

**The Rotary Club of Atascadero**  
**Continuing Resolution - Rotary Year 2024-2025**  
**July 1, 2024, thru June 30, 2025**

**I. CLUB MATTERS**

- A. Name.** Rotary Club of Atascadero.
- B. Address.** Post Office Box 100, Atascadero, California 93423.
- C. Meetings.** Wednesday, 12:00 noon to 1:30 p.m. Springhill Suites, 900 El Camino Real, Atascadero, CA 93422, except for the "dark" meeting dates indicated in Articles V.A, V.B, and V.C. There may be a social event rather than a regular noon meeting at a location to be determined. Attendance at these social events is not mandatory.
- D. Bulletin.** The Club bulletin may be published once a month.
- E. Early Departures.** The Club discourages early departures from regular weekly meetings by members; however, we understand when leaving early is sometimes necessary. It is expected that members that depart the meeting early thank the program speaker for attending our meeting and offer a personal apology for their inability to stay for the program. This should be done prior to the ringing of the bell to begin the official meeting.
- F. Political Issues.** As Rotary International is not a political organization and takes no position on political policies, the Club wishes to adhere to Rotary International guidelines with respect to political issues. Should a political issue be presented, a concerted effort shall be made to provide all sides to the issue.

**II. BOARD OF DIRECTORS**

- A. Meetings.** Board of Directors (the "Board") meetings shall be held each month on a day and time as set by the Board at the beginning of the fiscal year. The meeting time and dates may be changed to accommodate special circumstances, such as holidays and the annual visit and meeting with the Board by the District Governor.
- B. Continuing Resolution.** The incoming Board shall review/revise the Continuing Resolution document and ratify it by July 1. The ratified resolution shall be signed by the President and Secretary and maintained in the official Club records.
- C. Board Members Obligation to Attend Meetings.** All Board members are expected to attend all Board meetings and are encouraged to attend all Club meetings, the District Training Assembly, the District Conference, and all Club Assemblies. The President, President Elect, and President Elect Nominee are encouraged to also attend the District Mid-term meeting.
- D. President Elect's Obligation to Attend Meetings.** At a minimum, the President Elect will attend meetings required by Rotary International to serve as President, including the President Elect Training Session (P.E.T.S. conference). It is also recommended that the President Elect attend the following meetings.
  - 1. The District Training Assembly
  - 2. The District Mid-terms
  - 3. The President Elect Retreat
  - 4. The Grants Management Training Seminar

The Club shall pay registration fees and reasonable transportation, room and board charges for both P.E.T.S and the President Elect Retreat conferences for both the President Elect and his/her spouse or domestic partner.

**E. Chair of the President-Elect Nominating Committee.** The immediate Past President shall serve as chairperson of the committee to nominate the next club President–Elect Nominee. The committee shall be comprised of ten members, who are generally the most recent club past-presidents that are still club members. The President Elect Nominee should be selected by March 31 and should be announced before June 30 of the current year.

**F. Grant Applications and Deadlines.** Rotary clubs within District 5240 must be pre-qualified annually by both The Rotary Foundation (TRF) and the District Rotary Foundation Committee (DRFC) to participate as the lead sponsor on any District or Global Grant. The club must also annually execute a memorandum of understanding before the club can serve as the lead sponsoring club on any District or Global Grant applied for during the Rotary year. Grant qualification requirements can be found on the Rotary website [www.rotary.org/grants](http://www.rotary.org/grants).

The Board’s action on participation for various grants is required. The application deadlines for various grants vary and these dates need to be programmed into the Board’s calendar to facilitate timely action taken by the Board.

## II. FINANCIAL OPERATIONS

**A. Bank Accounts.** The Board must approve the depository for club funds, which is currently Pacific Premier Bank. Deposits should be maintained in interest-bearing accounts where practical.

**B. Authorized Signatures.** The Past President, Robert Borish, Secretary, Eric Myers and President Elect Gaby Romo will have signatory power. Only one signature is required for a single check in an amount up to and including \$2,000. Two signatures are required on amounts over \$2,000. The signatory card should be signed and in effect on July 1st of each year.

**C. Compensation of Directors and Officers.** Directors and Officers shall not be compensated.

**D. Directors and Officers Liability Insurance.** Liability insurance is covered by Rotary International’s insurance plan. See Article IV D.

**E. Budget.** The incoming Board shall prepare and approve a final budget in cooperation with the incoming President and Treasurer for approval prior to July 1. Expenditures during the fiscal year in excess of amounts budgeted and/or budget transfers, require prior approval of the Board. The budget may include a “President’s Discretionary” amount, to be used at the President’s discretion for the betterment of the Club.

**F. Payment of Club Member Obligations.** Club dues and charges are payable quarterly. Members having financial difficulties may defer payment via a written agreement with the Treasurer. Members with financial obligations to the Club, including dues, must pay those obligations within 30 days after receiving an invoice unless a written agreement with the Treasurer exists. The Treasurer will report the status of all overdue accounts receivable and deferral agreements to the Board monthly. The following actions will be taken by the Treasurer for overdue accounts: A statement will be emailed or mailed to overdue accounts which shall include the following notations: a)30-60 day accounts will include the standard verbiage generated by DACdb; b)60-90 day accounts will include “your account is more than 60 days past due. Kindly remit payment at your earliest

convenience”; 90+ days will include “your account is over 90 days past due. Please remit payment at your earliest convenience or contact the Treasurer for payment arrangements. Otherwise, your account will be referred to the Board to determine the appropriate course of action.”

- G. Fiscal Year.** The Club's fiscal year is from July 1 to June 30.
- H. Social Events.** The cost of all non-budgeted social events, which do not have a "mandatory charge" in accordance with this Continuing Resolution, shall not be taken from the General Fund of the Club, unless otherwise approved by the Board. It is expected that the entire event will be self-sustaining through fees paid only by those members who participate in the event unless otherwise approved by the Board. However, for accounting purposes, all income must be deposited into the club's general fund, and all expenses must be paid out of the general fund. The Club Treasurer shall be given copies of receipts for all expenditures, and a report of all income.
- I. Club Accounts Receivable.** The Treasurer shall be responsible for collection and special charges on members' accounts and shall be responsible for collection of fines and other debts incurred during the meetings or otherwise. All other accounts receivable and recording of accounts receivable are the responsibility of the respective committee involved with the financial event, and adequate records shall be kept. Notwithstanding any of the above, any “fines and other debts incurred during the meetings” may be added to a member's account for collection by the Treasurer. Also, event charges may be added to member's account and collected by the Treasurer if prior approval of the Board has been received. Lunch costs will be charged to a member's account. Exceptions to charges for lunches may be made by the Board for special events.
- J. Club Accounts Payable.** Club bills shall be paid on a timely basis unless the Board has approved a delay. The President or Board may authorize cash advances. Members may be reimbursed for certain reasonable expenses incurred for Club purposes. Reimbursement shall be made by check upon presentation to the club Treasurer of the appropriate receipts attached to a written request.
- K. Rotary International Convention.** The Club will reimburse the President-elect for the expenses he/she incurs for attending the Rotary International (RI) Convention with his/her spouse or domestic partner. (Any exceptions to the person attending will be by approval of the Board) The reimbursement amount will be based on a not-to-exceed budget prepared by the President-elect and approved by the Board. The budget must be approved by the Board before the President-elect registers for the convention and makes any travel arrangements. Expenses eligible for reimbursement are listed below.
1. Cost of transportation by the most economical means consistent with the trip.
  2. Cost of lodging during the term of the convention at a hotel recommended by the convention or at rates comparable to those recommended by the convention.
  3. Cost of convention related banquets and meals during the term of the convention.
  4. Cost of registrations and other qualified expenses.
- L. Travel to District Training Assembly and District Conference.** The cost of registration, accommodations and travel for the President and spouse/partner shall be covered by the Club. At the discretion of the Board, these costs may be covered for other Club members. Current and incoming Officers and Directors are encouraged to attend these events.

- M. Audit.** The Treasurer may, under the direction of the Board, have a third-party audit or a third-party review conducted on the financial reports for a previous or current fiscal year.
- N. Balance carried forward to the next Club Fiscal Year.** \$10,000 will be carried forward from the current fiscal year into the next fiscal year to be utilized by the incoming Board for startup operations.
- O. Balance carried forward for multi-year projects.** Based on a resolution by the sitting Board of Directors, funds may be carried forward to the next fiscal year for projects that the Board approves for funding from the current year, but which cannot be expended until a future fiscal year. The club Secretary will prepare a Memorandum of Understand (MOU). Upon signing of the MOU by the sitting club President and the sitting Foundation President, those funds will be transferred to the Atascadero Rotary Foundation, a 501(c)3 foundation, to be held in a special designated account until such time as the club Board makes a request for the funds to be disbursed. At a minimum, the signed MOU should state the following before transferring those funds to the ARF:
1. The amount of funds to be set aside for a specific purpose.
  2. The specific purpose or project use of the fund. This shall not be a general term such as "Community Service" but shall be a specific project such as "contribution to the City of Atascadero to insure the construction of a new Traffic Way entry sign."
  3. The anticipated timing of the expenditure.
  4. A deadline not to exceed three (3) years by which time the expenditure must be made. This deadline may be changed or extended by future club Boards.
  5. The Memorandum of Understanding (MOU) signed by the sitting President will be on file with the club Treasurer outlining the above conditions for the project.

#### **IV. GENERAL OPERATIONS**

- A. Supplies.** Supplies should be kept on hand to meet at least three (3) months use. The Secretary shall procure all supplies, in cooperation with the Treasurer. The Secretary will maintain an inventory of supplies and request them as needed.
- B. Safekeeping of Records.** The Secretary shall be the custodian of all Club records including minutes, official records, continuing resolutions and contracts (including executed grant-related documents). The Treasurer is the custodian of Club financial records including checks, receipts and financial records. The Rotary Club of Atascadero will use Dacdb as the electronic database for all club records, which is to be maintained by the Secretary. For physical records, the Club rents a storage unit from Stow It Mini, 5325 Traffic Way, Atascadero. The unit is space #95 and the combination for the lock is located in the DACdb "Club Files" section under "Miscellaneous Documents".
- C. Club Board Meeting Minutes.** Minutes of board meetings will reflect general topics discussed and directions given, or action taken. Minutes may reflect the number voting for or against any motion but will not indicate how each Board Member voted. In the event that a Board Member wishes their particular vote or abstention from vote noted, it will be done so at the Board Members request. All votes will be decided by a vote of the majority of the Board in attendance at a meeting at which there is a quorum, unless otherwise limited by the Club Bylaws. Club Board meeting minutes shall be uploaded to the Club's website by the Club Secretary.

- D. Insurance.** Insurance for the club is provided by Rotary International's Insurance Program. Any club event with attendance over 25,000 is not covered by Rotary International's Insurance Program and special event insurance must be procured. Our insurance program includes General Liability, Liquor Liability, Directors and Officers Coverage, and other coverages. It is the responsibility of the Club Secretary to generate Certificates of Insurance and be knowledgeable about the insurance program provided by Rotary International.

## **V. MEETINGS, EVENTS, AND PROGRAMS:**

- A. Regular Lunch Meetings:** (Arrangements are the responsibility of Club Service) Regular club lunch meetings will be held weekly at the time and place indicated in Article I.C. The charge to members and their guests as set forth by the current Board will be assessed on their quarterly statement. The guest speaker will not be charged for lunch.

### **B. Special Lunch Meetings**

**District Governors Lunch:** (Arrangements are the responsibility of Club Service). Special arrangements will be made for the luncheon and the District Governor will be the program for the luncheon.

**Atascadero/Paso Robles Football Team Lunch:** (Arrangements are the responsibility of Club Service) Joint lunch with the Paso Robles Rotary Club during the week of the Atascadero/Paso Robles High School football game. All senior players and senior cheerleaders, and coaches, athletic directors, and school principals are guests. Lunch is held at each club in alternating years; the other club may be dark that week. In 2024, lunch will be hosted by Atascadero. The hosting club will cover the expenses related to this event. When the event is in Atascadero, an amount of \$25 will be charged to all members whether or not that member attends the event.

**Holiday Lunch:** (Arrangements are the responsibility of Club Service) Held prior to Christmas in December. Spouses, children, grandchildren or special young friends of Rotarians will be invited as guests of Rotarians. A special charge for lunch may be approved by the Board for guests.

**Holiday Lunch No. 2 (optional):** (Arrangements are the responsibility of Club Service) Depending upon the day that Christmas falls on and the last day of school, there may be a second meeting before Christmas that would be appropriate for a Christmas Holiday theme.

**Valentine's Lunch (optional):** (Arrangements are the responsibility of Club Service). Persons romantically linked to members are invited to the club meeting. Special provision will be made for the luncheon. Guests will be charged an amount as determined by the Board.

**Other Special Lunch:** The club may choose to hold other special lunch events as determined by the Board.

- C. Recurring Events.** The following are recurring events associated with the Rotary Club of Atascadero.

**District Governor's Visit:** (Arrangements are the responsibility of the President). The Board will meet with the District Governor regarding club matters, either before or after the Club meeting and will also host the District Governor for dinner. Traditionally, a joint reception of the clubs within Group 11 is organized for the District Governor. The Club



will participate in this joint reception event when appropriate; otherwise, the Club may hold its own event. Funding from the Club's General Fund for participation of the Club in a joint or individual reception is anticipated and part of the annual club budget.

**Public Service BBQ:** (Arrangements are the responsibility of Club Service). The club hosts a BBQ for members of the Atascadero Fire Department, Atascadero Police Department, and First Responders, usually at the firehouse in the fall. The regular meeting will be dark during the week of the Public Service BBQ. Firefighters, policemen, first responders, their significant others, other public servants, and Rotarians and their significant others are invited to attend. The charge for this event is \$25, which includes one guest and will be charged to all members whether or not that member attends. All additional guests of Rotarians will be charged \$25 each.

**Joint Board Meeting:** (Arrangements are the responsibility of Club Service). The present Board may host a joint meeting for the incoming Board near the end of the current Rotary year. This meeting will be paid for from the club general fund which is part of the approved budget.

**Comedown Party:** (Arrangements are the responsibility of the Past President). The last weekly meeting of the year is a "Recognition" party for the outgoing president, usually held at the home of the past president or another Rotarian's home in the evening. The club noon meeting will be dark on this day. Rotary spouses or significant others are invited to the Party. The charge for this event is \$25, which includes one guest and will be charged to all members whether or not that member attends. Additional guests will be charged \$25 each.

**Crab Feed:** (Arrangements are the responsibility of Club Service/Crab Feed Committee) The Crab Feed is a fundraiser for the Rotary Club of Atascadero. It is held during crab season and may be held in January, February, or March unless otherwise determined. Interact members are typically asked to be servers for the event; thus, the date of the Crab Feed should be scheduled on a date that does not conflict with another Atascadero High School event.

**Social Family Nights:** (Arrangements are the responsibility of Club Service) Up to four special family nights may be organized during the year. The time and location will vary, and the Regular Club Meeting may be dark that week. The dinner will be a low-cost event and will focus on the entire family. The board may charge as needed for the events, which includes a member and member's family and will be charged to all members whether or not that member attends.

**Take the Lead Conference:** (Arrangements are the responsibility of the Vocational Service Chair) The Take the Lead Conference was started in 2002 by Club Member Joanne Main. The club will sponsor the Take the Lead Conference for high school students, both within and outside of the Atascadero School District. Sponsors from outside of the club will be sought to assist in financing this event.

**Financial Seminar:** (Arrangements are the responsibility of the Youth Services Chair) The club may sponsor up to two Financial Seminar workshops annually for Seniors within the Atascadero School District.

**Bertha Shultz Ice Cream Social:** (Arrangements are the responsibility of the President of the Rotary Club of Atascadero Foundation). The club will sponsor an ice cream social, typically held at the same time as the City of Atascadero's Children's Day in the Park celebration. The ice cream social is in memory of Bertha Shultz who gave a sizeable contribution to the Club's Foundation in Rotary Year 2013-14, and who also would take ice cream to the members of the City's fire department.

**Coats for Kids:** (Arrangements are the responsibility of Community Service Chair) The Club will participate in the annual Coats for Kids program held in December. Members will be responsible for distribution of containers to local businesses and organizations for the collection on new or gently used coats for kids and their families. The containers will be collected prior to distribution and donations will be given to local dry cleaning establishments if any items need to be cleaned prior to the event. The Club will also provide volunteers as needed for staging and distribution of the donations.

**D. Other "Dark" days.** In addition to the "dark" days listed above, other meeting dates may be dark at the discretion of the Club President and/or Board.

**E. Recurring Programs.** The Club President will ensure the following subjects will be covered during the business portion of club meetings. The Club President may ask the Programs Committee or another member to book one or more of the following programs.

**Rotary International Foundation:** Minimum of one per year. Usually in November. (Arrangements are the responsibility of the Rotary International Foundation Chair)

**Club Assembly/Business Meeting:** Two per year, or equivalent. (Arrangements are the responsibility of the President and the Club Service Chair.)

**Vocational Service:** One per year. (Arrangements are the responsibility of the Vocational Service Chair)

**Atascadero Rotary Club's Foundation:** One per year. (Arrangements are the responsibility of the Atascadero Rotary Club Foundation's President)

**District Governor's Visit:** One per year. (Arrangements are the responsibility of the President and the Club Service Chair.)

**World Understanding and Peace Week:** The week of February 23 of each year. (Arrangements are the responsibility of the International Service Chair)

## VI. MEMBER ORIENTATION & RETENTION

**A. New Members.** The Membership Chairperson shall be responsible for seeing that each new member:

1. Receives a face-to-face orientation of Club policies, expectations, and customs within the first 30 days of membership and,
2. Completes the following within the first 90 days of membership:
  - a. Take attendance or greet members and guests before the meeting - for 3 meetings.
  - b. Attend one club Board of Directors meeting.
  - c. Attend two club committee meetings (Event Committee/Interact OK)
  - d. Learn and be able to recite the 4 Way Test (to be completed by the end of the 4<sup>th</sup> week)
  - e. Attend another club's Rotary Club meeting.
  - f. Read the club Constitution, By-Laws and Continuing Resolution.
  - g. Identify and join one committee that seems most interesting. If the new member does not choose a committee to join, a committee will be selected for him/her.

The new member will be given a red badge at induction. The traditional blue and gold badge will be awarded once the checklist has been completed.

- B. Paul Harris contribution for new members.** Upon induction of a new member and receipt of their blue badge, the Membership Chair will notify the club TRF chair and working with the Club treasurer, the Club will contribute \$100 towards a Paul Harris recognition for the new member. The \$100 will go towards a future Paul Harris recognition for the new member. (Arrangements are the responsibility of the Rotary International Foundation Chair).
- C. Re-instatement of Membership.** This policy is intended to encourage and expedite the re-instatement of Club Members who have resigned from the club for good cause.
- D. Any member in good standing who resigns from the club may return to the club within six (6) months of the original resignation subject to the shortened initiation procedure outlined below.**
  - 1. The past member must request in writing that the Board re-instate them into membership.
  - 2. The Board must have a finding that the member left with all accounts paid in full and left at his/her own request.
  - 3. The Board must find that nothing has happened during the period in which the membership was expired that negatively reflects on the good character of the past member.
  - 4. If the Board determines that these conditions were met, the Board may by a motion, and unanimous approval, re-instate the past member effective immediately.

Any membership renewal under this policy will specifically not be subject to:

- 1. 10-day notice requirement.
- 2. Payment of additional initiation fees.
- 3. Orientation or "red badge" procedures required in Para. V.A. above.

In the event that the proposed past member does not fit the re-instatement criteria, the past member may still be proposed for membership under the normal new member procedure.

- E. Cost of new member prospect lunches.** The cost of the first three lunches for a prospective new member will be borne by the club.
- F. Leave of Absence.** The Board may consider granting a leave of absence consistent with the Club Constitution. The member granted a leave of absence, in all cases considered, shall be responsible for paying club charges in accordance with the terms of the Continuing Resolution. The Board shall establish the time duration of the member's leave of absence consistent with the Club Constitution and shall communicate this and the terms of the leave of absence in writing from the Secretary to the member. A copy of this written notice shall be submitted to the President, Treasure, Club Service Chairperson, and Membership Chairperson.

## VII. MEETING CONDUCT

- A. Professional Conduct.** Consideration, cooperation, and courtesy are expected from all members and guests during the meeting.
- B. Visitors.** Visitors will be introduced at the beginning of the meeting. All members should put their best efforts into making all visitors feel welcome.



## VIII. DUES/RECOGNITIONS

- A. Recognitions.** Recognition for a member will be a target of \$125 per year unless the Club President and the member agree upon other arrangements.
- B. Member Profile/Craft Talk.** The Club Service or Program Committee may request a member to present a profile of themselves during one of the Club meetings. Each member selected will be presented the opportunity to do one of the following three things.
1. Make a short presentation in answer to some general questions which will be given in advance.
  2. Be interviewed by a member of the club on the same set of questions or,
  3. Make a short "Craft Talk" on a hobby or an area of special interest.
- C. Authority to Fine and Recognitions.** The President (or designee) may assess fines or recognitions for failure to wear a Rotary pin, misbehavior (as determined by the President or designee) and other reasonable or unreasonable reasons at the President's sole discretion.
- D. Visitor Fines.** No visiting Rotarian or guest will be fined without prior arrangements by the President.
- E. Paul Harris Fellows.** The Club may honor a person with a Paul Harris Fellowship. Charitable giving funds or TRF Recognition points may be used by action of the Board. Being a Rotarian or relative of a Rotarian is not a disqualifying factor. The individual must be a good citizen of high moral character and have made a substantial contribution to the local or international community, their vocation, or to Rotary. The qualifying service must be "Service Above Self." The award may be made in Memoriam.
- F. Dues/Initiation Fees.** The annual club dues shall be \$500.00 due and payable \$125.00 per quarter. The dues include District and Rotary International annual assessments, and a subscription to the Rotary magazine.

New members shall pay an initiation fee of \$125. Dues of new members shall be billed pro-rata based on their date of initiation relative to the number of days in the billing cycle. These fees are to include a membership pin and "Four-Way Test" and "Object of Rotary" plaques.

Rotarians transferring into the Rotary Club of Atascadero shall not be subject to the initiation fee in accordance with the RI constitution. (Arrangements are the responsibility of the Membership Chairperson).

- G. Rotarian of the Year.** The President may select a Rotarian of the Year prior to the end of each fiscal year. This would be an active Rotarian who is deemed to have contributed greatly to the club and the community. Arrangements are the responsibility of the President.

Duly adopted by the ~~2024-2025~~ Board of Directors at the meeting of October 8, 2024

  
Seth Peck, President

  
Eric Myers, Secretary