

Rotary Club of Hampton Roads (RCHR)

Policies and Procedures Updated December 16, 2022

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Rotary Club of Hampton Roads (RCHR) Policy and Procedure Manual

Introduction

The RCHR Policy and Procedure Manual was developed to help RCHR members understand their responsibilities related to facilitating club operations and administration and increasing club effectiveness. This manual focuses on club operations and administration. A companion manual on financial management is being developed in conjunction with the RCHR Foundation. Some policies in this manual relating to the collection and use of funds, such as dues, meal fees, raffle and fines, fundraising, and donor advised fund and board emergency relief fund use, may be transferred to the financial management manual at a later date. They are included in this manual to expedite their use.

The purpose of the Manual is to place all general and permanent operational and administrative policies of RCHR, which are currently in effect and new policies, into an integrated and comprehensive volume with the topics arranged in logical order and with consistent language. The existence of such a Manual will make it easier for members of the RCHR board of officers and directors to perform their duties, and those charged with the responsibility to administer the policies, to be familiar with all general and permanent policies currently in force, regardless of the dates of their adoption. This inaugural RCHR Policy and Procedure Manual is expected to provide an important source of information for RCHR current and future leaders.

This first version of the Manual primarily is a compilation of general policies currently in effect, even if outdated. It is recognized that some areas still need the development of policies and that some of the policies shown in the Manual may need restatement. Therefore, it is contemplated that the various sections will be revised and supplemented, as time permits, in order to perfect and refine the Manual as a comprehensive document. The goal is to make the Manual a practical and helpful document, which will serve as a model for RCHR action in supporting the purpose of Rotary.

This publication is divided into policy sections as set forth in the table of contents on the preceding page. Each section in the Manual is intended to represent a separate subject divided into: background, policy, procedure. The policies are numbered consecutively and are arranged in logical order for easy reference. Members should use this manual to gain a greater understanding of RCHR operations and administration and prepare for their role as officers and committee chairs. This publication will serve as a resource as members work with club officers, directors, committee chairs, and members.

As mentioned earlier, there are several policies that directly relate to the RCHR Foundation (i.e., fundraising and Donor Advised Fund). They are included in this manual because the RCHR Treasurer also is the RCHR Foundation Treasurer and RCHR must be aware of and follow the requirements of supporting a 501 (c) (3) organization in budgeting, fundraising, management, and distribution of funds. These policies may be transferred to the financial management manual when it is published, as mentioned earlier.

Recommended changes to this manual shall be submitted to the RCHR Planning and Procedures Committee for consideration. All Manual additions or changes shall be approved by the RCHR Board of Officers and Directors.

The following page describes the RCHR organization at a glance as the club pursues the Object of Rotary through the Avenues of Service.

RCHR Organization Chart
(To be inserted on this page)

RCHR Policy 1

Club Member Attendance

Adopted: February 2014

Amended: December 16, 2022

BACKGROUND

Attendance is participation in RCHR or other Rotary Club regular meetings and taking part in Rotary projects, events, or other activities either in-person or virtually for at least 60 percent of the activity. Additional requirements are listed in the RCHR Constitution Article 10 and the definitions of regular meetings, projects, events, and activities are contained in the RCHR Bylaws, Article I. Rotary club attendance, excused absences, and attendance records are covered in the RCHR Constitution Article 10. While there is no requirement for attendance at club meetings in Article 10, Article 13, Section 4 of the Constitution relating to duration of membership sets forth justification for termination of membership for non-attendance if the RCHR Board of Officers and Directors so chooses.

Club leaders are encouraged to emphasize to club members and prospective members the value and significance of regular attendance as engagement and dedication. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or makes up for an absence in any of the ways defined in Article 10, Section 1 of the RCHR Constitution.

RCHR has adopted the Standard Rotary Club Constitution as outlined in the ~~2010~~ *Manual of Procedure* 2022 and follows the requirements set forth in regard to attendance. However, the Board of Directors of the RCHR recognizes that Rotary is a volunteer organization, and as such there are Board positions that require additional time to be devoted to the function of the Club. The time devoted to the function of the club by these Board positions may be deserving of credit for attending a regular meeting or counted as make-up.

Rotary believes that the best way to engage members who cannot attend weekly membership meetings, but wish to follow “service above self” in serving its community, is to allow members, who are welcome to attend weekly meetings, to participate in service projects or events in place of weekly meetings. They are considered active members but referred to as “impact” members for meeting attendance purposes. This exposes more people to Rotary and promotes diversity in membership to better reflect the community being served. Once members are inducted into the RCHR, they choose their level of involvement. They may serve often, or rarely. But every hour of service they perform is an hour of service that would have otherwise been lost. Some may become traditional Rotarians and attend regular meetings. Alternatively, traditional Rotarians experiencing a life change may find they can maintain their Rotary connection by becoming an impact member.

The Board of Officers and Directors recognize that individual Officers, Directors, Committee Chairs, and some other members may spend additional time between meetings devoted to Rotary and as such may be credited that time as a make-up if unable to attend a regular club meeting. The Club Secretary will keep the appropriate records.

POLICIES

RCHR members may attend and participate in regular service projects and events to maintain their membership in lieu of weekly meetings.

RCHR members who are elected or appointed to leadership positions shall be required to attend RCHR board meetings and club assemblies.

RCHR recognizes members who have annual perfect attendance because such attendance enhances engagement and dedication. There are RCHR members who have distinguished themselves and Rotary with multiple years of perfect attendance. Subject to availability of pins and numbered year tags from the Rotary vendor, RCHR shall provide a “Perfect Attendance” Pin and a one year tag to members who have attained their first year of perfect attendance. Succeeding years of perfect attendance will be honored by RCHR providing the appropriately numbered tag, if available. The RCHR Secretary shall maintain records of members’ perfect attendance. Should RI or the RI vendor discontinue the pins and tags, the RCHR board shall recognize perfect attendance with an appropriate certificate.

PROCEDURE

Weekly meeting attendance shall be recorded by the RCHR Sergeant-at-Arms and the virtual media operator and delivered to the RCHR Secretary at the end on each meeting. The sponsors of Rotary projects and events shall report attendance to the Secretary. RCHR members who participate in Rotary related activities shall report their participation to the Secretary based on the Four-Way-Test.

The Secretary shall maintain the attendance record and make required monthly reports to the District 7600 Governor. Annually at the end of the Rotary year, the Secretary shall verify the attendance records with RCHR members and provide the results to the RCHR President and Executive Secretary. The results shall include members’ annual and multiannual perfect attendance records.

The Executive Secretary shall procure, in a timely fashion, the required perfect attendance pins and years of perfect service tags from the authorized Rotary vendor, if the vendor has the required pins and numbered tags in stock. Pins and tags shall be presented to the distinguished members at an appropriate RCHR meeting. Should pins and tags not be available, the Executive Secretary shall ensure the appropriate certificates of recognition are available.

RCHR Policy 2

Dues

Adopted: Prior to 1993

Amended: December 16, 2022

BACKGROUND

The RCHR Constitution, Articles 12 and 13, state that every active member shall pay annual dues and any member who fails to pay dues within 30 days after they are due shall be notified in writing by the secretary. If the dues are not paid within 10 days after the notification, the board may terminate membership, at its discretion. The board may reinstate the former member to membership if the former member requests and pays all debts to this club. Articles 12 and 13 of the RCHR Constitution apply.

The RCHR board of officers and directors sets the amount which is subject to justifiable change and payable in two installments twice a year in July and January. The dues do not include special assessments which occur very infrequently every few years to cover exceptional circumstances.

POLICY

Deposits of dues shall be made on the day received or the next banking day.

The treasurer shall notify the secretary in writing of nonpayment of dues after 30 days have elapsed from when they are due. At that point a reminder is sent to those who are overdue. The reminder shall be made within five days of the end of the 30 day period unless the requirement is modified by the board. If the dues are not paid within 10 days after the notification, the board may terminate membership, at its discretion.

PROCEDURE

The RCHR Treasurer and Secretary, in conjunction with the RCHR Membership Committee Chair, shall ensure implementation of this policy.

RCHR dues support:

- Dues for Rotary International
- District Dues & Assessments
- Public Relations
- Membership, New Member Fees & Supplies
- Administration, Computer Expenses, Supplies, P O Box Rental & Postage
- Taxes, Licenses & Bank Charges
- Accounting Fees & Accounting Software
- Avenues of Service: Club, Vocational, Community, International & Youth

RCHR Policy 3

Meal Fees

Adopted: About 1998

Amended: December 16, 2022

BACKGROUND

RCHR requires members and guests, except the guest speaker, to support the club finances by paying for the meals served at regular and other meetings and functions.

POLICY

All RCHR members who attend meetings in-person shall pay the established meal fee set by the RCHR Board of Officers and Directors.

The first two meals for a prospective member shall be paid for by the club. Thereafter, meals for a prospective member shall be paid for by the prospective member or his or her sponsor.

Possible members who are guests at their initial meeting shall pay for their meal or the guest's sponsor shall cover the cost.

All other guests, except the speaker, shall pay for their meals. Exceptions to this policy shall be determined by the president.

Meals at activities that take place offsite from the regular meetings shall be paid by the member, prospective member, new member, or guest at the fee approved for the event.

Deposits of meal fees shall be made on the day received or the next banking day.

PROCEDURE

The Sergeant-at-Arms shall ensure that the member responsible for recovering the meal fee from members, prospective members, and guests/visitors at RCHR regular meetings and the funds are turned over to the treasurer at the conclusion of the meeting.

It is the responsibility of the activity sponsor to ensure that meal fees are collected for the activity and turned over to the treasurer as required by the type of offsite activity in which members and their guests are involved.

The RCHR Treasurer is responsible for making deposits.

RCHR Policy 4

New Member Requirements

Adopted: About 1979

Amended: December 16, 2022

BACKGROUND

RCHR has required new members to complete certain tasks as a "Red Badge" member prior to gaining the status as an "Active" member of the club.

POLICY

The new member's sponsor shall be the mentor Rotarian to guide the new member through the process toward active membership. Should the sponsor be unable to mentor the new member, a volunteer shall be appointed with the appointee's concurrence. The tasks are chosen to introduce the new member to the responsibilities of being a Rotarian. Rotary members' commitment to "Service Above Self" encourages members to spend time making a difference, preferably through service in our community on a Rotary Club of Hampton Roads (RCHR) project or by joining another Rotary club service project locally, regionally, or internationally. The service may be done individually or preferably with a group. It also must be reported so RCHR can track our club's service hours.

PROCEDURE

When a prospective member is identified they shall be interviewed along the guidelines provided in the attached Proposed Member Interview.

When a new member is accepted into RCHR, the new Rotarian will be provided with the following letter.
"Welcome to Rotary! As a new member of the Rotary Club of Hampton Roads (RCHR) we want you to have the opportunity to discover more about being an Active Member of our club. We encourage your participation in our club's projects and activities, even if you are distant from our programs we want you to know how you can be actively engaged in our club and Rotary International.

The value of Rotary comes as a result of your participation. Please review the list below and submit reports of completion to your sponsor, who is your mentor, who will be willing to answer any questions you may have or offer additional explanations for you throughout your discovery process. The following Red Badge expectations are intended to educate and engage new Members. You will receive a Blue Badge after you have fulfilled these commitments.

Complete the attached Check List. Credit also will be given if you attend to the following:

- Complete the bio information following the Check List.

- Attend a one-hour orientation, apart from regular meetings, known as a Fireside Chat.

- Attend at least three (3) Rotary meetings each month if possible.

- Attend a meeting of another Rotary club to learn and meet more Rotarians.

- Participate in a community service project.

- Attend a Youth Service event such as Interact.

PROPOSED MEMBER INTERVIEW

Why do you want to be a Rotarian?

How did you find our club?

Describe your commitment to service.

Notes

Your skills, experience, enthusiasm will be your strength as a member.

You can work together in our club to eradicate polio and provide lasting solutions for communities fighting disease, hunger, illiteracy, and poverty.

Through our Rotary fellowship you can exchange ideas, build lifelong friendships, and share your passion for service. We have resources and activities available to make your experience in our Rotary Club of Hampton Roads both rewarding and fun.

We believe strongly in the Rotary 4-way test:

- Is it the truth?
- Is it fair to all concerned?
- Will it build goodwill and better friendships?
- Will it be beneficial to all concerned? AND ~ WILL IT BE FUN?!

How to get the most out of your membership:

- Participate in club projects and activities
- Serve on a club committee where you can use your skills
- Help identify a need and suggest a hands-on project to address it
- Work with a youth service project sponsored by your club (Interact)
- Recommend a colleague or friend for membership

Next steps:

- Your biography will be published in our weekly news bulletin three times.
- Club will vote on your membership acceptance and the Board will make the final vote.
- Following a positive vote, you will be inducted at an official meeting to be determined.
- A Rotary member mentor will work with you to help you become fully engaged and comfortable with all aspects of our club along with expected support for The Rotary Foundation; Every Rotarian Every Year (EREY) and the Paul Harris Fellowship.
- Dues are payable, at the current rate, to RCHR and given or sent to the Treasurer: VENMO (@RotaryHamptonRoads) or – Mail: Rotary Club of Hampton Roads, P.O. Box 66123, Virginia Beach, VA 23466
- The use of dues and the Meal Fees required for meetings.

You will be required to attend a Fireside Chat consisting of a one hour orientation will be scheduled at a convenient location, time, and date. Participants will include the RCHR Officers, Directors, Membership Committee Chair, and appropriate committee chairs.

NEW MEMBER CHECKLIST

WELCOME TO THE ROTARY CLUB OF HAMPTON ROADS

New Member XXXX (Name)

This is a member orientation list that is helpful in engaging in the activities of the Rotary Club of Hampton Roads.

	Date
1. Read 2 or more of the following <ul style="list-style-type: none"> • The ABCs of Rotary • A Century of Service: The Story of Rotary International • The Rotary Foundation Quick Reference Guide • Rotary Basics 	
2. Pay your Club dues (Presently \$155 twice a year - Treasurer will contact you)	
3. Attend a Board of Directors' meeting (<i>usually the 4th Tuesday of each month at 4:30 PM</i>)	
4. Present a classification talk – Presented at a meeting	
5. Assist the Sergeant-at-Arms by greeting members as they arrive during the month of <u>XXXX</u>	
6. Volunteer to serve on a committee	
7. Attend a Club social fellowship event	
8. Submit a picture (jpeg format) for the Club Directory	
9. Submit a biography to the Membership Committee	

These items are designed to help you become familiar with the Club and to get you involved. It is the responsibility of your sponsor to assist you in their completion. Do not hesitate to ask your sponsor/mentor or your Membership Committee Chair for guidance. When you have completed the items, sign and return the sheet to the Club Membership Committee. Once again **WELCOME** to our club!

Signature: _____

Thank-you,

Your Membership Committee

New Member Biography Form Follows



Rotary Club of Hampton Roads – New Member Biography

Date:

Full Name:	
Nickname:	
Spouse Name:	
Formal full name for you & your spouse (Mr. & Mrs., Dr, etc.)	
No. of Children:	
Names & year of birth of children:	
Home Address:	
Home Phone: (Cell phone)	
Email address:	
Classification:	
Date Joined Rotary of HR (Mo/Yr):	
Total years in Rotary:	
Firm Name:	
Position in Firm:	
Business Address:	
Business Phone:	
Business Fax:	
Additional phones and/or email address:	
BACKGROUND INFORMATION:	
Place of Birth:	
Date of Birth:	
High School (s):	
City of High School(s):	
College(s):	
Degree(s):	
Civic/Professional/fraternal Affiliations:	
Other Service Affiliations:	
Hobbies, Special Interest, Talents:	
Brief Bio and/or Description of yourself and your background:	

Return information to RCHR, Membership Chair.

New Member Orientation (Fireside Chat) Follows

New Member Orientation (Fireside Chat)

A new member information program should help new members expand on the knowledge gained from the prospective member program and broaden their understanding of their membership in a Rotary club. It is conducted outside of regular club meetings at a location, usually a member's home or other appropriate location convenient to all involved where some food and beverages can be furnished with an accompanying fellowship period. Some circumstances may preclude an in-person fireside chat; therefore, it may be conducted virtually.

The Fireside Chat should take about one hour according to the information provided and number of participants. The club membership chair is responsible for organizing and the Club Trainer (Immediate Past President) is responsible for scheduling in coordination with all concerned. The following club members or their representatives are expected to participate:

- President
- Immediate Past President
- President-elect
- Secretary
- Treasurer
- Sergeant-at-Arms
- Director of each avenue of service
- Chair Rotary Foundation Committee
- Chair RCHR Foundation

Should the officers and directors or their representatives listed above be unable to attend, they shall ensure that the information needed is addressed by an available participant.

Customize the following session outline to fit the club's and new members' needs and their type of participation, and incorporate and distribute relevant club and RI publications. Focus should be on opportunities for immediate involvement in club activities and projects upon becoming a member. The club's program should cover the following topics in an order that suits the situation:

Rotary Club Policies and Procedures

- Club structure and functions of the officers presented by each officer;
- Elements of an effective club and how clubs fulfill the purpose of each element;
- Club regular meetings and club assemblies, committee meetings, and service projects with attendance requirements and options for meeting make-ups;
- Opportunities for service (club projects past, present, and future) presented by each service director;
- History and organization of Rotary International, Mission of Rotary, and object of Rotary;
- Tradition of high ethical standards and the Four-Way Test;
- Benefits of Rotary club membership;
- Responsibilities of membership;
- Financial obligations;
- The Rotary Foundation;
- Financial support of RI, District and RCHR;
- Spouse/partner and family involvement;

At the end of the session, make sure that all expectations and concerns were addressed.

RCHR Policy 5

RI Foundation Contribution for New Members

Adopted: June 2011

Amended: December 16, 2022

BACKGROUND

In order to facilitate recognition of new members, the RCHR has resolved to make initial donations to The Rotary Foundation (TRF) in their name.

POLICY

RCHR shall submit a \$100 contribution to The Rotary Foundation for new members at the beginning of the Rotary year after they get their Blue Badges.

PROCEDURE

The RCHR RI Foundation Committee Chair shall:

- a. Coordinate with the Membership Committee Chair to identify new members and track each new member's progress toward getting their blue badge.
- b. Notify the RCHR Treasurer to submit the \$100 contribution to TRF.

The RCHR Treasurer shall within seven working days of receiving notification from the RCHR rotary Foundation Committee Chair:

- a. Send the appropriate contributions to TRF in response to the RCHR RI Foundation Committee Chair's requests and shall notify the Chair when that has been accomplished.
- b. Provide appropriate recognition to the new member and ensure that recognition is publicized to the RCHR members in the Club Bulletin.

The RCHR Membership Chair shall update the New Member Information Packet to reflect this change and ensure that the new member sponsor fully explains TRF Giving/Every Rotarian Every Year (EREY) process to new members.

RCHR Policy 6

Framing of Paul Harris Fellow Awards

Adopted: June 2011

Amended: December 16, 2022

BACKGROUND

In order to honor RCHR members and recognize the significant attainment of a Paul Harris Fellow (PHF), the RCHR has resolved to frame the first PHF citation awarded to a member.

POLICY

The club shall cover the cost for framing of the first PHF citation. It is up to the member to cover the cost for framing of subsequent citations, if issued, or for honorary citations issued to non-RCHR members.

PROCEDURE

The RCHR RI Foundation Committee Chair shall procure the frame for mounting the citation and forward an invoice to the RCHR Treasurer for reimbursement.

RCHR Policy 7

Miscellaneous Revenue

Adopted: About 1995

Amended: December 16, 2022

BACKGROUND

The weekly raffle at regular membership meetings has been authorized by the board to be conducted at each regular meeting since the RCHR was chartered. The winner of the 50/50 raffle is eligible to draw a card from the deck of playing cards and if the Queen of Hearts is drawn, the drawer wins additional funds.

Fun Fines or Happy Fines are fines for, not displaying a Rotary emblem on member's clothing on meeting days, engaging in private conversations when another has the floor and is speaking (particularly during the inspiration and pledge of allegiance), interrupting the speaker for anything except a point of order, failing to identify the mystery Rotarian, and other fines have been regular events at RCHR meetings.

Revenue from fellowship and other events such as the Spring and Oktober Fests and the Change of Leadership traditionally has been placed in the RCHR Miscellaneous Income and Raffles unrestricted account to support RCHR expenses for those events and other RCHR expenses.

POLICY

One third of the weekly raffle funds shall be awarded to the raffle winner and one third shall be placed in the RCHR Weekly Raffle fund for future winner of the Queen of Hearts drawing, and one third shall be placed in the Directors Response Fund in the RCHR Foundation account. The raffle winner shall be eligible to draw a card from the deck of cards, from which previously drawn cards have been deleted, and if the Queen of Hearts is drawn the winner shall receive the funds residing in the Queen of Hearts sub-account, less the Directors Response Fund revenue, up to the week before the winning draw.

Fun Fines and other fines shall be collected at regular meetings, time permitting. Revenue from fines and events shall be deposited on the day received or the next banking day and entered into the appropriate RCHR Operating Account to support RCHR administration.

PROCEDURE

The member of the RCHR House Committee responsible for the raffle shall turn over the raffle proceeds to the RCHR treasurer upon completion of the raffle and the drawing for the Queen of Hearts. Should the raffle winner draw the Queen of Hearts, the treasurer shall ensure the funds in the Weekly Raffle fund plus the current 50/50 winnings are turned over to the winner.

The member of the RCHR House Committee responsible for collecting Fun Fines and other revenue from fines and the income shall turn over to the RCHR Treasurer for deposit in the appropriate RCHR Operating Account.

Revenue from fellowship and other events shall be turned over to the RCHR treasurer by the event sponsor upon completion of the event in order for the treasurer to reimburse event expenses.

RCHR Policy 8

Political Activity

Adopted: 1993

Amended: December 16, 2022

BACKGROUND

This policy is an amplification of the RI Standard Club Constitution, Article 14, Sections 1 through 3 which state that any public question involving the welfare of the community, the nation, and the world is a proper subject of fair and informed discussion at a club meeting, but the RCHR shall:

Not express an opinion on any pending controversial public measure.

Not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Neither adopts nor circulates resolutions or opinions and shall not take action dealing with world affairs or international policies of a political nature.

Not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Partisan political issues are ones that express or promote only one political party's opinions or those of a party candidate for elected position to the exclusion of all others.

POLICY

At club functions, there shall be no partisan political statements made to the RCHR membership, and politicians shall not be invited to speak on any subject which might be construed as partisan political issues or election campaigning.

Presentations by politicians on international, federal, state and local government programs or international, national or community welfare issues are acceptable for fair and informed discussion. RCHR shall not express an opinion on any pending controversial public measure.

PROCEDURE

It is the responsibility of every Rotarian and their guests to follow this policy and not publically discuss past and future partisan elections, candidates for office, partisan positions on any issue, or solicit support of any partisan cause.

RCHR Policy 9

Club Terms of Office and Committee Assignments

Adopted: December 16, 2022

Amended:

BACKGROUND

RCHR Officers, Directors, and Committee Chair Requirements are set forth in the RCHR Constitution and Bylaws. This Policy and Procedure provides a summary of terms of office and committee assignment requirements.

An officer is a person elected or appointed, as in the case of the Sergeant-at-Arms, to an executive office or position of trust and authority that has a responsible position in a hierarchical organization and is accountable to the members.

A director is a person who is a leader elected by and accountable to members in a hierarchical organization and they manage the long-term vision and strategic goals for an organization. They act in the interest of the members in specific areas of responsibility and communicate with officers to gain insight on how an organization functions. Directors are also responsible for setting policies for an organization and chairing important committees.

A hierarchical organization is an organizational structure where every entity in the organization, except one, is subordinate to a single other entity. The officers and directors of such an organization make up a singular group of power at the top with subsequent levels of power beneath them, such as committee chairs, each with different levels of management and authority. The organization operates under the principle of unity of authority which means that only one person occupies the principal leadership position. Exceptions are when a committee performs two functions (i.e., Administration and Finance) or there are dual responsibilities (i.e., membership recruitment and reporting/retention). An elected or appointed member may serve in more than one leadership position, but only is entitled to one vote.

The chair or president of a hierarchical organization appoints committee chairs, with the approval of the organization's governing board. Committee chairs may have members appointed to their committee by the president or other designated officer or director of the organization and may get other members or non-members to participate as committee members with or without voting privileges.

POLICY

The best interests of RCHR are served by observing the principle of rotation in office. This includes membership on the board of directors and chairpersonship of committees as well as the offices of president, president-elect, secretary, and treasurer. Club officers should not be encouraged or expected to hold office for two successive years; however, the club may sometimes find it advantageous to elect an officer for a second and successive year or to re-elect a former officer of the club.

RCHR Membership shall ensure that fully qualified members are elected and appointed to office. To serve as an elected officer, at least four years of service shall be performed in this club or another club with at least one year as an elected director. Directors shall have been a RCHR member for at least two years and served on a committee in the avenue of service for at least one year. Committee chairs shall have served in the club for a minimum of one year in the committee to which they are appointed chair.

In addition to the qualifications listed in the Club Constitution, the club president shall:

- a. Possess leadership skills;
- b. Have sufficient time to lead and carry out the work of the club;
- c. Possess a working knowledge of the club constitution and bylaws;
- d. Have attended one or more district conferences and international conventions.

Prior service as an officer, director or committee chair shall not be accepted as a reason for not accepting candidacy for a position, but the board and nominating committee may take other factors into consideration.

The Board of Officers and Directors may modify the foregoing requirements on a case by case basis.

PROCEDURE

RCHR Official's Terms of Office

Officers and Directors

<u>Position</u>	<u>Term</u>	<u>Re-electable/Appointable</u>	<u>Type</u>
President	1yr	1 yr Max 2 consecutive yr total	Members' Election
President- Elect	See Club Constitution, Article 13, Section 5		Members' Election
Secretary	See Club Bylaws, Article III, Section 2		Members' Election
Treasurer	2yr	2 yr Indefinite	Members' Election
Sergeant-at-Arms	1yr	1 yr Indefinite	Bd. Appointment
Immediate Past President	Coincident with President's term of Office		Statutory
Exec. Sec. & Admin Com	4yr	Yes Indefinite	Bd. Appointment
Dir. Club Svc	2yr	even yr Yes once	Members' Election
Dir. Vocational Svc	2yr	even yr Yes once	Members' Election
Dir. Community Svc	2yr	odd yr Yes once	Members' Election
Dir. International Svc	2yr	even yr Yes once	Members' Election
Dir. Youth Svc	2yr	odd yr Yes once	Members' Election

Standing Committees

Ch. Rotary Foundation Com	2yr	Yes Indefinite	Bd. Appointment
Ch. Membership Com	2yr	Yes Indefinite	Bd. Appointment
Ch. Public Relations Com	2yr	Yes Indefinite	Bd. Appointment
Ch. Programs Com	2yr	Yes Indefinite	Bd. Appointment
Ch. Service Projects Com	2yr	Yes Indefinite	Bd. Appointment

Board Council and Committees

Ch. Council of Past Pres.	2yr	Yes Indefinite	Cncl Mbrs' Election
Ch. Nominations Com	1yr	Yes 1yr	Bd. Appointment
Ch. Board Admin Com	See Executive Secretary & Administration Committee above.		
Ch. Board Finance Com	See President-elect		

Other Boards in support of the Club Board and the Club

Ch. RCHR Foundation	1yr	Yes Indefinite	RCHRF Bd.
Ch. RCHR DAF Board	1yr	Yes Indefinite	RCHR DAF Bd.

Special Committees should be appointed by the appropriate Officer, Service Director, Standing Committee Chair, or other body for terms as follows:

- Audit Review; Chaired by the President-elect, one year
- Awards: Chaired by the President-elect with Service Directors in support, one year
- Budget: Chaired by the President-elect with the Board in support, one year
- Fellowship: Chaired by a member of Club Service, two years
- House: Chaired by the Sargent-at-Arms or an appointed member, two years
- Interact: Chaired by a member of Youth Service, two years
- RYLA: Chaired by a member of Youth Service, two years

Club ad hoc (temporary as needed) committees may be appointed by the appropriate Service Director for two years or the duration of a project as follows:

- District Grants: Chaired by a member of the applicable avenue of service
- Global Grants: Chaired by a member of International Service
- International Exchange: Chaired by a member of International Service
- Pints-for-Polio: Chaired by a member of International Service
- Planning & Procedures: Chaired by a member skilled in Roberts Rules, two years
- Rotary Action Groups: Under the cognizance of the Service Projects Chair
- Rotary Fellowship Groups: Under the cognizance of the Club Service Director

Officer Committee Duties

President – Chair the Board and be Ex officio on all Committees

President-elect – Vice Chair of the Board and be Ex officio on all Committees

- Co-chair, Administration-Finance w/ Executive Secretary
- Co-chair, Budget Committee w/Executive Secretary
- Chair, Awards
- Member, Nominating Committee

Secretary – Co-chair, Board Administration-Finance Committee

- Co-Chair, Membership w/Committee Chair

Treasurer – Member of the following:

- Board, RCHR Foundation
- Board, RCHR DAF
- Finance Committee
- Budget Committee

Executive Secretary – Co-Chair, Administration-Finance w/President-elect

- Co-chair, Board Administration-Finance Committee w/Executive Secretary

Immediate Past President – Member, Past Presidents Council

- RCHR Trainer

RCHR Policy 10

Club Education and Training

Adopted: December 16, 2022

Amended:

BACKGROUND

RCHR Bylaws requires the Immediate Past President to develop, maintain, and oversee the implementation of the club training plan during the year. The club trainer serves a one year term and should form a committee to assist the incumbent. The club trainer should work with the club's board and committees to ensure all training needs are met and work with the district training committee, the assistant governor assigned to the club, and the district governor for support and ideas. The Immediate Past President shall be assisted by the RCHR Executive Secretary and the Past Presidents Council. They also assist the Nominating Committee's training of candidates for their designated offices.

POLICY

RCHR shall have a comprehensive training plan that ensures:

- a. Club leaders attend district training meetings as appropriate;
- b. Orientation is consistent and regularly provided to new members;
- c. Candidates for RCHR elected offices receive leadership training;
- d. Attendance required by elected offices and appointed committee chairs at the District Training Assembly;
- e. Ongoing educational opportunities are available for current members;
- f. A leadership skills development program is available for all members.

PROCEDURE

The Immediate Past President as club trainer should:

- a. Ensure a Rotary Moment is included in every club bulletin.

- b. Schedule new member Fireside Chats, in coordination with the Chair of the Membership Committee, so the new members can attend with participation by RCHR members to contribute to the discussion.

- c. Organize and conduct one or more Club Leadership Development Seminars to develop the personal leadership skills of club members thereby enhancing their professional life and developing future club leaders. Attendees shall be possible candidates for a RCHR office, but any interested Rotarian may attend. Such seminars may be conducted as programs for club regular meetings. Suggested topics are:
 - Communication skills
 - Leadership styles
 - Leading and motivating volunteers
 - Mentoring
 - Time management
 - Goal setting and accountability
 - Strategic planning
 - Ethics (4-Way Test)
 - Building Consensus through teamwork

RCHR Policy 11

Board Administration-Finance Committee

Adopted: February 2014

Amended: December 16, 2022

BACKGROUND

The role of the RCHR Administration-Finance Committee is to conduct activities associated with the effective operation of the club. It is only through efficient club operations that a Rotary club can provide service to its community, retain members, and develop leaders for the club, district, and Rotary International. The club administration committee is responsible, in coordination with RCHR officers, directors, and other RCHR committees, primarily associated with Club Service, for ensuring that:

Committee goals to achieve club's annual goals are developed.

Weekly and special programs are organized.

The club bulletin is produced and the club website is maintained.

The club secretary is assisted in tracking club attendance.

Fellowship among club members is promoted.

Other activities associated with the effective operation of the club are conducted.

In accordance with the RCHR Bylaws, the board administration-finance committee:

a. Is supported by two special committees; the board awards committee and board review committee; and

b. Has cognizance over the RCHR foundation, the RI foundation committee, and the donor advised fund as described in Article IX of these Bylaws.

c. The board executive secretary shall be an ex officio, non-voting board member and co-chair the board administration-finance committee with the club President-elect and have such powers, duties, and responsibilities as set forth in these club policies and procedures, or as may be assigned by the board from time to time. The renewable appointment shall be for four years in accordance with Article IV Section 8.

d. All club finances shall be conducted under the cognizance of the board administration-finance committee which shall:

1. Ensure that the requirement for separate 501 (c) (3) and 501 (c) (4) accounts is met;

2. Be responsible for developing and reviewing fiscal control procedures, fundraising plans, and the annual budget in collaboration with officers and other club board members;

3. Meet monthly to review required financial reports that will be submitted to the board prior to the monthly meetings of the board. Monthly financial reports submitted to the board shall show income, expenditures, and pending income in accordance with RCHR financial policies and control procedures; and

4. Ensure that the club's financial records are public information and shall be open to all club active members and at a minimum provide club members with an annual financial statement and a mid-year financial report with current and previous year income and expenses presented at the club annual meeting.

e. The budget shall be a responsibility of the board administration-finance committee composed of finance committee members, service directors, and other active members as required and shall be assisted by the accountant retained by the club. The budget shall be based on input from the officers and service directors, and particularly the club treasurer, of estimated income and estimated expenditures for the year. Upon approval by the board, the budget shall stand as the limit of expenditures for the respective purposes unless otherwise modified by the board. The administration-finance committee

shall coordinate and balance the financial needs of the various activities of the club and exercise control of budget development and implementation throughout the Rotary Year. The committee also shall:

1. Meet at least six months prior to the coming Rotary year and establish a schedule for completing the next Rotary year's budget that shall include club goals and objectives for that year;
2. Provide preliminary approval of the club board annual goals and objectives;
3. Receive and review budget estimates of the directors, committees, and projects;
4. Submit to each incoming club board for approval the next Rotary year budget that acts as an authority/target for club board action, before the next fiscal year starts;
5. Meet quarterly to ensure compliance with the approved budget or recommend modifications for club board approval;
6. Report the status of the budget at the annual meeting with current and previous year income and expenses;
7. Suggest changes, modifications in accordance with club goals and objectives;
8. Receive and analyze performance reports on budget implementation; and
9. Suggest corrective action to improve reaching budgetary and performance goals.

f. The board ~~audit~~-review committee shall work under the cognizance of the board administration-finance committee with freedom to report independent findings to the club board. The committee shall be chaired by the president-elect, but shall not have members that regularly handle funds or have access to club bank accounts. The committee is responsible for oversight of financial reporting and disclosure and shall be assisted by the accountant retained by the club. The Committee also is responsible for monitoring and reporting on adherence to the club's principles and moral accountability. The committee may retain expertise and consulting resources necessary to carry out its functions, with the approval of the club board. The committee shall:

1. Conduct a thorough annual review of all financial transactions and additional reviews as required;
2. Present to the board for approval written management report and IRS 990 forms for the club's operations and club foundation financial accounts no later than September 30 following the close of the prior fiscal year;
3. Monitor the choice of accounting policies and principles and recommend changes, as required;
4. Supervise regulatory compliance; and
5. Oversee the ethics and integrity of the club.

POLICY

The Administration-Finance Committee shall meet monthly a week before the RCHR board of officers and directors meet to review the RCHR administrative requirements and review the RCHR financial reports provided by the RCHR Treasurer covering the previous month's finances and year-to date-finances. The latter report shall include the status of RCHR Foundation finances.

The RCHR Board of Officers and Directors retains an Executive Secretary who is a club member and who manages and administers RCHR operations. The Executive Secretary serves as the board's principal staff support and continuity and chairs the Board Administrative Committee and co-chairs the RCHR Administration-Finance Committee. The incumbent is responsible for administrative duties and tasks required by the RCHR Board, and for ensuring that the club functions in accordance with the principles of Rotary and the Four Way Test. The Executive Secretary's duties, as supported by the Board Administrative Committee, include the following (not in order of priority):

- a. Act as RCHR's agent to perform on the club's behalf ensuring that all acts necessary and appropriate to carry out the purposes of the club are accomplished and in a lawful manner.

- b. Supervise and participate in subordinate committee meetings.
- c. Develop and execute contracts and other documents necessary to carry out the club's purposes, including those with the facility where the club holds its in-person meetings.
- d. Participate as a member of the senior management team in leading and setting direction for the functioning of the club board in carrying out the mission of the club and the training of club members and future club leaders.
- e. Support the club board's requirements by planning ahead, prioritizing, time managing, and screening input and output.
- f. Ensure club strategic planning and governance documents are current in conjunction with the Club Parliamentarian.
- g. Review and recommend changes to the Club Constitution and Bylaws, if required.
- h. Determine administrative funding requirements for the club.
- i. Establish, maintain, and ensure implementation of policies relating to fundraising and administration of the funds in conjunction with the *Administration*-Finance Committee and the supporting RCHR Foundation and Donor Advised Fund.
- j. Assist the Secretary, as required, in arranging for Board (one per month) and Committee (as required) meetings and ensure that meetings follow established procedural rules.
- k. Attend all board meetings as an ex officio, non-voting participant.
- l. Report RI and District activities to the board as required, but at least at every board and committee meeting, as appropriate.
- m. Supervise the conduct of RI, District, and Club surveys to be taken by Club members.
- n. Maintain a schedule of RI, District, and Club requirements and ensure they are met on time.
- o. As required by the Board, hire or retain an accountant who shall oversee and provide technical guidance regarding the financial records of the Club and submit reports as required by law, RI, District, and the Club.
- p. Ensure prompt turnover of files between Officers, Directors, Standing Committee Chairs, and Boards of Trustees.
- q. Keep the Board and Club informed of all initiatives and activities under your cognizance.
- r. Request technical and other assistance when necessary and in a timely manner.
- s. Maintain the historical records of the Club, the Club Foundation, and Donor Advised Fund.
- t. Perform other coordination and duties as necessary to support the mission the Club.

PROCEDURE

In accordance with Article VIII, Section 3.f.(1) of the RCHR Bylaws, the Board Administration-Finance Committee shall be co-chaired by the executive secretary and president-elect and have as statutory members the club treasurer, secretary, and immediate past president along with the chairs of the RI foundation, RCHR foundation and DAF boards, or their representatives, the Board Service Projects Committee Chair, the Community Service Committee Chair plus other service chairs who may have projects underway, the Planning and Procedures Committee when activated, and the accountant retained by the club. For budgeting, the committee shall include the service directors. The committee shall:

- (a) Ensure that notices of board meetings are sent;
- (b) be responsible for club planning and procedures and have a member who is skilled in planning and Roberts Rules of Order Newly Revised serves as the club parliamentarian;
- (c) Support the club training program in conjunction with the immediate past president and the Past Presidents Council;
- (d) Have cognizance over the awards committee and provide assistance as required;
- (e) Employ and manage the RCHR accountant;
- (f) Oversee all finances and financial controls related to the club in accordance with Article IX of these bylaws as covered in the background section of this policy;
- (g) Supervise all club fundraising and the support of club core charities; and
- (h) Coordinate its activities with the RI foundation committee, and the donor advised fund and the RCHR foundation boards.

RCHR Policy 12

RCHR Projects

Adopted: December 16, 2022

Amended:

BACKGROUND

A Service Project is an activity undertaken by the club in an avenue of service that requires three or more club members providing either financial or physical effort or both by Rotarians for the benefit of the club or the community. This is in conformity with the RCHR Bylaws Article I, Section 6. (Definitions)

a. Activity: Any action taken by the club or its members, including events, functions, projects, reviews and changes to club documents;

(b. Omitted, not relevant.)

c. Function: Any duty that is required to be performed by one or two active members;

d. Project: Any activity that is required to be performed for the benefit of club members or the Community that requires the formation of a committee and use of club resources.” The term “event” is a general term covering activities, functions, and projects, but usually specifies a fellowship activity.

POLICY

Each service project that is approved must be supported by an ad hoc (temporary as needed) committee of at least three members that is approved by the appropriate service director and the RCHR board for the duration of a project that shall not exceed the current Rotary year. Exceptions to the committee size and time limit shall be addressed by the appropriate service director, Project Committee Chair, and President or President-elect for the coming year.

The projects developed should support the Object of Rotary and the Four-Way Test within the Five Avenues of Rotary, and in accordance with Rotary’s Guiding Principles and the Rotary Code of Policies. Service projects should be planned so that family members of club members can easily participate.

Service projects shall be designed to benefit RCHR and the community it serves and the service project committee is responsible to ensure that projects are within RCHR physical and financial means and are conducted at no expense to RCHR.

PROCEDURE

a. Projects may be initiated by written request to the appropriate service director and the board service projects chair for the project to be approved by the RCHR board. The request shall state the:

- (1) Names of the project sponsors;
- (2) Purpose;
- (3) Scope;
- (4) Duration and frequency;
- (5) Budget and Funding required;
- (6) Source of funds, how expended, and disposition of excess funds on completion;
- (7) Extent of Club member and family participation; and
- (8) Expected results of the project to the benefactors and the Club.

b. When considering a fundraising project:

- Determine the group to receive donations (e. g., Food Bank, charities focused on youth);
- Determine the charities that provide the most creditable return on investment;
- Propose a date, location, personnel, and finances needed to get the task done;
- Contact the chosen charities to get permission to fundraise and donate funds;
- Determine the target audience, advertising needed, and media to distribute same;
- Decide the type of event to be conducted within the budget available;
- Provide for the distribution of advertising;
- Consider additional fundraising activities (e.g., silent auction) and the assets required;
- Assign tasks to key personnel and supervise execution throughout;
- Brief organizational participants so that everyone is working together;
- Organize the physical layout to promote the fundraising cause receiving donations;
- Ensure that the setup is prepared well ahead of time and staffing available;
- Account for funds raised and ensure that they are delivered to recipient charities;
- Provide receipts or thank-you letters for donors and thank all event participants;
- Have charitable donation recipients report their use and effectiveness of donated funds.

c. Projects submitted to the club board shall be evaluated on the following points. Does the project:

- (1) Support the Object of Rotary and the Four-Way Test;
- (2) Follow one of the Five Avenues of Service;
- (3) Conform to Rotary's Guiding Principles;
- (4) Fit with the Club's available resources of time, manpower, and funds;
- (5) Have the support of the Club active members; and
- (6) Provide a long-term return on investment?

d. Examples of projects and the responsible avenue of service may include:

- Adopt-a-Highway: Chaired by a member of Community Service
- Area Educator Awards/Putt-Putt: Chaired by a member of Vocational Service
- Dictionary Program: Chaired by a member of Youth Service
- Disaster Relief: Chaired by a member of the Community Services Committee
- District Grants: Chaired by a member of the applicable avenue of service
- First Responders Project: Chaired by a member of Community Service
- Food Bank: Chaired by a member of Community Service
- Global Grants: Chaired by a member of International Service
- International Exchange: Chaired by a member of International Service
- Pints-for-Polio: Chaired by a member of International Service
- Reading Program: Chaired by a member of the Youth Service
- Rotary Action Groups: Under the cognizance of the Service Projects Director
- Rotary Fellowship Groups: Under the cognizance of the Club Service Director
- Rotaract: Chaired by a member of Vocational Service.
- Scavenger Hunt: Chaired by a member of Community Service
- Scholarships: Chaired by a member of Vocational Service
- Scouting: Chaired by a member of Youth Service
- Tidewater Wooden Boat Workshop: Chaired by a member of Youth Service

Proposed service projects shall be submitted by the service director to the board service projects committee for review and forwarding to the club board for approval.

RCHR Policy 13

Fundraising

Adopted: December 16, 2022

Amended:

BACKGROUND

One of the main challenges of putting on a fundraising event is the sheer effort and coordination that goes into the planning and execution. Planning and execution require a committee. This committee should be made up of internal personnel, as well as volunteers from RCHR's local community. The committee needs to carefully plan who will run key aspects of the event. Assign small groups to be in charge of marketing, operations, logistics and other critical aspects of the experience.

Personnel are obviously an important piece, but so is budget. Make sure to set goals and objectives for the investment. To get a good sense of numbers, seek out organizations of comparable size that have hosted similar events and ask them. Corporate sponsorships are also critical to pulling off a successful event. They can obviously provide capital resources, but do not overlook the possibility of in-kind donations for crucial components of the operations – corporate volunteers or prizes to incentivize participation.

Planning and coordination are essential to successful fundraising and to avoid duplication in approaching potential donors in the name of the Rotary Club of Hampton Roads (RCHR) and the Rotary Club of Hampton Roads Foundation. The term “fundraising” includes solicitation and acceptance of donated funds and grants through the RCHR for the RCHR Foundation.

From the founding of RCHR in 1979 for ten years, the club only supported individual charitable projects with sweat equity (e.g., Adopt-a-Highway 1992-93) and fundraising. In Rotary year 1994-95 the Teachers' Excellence initiative/Area Educator Awards (also known as Putt-Putt) was started and has continued ever since as had the Food Bank started in 1999-2000. During 1995-96, the Bowl-a-thon was brought to the Club and it was the club's major fundraiser for 22 years grossing an average of \$40k per year with an average of \$12k going to RCHR supported charities for children and families. The Bowl-a-thon fund also has supported the DAF since Rotary Year 2003-04 and the Board Emergency Fund, along with adding funds to individual contributions to the Rotary International Foundation. Along the way, other service projects involving fund donations have come and gone.

To preserve the credibility and integrity of RCHR and RCHR Foundation among their financial supporters and the public, as well as to optimize resources and protect respective Rotary marks/logos/brands, this policy will serve to govern all fundraising made on behalf or in support of RCHR and RCHR Foundation and/or activities belonging to these two agencies and affiliated groups.

To promote maximum effectiveness and avoid duplication of effort, conflict of events, and dilution of effectiveness, all fundraising sponsors are required to receive prior approval of their initiatives from the RCHR Foundation Board of Trustees and the RCHR Board of Officers and Directors.

Organizing an event gives RCHR much deeper roots in the community. Local volunteers and participants will interact with RCHR staff and board in a way that never be able to replicate. Operating an event is dynamic. The fluid nature of the logistics will force individuals to collaborate and work together in many different ways. Lastly, it can be a TON OF FUN!

POLICY

The RCHR Foundation is a repository and accountability organization and all fundraising shall be conducted by RCHR in the name of the Foundation. RCHR Foundation and RCHR fiduciary responsibilities are contained in the U.S. Code for 501 (c) (3) and 501 (c) (4) organizations. The RCHR Foundation shall be responsible for obtaining and maintaining authority of fundraising in accordance with Virginia Code Sections 57.48 and 57.60.A.8 and C. All fundraising revenue solicited and accepted by RCHR as tax exempt donations shall be in the name of the RCHR Foundation, payable to the RCHR Foundation, and deposited in the RCHR Foundation Fund, to comply with federal and state laws. The RCHR Foundation shall be responsible for compliance with U.S. Internal Revenue Service requirements as a charitable foundation.

The RCHR Foundation board of trustees serves a fiduciary responsibility to donors and a source of funding to RCHR in order to meet the needs of the community not otherwise available for funding through national, state, or local sources. RCHR serves as the Foundation agent, in accordance with the Uniform Prudent Management of Funds Act, for the receipt, deposit, management, allocation, and expenditure of funds in accordance with the U.S. Code referring to 501 (c) (3) organizations and with the Code of Virginia Title 64.2. Wills, Trusts, and Fiduciaries » Chapter 11. Uniform Prudent Management of Institutional Funds Act, Section 64.2-1100 et seq. RCHR members are authorized to solicit gifts, financial and in-kind, from private sources on behalf of the RCHR Foundation.

Sponsorships are not considered gifts or donations if given and received in return for a measurable tangible benefit including actively promoting the sponsor or the sponsor's product. Sponsorships may be received by the RCHR for support of a RCHR program or service.

The RCHR and RCHR Foundation shall respect donor privacy and not sell, rent, exchange, and share donor information with other non-profit or other organizations and third parties.

“Contributions received by the RCHR Foundation shall be used as specified by the donor. However, if the purpose of the donation has been met or no longer exists, remaining funds may be used at the discretion of the Foundation board of trustees for other charitable purposes”. This statement shall accompany all requests for donations.

“The RCHR Foundation trusts that anyone wishing to contribute online considers their donation carefully and checks donation amounts during their transaction. If an error is made while making an online donation, the Foundation shall consider all refund requests made within 10 business days of the donation. Errors after that time period shall be considered on a case by case basis. If the funds have been distributed, refund requests shall be denied. If the donor becomes aware that their bank card has been used fraudulently, it is the donor's responsibility to contact the card provider.” This statement shall be posted in appropriate online requests for donations and the donor notified as appropriate.

Project committees that conduct fundraisers shall specify the charitable cause(s) for which the donors' funds are to be used and whether part of the funds will be used for fundraising and administration expenses. Virginia Code Section 64.2-1104 applies.

All fundraising activities shall abide by “The Donors Bill of Rights” at the end of this policy.

RCHR and the RCHR Foundation reserve the right to refuse donations and sponsorships.

In-kind goods and services contributed to RCHR Foundation or RCHR shall be received, recorded, and managed. At the discretion of RCHR Foundation or RCHR, in-kind donations may be passed on to other Rotary Clubs or non-profit organizations. Due to limited capacity, neither the RCHR Foundation nor RCHR shall accept: (1) tangible goods that have no further service life; (2) tangible goods that must be discarded; (3) any goods that have debt attached to them; and (4) any goods without clear proof of ownership from the donor. Questionable items will be subject to a decision by the RCHR Foundation Chair of the Board of Trustees.

As an exception, RCHR and RCHR Foundation may, at their discretion, accept in-kind donations for raffles and silent auctions or as a public outreach gesture. They may dispose of said donations as befits the nature of the gift. However, any gains realized from such disposals must be recorded as donations to the Foundation and as a contribution by the donor.

Revenue from RCHR raffles or other games of chance are not tax deductible donations.

PROCEDURE GENERAL PROVISIONS

RCHR shall coordinate all fundraising activities with the RCHR Foundation and shall conduct fundraising planning and execution to seek, promote, and stimulate contributions to support RCHR programs and projects and raise awareness about those programs.

RCHR shall oversee and ensure that the establishment of fundraising priorities is not in conflict with other RCHR priorities. The RCHR board shall make recommendations regarding fundraising and organizing fundraising programs. RCHR shall coordinate all plans for fundraising activities involving the solicitation of funds or in-kind material with the avenues of service directors and service project committee chair.

Differences of opinion relating to the acceptance or refusal of donations shall be resolved in favor of the RCHR Foundation.

PROCEDURE FOR FINANCIAL DONATIONS

This procedure only covers financial donations and does not include gift cards and other in-kind donations. For in-kind donations, see Procedure for In-kind Donations, below.

Financial Fundraising Authorization

The RCHR board shall approve all RCHR projects wishing to raise funds. RCHR Foundation unrestricted revenue or support funds for fundraising activities may be allocated for fundraising purposes based on a return of the funds at the conclusion of the project. All of these fundraising efforts shall adhere to RCHR and RCHR Foundation approved policies and guidelines.

No individual, group, or RCHR activity shall solicit funds in the name of or on behalf of RCHR unless they have organized and coordinated such activities with the RCHR board. Such coordination shall begin before making formal contact with a funding source or sources. This coordination shall continue until the specific fundraising event or series of events are concluded. Once an event is concluded, it shall not be used to initiate another fundraising effort without pursuing approval of the RCHR and RCHR Foundation boards.

Financial Fundraising Procedures

RCHR projects shall coordinate all of their fundraising activities with the RCHR Service Project Committee Chair and all requests to plan and execute fundraising activities shall be presented to the Service Project Committee Chair for RCHR board approval.

a. Each request shall include sufficient detail to adequately define the scope of the initiative and contain the following elements:

1. Purpose of the fundraising activity to be conducted.
2. Timelines involved including the start and end dates.
3. Capabilities and limitations of the fundraising project.
4. Number and identity of volunteers.
5. Identification of donor groups for targeting the fundraising effort.
6. List the fundraising methods to be employed.
7. Specify the public relations program and advertising/marketing plan associated with the fundraising effort.
8. Provide an estimate of fundraising costs detailed by function.
9. Provide an estimate of expected revenue to include milestones to achieve objectives.
10. Specify the support required from RCHR membership.
11. Procedures for assuring accountability of funds collected.
12. Procedures for assuring donor satisfaction.
13. Implementation agenda.

b. For currently approved, on-going RCHR fundraising activities, latitude shall be considered in applying this requirement.

c. Requests shall contain acknowledgement that the event sponsor generating multiple donations from many individuals shall meet the stewardship requirement of acknowledging the individual gifts with receipts and thank-you letters.

d. Donors wishing to give unsolicited gifts in support of RCHR and its programs and services shall be referred to the RCHR Service Projects Committee Chair.

Considerations for Requesting Contributions

Requesting financial donations shall be based on their proposed use because donors and sponsors have the right to expect that their contributions will be used as wished and in accordance with established fundraising procedures and the law. The primary consideration shall be the use of the funds. Consider the following requirements for expenditure of donor funds:

a. **Administrative Expenses:** This measure reflects what percent of its total budget a charitable activity spends on overhead, administrative and financial staff and associated costs, and organizational meetings. Donors' funds shall not be used for these expenses unless expressly approved by the donor or is included in the donation request.

b. **Fundraising Expenses:** This measure reflects what a charitable activity spends to raise money. Fundraising expenses can include campaign printing, publicity, mailing, and staffing and costs incurred in soliciting donations, memberships, and grants. Donors' funds shall not be used for these expenses unless expressly approved by the donor or is included in the donation request.

c. Program Expenses: This measure reflects what percent of its total budget the charitable activity spends on the programs and services it exists to deliver (e.g., to activities that support children, families, or other entities (i.e., St. Mary's), either directly or indirectly).

Funds raised for a program shall not be used for fundraising or administrative expenses unless expressly included in the donation request. Should the RCHR or RCHR Foundation raise funds for a project for use as a program expense (e.g., Area Education Excellence, Food Bank, etc.) and wish to use part of the donations for fundraising for the current or future projects or administrative expenses of the project or the RCHR Foundation, the request or solicitation for donations shall state that a certain percent (usually under 10%) of the funds shall be used for those purposes versus program purposes.

Investments are not donor expenses but are categorized as distributions of donor funds.

Sponsor Contributions. The use of funds contributed by sponsors as business expenses are not subject to the above limitations, but the above expenses should be covered in the purpose of the request by the fundraiser.

Procedures for Accepting Financial Donations

Financial donations normally take the form of: (1) cash; (2) bank check or money order; or (3) bank card transaction by an on-line donation as indicated on the VSF Website (e.g., Paypal, Venmo, etc.). Bank checks/money orders may be received in person or by mail with mail being the primary means of receipt for most donations. This policy primarily covers cash and bank checks/money orders received in person or by mail.

a. Members of RCHR and the RCHR Treasurer may accept financial donations on behalf of the Foundation. It is preferred that the RCHR Treasurer is the primary recipient of donations, but as a practical matter, it is understood that any RCHR member may actually accept a donation which they shall immediately turn over the donation to the RCHR Treasurer.

b. The individual receiving the donation shall request the name, address, phone number, and email address of the donor to comply with Internal Revenue Service requirements for records and receipts for donations, or the donation shall not be accepted. RCHR and RCHR Foundation trustees shall respect the privacy of the donor and if the donor requests anonymity and shall maintain the confidence of the donor, as permitted by law.

c. A copy of the donation shall be scanned and retained for the RCHR financial records and a copy furnished to the RCHR Foundation board of trustees Chair. Cash donations shall not be scanned.

d. Anonymous donations collected by cups or drop boxes are exceptions to acceptance procedures. At the end of each meeting when cups are used, the project sponsor and RCHR Treasurer shall collect the cups and verify the funds received. The Treasurer shall deposit on the day received or the next banking day the funds in the appropriate restricted account for the project.

PROCEDURES FOR IN-KIND DONATIONS

An in-kind donation is one where goods, services, property or something of value is offered for free or at less than the usual and normal charge, or payments by a third party for goods and services. This type of contribution does not include financial donations; i.e. cash, checks, or bank card contributions.

In-kind goods include, but are not limited to food, equipment, furniture, supplies, computer software and hardware, and office space. Types of in-kind services donations include, but are not limited to, voluntary contributions of advertising materials, printing, entertainment, catering, lodging, and transportation. Uncompensated professional services contributed are in-kind donations, but uncompensated volunteer labor is not. For additional information on in-kind contributions, see applicable U.S. Internal Revenue Service Publications and Instructions.

In-kind donations have value; therefore, the RCHR and the RCHR Foundation shall receive, record, manage, and account for in-kind donations as required by applicable U.S. Internal Revenue Service Publications and Instructions. This will ensure that an accurate and complete record of donations – whether financial or in-kind – is maintained and accountability established.

The value of an in-kind donation is set by the donor, not by the RCHR Foundation or RCHR. In-kind donations may be tax-deductible under state and federal law. Since it is the donor who will be claiming the tax deduction for the in-kind donation, it is imperative that the donor determine its value. An exception to this exists when a donor contributes a bank card or gift card. Other such gifts such as theater tickets and other negotiable items may be comparable. They are considered cash contributions except that they are not recorded as income to RCHR or RCHR Foundation accounts. Bank cards and gift cards are the responsibility of the project sponsor who shall be accountable for them. On completion of the project, unused gift cards shall be provided to the RCHR Foundation Treasurer for recording as in-kind donations in a separate ledger, not associated with financial accounts, for accountability by the Foundation Treasurer. Should gift cards and theater tickets be used as raffle or auction items, the revenue received shall be treated as financial income.

PROCEDURES FOR ACKNOWLEDGING RECEIPT OF DONATIONS

- a. RCHR members when receiving donations shall take the following steps, except in the case of anonymous donations received by cups or drop boxes:
 1. Thank the donor for the generous gift and give the donor the recipient's personal business card.
 2. Coordinate with the donor or fundraising event sponsor so that they know that any check or money order presented must be made out to the "Rotary Club of Hampton Roads Foundation" or "RCHR Foundation" with a notation in the "For" section of the check regarding the purpose of the contribution for donations that are restricted in their use for a particular purpose or project. If this section is blank, it will be assumed that the donation is for unrestricted purposes.
 3. Provide a receipt for the donation or get contact information so that a thank-you letter can be sent to the donor. All contributions of \$250.00 or more shall require a thank-you letter.
 3. On the same day received, forward the check, along with the donor's name, address, and instructions regarding the disposition and use of the donation to the RCHR Treasurer.
 4. All RCHR bank deposits shall be made by the Treasurer on the day received or next banking day.

5. A personal thank-you call to the donor shall be made for donations of \$1,000 or over on receipt of the donation by the project staff.
6. All acknowledgement letters shall be sent from RCHR or the RCHR Foundation shall be kept on file, either electronically or by other means.

b. Receipts or Thank-you Letters

1. Receipts or thank-you letters must be prepared for all contributions. In the case of fundraising events where multiple donors are involved, individual thank-you letters shall be prepared, signed, and sent to donors by the event sponsors. A copy of each thank-you letter or receipt shall be retained in the RCHR and RCHR Foundation files.
2. The RCHR member responsible for preparing thank-you letters shall ensure that a thank-you letter is sent to the donor within 10 working days of the donation's deposit.
3. The Internal Revenue Code requires that donations valued at \$250.00 and over be acknowledged in a receipt or thank-you letter with the following statement: "No goods or services were provided to you in return for your donation. Therefore the full amount of your contribution is tax-deductible to the extent allowed by law." If goods and services were provided, they must be deducted from the amount of the contribution received and so noted in the statement. A statement certifying that the RCHR Foundation is a certified 501 (c) (3) organization shall be used in all thank-you letters regardless of the amount received.
4. Normally, thank-you letters only require a single letter to the donor that also acts as a receipt. Consideration may be given to consolidating a number of donations in a thank-you letter covering regular, periodic donations over a specific period (e.g., who make donations once a week or month). Donations in Honor or in Memory of someone may require a second or more letters to relatives or next of kin.
5. No monetary value will be indicated on thank-you letters or receipts for in-kind goods and services.
6. If the in-kind donation is a cash value bank or gift card, its value will be noted in the appropriate receipt or thank-you letter.

7. All receipts and thank-you letters for donations shall state: "The donation to the RCHR Foundation is tax exempt under section 501 (c) (3) of the Internal Revenue Code to the extent authorized for federal taxes. The Foundation did not provide any goods or services in return for your contribution." (If goods or services were provided, state the amount which shall be deducted from the donation.)

The Donor Bill of Rights

Philanthropy is based on voluntary action for the common good. It is a tradition of giving and sharing that is primary to the quality of life. To assure that philanthropy merits the respect and trust of the general public, and that donors and prospective donors can have full confidence in the not-for-profit organizations and causes they are asked to support, we declare that all donors have these rights:

I. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.

II. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.

III. To have access to the organization's most recent financial statements.

IV. To be assured their gifts will be used for the purposes for which they were given.

V. To receive appropriate acknowledgement and recognition.

VI. To be assured that information about their donation is handled with respect and with confidentiality to the extent provided by law.

VII. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.

VIII. To be informed whether those seeking donations are volunteers, employees of the organization or hired solicitors.

IX. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.

X. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The Donor Bill of Rights was created by the Association of Fundraising Professionals (AFP), the Association for Healthcare Philanthropy (AHP), the Council for Advancement and Support of Education (CASE), and the Giving Institute: Leading Consultants to Non-Profits. It has been endorsed by numerous organizations. Association of Fundraising Professionals (AFP), all rights reserved.

RCHR Policy 14

THE RCHR Donor Advised Fund

Adopted: December 16, 2022

Amended:

BACKGROUND

The RCHR Bylaws Article IX Section 9 states that the RCHR Donor Advised Fund (Club DAF) is the Rotary Foundation's Donor Advised Fund #271, a sub-account of The Rotary Foundation (TRF). It is a group account with assets held by an investment management firm under contract to RI. The club DAF advisor board recommends allocation of donated funds among four portfolios offered by the investment manager to ensure a legacy from RCHR members to provide service in the future for difficult times.

POLICY

DAF funds are available on request from the RCHR board to the DAF advisor board.

PROCEDURES

The club DAF advisor board consists of four advisors, which are active RCHR members and include the club treasurer, who serve three-year staggered terms which may be renewed. New members are nominated and approved by the RCHR DAF advisor board. The advisor board meets at least twice a year to monitor and adjust portfolio allocations, receives requests from the RCHR board for fund distribution, and recommends any grant proposals for RCHR board approval as described in the section titled RCHR REQUIREMENTS FOR REQUESTING A DAF DISTRIBUTION towards the end of the policy. The RCHR advisor board chair shall ensure that Thank-you letters for donations are prepared, signed, and sent to donors.

THE ROTARY FOUNDATION DONOR ADVISORY FUND GUIDELINES

The Rotary Foundation DAF Guidelines state that the Donor Advised Fund is a separately held fund of The Rotary Foundation ("TRF"), a public charity under the U.S. Internal Revenue Code. For more information about TRF please visit www.rotary.org.

TRF Donor Advised Fund allows individuals and Rotary-affiliated groups to make tax-deductible contributions and then recommend how and when the funds are distributed to benefit U.S.-based charities such as the RCHR Foundation. Account assets are invested, potentially increasing the charitable dollars available for distribution. Features of the DAF include:

- All contributions are irrevocable. Assets in Donor Advised Fund accounts are property of TRF and can only be used for charitable purposes.
- A distribution from an account can be made to an IRS-approved public charity. Distributions cannot be made to individuals or for scholarships earmarked for an individual that the donors have selected.
- Administrative and investment management fees currently total up to 1% annually and are subject to change.
- In July, each Group Account transfers 1% of the value of the account to TRF's Annual Fund to support TRF's humanitarian work.

- All contributions and distribution recommendations are subject to review and approval of TRF and its Trustees.
- Investments may gain or lose value.

RECOMMENDING A DISTRIBUTION – GROUP ACCOUNTS

- Online: sign on to your account to make a Recommendation for a distribution.
- Or complete and sign a grant recommendation form and mail it to:
 Rotary DAF
 c/o NRS
 12 Gill Street, Suite 2600
 Woburn, MA 01801
- Or you may fax the form to (781) 658-2497 or email it to RotaryDAF@nrstpa.com*

All recommendations for distributions are subject to approval by TRF. Once approved, the check will generally be sent out within 3-5 business days. TRF will notify you if a recommendation is not approved. For Group Accounts, 1% of the July 1st fair market value in the July transfer goes to the TRF.

ANNUAL AGGREGATE DISTRIBUTION TARGET – GROUP ACCOUNTS

TRF DAF has an annual aggregate minimum grant target of 4.25% of the DAF program’s average net assets on a fiscal five-year rolling basis.

If the routine DAF grant activity does not meet this target, requests for grants may be made of accounts that have less than 4.25% of grant activity during the relevant time period. If recommendations are not made within 60 days, TRF may transfer funds to the Annual or other program Fund.

MINIMUM BALANCE

Group Accounts no minimum balance is required. However, it is intended that the accounts target a \$10,000 Minimum.

RESTRICTIONS – ALL ACCOUNTS

U.S. Public Charities: Distributions can be made to IRS-qualified charitable organizations described in Section 170(b)(1)(A) of the Internal Revenue Code, which includes 501(c)(3) organizations, and qualified religious, educational, hospital or medical research and governmental entities. Distributions cannot be made to individuals or private foundations.

Pledges & Private Benefit: Distributions may not be used to satisfy a pre-existing pledge or to pay for any goods or services, including dues, membership fees, benefit tickets, or goods bought at charitable auctions. Distributions may not be used for lobbying, political contributions, or to support political campaign activities.

Scholarships: Scholarship distributions may be made to an educational institution generally and then applied, by the institution, toward a student’s education. The account advisors may not choose the individual who receives the scholarship.

TRF will reject any distribution recommendation for improper purposes and will take remedial action if TRF determines that improper Donor Advised Fund distributions have been made.

CONTRIBUTION DATE

For federal income tax purposes, a gift is made when it is delivered to TRF, which generally means the point at which you no longer have control over the asset contributed.

For additional information, please contact TRF Planned Giving at (847) 866-3100 or planned.giving@rotary.org. Information concerning TRF Donor Advised Fund, including financial or charitable purposes may be obtained, without cost, by writing to its principal place of business at the following address: Planned Giving/Donor Advised Fund, 1560 Sherman Avenue, Evanston, IL 60201.

RCHR REQUIREMENTS FOR REQUESTING A DAF DISTRIBUTION

The RCHR board of officers and directors determines a need for funds for contingency purposes and the amount needed and submits it to the RCHR active duty membership for comment. After receiving comments, the RCHR board forwards a written, formal request to the RCHR DAF chair stating the charitable purpose and timing of funding use.

Within one week of receipt of the RCHR board request, the RCHR DAF advisor board chair shall convene a meeting of the RCHR DAF advisor board to consider and approve or disapprove the request or return the request to the RCHR board for additional information.

Upon majority approval by the DAF advisor board, the DAF Chair shall notify the RCHR board of the advisor board approval and submit the funding request to The Rotary Foundation for appropriate funding. In accordance with Robert's Rules of Order, a measure fails on a tie vote.

On receipt of the TRF DAF distribution, the RCHR Foundation treasurer shall deposit the funds in the RCHR Foundation account pending further distribution for the purposes intended.

RCHR Policy 15

Directors Response Fund

Adopted: December 16, 2022

Amended:

BACKGROUND

The Directors Response Fund also called the RCHR Director's Emergency Response Fund and at times the President's Emergency Response Fund, was initiated in Rotary year 1995-96 and was a Bowl-a-Thon (BAT) core charity through 2015-16. As a RCHR former "Core Charity" this fund was among the several core charities to which the club gave funds annually from the club's major fundraiser for that year. The usual fund donation from BAT was \$1,000 per year. The fund has been financed through distributions from the annual RCHR fundraiser and may continue from future annual fundraisers. For Fund sustainment, revenue from the Queen of Hearts fund has been added.

The Fund was intended for charities that were identified during the year, sometimes as the result of a speaker, who represented a charity that the directors felt should be supported, or a natural disaster to which the club wanted to contribute; one example was contributions for emergency shelter boxes.

POLICY

The Directors Response Fund is an account held by the RCHR Foundation and earmarked exclusively for charitable giving that provides the club the opportunity to make donations to international, national, and local charities. It supports causes the club membership believes in, and thereby an aid in fulfilling Rotary's standard: 'Service Above Self'. All distributions from this fund shall be approved by the RCHR Board of Officers and Directors prior to any funds being dispersed.

PROCEDURE

Requests for use of the Directors Response Fund shall be submitted to the RCHR President, the RCHR Foundation Chair, and the Chair of the Service Projects Committee for consideration of validity of the request, alternative sources of funding, and funding levels available before forwarding to the RCHR Board of Officers and Directors for a decision.

Should the RCHR board approve the allocation, the RCHR Foundation Treasurer shall promptly ensure that the funds are disbursed as directed by the board.

The Treasurer shall report Directors Response Fund balances to the RCHR Foundation and RCHR boards as part of regular financial reports.

RCHR Policy 16

Guidance and Rules for Conduct of Virtual Meetings

Adopted: December 16, 2022

Amended:

BACKGROUND

The RCHR Bylaws Article V Section 3 states that “Club, board, and committee meetings may be conducted by in-person, virtual, or a combination thereof. Attending members who are not present in-person shall have the opportunity to participate by virtual means. The notice of meetings that include virtual participation shall include a description of how to participate, including the electronic link to the meeting, and the meeting’s electronic “host” who controls the electronic aspects of the meeting. Any meeting using virtual participation shall follow rules adopted by the club in the club policies and procedures.” While in-person meetings are preferred, RCHR recognizes that some members cannot attend meetings in person.

POLICY

The RCHR President shall ensure that access to virtual meetings is provided prior to the meeting and that all participants can be heard and, if required, that their votes be counted.

PROCEDURES

The secretary or designated RCHR member shall ensure that notices of virtual meetings are sent by email to every member at least 24 hours before each meeting to include the time of the meeting, the type of meeting service, the URL and access codes necessary to connect to the internet meeting service, and as an alternative and backup to the audio connection included within the internet meeting service, the phone number and access code the member needs to participate vocally by phone.

Each member is responsible for their audio and internet connection and the quality of the connection. They shall install the required application on their system before the meeting.

The internet meeting service availability shall be scheduled to begin at least 15 minutes before the start of each meeting.

Members shall identify themselves by name and not by phone number and maintain access for at least 60 percent of the meeting to be counted as present.

Should the meeting require members to vote on issues, the presence of a quorum shall be established by roll call at the beginning of the meeting. The quorum shall be maintained by an ongoing list of participating members.

Votes shall be taken by the anonymous voting feature of the internet meeting service, unless a roll call vote is required. The announcement of the voting results shall include the number of members voting on each side of the question and those that abstain or do not respond though present.

The President or the meeting “host” operating the internet meeting service on order of the President shall disconnect or mute a member’s connection if it is causing undue interference with the meeting.

RCHR Policy 17

RCHR Governing Document Preparation and Changes

Adopted: December 16, 2022

Amended:

BACKGROUND

RCHR Governing Documents include the Constitution, Bylaws and Policies and Procedures. Document preparation shall be guided by the Associated Press Manual of Style including using short titles and very limited use of acronyms and common terminology. Technical Changes are designed to correct:

1. Typographic errors;
2. Incorrect grammar and punctuation;
3. Erroneous or incorrect terminology;
4. Name changes;
5. Old documents that require alignment with the terms in Appendix A; and
6. Other dated material that does not affect the intent of the passage being changed.

POLICY

All changes made to the RCHR Constitution and Bylaws must be reviewed by the RCHR Board of Officers and directors and approved by the RCHR active membership at a meeting called for that purpose. Origination and changes to RCHR Policies and Procedures and technical changes may be made to RCHR Governing Documents with Board approval.

PROCEDURE

Changes to RCHR governing documents by the originator, normally are the responsibility of the RCHR Planning and Procedures Committee which shall review recommended changes.

The committee is chaired by the club parliamentarian and when activated shall include the president, president-elect, the immediate past president, the executive secretary, a service director, and a standing committee chair. The committee is responsible for the development and maintenance of the Club Constitution, Bylaws, Strategic Plan, and Club Policies and Procedures.