final approval by way of a majority vote. The Philanthropy Committee shall convene once per year, or more, as determined by the Board of Directors or the Philanthropy Chair.

D. Categories and allocation for funding

1. Due consideration will be given to historical giving as well as to new proposals brought forth by the Club membership. The following are examples of categories of contributions which reflect the goals of Rotary and determine how funding will be allocated:
2. Suggested Menu of Rotary Projects that will be funded as an automatic operational cost based on annual Board approval:
 - a. RYLA- maximum of 3 students
 - b. Student of the Month- \$200 per month
 - c. Frankenstein Scholarship matching fund of \$1,000 for 10 years beginning, 2016
 - d. Paul Harris Foundation (with a new member match of \$500 per member), as needed
3. Suggested menu of Rotary projects that may be funded as an operational cost based on annual Board approval for selected projects within the budget:
 - a. Rose Parade

- b. Wings, Wheels and Rotors
- c. Race on the Base
- d. The Seal Beach Christmas Parade
- e. The Rossmoor Community Festival
- f. Fishing Derby
- g. Chamber of Commerce membership in Seal Beach and Los Alamitos

4. The Philanthropy Committee will recommend allocations to charitable agencies or projects each year within the confines of the philanthropy budget. It will consider both historical as well as new requests for donations. The recommendations of the Philanthropy Committee should be directed by The Philanthropy Committee Evaluation and Selected Guide (attached), and when applicable, with the use of the Application for a Rotary Donation Form (attached). Local contributions should amount to approximately 80% of donations. A suggested menu of local philanthropies have been given consideration in the past:

- a. Casa Youth Shelter
- b. Every 15 Minutes
- c. Food Finder
- d. Grateful Hearts
- e. Griffriends
- f. Los Alamitos Museum
- g. Los Alamitos Education Association (LAEF)
- h. New Hope Grief Support
- i. Precious Life Shelter
- j. Summer Harvest
- k. The Youth Center
- l. We Care

- 4. Historically several projects were funded by individual contributions of Club members, such as:
 - a. Griffriends
 - b. Rotary Wheelchair Foundation
- 5. International Projects are desirable each year. Whenever possible, the Club should seek simple grants or matching grants from the District, or partner with other clubs to support an international project. International Projects should account for 10% of donations from the Philanthropy Budget.
- 6. Catastrophic Fund should amount to 10% of the philanthropy budget and be held in an interest bearing account.

Section 11 – Duties of Officers and Committees

- a. President
 - 1) Selecting the Club Rotarian of the Year
 - 2) Presentation of Club Awards

- 3) Setting club calendar and preparing club meeting agendas
- 4) Facilitate club meetings
- b. President-Elect
 - 1) Selecting Club Fine Master
 - 2) Assist the President as needed
 - 3) Attend PETS
- c. Immediate Past President
 - 1) Coordinate Demotion Party
 - 2) Assist President as needed
- d. Secretary
 - 1) Take Minutes at Board Meetings and Club Assemblies
 - 2) Store minutes at a known location
 - 3) Purchasing of club supplies
- e. Treasurer
 - 1) Pick up mail at Post Office
 - 2) Maintaining Club Financial records including
 - i. Billing Club Members
 - ii. Presenting Financial Reports at Board meetings
 - iii. Insuring that State and Federal reports are filed.
 - iv. Conducting club banking
- f. Sergeant-at-Arms
 - 1) Set-up and take down of club meeting room to include placement of club banners
 - 2) Greet visitors
- g. Vice President for Administration
 - 1) Secure club meeting speakers
 - 2) Secure location for club's flash mob lunch meetings
- h. Vice President for Foundation
 - 1) Provide regular reports to Board on status of member Foundation giving
- i. Vice President for Membership
 - 1) Designate greeter for club meetings
 - 2) Secure club badges and track new member status toward "blue badge" status
 - 3) Oversee process for new members joining club
- j. Vice President for Public Image
 - 1) Coordinate production of club web site, newsletter, and social media sites
 - 2) Prepare press releases for club events including speakers, craft talks, and ROP students of the Month.
- k. Vice President for Club Service
 - 1) Club participation in local events including Race on the Base, Run Seal Beach, Fishing Derby, Griffriends, Seal Beach Christmas Parade, and Rossmoor Community Festival
- l. Vice President for Fund Raising
 - 1) Coordinate club fund raising activities including Valentine Day Luncheon and Car Wash tickets
 - 2) Secure club sponsors

- 3) Serve as District Grant Chair
- m. Vice President for New Generations
 - 1) Coordinate Frankenstein Rotary Scholarship award selection
 - 2) Coordinate club awards for “Night Among the Stars” and LAHS Awards Night
 - 3) Serve as liaison to LAHS Interact Club
 - 4) Serve as liaison to club sponsored Boy Scout/Cub Scout Troops/Packs
- n. Club Administrator (non-voting board member)
 - 1) Take meeting attendance and report via DaCdb to Rotary and provide Treasurer list for member billing
 - 2) Order and Track Club supplies including membership badges and plaques.
 - 3) Maintain calendar of club events
 - 4) Maintain club website
 - 5) Settle account for meals after meeting.

Section 12 – Leave of Absence

13-14.1 - Leave of Absence (LOA) - Requests for LOA may be approved for increments of up to three months and renewed as needed. The total time granted for a LOA may not exceed 12 months.

Section 13 – Finances

- A. Authorized Vendors with RI license to sell Rotary Logo Products
 - 1. National Awards 4 U <https://www.clubsupplies.com/>
 - 2. Russell Hampton Company <http://www.bestclubsupplies.com/>

Section 14 – Resolutions

Section 15 – Additions, Deletions, Changes

Section 16 – Club Forms

Attachment 1: Rotary Philanthropy Committee Evaluation and Selection Guide

Attachment 2: Rotary Application for Donation60*12

Philanthropy Committee Evaluation and Selection Guide

Name of Organization

Is the organization reputable?

Is it a nonprofit Yes No Tax ID #

Name of contact person

Is there adequate time in operation Yes No

What type of recognition local regional

How does the project meet Rotary Goals? Describe, the rank for 1-5 with 5 being the highest. Rank 1-5

The project is local regional state national international

Number of people benefiting from project Is this significant yes no

What kind of interest to Rotary is this? one time annual

Rate need of organization based on other support 1-5 with 5 highest

Amount of money being requested: \$

Type of Grant simple matching

If a Rotary International Project how much matching funds are available. \$

Amount of money to be donated by this club \$

Amount of funding available in philanthropy budget \$

Date Prepared

Rotary Club of Los Alamitos/Seal Beach

PO Box 83, Los Alamitos, CA 90720

APPLICATION FOR ROTARY DONATION

Due Date:

Name of Organization

Address

Contact person: Name

Phone#

Email

Nonprofit

yes

no

Tax ID#

Type organization

local

regional

state

national

international

Year organization was founded

Does organization have paid staff

yes

no:

what percentage of donation goes to administration?

%

Briefly describe project that Rotary funding would support: (Attach additional page if necessary)

Amount of funding being requested

How many people will benefit from project?

Is this a

one-time need

annual need?

Funds needed by

Other donors who support project

Submit application to Rotary Club of Los Alamitos/Seal Beach, ATTN: Philanthropy Committee Chair

Attachment 2

Additional Comments:

Attachment 2

ROTARY CLUB OF LOS ALAMITOS/SEAL BEACH BLUE BADGE CHALLENGE

As a new member of the Rotary Club of Los Alamitos/Seal Beach, you are being given a RED BADGE, with your name and your occupation (we call it a classification). You will wear this at every meeting. By completing the list below, you will become eligible for the BLUE BADGE that you see your fellow Rotarians wearing. There is no set time frame for this and they can be done in any order.

Once you complete an item have a Rotarian initial on the line provided.

1. Attend one board of directors meeting _____
2. Do a “make-up” at another club _____
3. Participate in a club social activity _____
4. Participate in a Rotary project or fundraiser _____
5. Attend a New Member Orientation _____
6. Be a greeter at the door at least once _____
7. Take attendance at least once _____
8. Spend one hour browsing the Rotary website: www.Rotary.org _____
9. Edit your personal information found on our Rotary District’s database [District And Club Data Base (DaCdb)] to fill in whatever information may be missing.
10. Give a Craft Talk at a Rotary meeting – This is about a 3 minute story of your life, where you came from, where you went to school, what various careers you’ve had, tell about your family, and some interesting little story about yourself.

CONGRATULATIONS – You have completed your Blue Badge requirements. Turn this into the Club Secretary and he/she will arrange for the presentation of your Blue Badge.

**ROTARY CLUB OF LOS ALAMITOS/SEAL BEACH
BLUE BADGE PRESENTATION CEREMONY**

Rotarian (Proposer or Mentor) would you please bring forward The Blue Badge Recipient for the completion of membership in this club.

Name, you were approved by the members and the Board of this club to hold active membership in the Rotary Club of Los Alamitos/Seal Beach.

You expressed your willingness to become a Rotarian on date at your induction ceremony and pledged to abide by the principles, responsibilities and obligations of Rotary in your personal and business\professional life.

Membership in Rotary is an honor and a privilege and has its corresponding obligations to live by the Object of Rotary, The Motto of Service Above Self, and The Four Way Test.

On date you received your Red Badge and embarked upon the path of accomplishing the requirements established by this club for you to receive your Blue Badge. Those requirements included:

1. Attend at least one board of directors meeting
2. Do a "make-up" at another club
3. Participate in a club social activity
4. Participate in a Rotary project or fundraiser
5. Attend a New Member Orientation or Fireside Chat
6. Be a greeter at the door at least once
7. Take attendance at least once
8. Spend one hour browsing the Rotary website: www.Rotary.org
9. Edit your personal information found on our Rotary District's database [District And Club Data Base (DaCdb)] to fill in whatever information may be missing.
10. Give a Craft Talk at a Rotary meeting

These steps@ to your Blue Badge were established to help you get to know this club, its members, its administrative organization, and for the members of this club to get to know you. CONGRATULATIONS in having successfully completed all of these requirements.

I ASK ALL MEMBERS TO PLEASE RISE.

Rotarian Name, in the name of the Rotary Club of Los Alamitos/Seal Beach it gives me the GREATEST pleasure to present to you your Blue Badge of membership in this club. I remind you that Rotary is like everything else in life:

You get OUT of it ONLY what you put INTO it!!

Fellow Rotarians: I present to you Rotarian Name and I CHARGE YOU AS MEMBERS OF THIS CLUB not to fail in your duty by giving him/her your friendship and help to make his/her membership useful and happy.

Attachment 4