

Bonita Naples Rotary Club 2024-25 Manual of Procedures



**Bonita Naples Rotary Club
2024-25 Manual of Procedures
Club Success Plan**



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Rotary International Vision Statement - *Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.*

Bonita Naples Vision Statement – *We are a community-based group of caring people united to take action to support the immediate and long-term needs of our community, district, and globe. If you could change the world today, what is the one thing you would do? (Alfred Current, District Governor 2023-24)*

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Purpose of the Manual of Procedures – This is your ‘go-to’ resource for supporting the governance and service of the Bonita Naples Rotary Club. It contains the club organizational structure, strategic plan, constitution, and by-laws.

Bonita Naples Rotary Club 2024-25

I. Club Officers

President – Campbell Gault
President-Elect – Heidi Varsames
Secretary – Joanne Ziccarelli
Treasurer – Cindy Hall
Sergeant-at-Arms – Kim Anderson

II. Club Board of Directors

Club Officers
Directors-at-Large

- Joerg Meyers 2024-2024

III. Board of Trustees

President – Janet DiBenedetto
Secretary – John Wharton
Treasurer – Mike Rusk
Trustee at Large –
Club President – Campbell Gault (non-voting)
Club President-Elect – Heidi Varsames (non-voting)

IV. Club Success/Action Plan

2024 Strategic Issues (from President Campbell’s perspective) and club survey

- ⬇ Membership Engagement –
- ⬇ Membership Growth –Membership Action Plan based on the Zone 33-34 MAP Seminars from 2024 Membership Committee
- ⬇ Membership Care, Comfort, & Concern Committee –
- ⬇ Community Engagement –

Bonita Naples Vision Statement – *We are a community-based group of caring people united to take action to support the immediate and long-term needs of our community, district, and globe.*

Increase our Impact – How can we do ‘more good’ in the world – good that changes lives?
What service will we provide in our community 2024-25? What will the service projects be based on? How will we measure the impact?

- *Food Security is one of our major focus areas –.*

Expand our Reach – How can we attract more people to Rotary? How can we tell our stories to a broader audience? How can we involve both Rotarians and community in our service?

Membership Action Plan

Public Image Committee –

Enhance Participant Engagement – How do we make our club welcoming to all and worth people’s time?

Club President’s Theme for the Year:

Increase our Ability to Adapt – How do we stay relevant in a rapidly changing world? What will our process be to for staying relevant?

Base our action plan on evidence, innovation, and imagination. Ensure that all club members know about and engage in gaining knowledge to be informed. (Rotary Learning Center)

Create committees based on the culture of our club

Try something new. Include all voices in decisions

V. 2024-25 Committees

**July 1, 2024 Version
(President sits on all committees)**

Constitution and By-Laws	Chair: Janet	Members: Bob, Dick, Brad
Ethics	Chair: Mike Prioletti	Members: John, Gary
Finance	Chair: Cindy	Members: Lin, Jim, Mike P. & Mike R.
Fund Raising & Service	Chair: Campbell	Members: Liz, Jim & Sam
Grants	Chair: Dee	Members: Deb V.

Logistics:	Chair: John	Members: Steve, Jim
Membership	Chair: Mike Prioletti Co-Chair: Heidi Varsames	Members: John, Janet, Joerg,
Member Care & Concern	Chair: Bob Bornstein	Members: Lin, Joanne
Nominations	Chair: Brad	Members: Brad, Heidi and Deb V.
Program	Chair: Bob B.	Members: Deb, Bruce, John, Mike R. & Joanne
Social	Chair: TBD	Members: Rosi, Cindy H. & Bob
Public Image	Chair: John	Members: Joerg
The Rotary Foundation	Chair: Jim	Members: Phil and Brad
The BN Club Foundation	Chair: Janet D.	Members: Mike R., John W.
Youth Services	Chair: Dee	Members: Joanne, Chris, and Joerg

The Rotary Club of Bonita Naples 2024-25 Committees Structure

1. Administration

Members: (See sub-committees)

Charge: (See sub-committees)

- a – Program Planning - Plan monthly program schedule aligned to the Rotary International monthly focus areas*
- b- Logistics - Facilitate the set up for each club meeting (i.e. podium set up, technology, badges, sign-in, etc.)
- c. Constitution and By-Laws – Ensure the club constitution and by-laws are current. Keep updated information on club site in DACdb.
- d. Nominations – Facilitate the nominations processes for club elections
- d. Finance – Ensure fiscal health of the club

Sub-committees with chairs

Program Planning Sub-committee

Chair – Bob Bornstein Members – ?

Logistics Sub-committee

Chair – John Members Steve & Jim

Constitution and By-Laws Sub-Committee

Chair – Janet DiBenedetto Members – Bob & Brad

Nominations Sub-Committee

Chair – Brad Members – Brad, Heidi and Deb V

Finance Sub Committee

Chair– Cindy Hall Members – Mike R., Jim, and Mike P.

2. Membership

Co-Chair: Mike P. & Heidi Varsames **Members:** Janet, John, & Joerg

Charge: To create and implement a solid Membership Action Plan (MAP) – attraction, engagement, new member orientation including new member checklist, on onboarding, and mentoring

Sub-Committee: Member Care, Comfort, and Concern Sub-committee

Chair: Bob Bornstein Members: Lin, Joanne

Charge: “The single most important fact &r in member satisfaction is the club experience. How at home you feel in your club, how rewarding club meetings are and how engaged you feel in service projects.” Jennifer Jones, RI President, January 2024 Rotary Magazine. This committee will create a process for contacting members for well-being checks. (i.e. If members miss several meeting in a row, if a member or their family become ill, in case of disasters (hurricanes, tornadoes etc.) In addition, this committee will send out birthday and anniversary congratulations. Additional responsibilities will be determined by this new committee.

3. Public Image

Chair: John Wharton **Members:** Joerg, Deb, & Lin

Charge: Media relations, advertising, marketing, Web and social media planning and implementation (works closely with Administration Committee and TLC.

Club newsletters and communications will be managed and distributed by this committee in partnership with the President.

4. The Rotary Foundation

Chair: Jim Fabry **Members:** Phil and Brad

Charge– Leadership to educate and support the club in understanding the role of TRF, tracking club Paul Harris status, and encouraging on-going contributions.

5. Bonita Naples Club Foundation

Chair: Janet DiBenedetto (As of January 15, 2024)

Members: Mike Rusk (Treasurer), John, Phil

Charge - Charitable (501C 3) arm of the club. Oversees Baird account and charitable giving.

6. Fund-raising, Service, Social Events, and Grants Committee

Chair: Campbell Gault **Members:** Dee, Jim, Liz, Sam, John, Mike R., Deb V., Rosi, Bob

Charge: Plans and implements club fund-raisers for the year, club service projects, social events, and grants. Works closely with Public Relations Committee.

Subcommittee – Fund-raising and Service

Chair – Campbell Gault **Members –** Dee, Jim, Liz, Sam,

Charge – Plan club fund-raisers to fund club charitable giving. Service to committee.

Subcommittee - Social Events

Charge– Plan social events for the club members and community. Solicit input from club members to increase engagement.

Chair –TBD **Members –** Rosi, Cindy H. and Bob

Subcommittee – Grants

Chair: Dee Fabry **Members:** Deb V., Joerg, and Jim F.

Charge – To seek grant funding for club service projects.

7. Youth Services Committee

Chair: Dee **Members:** Joanne, Chris, Janet and Joerg

Charge: Coordinates all Youth Services activities: Essay Contest (Chris M.) Literacy Projects (Dee F.), Third Grade Read Aloud – Janet, InterAct Clubs (Joerg) RotaKids (Joanne Z.) , RYLA, Rotary Student Exchange, etc.

8. Ethics Committee

Chair: Mike Prioletti **Members:** John & Gary

Charge: To investigate member inappropriate behavior that is not in alignment with Rotary code of ethics. To provide the Board of Directors with a recommendation for action.

Five avenues of service

1. Club Service – Action a member takes within the club to help it function successfully (serving in a leadership position or on a committee)
2. Vocational - (conducting oneself in accordance with Rotary’s principles and sharing their vocational knowledge and skills to support club projects)
3. Community – working to improve the quality of life for those in our community through active service
4. International – activities that advance international understanding, good will, and positive peace (i.e. Wheelchair Foundation, End Polio, global grants)
5. Youth Service – All of our youth services projects – literacy, Interact, student exchange, RYLA

VI. Constitution and By-Laws

By-Laws of The Rotary Club of Bonita Naples Inc. Club #28929 within District 6960

Amended and Approved by the Bonita Naples Board of Directors, August 1, 2024

ARTICLE 1: DEFINITIONS

- | | |
|-----------------|---|
| 1. Board: | The Current Officers and Directors of this club. |
| 2. Director: | A member of this club's Board of Directors. |
| 3. Officer | An officer of this club |
| 4. Member: | A member, other than an honorary member, of this club. |
| 5. RI: | Rotary International. |
| 6. Rotary Year: | The twelve-month period that begins on July 1 st of each year. |

ARTICLE 2: BOARD OF DIRECTORS

The governing body of this club shall be the Board of Directors consisting of its President, Immediate Past President (IPP), President-Elect (PE), Secretary, Treasurer, Club Foundation President and one (1) additional At Large Director (Elected for a 2 year term) with all Board of Directors serving in accordance with Article 3, Section 1 of these Bylaws.

ARTICLE 3: PROCEDURES FOR NOMINATION AND ELECTION OF OFFICERS & DIRECTORS

Section 1 – Dates:

- By March 1st, the president elect will secure the Nominating Committee members for the upcoming Rotary year.
- By April 1st, the Nominating Committee will meet to review the nominating process, the roles and responsibility descriptions, and propose any bylaw changes.
- By May 1st, the club board of directors will vote on any bylaw changes recommended by the Nominating Committee.
- By October 1st the Nominating Committee will request nominations from the club membership.
- By November 1st, the Nominating Committee will review the nominations from the club members and add any additional nominations it wants to include for membership consideration. The Nominating Committee will send the list of nominations for consideration (with voting instructions) to the club membership.
- By December 1st, during a Club meeting, all votes will be counted. Votes will be delivered at any Rotary meeting (or any other time) in a sealed envelope to the person(s) designated by the Nominating Committee. Envelopes must be delivered prior to the beginning of the Rotary meeting where the votes will be counted (the meeting will begin at a prior posted time).

Section 2 - The candidates for President-Elect, Secretary, Treasurer and Director At Large, receiving a majority of the votes shall be declared elected to their respective offices. The candidate for President-Elect, elected in such balloting, shall become the President-nominee. The President-nominee shall take the title of President-Elect on the first day of July following the election and shall serve as an Officer during that year. On July 1st immediately following that year, the President-Elect shall assume office as President.

Section 3 - The Officers and Directors shall constitute the Board. PE will designate a Sergeant-at-Arms (Non Board Member).

Section 4 - A vacancy on the Board or any office shall be filled by action of the remaining Directors.

Section 5 - A vacancy in the position of any Officer-Elect or Director-Elect shall be filled by action of the remaining Directors-Elect.

Section 6 – Tie Vote

- If there is a tie vote of the LEADING candidates for any open Board position, a “run off” Club election will occur that will include the candidates tied for that position. The winner will be “declared elected” to the Board position by the Nominating Committee (as outlined in Article 3 Section 2 of the By-Laws).

- If any “run off” vote continues to produce a tie, the Nominees that are tied will be submitted to the Board by the Nominating Committee, and the Board will make the final decision as to who will be “elected” to the open Board position.

Section 7 – Only one Nominee for any open Board positions.

If there is a tie is a tie If there is only one Nominee for any open Board positions (“Uncontested Nominee”), the Nominating Committee will confirm to the Board that this is the case, and the Board will certify that each Uncontested Nominee is deemed “elected” to their Nominated position. In this case, NO Club election will be needed for those Board positions that have only one nominee. If there is more than one Nominee for any position, a Club election MUST occur for that position.

ARTICLE 4: DUTIES OF OFFICERS

Section 1 - President. It shall be the duty of the President to preside at meetings of the club and the Board and to perform other duties that ordinarily pertain to the office of President.

Section 2 - Immediate Past President. It shall be the duty of the Immediate Past President to serve as a Director and to perform such other duties that may be prescribed by the President or the Board.

Section 3 - President-Elect. It shall be the duty of the President-Elect to serve as a Director and to perform such other duties that may be prescribed by the President or the Board. He/She must attend mandatory PETS training and present a budget to the Board of Directors by May, 1 before his/her term starts.

Section 4 - Secretary. It shall be the duty of the Secretary to keep membership records; record attendance at meetings (not mandatory); send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on January 1st and July 1st of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; and perform other duties as usually pertain to the office of Secretary.

Section 5 - Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the Board, and to perform other duties as pertain to the office of Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming treasurer or to the President all funds, books of accounts, or any other club property. Assist PE and Committee Chairs in establishing a budget.

Section 6 - Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the President or the Board.

ARTICLE 5: MEETINGS

Section 1 - Annual Meeting. An annual meeting of this club shall be held no later than December 15th of each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 - Regular Meetings: The regular weekly meetings of this club shall be held on Thursdays during lunch, except for legal holidays. For good cause, the Board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place. Notice of this change shall be given to all members of the club. The Board may cancel not more than four regular meetings in a year for

causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 3 - One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 - Regular meetings of the Board shall be held each month with the dates being determined by the President and the Board Members, or as needed for effective club functioning. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors.

Section 5 - A simple majority of the Board shall constitute a quorum.

ARTICLE 6: MEMBERSHIP

Section 1 - New Membership Process.

- (a) A prospective member must be invited as a guest to attend a meeting. When introducing the individual to the club, no reference should be made as to prospective membership.
- (b) If interested, the individual must participate in a minimum of 4 meetings or events in a 10-week period prior to application for membership.
- (c) Once the individual has completed the required visits, the membership chairperson or designee should approach the individual and ask if they are interested in joining.
- (d) The prospective member should be provided with an application for membership by the membership committee chairperson or designee.
- (e) The returned application should be reviewed by the membership committee and delivered to the Board of Directors.
- (f) Upon approval of the Board of Directors, there will be a scheduled interview or 'Fireside Chat' where that person learns about Rotary.
- (g) Thereafter, the club secretary will send a private email to all club members seeking approval. According to Rotary protocol, there will be a one-week response period.

Section 2 - General Qualifications. This club shall be composed of adult persons of good character, civic minded and High Ethical Standards. See Addendum 1 for financial obligations of each type.

Section 3 - Membership Types. This club shall have the following types of membership:

- ❖ **Traditional Membership:** Member is billed on a Quarterly basis for RI, District and Local Club Dues, Paul Harris contribution and Meals. Name badges printed.
- ❖ **Corporate Membership:** Available to companies by invitation only. One person from the company will be the Primary Member for RI reporting purposes and up to 3 more company employees will be Member Designees. Company will be billed \$300 Quarterly for RI, District and Local Club Dues and billed in arrears for Meals attended. Paul Harris contributions are optional and if paid it will be in the name of the Primary Member. Name badges printed.
- ❖ **Family Membership:** Available to a couple. They will be billed Quarterly for RI, District and Local Club Dues. They will be billed Quarterly in arrears for Meals based upon meeting attendance and will be billed Quarterly for Paul Harris contribution. Name badges printed for main member.
- ❖ **Affiliate Membership:** Available to an individual who wants to be involved in our Club's Fundraising Initiatives, Events and Service Projects and wants to receive Club related communications. No Quarterly Dues or Billings. Must pay at the door for any meetings/meals/events attended.

- ❖ **Snowtarian Membership:** Traditional Members in another club that live in Florida part of the year and would like to be part of Bonita Naples Rotary Club and assist in fundraising and community service activity while here. Meals attended are paid in advance. They can donate to the club operations if they want. Name badges printed.

Section 4 - Honorary Membership.

- ❖ **(a) Eligibility for Honorary Membership:** Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be one year or as determined by the Board. Persons may hold honorary membership in more than one club.
- ❖ **(b) Rights and Privileges:** Honorary members shall be exempt from the payment of dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall be entitled to attend all meetings and enjoy all the other privileges of this club. Honorary members of this club are not entitled to any rights or privileges in other clubs, except for the right to visit other clubs without being the guest of a Rotarian.

Section 5 - Transferring or Former Rotarian.

- ❖ **(a) Transferring in Member:** Any member may propose a transferring member or former member of a club for active membership if the proposed member is terminating or has terminated their membership in the former club. The transferring or former member must also be vetted by their former club (the Secretary will contact the club to see if there are any outstanding issues that may preclude the admission to the new club). Potential members of this club, who are current or former members of another club and have debts to the other club, are ineligible for membership in this club. This club may demand that a potential member present written proof that no money is owed to the other club. The admission of a transferring or former Rotarian as an active member pursuant to this section shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club.
- ❖ **(b) Current or Former Members:** This club shall provide a statement whether money is owed to this club when requested by another club with respect to a current or former member of this club being considered for membership in the other club.

Section 6 - Dual Membership: - No person shall simultaneously hold active membership in this and another club unless it is a Rotaract club. No person shall simultaneously be a member and an honorary member in this club.

ARTICLE 7: ATTENDANCE

Section 1 - There are no longer attendance requirements, but we recommend for the member to attend 2 meetings monthly.

ARTICLE 8: DURATION OF MEMBERSHIP

Section 1 - Period. Membership shall continue during the existence of this club, as outlined above, unless terminated as hereinafter provided.

Section 2 - Automatic Termination.

- (a) Membership Qualifications.** Membership shall automatically terminate when a member no longer meets the membership qualifications, except that **(1)** the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership; **(2)** the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- (b) How to Rejoin.** When the membership of a member has been terminated as provided in subsection of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership.
- (c) Termination of Honorary Membership.** Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 - Termination — Non-payment of Dues.

- (a) Past Due Balance.** Any member who has a balance due representing 2 quarters of dues or more, will receive written notice from an Officer of the Club of the balance due. Upon such notice, the member will have a period of 30 days to either demonstrate that the balance due is incorrect and submit sufficient payment to bring their account current within the 30 days period or bring their account current within the 30 days period if the balance is determined to be correct. Failure to bring the account current within the 30-day period following notification may result in termination of membership in the Rotary Club of Bonita Naples.
- (b) Reinstatement.** The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.

Section 4 - Termination — Other Causes.

- (a) Good Cause.** The Board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the Board members, at a meeting called for that purpose. The guiding principles for this meeting shall be The Four-Way Test and the high ethical standards that one should hold as a Rotary club member.
- (b) Notice.** Prior to taking any action under subsection (a) of this Section, the member shall be given at least ten days' written notice of such pending action and have an opportunity to submit a written answer to the Board. The member shall have the right to appear before the Board to state the member's case. Notice shall be by personal delivery, by registered letter to the member's last known address or via electronic mail delivery.

Section 5 - Right to Appeal, Mediate or Arbitrate Termination.

See Constitution for Guidance.

Section 6 - Board Action Final. Board action shall be final if no appeal to the club is taken, and no arbitration is requested.

Section 7 - Resignation. The resignation of any member from this club shall be in writing and addressed to the President or Secretary. The resignation shall be accepted by the Board if the member has no indebtedness to the club.

Section 8 - Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the club if, under local laws, the member may have acquired any right to them upon joining the club.

Section 9 - Temporary Suspension. If in the opinion of the Board, after a review by the Ethics Committee, (a) credible accusations have been made that a member has refused or neglected to comply with either, Club or Rotary International Bylaws and Constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and (c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the Board considers should properly occur before such action is taken by the Board; and (d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. The Board may, by a vote of not less than two-thirds of the Board, temporarily suspend the member as aforesaid for such period and on such further conditions as the Board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

ARTICLE 9: FEES & DUES

The membership dues as established by the Board of Directors, billed quarterly on the first day of January, April, July, and October, with the understanding that a portion of each quarterly payment shall be applied to each member's subscription to the RI official magazine, club operations, and a sustaining Paul Harris Fellowship contribution. **ALL MEMBERSHIP TYPES: Will be billed separately or pay at the door for attendance at Installation/Holiday/Special Events.**

ARTICLE 10: METHOD OF VOTING

The business of this club shall be transacted by *viva voce* vote except the election of officers and directors, which shall be by written ballot. The board may determine that a specific resolution be considered by written ballot rather than by *viva voce* vote.

ARTICLE 11: AVENUES OF SERVICE

The Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, International Service, and Youth Service. This club will be active in each of the Avenues of Service.

ARTICLE 12: COMMITTEES

Club Committees are charged with carrying out the annual and long-range strategic goals of the club. The President-Elect, President, and Immediate Past President shall work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The President-Elect is responsible for requesting, of club members, to fill any committee or committee chair vacancies. Committee chairs will conduct planning meetings prior to the start of their year in office. It is

recommended that the committee chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

Membership: This committee will develop and implement a Membership Action Plan for the attraction, retention, and engagement of members.

Public Image: This committee will develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

Club Service: This committee will conduct activities associated with the effective operation of the club.

Service Projects: This committee will develop and implement educational, humanitarian, and vocational projects that address the needs of the local community as well as communities in other areas and countries.

The Rotary Foundation: This committee will develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be created as needed.

The Club President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon. 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 act until a report has been made and approved by the Board.

Each chair shall be responsible for creating a budget, holding regular meetings/activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

ARTICLE 13: DUTIES OF COMMITTEES

The duties of all Committees shall be established and reviewed by the President Elect for his or her year. In declaring the duties of each, the President Elect shall reference appropriate RI materials and the Avenues of Service when developing plans for the year.

Each Committee shall have a specific mandate, clearly defined goals, a budget and action plans established by the beginning of each year for implementation during the year. It shall be the primary responsibility of the President-Elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

ARTICLE 14: LEAVE OF ABSENSE

Upon written application to the Board, setting forth good and enough cause, leave of absence may be granted excusing a member from attending the meetings of the club for no longer than six months. A member may be considered on Leave of Absence if the quarterly Rotary International and District dues are paid in advance, and if a written agreement with the member to pay any past due membership dues is executed by the member. Members on Leave of Absence are welcome and encouraged to come to meetings with the requirement that such member pays for his or her meal at the door.

ARTICLE 15: FINANCES

Section 1 - Prior to the beginning of each fiscal year, the incoming President, with assistance from the Treasurer, shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect to club operations and one in respect to charitable giving and service projects paid out of the Foundation of the club.

Section 2 - The Treasurer shall deposit all club funds in a bank determined by the Board.

Section 3 - All bills shall be paid by the Treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 - A thorough review of all financial transactions of the Club and Foundation by a qualified person shall be made once each year prior to July 1st of that year.

Section 5 - The fiscal year of this club will be July 1st of the current Rotary year through June 30th of the following Rotary year, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1st to December 31st and from January 1st to June 30th. The payment of per capita dues and RI official magazine subscriptions shall be made on July 1st and January 1st of each year based on the membership of the club on those dates.

ARTICLE 16: METHOD OF ELECTING MEMBERS

Section 1 - The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the membership committee. A transferring or former member of another club may be proposed for active membership by their former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 - The Board shall ensure that the proposal meets all the membership requirements of the Club Constitution and By-Laws.

Section 3 - The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club Secretary, of its decision.

Section 4 - If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership by the membership committee in an interview format, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name to be published to the club.

Section 5 - If no written objection to the proposal, stating reasons, is received by the Board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person shall be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be elected to membership.

Section 6 - Following the election, the President shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the President or Secretary will report the new member information to RI and the President will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 - The club may elect, in accordance with the Club Constitution, honorary members proposed by the board.

ARTICLE 17: RESOLUTIONS

The club shall not consider any resolution or motion (that effects club finances over \$100) to commit the club on any matter until the Board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

ARTICLE 18: ORDER OF BUSINESS

Meeting called to order.
Moment of Reflection.
Pledge of Allegiance.
Introduction of visitors.
Correspondence, announcements, and Rotary information.
Committee reports if any.
Any unfinished business.
Any new business.
Sargent at Arms – Birthdays, fines, etc.
Address or other program features.
Adjournment.

ARTICLE 19: AMENDMENTS

These Bylaws may be amended at any regular meeting, a quorum being present, by a majority vote of all members present, if notice of such proposed amendment shall have been mailed or emailed by the Club President or the Club Secretary, to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the Club Constitution and with the Constitution and Bylaws of RI.

Addendum #1 Effective 7/1/2024

- ❖ **Traditional Membership:** Billed quarterly for \$50 RI and District Dues, \$60 for local Club Dues and \$25 for Paul Harris for a total of \$130 per Quarter. Meals are billed in arrears quarterly for Lunches Attended at \$20 each, which is calculated by our Treasurer at the beginning of each quarter based on Attendance Sheet Records. Name badges created.
- ❖ **Associate Membership:** Members are billed \$50 for RI/District Dues, \$60 Local Club Dues and \$25 for Paul Harris: Total of \$130 per Quarter. They can choose to pay at the door as they attend at \$20 per meeting or be billed in arrears for prior quarter separately at \$20 for each meeting attended. Meal cost of \$20 is subject to change without change in By Laws. Name badges created.
- ❖ **Corporate Membership:** Corporate Members are charged \$300 per quarter for RI/District Dues and Local club dues. Member will be charge \$20 per meal for meals attended plus \$20 for each corporate member that would attend meetings separately and the total amount of meals would be billed quarterly in arrears.
- ❖ **Family Membership:** They will be billed Quarterly for RI, District of \$50 and Local Club Dues of \$60 and \$25 for Paul Harris. They will be billed in arrears for Quarterly for Meals based upon meeting attendance. Name badges created.
- ❖ **Honorary and Affiliate Membership:** Only pay for meals/meetings at \$20 when they attend. Name badges optional.
- ❖ **Snowtarian Membership:** Active member in another club that wants to attend our club on a seasonal basis for an extended period (4-7 months). They will not be considered guests. They can choose to pay at the door as they attend at \$20 per meeting. They can contribute to the Club operations account if they want. Name badges created.

- ❖ **Affiliate Membership:** No Quarterly Dues or Billings. Must pay at the door for any meetings/meals/events attended.

Addendum #2
Effective 8/1/2024

- ❖ **Section 6 – Tie Vote**

- If there is a tie vote of the LEADING candidates for any open Board position, a “run off” Club election will occur that will include the candidates tied for that position. The winner will be “declared elected” to the Board position by the Nominating Committee (as outlined in Article 3 Section 2 of the By-Laws).
- If any “run off” vote continues to produce a tie, the Nominees that are tied will be submitted to the Board by the Nominating Committee, and the Board will make the final decision as to who will be “elected” to the open Board position.

- ❖ **Section 7 – Only one Nominee for any open Board positions.**

If there is only one Nominee for any open Board positions (“Uncontested Nominee”), the Nominating Committee will confirm to the Board that this is the case, and the Board will certify that each Uncontested Nominee is deemed “elected” to their Nominated position. In this case, NO Club election will be needed for those Board positions that have only one nominee. If there is more than one Nominee for any position, a Club election MUST occur for that position.

VII. Constitution

VIII. Bonita Naples Rotary Club 2023-24 Mid-Year Committee Updates January 2024

1. **Constitution and By-Laws** Committee Chair – Janet DiBenedetto

The committee reviewed and revised the Rotary Club of Bonita Naples bylaws. The committee had a number of meeting including a meeting with the Membership Committee.

Our goal was to be able to complete the revised bylaws by July 2023. We were able to complete the and present it to the Board of Directors and the membership by end of July.2023.

2. **Ethics** Committee Chair – Mike Prioletti No action was needed.

3. **Finance** Committee Chair – Dixon Blevins

The Board of Directors are provided with a monthly state of finances report by the club Treasurer.

4. **Fund Raising Committee** Co-chairs: Campbell Gault and Jim Fabry

Business Expo – November 2023 - Business Expo raised \$7,500 cash for the Club Foundation. Thank you, Sam Black!

Casino Night – December 2023 - The Casino Night raised \$12,500 for the Club Foundation. Thank you, Casino Night Committee. Chair – Jim Fabry.

Restaurant Raffle and Cookbook - Update from Joerg Meyer

- **Give Some Meals 2 Win Some Meals** (Restaurant Gift Card Raffle):

- Collected nearly \$2000 worth of Restaurant Gift Cards, enough to conduct 8 months of monthly Raffles (I'll continue asking restaurants for contributions next month to sustain the raffles for the full 12 months)

- monthly goal for selling 100 raffles is \$2500.

- I have sold \$800, plus \$100 each from Len Dworkin, Bob Bornstein, and \$75 from Fabry's. I won't know how close we are to selling the full 100 tickets/\$2500 until our Jan 25th meeting.

- My expectation is that our first drawing will be at our Jan 25th meeting.

- Additionally, I have February's tickets ready to go.

- Also, we will evaluate what is working and what can be improved, in time for our March Raffle sales.

- **Just Soup Cookbook**

- Solicited recipes from area clubs, and published 400 cookbooks.

- The Morning Club sold nearly 40 (of their 50), and the Sunset Club over 25 (of their 50). I have not heard from Estero, which took 100. (I've asked for updated numbers from the other clubs and will pass that on if I receive it).

- Of the 200 books remaining for our club, I don't have an accurate count, but my guess is that we are approaching 100 books sold. After the initial sales of roughly 40 at our 12/14 club meeting, I have \$900 on hand, and that does not include an IOU of \$100 from Janet and \$75 from Heidi. FYI, we've reached the breakeven point, which was at 72/200

5. **Grants** – Grants Coordinators – Dee Fabry and Debbie Vasaturo

Dee Fabry – We secured \$123,00 in food security grants during the 2023-24 year from District Designated Funds and District 6960 Disaster Relief. This fundig was spent on our Rotary Supports Families in Our Communities food packing project. All information is available on DACdb for these grants.

Name of Sub-Committee: Grant Writing for Bonita Naples Rotary Club Project: Rotary Feeds Our Community

Chair: Deborah Vasaturo, with support from club president Dee Fabry

Goals: Obtain at least one private foundation grant to continue food packing activities

Goal Status:

3 Grant applications were submitted with the following status:

1. Arthrex submitted Aug 27, 2023 and declined on December 14, 2023.
2. Aldi submitted Oct 28, 2023 and declined on Nov 7, 2023.
3. Wawa submitted Nov 28, 2023. Funded
4. Began the Baird grant application Oct 13, 2023. This grant application was not completed since there isn't a strong case for childhood education in our mission.

Grants Identified for Consideration – see separate Excel file.

Accomplishments

1. BNRC.grants.coordinator@gmail.com account created Aug 7, 2023

2. Submitted Arthrex grant application Aug 27, 2023
3. Submitted Aldi grant application Oct 28, 2023
4. Identified GrantWatch opportunities using Dee's account on October 29, 2023. Current opportunities are listed in the Excel file.
5. Visited the Café of Life (COL) and met with Executive Director Jeff Nichols to discuss current food insecurity needs for COL clients.
6. Observed the distribution of Rotary meals at COL feeding site.
7. Volunteered to distribute meals within the community at a COL event
8. Met again with Jeff Nichols on Jan 10, 2023 to revisit most critical needs for COL clients

Upcoming Events January – June 2024

1. Continue to apply for GrantWatch opportunities
2. Have discussion with Dee and Campbell regarding possible changes to food packing program, based on input from Jeff Nichols and his staff
3. Suggest additional club members support grant writing activities

6. **Logistics** – Committee Chair - John Wharton

John and Steve Cannon partner to ensure all equipment and materials are set up for each meeting.

7. **Membership** Committee Co-chairs: Mike Prioletti and Heidi Varsames

Co-Chairs: Heidi Varsames/Mike Prioletti

Committee Goals for this Rotary Year:

Create Membership Action Plan

Update Membership portion of club bylaws

Create more substantial membership application

Formalize New Member “Process” including “Fireside Chat” with new members

Update membership with a club presentation

Invite guests to fundraisers and social events

Pursue Satellite Club opportunities

- Valencia Bonita
- Leadership SWFL
- Bonita Springs Downtown Business Alliance
- Others

Conduct “Get to Know Rotary” Event in February/March

Seeking exposure in neighborhood directories/email lists

Club Membership Goals for this Rotary Year:

Growth Target - 4 ‘net new’ club members to total 42 total members at year-end

Progress to date - +2 new members/-2 resignations

Narrative:

After polling club members for their thoughts and opinions, club leadership restructured our meeting schedule to focus on the activities that were most attractive to our membership. This was critical to our membership plan because meeting topics, atmosphere, community awareness, and social and fundraising activities are all important components in maintaining a club that will attract new members. Club leadership then challenged and empowered all committees to take whatever steps were necessary to transform our club into one that is more engaging and effective. The membership committee working in-tandem with other committees (Public Image, Program, Social, Care/Comfort/Concern, Service, and Fund Raising) have restructured our club to make it both more fun and more productive.

8. Member Care and Concern Committee Chair - Bob Bornstein

9. Nominations – Committee Chair – Cindy Hall

The committee successfully followed the processes they developed and met the deadlines for securing our slate of officers for 2024-25. Heidi Varsames in the President Elect Nominee and Joerg Meyer is a Director for the club Board of Directors.

10. Program and Social – Committee Chair – Chastity Culver

Chair until March: Chastity Culver Chair: TBD March- June:

Committee Members: Joanne Ziccarelli, Mike Rusk, Bruce Hayes, John Wharton, Deborah Vasaturo, Bob Bornstein, Rosi Haller, Cindy Hall, Heidi Varsames, Lin Dworkin, Joerg Meyer

- Increase engagement, change up the program schedule to include the social week of fun interactive social time, learn more about each other and grow closer as a club, Follow the monthly RI themes with our programs and socials, Turn any social gathering into a social where we invited the club, have more educational programs instead of not for profits.
- We have changed the schedule and ran a survey to see if the club liked the 2 program, 1 social, 1 club business set up and the majority voted yes to keeping the format. Many socials have caused Rotarians to breakout of their normal social circles and get to know other Rotarians on a deeper level with socials like our “How well do you know your Rotarian Neighbor Contest”, our deep question “How has the environment affected your life in a positive and negative way?” Our favorite book discussion with random Rotarians, and more. We have successfully run programs and socials that have coordinated with the RI themes to ensure Rotarians are getting a good mix of information that is timely and relevant with a good mix of fun socials.
- We have turned The Stage nights into socials, along with creating the Witch’s Stew pot luck social that allowed us to gather soup recipes for the Just Soup recipe book.

We have had more educational programs and socials including bringing in someone to speak on Heat Stroke and dangers of the hot summer sun, Doing a 4th of July Trivia social, Doing the price is right then and now, and more.

- The feedback from the members regarding many of the socials and programs have been extremely positive. Instead of using one person’s contacts, the committee helps share the load by taking on a month to plan the 2 programs for and supply suggestions for The social. It seems people have also enjoyed stuffing a short “party” into our normal meeting time to have a social like the Christmas party. Rotarians have also raved about the many icebreaker games we have done to get to know each other better, people love talking about themselves.

11. Public Image – Committee Chair – John Wharton

12. The Rotary Foundation – Committee Chair – Jim Fabry

The Bonita Naples Rotary Club members added \$50 to their individual accounts (Bob B added \$100 and you and I added \$600). There was no match by the Foundation this time.

YTD since the club started we have given - \$701, 493.00.

PH recognition will be done in June 2024 highlighting those that moved a level during the current Rotary Year.

13. The Bonita Naples Club Foundation – Foundation Chair – Janet DiBenedetto

14. Youth Services – Committee Chair – Dee Fabry

Youth Services includes: Literacy Projects (Bonita Springs Charter School Third Grade Read Aloud Program and Bonita Springs YMCA Little Libraries), RotaKids, InterAct, Josh the Otter, RYLA, SL4T, and Rotary Exchange.

Literacy Projects

YMCA of Bonita Springs – Little Libraries – Dee Fabry

- Installed 2 Little Libraries – one for children’s books and one for adults. The project became operational in October. It is being well-received by the YMCA community as evidenced by usage.
- Set up volunteers to be stewards for each month. The stewards check on the libraries each week and restock as needed.
- Established a partnership with Helena Nesbitt, President of the Friends of the Library, for acquiring inexpensive books to populate both libraries.
- This project will require ongoing maintenance and stewardship.
- Dedication/Celebration Ceremony is January 20th.

Rota Kids Program – Joanne Zicarelli:

This year’s Rota Kids Group consists of 25 4th-5th graders from Bonita Springs Charter School. Meetings are held on the last Wednesday of each month from 8:15-9:15 AM. The students learn about Rotary, complete community service projects, listen to speakers from a variety of community service organizations, and hear how Rotary can be beneficial to them as they grow. Teenagers and young adults who were sponsored by Rotary Clubs to support their educational endeavors and world travel share their experiences with the Rota Kids Group.

Agenda:

1. August: Cancelled because of Hurricane Idalia
2. September: Introduction to the Rota Kids Program. Rota Kids Pledge project which is kept in each individual’s leadership booklet.
3. October: Guest Speaker: Ms. Elisabeth Roach shared her experiences with Rotary since her early teens through young adult-hood. Elisabeth is president of her Rota Act Club.
4. November: Guest Speaker: Ms. Emily McLellan: Certified Child Life Specialist from Golisano Children’s Hospital. Students completed “comfort quilts” for the young patients at the hospital.
5. December: Students created homemade Christmas ornaments. One was a personal

keepsake. The second was donated to Hope Hospice to be given to patients who are in Hospice care.

6. January: Guest Speaker: Mr. Jim Fabry: Mr. Fabry will share information about Rotary's Wheel Chair Foundation. Students will create encouragement cards that will accompany the wheel chairs as they are delivered to people in need.

February through May programs are still in the planning stage.

Literacy Ambassadors

Chair Janet DiBenedetto

Committee Members

Joanne Zuccarelli, Sam Black, Trisha Santorini, Donna Lothian, Terri Mireault, Nicole Hughes, Jon Pipkin, Barbara Hanson, Dorie Blevins

Our committee participates in a ready program at the Bonita Charter School from September to May. Our committee meets with the 3rd grade students once a month and reads that are recommended by the teachers. Books are provided by the Bonita Naples Rotary Club. Each of our ambassadors enjoy being with the students as much as the students enjoy the visitors.

Josh The Otter – Joerg Meyer

- Jan. 31st planned session at the BSCS
- Worked with YMCA to offer the BSCS special JtO/YMCA branded swim lessons at a discount.
- Joined the SWFL Safe Kids coalition at Golisano Children's Hospital to seek out collaboration opportunities with other entities. One such organization is "Just Against Children Drowning Foundation" which is already a JtO collaborator. I will meet with them in Feb.

Interact

- I work with Wayne H and Jerry G at the BSCS and the GCHS. I play a passive support role at this point. At middle school, Wayne takes the lead to support composting objectives and Jerry organized a Polio awareness session. At the HS, Wayne supported them with a beach cleanup event and food packing, and Jerry coordinates RYLA.

- *This 2024 Club Manual of Procedures/Club Success Plan is in alignment to the Rotary's Strategic Plan as outlined in the Rotary International Manual of Procedure. For more information Rotary's Strategic Plan can be found on the Rotary Website*