

SUMTER ROTARY CLUB

Policies and Procedures Manual



Revised and Approved June 9, 2022, by Board of Directors

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Materials in this Manual represent clarified and/or consolidated decisions and policies approved by the Board of Directors of the Sumter Rotary Club. These materials have been reviewed and approved in their current form by the Board of Directors on June 9 2022.

As additions, deletions, and/or other changes to these policies and procedures are passed by the Board of Directors, they should be incorporated in this Manual by the Club Secretary. All members of the Sumter Rotary Club should have an updated copy of this Manual.

MEMBERSHIP

- I. Residence: There is no requirement for residence for membership in the Sumter Rotary Club, but potential members must meet all Rotary International requirements. Generally, proposed members should be living and/or working in the area for three months and should attend at least one meeting with his/her sponsor before being proposed.
- II. New Members (Also, see Election of New Members)
 - A. Inductions: When a new member is inducted into the Club, a past president will induct him/her. The sponsor/proposer of the new member will actually present him/her with the information packet and “pin” the inductee.
 - B. First Meetings: New members should, at the end of each meeting, stand at the exit to shake hands and meet the members of the Club, for two meetings following induction.
- III. Existing Members
 - A. Senior Active Excused Members: See *Club Bylaws*, Article XII, paragraph 3.
 - B. Honorary Members: See *Club Bylaws*, Article XII, paragraph 2.
 - C. Active Ordinary Members
 1. The Board of Directors may revoke membership of any member who has been absent for more than 24 consecutive regular scheduled meetings, or who has not maintained sufficient attendance.
 2. The Board of Directors may revoke the membership of any member who is delinquent on his/her bill at the end of any quarter.
 3. The Board of Directors may revoke the membership of any member convicted of a felony or a crime moral turpitude.
 4. Reinstatement
 - a. Any member seeking reinstatement due to non-attendance and/or financial delinquency can do so ONLY ONCE unless the cause is deemed to be extraordinary or

catastrophic. The request for reinstatement must be accompanied by the customary initiation fee of \$100.

- b. Any member whose membership has been revoked due to financial delinquency may reapply for membership in the Club by bringing current any and all past-due Club balances, paying the current quarter dues and any other current balance, and paying the customary initiation fee of \$100, again.
 - c. Any member whose membership has been revoked due to attendance delinquency may make a formal, written request for reinstatement, setting forth the explanation and/or reasons for the attendance delinquency.
- IV. In accordance with the policy set by Rotary International, no one registered as a sex offender may be a member of Sumter Rotary Club, and any member who is required to register as a sex offender, shall have his/her membership terminated immediately.
- V. All individuals proposed for membership must submit to a background check.

ATTENDANCE

It is the policy of the Sumter Rotary Club that all attendance requirements as set forth by Rotary International may be enforced.

- I. Expectations
 - A. Club Meetings
 - 1. Each member of the Club should regularly attend scheduled Rotary meetings in order to receive credit for attendance and to fully benefit from membership in Sumter Rotary Club.
 - 2. The President, Secretary, Membership Chair, and Sergeant at Arms are responsible for enforcing the club meeting rule.
 - B. Annual
 - 1. Each member of the Club that is not granted Leave of Absence by the Board or who is not Senior Active Excused or Honorary, must maintain no less than 20% constructive attendance during the Rotary Year.

2. Constructive attendance of less than 20% during the Rotary Year may be grounds for revocation of membership in accordance with Rotary International rules.
 3. Constructive attendance includes a broad range of make-up opportunities recognized by the Sumter Rotary Club.
- C. Club Attendance: Each member of the Club should make an effort to attend 20% of all meetings scheduled at his/her home Club.
- II. Leave of Absence (LOA)
- A. When excuses from meeting attendance requirements are granted by the Board for health reasons, or other valid reasons at the discretion of the Board, the excused member will be responsible for paying only for the non-meals portion of dues during the excused period.
 - B. Such leave generally will be for up to 90 days, following which another request may be submitted by the member.
 - C. Members granted LOAs by the Board will not be reported as absent in the Club Newsletter for the period of time for which they are excused.
 - D. Members granted LOA's by the Board are not eligible for attendance awards.
- III. Consecutive Absences: Any Active Ordinary Member who is absent for more than 24 consecutive regularly scheduled meetings, without constructive make-ups, may have his/her membership in the Club revoked by the Board.

PROGRAMS AND PRAYERS

- I. Program Policies: In the interest of having programs at Club meetings which are in full keeping with the spirit of Rotary, the Board of Directors has approved the following policies for Rotary program topics which members are urged to follow.
- A. Announced Candidates for Political Office: Programs should **NOT** be given by announced candidates for political office, especially within one (1) year before the general election date, even if the candidate is running unopposed. Time precludes the Club from being able to hear all candidates. To allow one candidate to present his/her views without giving equal time to all others running for the same office would not be fair to all concerned.

- B. Programs to Sell a Particular Product or Service: Programs whose sole thrust is the sale of a particular product or service are **NOT** allowed. While many speakers may, in the course of their presentations, rightfully cast their product in a favorable light, blatant sales pitches are in extremely poor taste as a part of a Rotary program.
- C. Programs of a Religious Nature should **NOT** be given. Rotary is a world-wide organization incorporating members of many religious beliefs. Its programs platform should **NOT** be used for proselytizing by holders or followers of any one of these beliefs.
- D. Good Taste: Subject matter and the manner of presentation should be in good taste. The application of the fourth principle of the Four-Way Test (Will it be beneficial to all concerned?) precludes the use of vulgarity, profanity, off-color stories, or stories that demean anyone because of their race, gender, age, nationality, religion, or sexual preference, as part of Rotary programs.
- E. The Club President and Programs Director have the authority to approve or disapprove programs. If you are unsure whether a particular program is appropriate, please contact the Programs Director or Club President before scheduling the program.

II. Program Guidelines

- A. Make arrangements as far in advance as possible, but usually not less than 60 days prior to the program date.
- B. In deciding on a topic and speaker, keep in mind the Club's Program Policies.
- C. Let the Programs Director (Chair of the Programs Committee) know in advance what you are planning, to be sure that a similar program is not already being developed by another member.
- D. Confirm the program topic and name of the speaker in writing to the Programs Director with copies to the Newsletter Editor, the Club Secretary, and the PowerPoint Chair.
- E. You are responsible for a brief introduction of the program speaker. Include sufficient information for the Club to know who he/she is and what his/her qualifications are for presenting the subject, but do not take away from his/her speaking time by a too-lengthy introduction.
- F. Advise the speaker of time available to him/her. Usually, the program will be turned over to him/her at 1:30 p.m. Our Club meetings adjourn

promptly at 2:00 p.m. Please ask the speaker to end at 1:55 p.m. to allow for questions.

- G. In a tactful way, advise the speaker of the provisions of our Program Policies.
 - H. You also are responsible for a brief non-denominational, non-sectarian prayer, and leading the Club in the Pledge of Allegiance.
- III. Prayer Policy: Please give consideration to a blessing that is acceptable to members of all faiths and denominations. Included as members of Rotary clubs throughout the world are persons of many religious beliefs and ideals, and every Rotarian is expected to be faithful to his/her religious principles and to evince a sincere, tolerant, and abiding respect for the religious beliefs of others. The Sumter Rotary Club conducts its meetings in a manner that will be respectful of the religious convictions of all of its members. Our goal is to be inclusive, rather than exclusive, in our corporate prayers. If you are unsure whether a particular prayer is appropriate, please contact the Club President or Club Secretary.

DUES AND BILLING

- I. Billing Dates: Dues are billed in advance of the calendar quarter, and statements are sent out by the Club Treasurer on or about the following dates.
 - A. July 1
 - B. October 1
 - C. January 1
 - D. April 1
- II. Dues Amounts Billed to Existing Members: Billing will include quarterly non-meals dues as approved by the Board and any pledges to the Rotary Foundation. Dues are billed in advance, and the amount owed to the Club is due upon presentation. Prorated refunds will be allowed for a resigning member.
- III. Dues Amounts Billed to New Members: The total amount of non-meals dues and fees approved by the Board will be charged to new members on a prorated basis according to the number of months and weeks in the quarter for which the person is a new member. In addition to non-meals dues, new members will be charged an Initiation Fee of \$100 to be sent with the initial billing.

This Initiation Fee will be contributed to the Rotary Foundation in the name of the new member.

- IV. Meals Billed to Members
 - A. Meals will be charged in advance to existing Active Ordinary Members for the entire quarter, and to new Active Ordinary Members on a prorated basis.
 - B. Meals will be charged after the fact to Senior Active Excused Members and Honorary Members based on the number of meals consumed, as well as after the fact to Active Ordinary Members returning from an approved Leave of Absence (LOA) based on the number of meals consumed.
 - C. Meals will not be charged to Active Ordinary Members on approved Leaves of Absence (LOAs).
- V. Follow-up Billing: Prior to the 10th of the month following the regular quarterly billing, the Club Treasurer will send a reminder to all members who have not paid the amount billed. On the 10th of the second month following the regular quarterly billing, the Club Treasurer will send a letter to any member who has not paid his/her account in full. In this letter, the Club Treasurer will include the following statement: “Any member who is delinquent in his/her bill at the end of any quarter may be dropped from the rolls of the Sumter Rotary Club.”
- VI. Credit on Bills: Credit for make-ups at other clubs, or credit for other constructive make-ups recognized by the Club, is allowed at the current meals cost, provided that the member requests such credit by noting it on his/her subsequent bill and pays the corrected amount.
- VII. Invoices are due upon receipt. Any invoice not paid within sixty (60) days shall be assessed a \$30 late fee.

INTERNATIONAL CONVENTION

- I. The Club will pay for all reasonable expenses to facilitate attendance at the Rotary International Convention by the President-Elect and his/her spouse or guest.
- II. In the event the amount budgeted for the President-Elect and his/her spouse or guest exceeds the amount required to pay for all reasonable expenses, the President, may, in consultation with the Board, apply some part or all of the unused budgeted balance amount to any other member(s) attending the International Convention, in a priority the Board deems appropriate.

- III. The Board of Directors shall set the annual budget for the President-Elect and his/her spouse or guest to attend the Rotary International Convention. The amount shall be sufficient to cover the cost of attending the convention.

DISTRICT CONFERENCES, SEMINARS, AND TRAINING EVENTS

- I. The Club will pay for all reasonable expenses to facilitate attendance by members of the Board of Directors at the Rotary District 7770 Conference, Seminars, Training Institutes, and similar events.
- II. In the event the amount budgeted for these individuals for these purposes exceeds the amount required to pay for all reasonable expenses, the President, may, in consultation with the Board, apply some part or all of the unused budgeted balance amount to any other Club member(s) attending these events, in a priority the Board deems appropriate.
- III. The amount budgeted for these purposes should be set each year during budget development by the Club President, Club Treasurer, and Board of Directors, and may be adjusted in subsequent years as deemed appropriate during budget development for those years.

FIRESIDE CHATS

The Club will assume financial responsibility for Fireside Chats. All new members are expected to attend a fireside chat. The board will schedule Fireside Chats as warranted.

SPECIAL BOARD MEETINGS

- I. The Club will assume financial responsibility for the Board's June Dinner meeting, hosted by the President and his/her spouse at a designated location.
- II. The Club will assume financial responsibility for the Joint Boards June Dinner meeting, coordinated by the incoming Club Secretary.
- I. Banquets
 - A. Program, decorations, and other costs generally will be borne by the Club since Banquets usually are in lieu of regularly scheduled meetings and usually constitute special events for socializing and/or fund-raising for the Club's charitable efforts.
 - B. Guests of the Club may include District Officials and spouses, such as the District Governor and Assistant District Governor, Presidents of other Rotary Clubs in Sumter and spouses, widows and widowers of former

Rotarians from the Sumter Rotary Club, and others as deemed appropriate by the Club President.

- C. Banquet attendees may be asked to make contributions and/or participate in an auction in conjunction with the banquet.

- II. Potential New Members: When existing Club members bring potential new Club members to meetings as guests, they will be responsible for the meal cost unless the Club has agreed to cover the meal cost as part of a membership promotion, or until such time that the New Member Proposal for the guest has been turned in and approved by the Board, at which time the proposed new member will be a Club Guest until induction into the Club or termination from further consideration.

CLUB DONATIONS

The Club's historic preference is to give substantial donations to a few charitable causes and/or organizations. However, the President or any Board Member may recommend to the Board that several smaller donations also be given to various other charitable or otherwise worthy organizations.

In the event the Club receives a time sensitive request for funding and a meeting of the board cannot be convened to discuss, the President, President-Elect, Secretary, and Treasurer, by majority vote, may authorize a donation of up to \$200 to the requesting party. If a donation is made under this provision, the President or Secretary shall notify the Board of Directors of the action taken as soon as possible but no later than the next scheduled board meeting.

As a general rule, all donation requests, regardless of the amount, should be submitted to the Board of Directors for consideration and approval before any funds are disbursed.

OFFICIAL ANNIVERSARY DATE

The Sumter Rotary Club was officially chartered on April 1, 1922, and therefore each April 1 is recognized as the official anniversary of the chartering of the Sumter Rotary Club.

CLUB MEETING PROTOCOLS

- I. Death of a Member

- A. The Club's policy is not to cancel meetings and/or programs due to the death of a member.
- B. The death of any member will be recognized in a manner deemed appropriate by the President of the Sumter Rotary Club.
- C. The names of members deceased during the past year will be duly reported to the District by the Club Secretary so that they can be recognized during the Necrology Service at the Annual District Conference.

II. Holidays

- A. The Sumter Rotary Club typically will not hold its weekly meeting during the week of the following holidays:

1. Independence Day
2. Labor Day
3. Thanksgiving Day
4. Christmas Day
5. New Year's Day
6. Martin Luther King, Jr., Day
7. Presidents' Day
8. Easter
9. Memorial Day

- B. Christmas Program: Usually, during the last regular Club meeting in December, the program will be seasonal musical entertainment provided by a local group. An honorarium is usually paid. Members are encouraged to bring guests to this meeting, for which they will be billed the usual guest meal charge.

- III. News Media: Usually, at most meetings of the Sumter Rotary Club, members of the news media who are not members of the Sumter Rotary Club will be seated and introduced as Club guests.

- IV. Presiding Officer: In keeping with guidelines from Rotary International, no member can preside at a meeting of the Sumter Rotary Club unless he or she has been installed as President of the Club or is a Past President.

ELECTION OF NEW MEMBERS

- I. See Article XII of the Bylaws of the Sumter Rotary Club.
- II. The following statements will appear under all names being published to current Club members for consideration for membership:
 - A. “The name(s) shown above has/have been proposed for membership. His/Her/Their proposed classification(s) and membership has/have been reviewed and approved by your Board. These proposals should not be discussed outside of the Club.”
 - B. “Article XII, Paragraph 1.(e), of the Club Bylaws states: If no written objection to the proposal, stating reasons, is received by the Board from any member in good standing (other than Honorary) within ten (10) days following publication of information by the Club Secretary about the prospective member, that person, upon payment of the admission fee, will be considered to be elected to membership. Any objections should be given with the best interest of Rotary International and the Sumter Rotary Club in mind, and should follow the tenets of the Four-Way Test.”

ELECTION OF OFFICERS

See Article I of the Bylaws of the Sumter Rotary Club.

ELECTION OF BOARD MEMBERS

- I. See Articles I and II of the Bylaws of the Sumter Rotary Club.
- II. First Ballot
 - A. During February or March of each year, the Club Secretary will have prepared an alphabetical ballot of all eligible and willing members and distribute this ballot to all members in attendance on the announced day of the vote.
 - B. Not eligible for election to the Board or to be on the First Ballot are:
 1. Past Presidents.
 2. Honorary Members.
 3. Senior Active Excused Members.

4. Active Ordinary Members on approved Leaves of Absence (LOA's).
 5. Those scheduled to serve as Club Officers during the ensuing Rotary Year.
- C. Current elected Board members (Directors) eligible for re-election will be indicated as such on the First Ballot.
 - D. The Past Presidents of the Club will assist the Club Secretary in collecting and tallying the First Ballots, indicating the number of votes received by every name on the First Ballot. The Club Secretary will contact the eight (8) Club members receiving the greatest number of votes on the First Ballot and ascertain their ability and willingness to serve if elected. If any member so contacted declines to serve for any reason, the Club Secretary will move to the name on the list with the next highest number of votes until such time that he or she has confirmed eight (8) Club members able and willing to serve. In the event of a tie, the ballot may contain more than eight (8) names.
 - E. The Club Secretary will report these eight (8) names to the Club President, who will announce the names to the Club at the next scheduled Club meeting.

III. Second (Final) Ballot

- A. At the next scheduled Club meeting following the announcement of the eight (8) names by the Club President, the Club Secretary will have prepared an alphabetical ballot of all eight (8) candidates and distribute this ballot to all members in attendance on the announced day of the vote.
- B. Among these eight (8) candidates, current elected Board members (Directors) eligible for re-election will be indicated as such on the Final Ballot.
- C. The Past Presidents of the Club will assist the Club Secretary in collecting and tallying the Final Ballots, indicating the number of votes received by every name on the Final Ballot.
- D. The Club Secretary will immediately report the results from the Final Ballot to the Club President, clearly indicating the four (4) names receiving the greatest number of votes.

- E. The Club President will, before adjournment of that day's Club meeting, announce the names to the Club of the four (4) members duly elected to serve on the Board as Directors during the ensuing Rotary Year.
- IV. All members elected (not appointed) to the Board of Directors of the Sumter Rotary Club do so with the understanding that:
- A. He/she will be asked by the Club President to Direct, Chair, or otherwise oversee and lead one of the four committees.
 - B. He/she will enter the Club's Leadership Progression, with the expectation over time to direct the four committees and to serve as the Club's Secretary, President-Elect, and President, if re-elected to the Board and Officer positions in subsequent years.

ROTARIAN OF THE YEAR AWARD

- I. Purpose: To recognize and honor the Sumter Rotary Club's outstanding Rotarian on an annual basis.
- II. Award: The Club will honor this person with a Paul Harris Fellowship, thereby contributing \$1,000 to the Rotary Foundation or to the Sumter Rotary Club Scholarship Fund and a special wall plaque, and recognize this person with his/her picture in the next year's Club Directory and his/her name on the list in the Club Directory of past recipients of this Award.
- III. Funding: The Club's budget will include \$1,000 each year for this award, plus sufficient funds for a suitable plaque.
- IV. Selection Procedures
 - A. The Club President will appoint an ad hoc nominating committee of not less than five members, which must include at least one Past President, one current elected Director, and the prior year's recipient of this Award, who shall serve as chair of the committee.
 - B. The members of this ad hoc committee will be known only to the President and the committee members.
 - C. The President will invite Club members to make recommendations/nominations in writing to him/her, which will be turned over to the committee for further consideration.
 - D. The committee will not be limited in any way by these nominations/recommendations. The committee's selection will be kept

secret, except for the Club President and the Club Secretary, who must order the Award Plaque in a timely manner.

V. Selection Criteria

- A. The ad hoc nominating committee will give prime consideration to the “Service Above Self” activities of the individuals being considered, with special regard for the nominees’ efforts on behalf of Rotary.
- B. The ad hoc committee will consider only those members who have been in the Sumter Rotary Club a minimum of three years.

VI. Award Process

- A. The Rotarian of the Year Award will be made at the Annual Club Awards meeting with the naming of the recipient, the presentation of the plaque, and the presentation of the Paul Harris Fellowship.
- B. The Award will be presented by the previous year’s recipient, who will prepare suitable remarks to introduce and recognize the honoree. In the event the previous year’s recipient is unable to attend and present the award, the President shall ask a previous Rotarian of the Year Award Recipient to present the Award to the honoree.
- C. If the newly-named Rotarian of the Year is already a Paul Harris Fellow, he/she will be made a Paul Harris Fellow with appropriate additional level(s), or he/she may, at his/her discretion, designate another person to receive this recognition.

AVENUE OF SERVICE AWARD

- I. Purpose: To recognize and honor a member of the Sumter Rotary Club annually who has performed in his/her Avenue of Service in a recognizable, commendable, and otherwise outstanding manner.
- II. Award: The Club will honor this person with a special wall plaque, and recognize this person with his/her name on the list in the Club Directory of past recipients of this Award.
- III. Funding: The Club’s budget will include sufficient funds for a suitable plaque.
- IV. Selection Procedures
 - A. The Club President will invite Club members to make recommendations/nominations in writing addressed to him/her.

- B. The President will not be limited in any way by these nominations/recommendations.
- C. The President's selection will be kept secret, except from the Club Secretary, who must order the Award Plaque in a timely manner.

V. Selection Criteria

- A. The President will give prime consideration to the "Avenue of Service" activities of the individuals being considered, with special regard for the nominees' efforts on behalf of Rotary.
- B. The President will consider only those members who have been in the Sumter Rotary Club a minimum of three years.

VI. Award Process

- A. The Avenue of Service Award will be made at the Annual Club Awards meeting with the naming of the recipient and the presentation of the plaque.
- B. The Award will be presented by the President, who will prepare suitable remarks to introduce and recognize the honoree.
- C. This award shall be presented prior to the Rotarian of the Year Award.