

Rotary



Crestwood/Sunset Hills Rotary Member Information Manual

Updated March 4, 2020

Table of Contents

Bylaws of the Club	page 3
Current Officers of the Club	page 3
Club Meetings and Activities	page 3
Other Positions within the Club	page 4
Contingency Planning	page 5
Descriptions of Committee Work	page 6-7
Descriptions of Specialists Tasks	page 8-9
Board of Directors	page 10-11
Member Attendance & Make-ups	page 12
Key Tasks for a President elect	page 13
New Member Procedures	page 14-15
Listing of Prior Club Presidents by year	page 16
Listing of Rotarians of the Year	page 17

Bylaws of the Club

The most recent version of the Bylaws of the Rotary Club of Crestwood-Sunset Hills was adopted December 7, 2016. Every member has access to the bylaws in the public documents section of club files in DACdb.

Officers of the Club July 1, 2019-June 30, 2020

President: Charlie Wolter

President Elect: Beth Rogers

Secretary: Bob Sanders (term ends June 30, 2020)

Treasurer: Chuck Triplett (term ends June 30, 2021)

Comptroller: Glen Deutsch

Immediate Past President: Diana Lineberger

Board of Directors: Active officers above plus at large directors Norbert Glassl, term expires 6/2022 and Bob Brandewiede, term expires 6/2021

Current Club Meetings and Activities

Meetings:

- Weekly Wednesday Club lunch meetings at 12 noon
- Monthly Breakfast meeting at 7:30am
- Monthly intercity meetings/Annual district conference

Fund Raising:

- Craft Fairs Fundraising – weekend before Thanksgiving and weekend in March or April
- Trivia Night in January or February

Social Activities:

- One or more per year: Spring dinner/Club Picnic/Progressive Dinner/Christmas Party
- Installation of Officers Dinner in June
- Happy Hours every other month

Service Activities:

- Packing and delivering weekend food bags to elementary students.
- Hosting and counseling international exchange students
- Interact Club: counseling, fund raising, community garden, Guatemala trip
- Commuter lot cleanup first Saturday each month
- Community Pantry Fund to assist stranded travelers
- Member involvement in nominating charitable organizations to receive club contributions

Other Positions within the Club

Club Administrator: Randy Martin

Chairs of Committees:

- Arts & Crafts Fairs: Chris Roth
- Budget: Glen Deutsch
- CSH Rotary Foundation: Bob Brandewiede
- Feed the Knowledge: Adam Schmitz
- Interact Club: Amy Richards and Dave Lenz
- Major Gifts: Gerald Brown
- Membership: Dave Lenz
- Pantry: Don Defoe
- Rotary Youth Exchange: Norbert Glassl

Specialists:

- Audio Visual set up at meetings: Charlie Wolter
- Birthday/Dessert Scheduling: President or appointee
- Commuter Lot Clean-up: George Brand III
- Golf Outings: Dave Dilthey
- Historian: Martha Henderson
- Intercity Meetings: HR Sheevam
- Newsletter: Bob Sanders
- Public Relations: Beth Rogers
- Rotary Foundation: Paul Pytlinski
- Scholarships: Dave Lenz
- Sergeant-at Arms: George Brand III
- Social Activities: Patti Kistler
- Technology: Randy Martin

Contingency Plans if a leader is unable to fulfill responsibilities:

Officers: The President, Secretary, Treasurer, and Immediate Past President will back each other up and, if necessary, ask other members as needed.

Comptroller: The Treasurer and other officers will assist as well as members who previously served as Comptroller.

Club Administrator: This position covers a multitude of tasks including:

- club and craft fair website management
- relationship management with meeting site and social activity site vendors
- scheduling and coordinating speaker appearances,
- creation of certificates for student of the month and scholarship recipients
- club communications about social activities
- communications to members about deaths and the sending of flowers
- production of semi-annual member directories from DACdb,
- maintenance of member data and uploading documents to DACdb
- communications with the Chamber regarding Rotarian of the Year award
- club laptop maintenance.

Because of the number and variety of items, the President will ask a number of club members to back up this position.

Chairs of Committees: The President will ask other members of committees to back up the chairs.

Specialists: The President will ask other club members to back up a specialist.

Descriptions of CSH Rotary Committees

Arts and Crafts Fairs:

The committee organizes and operates our club's largest fund-raising events. There are two co-chairs, three directors, nine team captains, and six specialists coordinating the participation of all club members.

Budget:

This committee is responsible for proposing a detailed annual budget, including the club's expected income, required expenditures, and elective expenditures. The proposed budget is considered and approved by the club Board of Directors.

CSH Rotary Foundation:

This separate 501c3 entity's board of directors are the officers of the CSH Rotary club. It is responsible for accepting donations, managing accumulated assets, and directing distributions to support the charitable work of the CSH Rotary Club. It currently is making annual distributions to support club contributions selected by the Major Gifts Committee and approved by the club's Board of Directors. It was originally set up to also provide a cushion for funding the club's charitable work and contributions should our major fund raising falter in the future.

Feed the Knowledge:

This committee plans and organizes the delivery of "weekend food bags" to elementary students in the Lindbergh and Mehlville school districts identified as needing this service. Club members do the packing and deliveries. In addition to food, this committee also administers distribution of personal hygiene products, winter coats, hats, and gloves to needy students. Finally, the committee organizes and operates the annual Trivia night fund raiser.

Interact Clubs:

Committee members work directly with interact clubs in high schools and middle schools in our area to further the purposes and goals of Rotary. This includes fundraising, local charity projects, and biannual trips to Guatemala to provide and install vented stoves for rural people.

Major Gifts:

This committee meets several times near the end of the Rotary year to review donation nominations made by club members and to create a list of recommendations to the club's board of directors regarding the granting of major financial gifts to local charitable organizations.

Membership:

The committee promotes increased membership in our club, manages the application and induction procedures and supports a positive involvement of new members.

Pantry:

This committee provides aid and support on a very brief basis to persons passing through our community with limited resources who have been vetted and referred by a local community agency (most often the Crestwood and Sunset Hills Police Departments).

Rotary Youth Exchange:

This committee promotes the district Rotary Youth Exchange program within our club, schools, and greater community. Members seek to identify qualified local students for outbound placement and qualified host families for students inbound to our area. Members also work to integrate inbound students with our club, community, school district, and host family.

Descriptions of Specialists Tasks

Audio Visual Set Up at Meetings: Set up equipment

Birthday/Dessert Scheduling:

This involves organizing a list of club members to bring the dessert each week for the regular lunch meetings, usually close to each assigned member's birthday. It also requires reminders be sent to assigned members. The list is distributed at the beginning of the Rotary year to give ample notice to members.

Commuter Lot Cleanup:

This requires the scheduling and the sending of reminders of the monthly cleanup of the commuter lots at Gravois and I-270, usually the first Saturday of each month at 8am. The specialist distributes yellow plastic trash bags to participants as they arrive.

Golf Outings:

This involves organizing golf outings from time to time for members and their guests.

Historian:

The Club Historian researches and makes presentations to our club about important events, people, and principles of Rotary International as well as those of our district and club.

Intercity Meetings:

This requires the announcement of the date, time, and location of upcoming monthly intercity meetings hosted by metropolitan area clubs. These meetings offer the opportunity to connect with members of other clubs and their activities.

Newsletter:

The newsletter writer records the events and guests at each of the club's regular lunch meetings, summarizes this information, and distributes it in a newsletter by e-mail to all club members.

Public Relations:

This member promotes community understanding of Rotary and of our club. Efforts are made to make the community aware of the club's activities via print and/or social media.

Rotary Foundation:

This member is responsible for promoting and coordinating Foundation donations from club members. Records are maintained to assist in RI recognition of various levels of giving.

Scholarships:

This member works with the Lindbergh and Mehlville High Schools to identify recipients of scholarships awarded each year to worthy graduating seniors.

Sergeant-at-Arms:

This member collects "Happy Bucks" and "Advertising Dollars" at the weekly lunch meetings and insures the display of the Four Way Test banner at the meetings. Although it is not usually observed, fines may be collected from members for failure to wear a Rotary pin or Name Badge if requested to do so by the club President.

Social Activities:

This member plans social activities for the club.

Technology:

Keep club computer up to date. Maintain websites and DACdb. Establish and maintain cloud-based document storage.

Meetings of the Board of Directors

The board typically meets at 7:30am on the third Thursday of each month. As indicated in the bylaws, the board consists of the President, immediate past president, president elect, secretary, treasurer, comptroller, and two at-large members, all of whom are elected by the club.

The following is a planning calendar used to help set agendas for board meetings:

January

- Planning for Installation Dinner in June
- Review Ambassadorial Scholarships
- Planning for Spring Dinner in March
- Planning for Quarterly Club Assembly
- Prepare Cap Grant Report due Feb 28
- Officers of the club register for Show Me Rotary

February

- Planning for Spring Rotary Foundation appeal
- Identify & register RYLA candidates
- CSH Foundation board plan annual report to club

March

- Work with counselors at Mehlville & Oakville High Schools regarding South County Scholarships
- Start Major Gifts Committee process
- Ask incoming President for list of members of board/committee chairs for next Rotary year
- Planning for Cap Grant application due June 15
- Vote to award Paul Harris Fellow to youth exchange students (using points)

April

- Planning for Summer picnic in July or August
- Planning for Quarterly Club Assembly

May

- Final review of Presidential Citation Criteria
- Planning for Club Budget for next Rotary year
- Update club roster for Semi-Annual Report

June

- Publish Birthday list for next Rotary year

July

- Planning Happy Hours for the Rotary Year
- Planning for Annual BBQ at Minnie Ha Ha in September
- Planning for Quarterly Club Assembly
- Vote to award Paul Harris Fellow to returning outbound exchange students (using points)

August

- Planning for Progressive Dinner in October
- Planning for Fall Rotary Foundation appeal
- Planning for Joint Thanksgiving Meeting with Kiwanis
- Discuss sponsorship and/or attendance at District Conference
- Plan participation in World Polio Day event

September

- Planning for Christmas Party in December

October

- Work on annual report of gains and losses in membership
- Planning for Quarterly Club Assembly
- Planning for nominations for officers for next Rotary Year
- Discuss matching points for Rotary Foundation contributions
- Planning for Salvation Army bell ringing during Holidays

November

- Update club roster for Semi-Annual Report

December

- Selection of Rotarian of the Year
- Planning to have Cap Grant expenditures done by Jan 31
- Planning for Rotarian of the Year arrangements with the Chamber (Arranging for Paul Harris, Printing of Certificate, Ordering of Award?)

Member Attendance & Make-ups

Requirements:

Rotary International requires Active status members to attend (or make-up) at least 50% of regular weekly club meeting for each six-month period. We have a number of members who regularly attain 100% attendance and we recognize this achievement. Members are encouraged to attend as many regular meetings as they can.

Make-ups:

There are a number of opportunities available to make-up a regular club meeting:

- Attending our club's monthly breakfast meeting.
- Participating in one of our club's service projects.
- Attending one of our club's board or committee meetings.
- Attending of a regular meeting of another club.
- Participating in an interactive on-line activity or meeting of any Rotary club's website for at least 30 minutes.

Entering Make-ups:

In some instances, the club Secretary will enter a qualifying make-up activity. However, as a general rule, members must take responsibility for entering make-ups either by notifying the Secretary or by using the database on DACdb. It is possible to bank a number of make-ups to be used for the missing of future meetings. Activities so banked will "age out" after six months. Members wishing to learn how to enter their own make-ups should consult the club Secretary for current instructions.

Key Tasks for a President elect

Rotary International Convention:

The Board of Directors recommends attendance of an RI Convention in the three years leading up to installation as President and has voted to include \$3,000 in each year's budget to assist in covering the cost of airfare and registration. **October 1** is the recommended date to be registered for the following year's convention.

Club Committee Chairs:

By January 1 of the year term, the President elect should confirm either that existing chairs of committees will continue to serve or that replacements will be appointed at the beginning (July 1) of the next Rotary year.

RI Club Central Goals:

By March 1, club goals to be achieved during the term as President should be entered on the RI Website.

Installation Dinner:

By April 1, plans for the installation dinner should be in place. These need to include the location, menu, printing of program, list of Paul Harris Award recipients, person to swear in the Board of Directors & make remarks, and the ordering of a plaque or comparable gift for the outgoing President. Tips for a successful event include having the club cover the cost of the person & their spouse doing the swearing in and speaking, providing that person with a phonetic guide for pronouncing names, keeping the cost at about \$35 per dinner, preparing sign-up sheets for club members, arranging for photos to be taken and put on the club's website, and arranging for banners at the dinner. In recent years the Installation Dinner has been on Wednesday evenings with the regular lunch meeting cancelled that week. Consultation with past presidents is encouraged.

Board of Directors Meetings:

Before the start of the Presidential term, a location, day, week, and time of monthly board meetings should be planned.

New Member Procedures

Purpose of New Member Committee:

The committee seeks prospective applicants for membership, manages the process of application, vetting, & installation, manages a system of mentoring, supports activities to foster a sense of community in CSH Rotary, and encourages members to introduce their friends and acquaintances to Rotary.

New Member Process:

Greeting of prospective members, providing introductory materials, inviting attendance at three meetings, holding an orientation lunch, announcing receipt of application to the club, obtaining board approval, holding induction ceremony, and mentoring.

Types of Membership and Association with CSH Rotary:

Member:

- Nominated by existing member, vetted by membership committee, approved by board.
- \$365 annual dues
- Attendance requirements
- On RI roster
- Included in communications and invited to functions and projects
- Pay for lunch at reduced rate

Corporate Membership:

- Same as Member above with the following changes:
 - Consists of Primary member and one other individual named by primary member who counts as attendance of primary member.
 - \$465 annual dues

Honorary Member:

- Board approved permanent designation for long-time members who have been leaders and contributed significantly to the advancement of the club.
- Usually for senior members with difficulties with attendance and/or dues paying financial constraints
- No dues, no attendance requirements, not on RI roster
- Included in communications and invited to functions and projects
- Pay for lunch at guest rate

Friend of Rotary:

- Board approved temporary designation (one year at a time)
- Honors non-members who have contributed at least \$500 toward club projects.
- Not on RI roster
- Included in communications and invited to functions and projects
- Pay for lunch at guest rate

Presidents of CSH Rotary Club 1960 – to Present

1960-61	Jack Bergen	1990-91	Michael Pallozola
1961-62	Carl Deutsch	1991-92	James A. Miller
1962-63	William Kelly	1992-93	Donald Maddox
1963-64	Donald Quinn	1993-94	Joan L. Robinson
1964-65	Wesley Finke	1994-95	Thomas E. Brady
1965-66	LeRoy Amen	1995-96	Robert J. Neubert
1966-67	Richard Lattner	1996-97	Michael Pallozola
1967-68	Robert Griffin	1997-98	L. David Press Robert
1968-69	Kenneth Hindman	1998-99	Brandewiede
1969-70	Frank DeStefano	1999-00	Robert Kelly
1970-71	Lester O. Roth	2000-01	Carl Deutsch
1971-72	David Asselmeier	2001-02	George Brand
1972-73	Louis Bopp	2002-03	Glen Deutsch
1973-74	Alfred Keller	2003-04	George Holske
1974-75	Kenneth Luttrell	2004-05	Michael Rogers
1975-76	Rolland Miller	2005-06	Michael J. Provaznik
1976-77	John Ferguson	2006-07	Christopher J. Roth
1977-78	George Frangoulis	2007-08	Karen Schuster
1978-79	Richard Peetz	2008-09	Greg Luzecky
1979-80	Robert Schaan	2009-10	John Littlefield
1980-81	Noah Gray	2010-11	David Lenz
1981-82	Glenn Koehrer	2011-12	Jennifer Bell
1982-83	Anthony Badalamenti	2012-13	Don Androlewicz
1983-84	Donald Doerre	2013-14	Jim Simpson
1984-85	Gilbert Bilderback	2014-15	Eric Chamberlain
1985-86	Michael Bamvakais	2015-16	Lance Baugh
1986-87	O. Victor Lenz, Jr.	2016-17	John Higdon
1987-88	Gregory Edstrom	2017-18	Brian McKenney

1988-89 Robert J. Kelly

1989-90 William Uthoff

2018-2019 Diana Lineberger

2019-2020 Charlie Wolter

History of Rotarians of the Year

2019 Adam Schmitz
2018 Bob Sanders
2017 Karen Baudendistel
2016 Chris Cipolla
2015 Bob Brandewiede
2014 H.R. Sheevam
2013 Debbie Schiavo
2012 Brian Kohlberg
2011 Martha Henderson
2010 Amy Richards
2009 Greg Luzecky
2008 Randy Martin
2007 Bess Wilfong (Angels' Arms)
2006 Jennifer Miller Bell
2005 Glen Deutsch
2004 Carl Deutsch
2003 Vic Lenz