

*Rotary Club of Las Vegas Summerlin*

# Policies and Procedures Manual

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## Board Procedures

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<b>Topic</b>	<b>Voting of the Board of Directors By Technological Means</b>
<b>Policy</b>	Board voting by viva voce and by ballot will include utilization of electronic mail (e-mail) and Internet or other technology to increase responsiveness.
<b>Reference</b>	Bylaws Amendment to Article 7 Method of Voting Board of Directors Meeting 3/8/11
<b>Date(s) of Reference(s)</b>	BOD 3/8/11
<b>Procedure</b>	<p>Votes may be taken by technological means, the exact technology to be determined by the club president, guided by the issue involved.</p> <p>E-mail to conduct board business shall be limited to procedural votes under severe time constraints and/or to actions where severe time constraints preclude a face-to-face meeting of the board within a reasonable time needed to resolve the issue if a live meeting cannot take place.</p> <p>All other motions will be made and voted upon either at a regular board meeting, at a special meeting called for the purpose, or by technological means that assure discussion (e.g. telephone/computer conference wherein all participants can hear each other or see responses in real time).</p>

## Membership

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<b>Topic</b>	<b>Attendance, Make-ups, Excused Absences</b>
<b>Policy</b>	Each member should attend all this club's regular meetings.
<b>Reference</b>	Constitution, Article 9 Attendance, Article 12, Duration of Membership * Board of Directors Meeting 4/12/11
<b>Date(s) of Reference(s)</b>	BOD 04/12/11
<b>Procedure</b>	<p>A member must attend at least 30 percent of club regular meetings and attend or make up at least 50 percent of regular meetings in each half of the year.</p> <p>Each member who fails to attend or make up four consecutive regular meetings shall be informed by the Secretary that the member's non-attendance may be considered a request to terminate membership in this club.</p> <p>A member may make up 14 days before or after a missed meeting. The 14 day requirement is suspended if a member is out of the country: make-ups may be any time during the absence.</p> <p>Make-ups include Rotaract or Interact meetings, participation through an e-club website, Rotary Fellowships, RI or District events, club-sponsored events or projects, board meetings, and any other event identified by the board as qualifying as a make-up.</p> <p>Excused Absences. A member's absence shall be excused if the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.</p> <p>A member's absence shall be excused if the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.</p> <p>*For full details and text, please see Club Constitution.</p>

<b>Topic</b>	<b>Method of Electing Members</b>
<b>Policy</b>	All individuals considered for active club membership must follow the prescribed procedure for election to membership.
<b>Reference</b>	Bylaws Article 13 Method of Electing Members Board of Directors Meeting of 4/12/11
<b>Date(s) of Reference(s)</b>	BOD 04/12/11
<b>Procedure</b>	<p><u>Proposal</u>: The name of a prospective member, proposed by an active member of the club, must be submitted to the board (or membership committee) in writing. A transferring or former member of another club may be proposed to active membership by the former club. <a href="#">See form: Membership Proposal Form.</a></p> <p>Confidentiality: <b>The proposal shall be kept confidential.</b></p> <p><u>Board review and vote</u>: The Membership Committee reviews the proposal and makes a recommendation to the board. [Note: Active members who will share a classification with a prospective member should be notified when such a prospective member is proposed to avoid conflicts.] If the proposed candidate is a member or former member of another club, that club should be contacted to assure the individual is in good standing. The board votes to approve or disapprove the proposal within 30 days of its submission. The <b>proposer</b> is notified of the board's decision.</p> <p><u>Club review of candidate</u>: Individuals are expected to visit the club at least 2 times before they are approached as club candidates.</p> <p><u>Approaching the candidate</u>: If the proposal is approved, and the individual has attended at least 3 meetings, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership. The prospective member is then requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.</p> <p><u>Notifying the other members of the candidate</u>: The candidate's name and classification are published to the club two consecutive weeks in editions of the club newsletter or in a special email as applicable.</p> <p><u>Objections</u>: A member who objects to the proposed member must submit a written objection to the board, within seven (7) days following the second publication of information about the prospective member, and stating reasons for the objection. The board will meet with the member raising the objection and will make a final decision regarding the prospective member's candidacy for membership.</p> <p><u>Admission Fee</u>: The candidate pays the admission fee. Once the fee is paid, the candidate shall be considered to be elected to membership.</p>

	<p><u>Induction</u>: Following the election, the president shall arrange for the new member's induction. [Note: an induction should be special occasion and handled with appropriate pomp and circumstance.]</p>
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\*For full details and text, please see Club Bylaws.

<b>Topic</b>	<b>Former Members Seeking to Reapply</b>
<b>Policy</b>	A former member of this Rotary club seeking reinstatement for active club membership must follow the prescribed procedure for election to membership.
<b>Reference</b>	Bylaws Article 13 Method of Electing Members Board of Directors Meeting of 4/12/11
<b>Date(s) of Reference(s)</b>	BOD 4/12/11
<b>Procedure</b>	<p>The proposal for membership will follow the same procedure (including publication and resolution of objections) except that a former member may self-refer for readmission without a club member sponsor.</p> <p>The board will review the status of the applicant regarding outstanding dues and fees, and attendance history at resignation when considering the candidate.</p> <p>Any dues and fees left in arrears must be paid in full before reinstatement.</p> <p>Admission Fee: The admission fee is waived for returning members.</p> <p>*For full details and text, please see Club Bylaws.</p>

<b>Topic</b>	<b>Non-Payment of Dues</b>
<b>Policy</b>	Any member who fails to pay dues within the time frames in the club Constitution may be terminated.
<b>Reference</b>	Constitution, Article 12 Sec 3 Duration of Membership* Board Meeting Minutes of 4/12/11.
<b>Date(s) of Reference(s)</b>	BOD 4/12/11
<b>Procedure</b>	<p>If a member fails to pay dues within thirty (30) days after the <a href="#">prescribed time</a>, they shall be notified in writing by the Secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.</p> <p>The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club.</p> <p>*For full details and text, please see Club Constitution</p> <p>Additional Procedure for Termination for Non-Payment of Dues:</p> <p>The Secretary may empower the Treasurer to follow up with members for non-payment of dues.</p> <p>The following Tag Line shall appear at bottom of all invoices and billing statements:</p> <p style="padding-left: 40px;">Balance due on the first of the month payable by the 10<sup>th</sup>. Amounts in arrears more than 30 days will be reported to the board for action according to our <a href="#">Club Constitution Art 12 Sec 3</a>.</p> <hr/> <p>The following letter or header shall be included with billing statement when member arrears are more than 30 days due:</p> <p style="padding-left: 40px;">Dear [Member name]</p> <p style="padding-left: 40px;">Our records show that you have an outstanding balance over 30 days past due. In order to remain a member in good standing it is important to keep your account current. We value your club membership, so please contact the <a href="#">treasurer</a> if you have a problem resolving this issue to avoid termination for non-payment of dues as prescribed in the <a href="#">Club Constitution Art 12 Sec 3</a>.</p> <p>Notification and time frames (see prescribed time above) will be as follows:</p> <p>Step 1: 30 in Arrears - A letter will be sent to any member who is 30 days in arrears. The letter will remind the member (a) that dues are in arrears, with the amount owed, and (b) that membership may terminate</p>

	<p>if past dues are not received before the next billing cycle.</p> <p>Step 2: 60 in Arrears - A letter will be sent to any member who is 60 days in arrears and who has not responded to the board's request with a plan of remediation. The letter will remind the member (a) that dues are in arrears, with the amount owed, and (b) that membership will be considered terminated if no response is received by the designated board member (President, Secretary, or Treasurer) before the next month's billing cycle.</p> <p>Step 3: If the member in arrears responds but does not settle his/her account, the board will review the communication and make a determination of termination or extension of membership based upon the individual situation. If no communication has been received from the member in arrears the termination letter will be sent.</p> <p>Step 4: 90 in Arrears: A letter will be sent to any member who is 90 days in arrears with no communication with the board. The letter will notify the member that membership has been terminated. The member will be reminded that membership may be reinstated upon the former member's petition and payment of all indebtedness to this club.</p> <p>Sample notices attached.</p>
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**Sample Communication (Letter, Email, Invoice Language)**

***Step 1 – Sent or included on dues invoice to any member who is 30 days in arrears***

Dear [Member name]:

Our records show that you have an outstanding balance over 30 days past due. In order to remain a member in good standing it is important to keep your account current. We value your club membership, so please contact the treasurer if you have a problem resolving this issue to avoid termination for non-payment of dues as prescribed in the Club Constitution Art 12 Sec 3.

***Step 2 – Sent or included on dues invoice to any member who is 60 days in arrears***

Dear [Member name]:

Our records show that you have an outstanding balance over 60 days past due. In order to remain a member in good standing it is important to keep your account current. We value your club membership, so please contact the treasurer if you have a problem resolving this issue to avoid termination for non-payment of dues as prescribed in the Club Constitution Art 12 Sec 3.

Please be aware that we will be forced to terminate your membership unless you either bring your account up to date or at a minimum contact me to request a payment plan if there are special circumstances.

***Final Step – Sent via US mail to any member who is both 90 days in arrears and has failed to communicate with the board***

Dear [Member name]:

Our records show that you have an outstanding balance over 90 days past due. I regret to inform you that your membership in the Las Vegas Summerlin Rotary Club has been terminated for non-payment of dues.

While we value your participation in Club events, we count on the dues of all members in order to continue to operate as a Rotary club.

Please be aware that membership may be reinstated. You can request a return to your status of member in good standing, along with providing payment of all indebtedness to this club. If you wish to be reinstated, please let me know.

<b>Topic</b>	<b>Types of Membership</b>
<b>Policy</b>	This club shall have two kinds of membership, namely: <b>active</b> and <b>honorary</b> .
<b>Reference</b>	Constitution, Article 7 Membership* Board of Directors Meeting Minutes of 5/10/11
<b>Date(s) of Reference(s)</b>	BOD 5/10/11
<b>Procedure</b>	<p>Active Membership. A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.</p> <p>Honorary Membership. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board.</p> <p>Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club.</p> <p>*For full details and text, please see Club Constitution.</p> <p>Additional procedures: Individual honorary membership will be reviewed annually at the August Board of Directors meeting."</p>

<b>Topic</b>	<b>Classifications</b>
<b>Policy</b>	Each member shall be classified in accordance with the member's business, profession, or type of community service.
<b>Reference</b>	Constitution, Article 8 Classifications* Board of Directors Meeting Minutes of 5/10/11
<b>Date(s) of Reference(s)</b>	BOD 5/10/11
<b>Procedure</b>	<p>This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.</p> <p>*For full details and text, please see Club Constitution.</p>

<b>Topic</b>	<b>Fees &amp; Dues</b>
<b>Policy</b>	Each member in good standing shall pay Rotary International dues, District 5300 dues, club dues, and such fees as the board determines
<b>Reference</b>	Constitution Article 11 Admission Fees and Dues, Bylaws Article 6 Fees and Dues Board of Directors Meeting Minutes of 5/10/11
<b>Date(s) of Reference(s)</b>	Dues & Fees as of July 1, 2010 BOD 5/10/11
<b>Procedure</b>	Admission Fee = \$ 150.00  The admission fee shall be paid before the applicant can qualify as a member. Transferring Rotarians in good standing shall be exempt from paying the admission fee.  Club dues (includes RI and District dues) = \$55/month (\$660/year)  Meals = \$60/month (\$720/year)  Paul Harris Sustaining Membership = \$10/month (\$120/year)  *For full details and text, please see Club Constitution & Bylaws.

<b>Topic</b>	<b>Leaves of Absence</b>
<b>Policy</b>	Leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.
<b>Reference</b>	P&P Manual draft by Jim Cady of 8/30/09 Board of Directors Meeting Minutes of 5/10/11
<b>Date(s) of Reference(s)</b>	BOD 5/10/11
<b>Procedure</b>	<p>A leave of absence (LOA) may be granted for one year to a member requesting such LOA in writing to the board.</p> <p>The member will be required to continue to pay all dues, but not the monthly cost of meals as fixed annually. The member will pay a meal fee if the member attends a meeting.</p> <p>One month before the LOA expires, the member will be contacted by the Secretary or the Membership Chair to determine future status.</p> <p>*For full details and text, please see Club Bylaws.</p> <p>Additional procedures: LOA will not be extended beyond 1 year unless the member petitions the board for an extension of up to one additional year and the board agrees to the extension. Under no circumstances will the LOA be extended beyond two years.</p>

## Operations

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<b>Topic</b>	<b>Meal Fees</b>
<b>Policy</b>	All club attendees will pay the meal fee except as otherwise noted.
<b>Reference</b>	Historical practice
<b>Date(s) of Reference(s)</b>	BOD 5/10/11
<b>Procedure</b>	<p>Visiting Rotarians will pay the prevailing meal charge. Exceptions: District Governor and designated representatives.</p> <p>Prospective members will be provided complimentary meal for their first two visits.</p> <p>Guests of members will pay the prevailing meal charge. If the host member requests, the host member can be billed instead. Guests of members include (but are not limited to) spouses, adult children, and friends.</p> <p>Speakers and guests of the speaker will be exempt.</p>

