

**ROTARY CLUB**  
**of**  
**Four Peaks (Fountain Hills) AZ, USA, Inc.**

**Manual**  
**of**  
**Policies & Procedures**

April 9, 2018



# Manual of Policies & Procedures

## Table of Contents

1. INTRODUCTION _____	3
2. DIRECTORS AND OFFICERS_____	4
3. BUDGET _____	8
4. FUNDRAISING _____	9
5. ANNUAL NOMINATING COMMITTEE _____	9
6. NEW MEMBER ORIENTATION _____	10
7. MEMBERSHIP & MEMBER RESIGNATION FOLLOW-UP _____	12
8. MEMBER GREETING _____	12
9. WEB SITE _____	12
10. POLICY ON ATTENDANCE, ETC _____	13
11. POLICIES ON PROGRAMS AND RELIGIOUS OVERTONES _____	15
12. INTERNATIONAL, DISTRICT AND CLUB MEETINGS OR CONVENTIONS _____	17
13. DINNERS, SPECIAL EVENTS OR CIRCUMSTANCES _____	18
14. CLUB DONATION AND PROJECTS _____	18
15. CLUB PROTOCOLS _____	19
16. FOUR PEAKS ROTARY FOUNDATION _____	21
Exhibit 1 SAMPLE MEMBERSHIP APPLICATION _____	22
1A FINANCIAL & TIME COMMITMENT _____	24
Exhibit 2 MEMBERSHIP CODE OF CONDUCT _____	25
Exhibit 3 CLUB AND FOUNDATION COMMITTEE ORGANIZATIONAL CHART _____	26
3A DESCRIPTION OF CLUB COMMITTEES _____	27
Exhibit 4 MENTORSHIP GUIDELINES _____	29
Exhibit 5 CONFLICT OF INTEREST POLICY _____	31
Exhibit 6 ORGANIZATIONAL TIMELINE FOR THE PRESIDENT-ELECT _____	32
Exhibit 7 BOARD OF DIRECTOR'S COMMITMENT FORM _____	33

# Manual of Policies & Procedures

## 1. INTRODUCTION

### A. PURPOSE

The purpose of the Manual of Policies & Procedures is to document policies and procedures most relevant to the Four Peaks Rotary Club, which have been approved by the Board of Directors of the Club. This document should be reviewed by each Board Member and each should receive a copy. The document should be placed on the Club's web site for Member review.

It serves as a ready reference of actions taken and it strives to show how the Club is to function. The Manual has an indication of the approval date annotated and the date that the Manual was last updated. Where determined appropriate, a history of changes may be made.

These policies and procedures have been adopted by the Board of Directors of the Four Peaks Rotary Club to facilitate Club administration and are meant to clarify and supplement the information provided in the Four Peaks Rotary Club Bylaws and Constitution. Additional information may be obtained by referring to the R.I. Manual of Procedure and the Reference\* noted below, where specific and more detailed information is available.

Originally Approved by and entered into the Minutes of the Board of Directors' meeting of the Club held on April 9, 2018

President	Art Tolis	Directors at Large:
President-elect	Scott Schlossberg	Bill Pape
Vice-President	Jeff Poynter	Sandy Davis
Secretary	Sue Hendershott	Lee "Buzz" Ponce
Treasurer	Patrick Benkowski	Past President Jay Schlum

Changing or making additions or revisions to this manual may be introduced to the Board of Directors for review and comment at a regular Board meeting. The amended policy will be offered for approval at the following month's Board meeting, requiring a two-thirds (66.66%) majority for approval.

#### Revised on the Following Dates:

June 13, 2018      June 3, 2019  
July 11, 2018  
August 13, 2018

#### \*REFERENCE:

An additional RI source of reference can be found in "A Set of Role Descriptions for a Rotary Club\_2016-04-27", which will act as a supplemental guideline for this Manual.

<https://clubrunner.blob.core.windows.net/00000050058/en-ca/files/sitepage/rotary-resources-giftbox-1/a-set-of-role-descriptions-for-a-rotary-club/A-Set-of-Role-Descriptions-for-a-Rotary-Club.pdf>

### B. VISION

The Four Peaks Rotary Club is a successful and valued member of the community, focused on contributing to the communities it serves and maintaining itself as a financially and membership sustainable service organization that exemplifies Rotary's core value of "Service Above Self".

## **C. MISSION**

Helping to keep Fountain Hills and other areas of service strong and vibrant through our commitment to "Service Above Self" as well as supporting all the beliefs and philosophies of Rotary International.

### **Definition of an Effective Rotary Club**

#### ***Effective Rotary Clubs:***

- 1) Sustain or increase their membership base
- 2) Implement successful service projects in their community and communities in other countries
- 3) Support the Rotary Foundation, both financially and through program participation
- 4) Develop leaders capable of serving in Rotary beyond the Club level.

## **2. DIRECTORS, OFFICERS and COMMITTEE CHAIRS**

### **Club Board of Directors and Officers**

The Board of Directors is the governing body of the Club. The Board is constituted as set forth in the Club's bylaws and consists of Officers and Directors-at-Large. The Board is expected to meet at least monthly. The Officers of the Club are:

- President
- President-elect
- Immediate past President
- One or more Vice Presidents (all of whom shall be members of the Board),
- Secretary
- Treasurer
- Optional Sergeant-at-arms (who may or may not be a member of the Board as the bylaws of the Club shall provide).

### **Qualifications**

The qualifications of a Club's Board of Directors and Officers are set forth in the Four Peaks Rotary Club Constitution and the Club's bylaws. Each Officer and Director must be a member (other than honorary) in good standing of the Club. The President must also, while President-elect, attend the Presidents-elect training seminar and the District assembly.

Although not a limitation of the period of service years, the Board should consist of the greatest possible number of different, but knowledgeable, Rotarians and attempt to allow all members to participate in serving as a Board member and/or Officer of the Club. It is ideal for a potential Officer to have served as a Director-at-Large prior to taking on the responsibilities of any Club Office.

#### **In addition, the Club President should have:**

- 1) The ability to assume the leadership of the Club and possess the esteem and confidence of the members

- 2) Sufficient time and be prepared to give the time and effort necessary to lead and carry out the work of the Club
- 3) Served in the Club as a Board member, a member of one or more of the major committees, or Club Secretary
- 4) Attended one or more District conferences and studied the RI Club President's Manual
- 5) A working knowledge of the Club's constitution and bylaws

### **Selection of Directors and Officers**

The selection process for a Club's Board of Directors and Officers is set forth in the Club's bylaws. The Club's best interests are served by observing the principle of rotation in office, including membership on the Board of Directors and chairmanship of committees, as well as the position as Officer. Club Officers should not be encouraged or expected to hold office for two successive years. However, the Club may find it advantageous or necessary to elect an Officer for a second and successive year or to re-elect a former Officer of the Club.

### **Officer Inductions**

Each Rotary Club should hold an Officer installation meeting at the beginning of each Rotary year, to give Club Officers and members an opportunity to renew and reaffirm their commitment to the objectives of RI. This installation may take place at the annual "In and Out Party" of the Club.

### **Board Meetings**

Board meetings are held each month at a time and place designated by the President and approved by the Board of Directors. Every effort is made to allow for time and place consistency in determining the time and place of the meetings to allow for all members to properly schedule them into their calendar.

### **Documentation and Record Keeping**

Non-profit organizations are required to maintain minutes and financial records. So that these important records are not lost over time, the Club Board, through the efforts of both the Secretary and the Treasurer shall create an electronic copy of minutes and financial records which shall be maintained by the Board for an indefinite period and posted to the web site.

### **Duties**

The duties of a Club's Board of Directors and Officers are as set forth in the bylaws of the Club and this Manual:

#### **Club President's Duties**

- 1) Preside at meetings of the Club.
- 2) Ensure that each meeting is carefully planned and opens and adjourns on time.
- 3) Preside at regular meetings (at least once a month) of the Board of Directors.
- 4) Appoint Club committee chairs and members who are qualified for the jobs assigned.
- 5) Ensure that each committee has objectives and is functioning consistently.
- 6) Attend the District conference.
- 7) Cooperate with the Governor in various Club and District Rotary matters, and ensure that all correspondence is handled promptly.
- 8) Supervise the preparation of a Club budget and the proper accounting of Club finances, including an annual audit.

- 9) Ensure that a comprehensive educational/training program is implemented by the Club, and appoint a Club member(s) to carry out the training, if needed.
- 10) Submit in January, during the annual Club meeting, a report to the Club on the status of its finances and the extent to which the Club has achieved its objectives for the year.
- 11) Work cooperatively with the President-elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information.
- 12) Ensure the success of the new Club administration and provide continuity of administrations.

### **Club Past President's Duties**

- 1) Attend all Board meetings, assist the President as requested and act as an advisor to the President
- 2) To act as a Grievance Officer, when required by the Club or its Members
- 3) To set up and run mediation discussions between parties in a dispute as required

### **Club President-elect's Duties**

- 1) Assist the President as requested - [See Exhibit 6 for a yearly timeline]
- 2) Fulfill the duties of the President, when the President is unable to do so
- 3) Direct the Board's nominating committees during the year
- 4) Meet and coordinate the various Club committees to allow for meeting the desired goals of the Club
- 5) Have a working knowledge of the RI Club President's Manual and participate in District leadership programs
- 6) Coordinate the visit of the District Governor to the Club
- 7) Meet with the various Committee Chairs and understand their goals and objectives for the year
- 8) Establish a calendar of events for the upcoming fiscal year
- 9) Direct a workshop for the Officers and Directors-elect, who will be taking office during the next fiscal year
- 10) Develop relationships with other Club and District leaders
- 11) Attend the PETS Training Program

### **Club Vice-President's Duties**

- 1) It shall be the duty of the Vice-President to preside at meetings of the Club or Board in the absence of the President and President-elect and to perform such other duties as ordinarily pertain to the office of Vice President.
- 2) Attend the PETS weekend and all the other appropriate District Training Programs
- 3) Reserve, set-up and coordinate the annual Volunteer Fair held at the Fountain Hills Community Center
- 4) Maintain the Club calendar on the Club's web site
- 5) Develop and strengthen relationships with area Rotary Clubs outside of Fountain Hills Arizona

### **Club Secretary's Duties**

- 1) Send notices to Board members and maintain a Club calendar
- 2) Confirm Board members' participation in meetings
- 3) Set and distribute the meeting agendas, in cooperation with the President
- 4) Provide support materials as needed for all meetings
- 5) Take minutes at all Board, Annual and Business meetings and generate reports for the Club, which are to be entered in the web-site of the Club to allow for Member access and permanent record retention
- 6) The Secretary should work with the Club President and President-elect to organize Club assemblies, whose activities include: brainstorming ideas for projects and activities, reviewing Club strengths, opportunities and weaknesses, etc.

- 7) Promoting District conferences or other District and RI meetings
- 8) Work jointly with the Sergeant-at-Arms to track attendance at the Club meetings and give notice to the Board when a Member has missed excessive meetings
- 9) Develop and give reports regarding the Club and its Members to RI and District
- 10) Input the name of the forthcoming fiscal year's President-elect on the RI Database by December 31<sup>st</sup> of each year

### **Club Treasurer's General Duties**

- 1) It shall be the duty of the Treasurer to have custody of all funds
- 2) Account for the funds to the Club annually and at any other time as requested by the Board
- 3) Perform such other duties as pertain to the office of the Treasurer
- 4) Obtain copies of the Board of Directors Meeting minutes from the Club Secretary to ensure all payables have been approved by the Board in advance of actual disbursement
- 5) Ensure money received from visiting Rotarians or guests is properly recorded
- 6) Ensure any payments have been approved by the Board of Directors or the Club President, when the Board has authorized the President to approve the payments
- 7) Pay all bills on a timely basis
- 8) Make deposits of money received by recording the source of the revenue
- 9) Record all receipts, deposits and/or expenditures into Quick Books in the proper accounts
- 10) Add new Members to the Club web site when they are included in the accounting system.
- 11) Send newly collected monies from new Members to District and RI as is required.

### **Club Treasurer's Time Specific Duties**

#### **Monthly**

- 1) Reconcile the bank statements.
- 2) Prepare reports for the next monthly Board of Directors meeting.
- 3) Notify the Club Secretary of any member whose dues are overdue.

#### **Semi-annually:**

- 1) Send out semi-annual bills one month prior to the billing due date and provide the Club Secretary with a list of names of those members billed. The Secretary will review the list to ensure that there have been no omissions or members, who have resigned and been billed, whose resignation has been approved by the Board of Directors.
- 2) Make the January and July payments to Rotary International and the District based on the semi-annual report provided by RI.
- 3) On June 30<sup>th</sup> and Dec 31<sup>st</sup> of each year the Treasurer (with confirmation from the Secretary) shall modify the club roster on the website to reflect actual membership for the next six months so that the Club will be charged correctly by RI.

#### **Annually:**

- 1) File the appropriate IRS Forms on or before their due date
- 2) Participate with the Independent Auditor in the preparation of the annual audit report of the Club.
- 3) Submit the Arizona Corporation Commission annual report by the due date

Upon retirement from office, the Treasurer shall turn over to the incoming Treasurer or to the Club President all funds, books of accounts or any other Club property.

### **Club Director's Duties**

The duties of all the Board Members/Directors are to attend Club and Board meetings & facilitate the policies & direction of the Club. [See Exhibit 7 for the Board Member commitment form to be signed]

## **Sergeant at Arms' Duties**

The duties of the Sergeant-at-Arms, if so appointed or elected as determined by the Board, are such as are usually prescribed for such office and such other duties as may be prescribed by the President or the Board, such as: collecting money for meals, happy dollars and any raffles with the submission of a financial report to the Treasurer and the attendance record to the Secretary at the end of each Club meeting. Additionally, the Sergeant-at-Arms may provide a "Thought for the Day" at each meeting and introduce all guests.

## **Committee Chair Duties**

The duties of the Committee Chairs include the development and implementation of a comprehensive plan that assures the successful attainment of the goals of the committee as specified in the Club bylaws and to submit a written comprehensive report regarding the accomplishments of the committee to the Board of Directors at the end of the year. [See Exhibit 3 for an explanation and a breakdown of the committees and Exhibit 3A for a description of the responsibilities of the committees.]

## **Conflict of Interest of Officers, Directors and Other Members**

The purpose of the conflict-of-interest policy is to protect this organization's interest, when it is contemplating entering into a transaction or arrangement, that might benefit directly or indirectly, the private interest of an officer or director of the organization or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. A policy has been established by the Four Peaks Rotary Club, which is reviewed each year with anyone engaging in any financial relationship with the Club. [It will be found in Exhibit 5 of this Manual]

## **3. BUDGET**

Prior to the beginning of each fiscal year, the Club's newly elected Board of Directors must prepare, or cause to be prepared, a budget of estimated income and estimated expenditures for the fiscal year, which, having been agreed to by the Board, shall stand as the limit of expenditure.

The Club President-elect supervises the preparation of a Club budget for the upcoming fiscal year. The current Club President, in conjunction with the Treasurer, are responsible for the proper accounting of Club finances, including an annual audit of the current year.

## **4. FUNDRAISING**

The fundraising goal shall be as outlined in the Strategic Plan for the fiscal year. This plan may include more than one fundraising event. Club leaders should be cautious about over zealotness in fundraising for its own sake. It is the responsibility of the Club President to ensure that fund raising events take place each year.

Club Participation in Fundraising Activities: There is a very strong expectation that Club members will participate in fund raising efforts to maintain Club operations and to support the Club's charitable giving, scholarship programs, and community projects. The specific fundraisers and the programs supported can change over time; however, typical fundraisers include: The annual Foundation golf tournament, trash/refuse removal at the two Town Fairs, annual car show, Oktoberfest and others.

The Vice-President will serve as assistant to the President-elect to oversee all fund raisers for both the Club and Club's Foundation with the cooperation of the Club Treasurer and Secretary. The Club fundraising committee will be established as a standing sub-committee of the Club Administration Committee. The Club Rotary Foundation committee will direct the fundraising activities utilized to



support the Club's Foundation. The greater the stability within the Club Fundraising Committees will allow for, and result in, a more effective process and in a more positive result.

## **5. ANNUAL NOMINATING COMMITTEES for Both the Club and the Club's Foundation**

- 1) The annual nominating committees for Club Officers and Directors as well as for Directors for the Four Peaks Rotary Foundation will be appointed by the Club's President-elect.
- 2) Appointed to the committees will be a chair person and a minimum of two other members.
- 3) Any additional members will be added so that they will be in even numbers with the chair as the tie breaker.
- 4) The committees will submit a written report of their recommendations.
- 5) A list of the nominees for the Club will include the Vice-President-nominee and all Board positions, excluding the President, President-elect and Past President. The nominees for the Foundation will be for the available Director positions as per the Foundation's bylaws.
- 6) The Club President will review the list to ensure that all those on the list are members in good standing and that their dues are current. The ballot will be returned to the committee chair should there be any questions.
- 7) Once the Club President has verified that the nominees meet requirements for the position for which they are nominated, the Club President will forward the list to the Club Secretary who will prepare a written ballot for the Club members to cast at the annual election meetings of the Club and Foundation. Nominations from the floor at the annual election meetings will also be accepted.

## **6. MEMBERSHIP AND NEW MEMBER ORIENTATION**

Club membership: The Four Peaks Rotary Club accepts new members by invitation only. All new members must be proposed for membership by a Club member or the Membership Committee. Once proposed, the Membership Committee will submit the prospective member to the Board of Directors for approval. After Board approval, the Membership Committee will submit the prospective member to the general membership for comment. [Refer to the Club's bylaws for additional information.] [See Exhibit 1 for a sample membership application and Exhibit 2 for a Membership Code of Conduct]

Rotary Club members fall into two categories: active and honorary. The active members are adults of good character and good business, professional, and/or community reputation consistent with the principles of Rotary International. Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and support of Rotary causes can be elected to Honorary Membership. In the past, the Four Peaks Club has bestowed Honorary Membership to persons who have distinguished themselves in the Fountain Hills community. The term of Honorary Membership shall be determined by the Board. In all respects, the rights and privileges of Honorary Membership are consistent with the principles and procedures of Rotary International.

A member can propose active membership to a transferring member of another Club. However, the transferring member must both resign from his current Club and go through the normal Board of Directors' acceptance process. A transferring member must subsequently attend a Four Peaks Club Fireside Chat session.

A new member orientation takes place no later than thirty days from the time the member is installed. The Membership Committee Chairman shall assign a Club member to conduct this orientation and be a mentor for the new member.

A new member initiation fee, dues and other required contributions are set by the Board of Directors and shall include the option of pre-paying for meals at the time that the semi-annual dues are paid. District and R.I. dues will be paid semi-annually in addition to the Club dues.

Contributions to the Rotary Foundation: Active members of Rotary Clubs are expected to participate in annual charitable giving to the Rotary International Foundation. This program is called Every Rotarian Every Year (EREY). The desired contribution amount is a minimum of \$125 annually, which may be re-set by District at any time. The purpose is to sustain Rotary projects throughout the world. The specifics of giving and the choices of funds available is best discussed with the Club's Rotary Foundation chairperson.

### **Mentoring:**

Mentoring is an effective way to promote new members' involvement in our Club. The Membership chair will choose mentors who are committed to their role as an ongoing Rotary resource and source of support for new members. [See the Exhibit 4 for additional information.]

The Membership chair addresses these considerations in the selection of Mentors:

- 1) Does the person have a high level of knowledge and interest about the Club and Rotary?
- 2) Is he or she willing and able to devote the time and energy necessary to help the new member fully participates in the Club?
- 3) What might the person have in common with the new member (hobbies, interests, profession)? Mentors can be assigned before or after induction. The Membership chair should determine at what point mentoring should begin and how long it should continue.

### **Mentor's Responsibilities:**

- 1) Monitor the new member's comfort level and involvement in the Club through periodic personal meetings with the new member.
- 2) Accompany the new member to Club meetings on occasion.
- 3) Introduce the new member to every Club member.
- 4) Explain the various Club committees and suggest a committee assignment that is compatible with the new member's interests, if possible.
- 5) Inform the new member about special meetings and Rotary social events held throughout the year. Attend as many of these events as possible, and act as an informal host to the new member and the member's family, introducing them to other Club members and making them feel at home.
- 6) Ensure that the new member understands all Club rules, including the attendance requirement and options.
- 7) Monitor the new member's attendance. Suggest make-up alternatives, when necessary, and accompany new members to meeting make-ups, if possible.

8) Be readily available to answer questions and provide advice or guidance, if asked.

### **Spouse and Family Involvement:**

The spouses and families of Four Peaks Rotary Club members are encouraged to become, either directly or indirectly, contributors to the service objectives of our Club. In planning Club activities, the impact on family members is a key consideration. When possible and appropriate, the Club will include family members in those activities.

**The R-85 Rule:** The 85 Rule is a special category of membership for the Four Peaks Rotary Club. When a Rotarian's age plus the number of years they have been in Rotary totals up to 85, they may decide to opt to be an 85er. For example, if you are 65 years old and have been a Rotarian for 20 years, this totals 85 and you are eligible for this type of membership. In most cases, if you regularly attend Rotary meetings, then you should continue your regular membership. However, if you are unable to attend regularly, because of health reasons or because you spend the summer in a different location, or for any other reason, but still want to be a part of the Four Peaks Rotary Club, thanks to your long membership in Rotary, you can do this through the 85 Rule. [See the Membership Chair for more specific information]

## **7. MEMBER RESIGNATION and FOLLOW-UP**

Once a resignation has been approved by the Board of Directors, determination of dues outstanding should be made by the Treasurer. A letter stating the account balance and thanking the member for their service is issued. Additionally, if the Member is transferring a membership to another Rotary Club, a letter should be sent to the receiving Club stating the member was in good standing, or otherwise.

After the Board of Directors approves a member's resignation it should be immediately reported to the District by the Secretary. Additionally, as determined by the Board, the President, Membership Chair or the Secretary should ascertain the reason prompting the resignation and, if it is Club associated, take appropriate steps to fix the problem, if possible.

**Returning Members:** If a former member, who has left the Club within the past two years, wishes to return to the Club and re-activate their membership, the proposed re-activation will be brought before the then current Club Board and, with a two-thirds (66.66%) vote by the Board in favor, the former member shall be re-instated as an active member without having to go through the formal Club acceptance procedure. Former members of our Club who left the Club owing the Club money and who want to rejoin the Club should reimburse the Club for all direct costs incurred by that person during the time of their former membership. Direct costs are defined as all expenses incurred by that member which were paid by the Club. Examples include, but are not restricted to, District and Rotary International dues, meals eaten, events attended, donations to Rotary Foundation and the Four Peaks Rotary Club's Foundation, which were paid by the Club, etc. Payment must be received before the person can be considered for membership and will be credited to the current year.

## **8. MEMBER GREETING**

The Sergeant at Arms will assign a newer Club member to arrive at 6:30 AM for each meeting, for a period to be determined by the Membership Chair and the Sergeant at Arms, to greet all members and guests as they enter the meeting room. This action will expedite the assimilation of the new member into the Club.

## 9. WEB SITE

Web Site updates are maintained by the Club Webmaster under the responsibility of both the Club Public Relations and Administrative Committee Chairs. It shall contain the Club schedule/calendar, which is controlled by the Club Vice-President, Club news, names of Club members and Club references including current and past Board minutes, Manual of Policies and Procedures, copies of the Constitution and Bylaws, general Club history, and links to the District and Rotary International.

## 10. POLICY ON ATTENDANCE

### Introduction

Rotary is a participatory organization which highly values regular attendance. Being present at the bi-weekly meetings and the monthly social functions is considered a vital part of the operation and success of a strong and active Rotary Club. For this reason, being present at our Club's meetings is one of the basic obligations a member accepts upon joining Rotary. Although attendance reflects your availability and desire to serve, there may be times when business responsibilities may make normal attendance difficult. Any time you truly cannot stay for an entire meeting, you can still receive credit for that meeting if you're present until at least 7:30 a.m.

**Please note:** If a Club Member must leave early, the Member is requested to make their apology (before the meal is over) to our guest speaker for your anticipated departure so that he or she does not feel unappreciated by our membership.

### Attendance Rules

A Rotarian must attend or make up at least 50% of the combined regular bi-weekly Club meetings, monthly social functions and events within each Rotary year.

A Member must be present for at least 50% of a bi-weekly meeting for it to count towards the attendance requirement. Our bi-weekly meetings begin at 6:45 a.m., and so you would need to be present for at least 45 minutes. If you are absent from a bi-weekly meeting, you are encouraged to "*make up*" that meeting. Absences can be made up in the following ways:

- (a) attend a regular meeting of another Club anywhere in the world,
- (b) attend a regular meeting of an Interact Club,
- (c) attend a regular meeting of a Rotary Fellowship,
- (d) attend a District Conference, an RI convention, or other approved District or RI meeting,
- (e) attend and participate in a Club service project or a Club-sponsored community event or meeting authorized by the Club's Board,
- (f) attend a Board meeting or, if authorized by the Board, a meeting of a service committee to which the member is assigned,
- (g) attend a Four Peaks social event.

To receive attendance credit for the make-up, please note that the make-up must take place within thirty (30) days before or after the regular time for the missed Club meeting or social event. When a member is outside the USA for more than fourteen (14) days, the time restriction is not imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the

member's time abroad. A make-up is an opportunity to meet a new group of Rotarians, observe how other Clubs operate, share information about our Club, and make international contacts for our Club's projects.

## **Excused Absences**

A member's absence shall be excused under the following circumstances:

(A) 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.

*"Good and sufficient reason"* shall include without limitation:

1. Health-related problems, involving the member or member's immediate family.
2. Unusual or extended travel, related to the member's business, including such matters as a change of employment, a special assignment or other employment related cause requiring unusual absence or commitment not exceeding a year.
3. Community service responsibility or responsibilities, requiring an unusual commitment of time and effort, but not to exceed one year.
4. Absence from the country, and being in a location where it is difficult, uncertain or impossible to achieve *"make-up"* via attendance at meetings of other Clubs. Other extraordinary circumstances determined by the Board of Directors to be reasonable grounds for excusing absences.

(B) The member is 65 years of age and 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 the absence(s) under the RI Rule of 85.

(C) The member is a current Officer of RI.

## **Leave of Absence**

There may be circumstances when a member is temporarily unable to maintain the attendance requirement of 50%. Examples include maternity or paternity, prolonged illness, temporary job reassignment, significant new responsibilities, the pressure of business, personal issues, or conflicting job assignments. A Rotarian seeking a leave of absence who expects to be able to return to active Club participation soon, should first contact our Club's President and discuss the request. If the President feels the request is reasonable, the next step is for the member to submit a written request in the form of a letter addressed to the Board outlining the reasons for the leave. The granting of a leave of absence will be decided on a case-by-case basis, and so the more information that the member can provide helps the Board make an informed decision. Upon written request to the Board setting forth good and sufficient cause, a leave of absence may be granted waiving the 50% attendance rule for a specified length of time, not to exceed one year.

A leave of absence operates to prevent a forfeiture of membership. At all times during the leave of absence, the member must be current in his or her dues if the Member wishes to maintain "active" membership within the Club. As an "alternate leave", the Member may be excused from paying local Club dues and the Member will be considered as being "inactive" and will not be eligible to vote on any Club matter. Unless the member attends a regular meeting of our Club or does a make-up, the member must be recorded as absent, except that an absence authorized by the Board is not computed in the attendance record of the Club. RI and District dues must be paid in advance for the

entire period of the leave. A Rotarian who is granted a leave of absence will nevertheless be encouraged by the Board to attend bi-weekly meetings and participate in Club projects and events.

A Rotarian should be forward thinking and proactive when it comes to recognizing the need for, and contacting the President about, a leave of absence. If a request for a leave of absence is made after the member is already in arrears of the attendance requirements, it becomes an excuse after the fact and makes it difficult for the Board to override the rules of attendance when all our fellow Rotarians are being held to the same attendance requirements.

### **Consequences of Poor Attendance:**

Any active member of our Club who has not attended at least 50% of the combined bi-weekly meetings, monthly social functions and events on an annual basis, or has had excessive absences from consecutive meetings, shall be notified via telephone or in writing of such default. The notice shall recite the percentage of attendance of the member, or the dates of four successive absences from the meetings, social functions and events and discuss ways to correct the matter.

The notice shall inform the member that the member's attendance in the next year must be 50% or better or the member's membership may be terminated. Attendance of less than 50% during the next twelve-month period will result in possible termination of membership, subject to the extenuating circumstances described below:

Any member who anticipates that he or she will be unable to meet the required attendance in the next twelve months, may submit a written request to the Board of Directors to be excused from meeting the attendance requirements for *"good and sufficient reason."*

### **Termination vs. Resignation**

To some individuals, the rules regarding attendance may seem rigid. Keep in mind, however, that when a Member has joined Rotary, he/she made a commitment to the principle of regular attendance. For a Rotarian to miss multiple consecutive meetings, or disregard the other attendance requirements, is tantamount to the submission of one's resignation from the Club. When a Club terminates a member for non-attendance, it is simply an acceptance of a resignation and not a punitive action by the Club's Officers or the Board of Directors.

### **Collection of Past Due Billing**

When members have not paid their Club bill in full within 45 days of the date of the bill: The Treasurer is to send the member a Past Due notice along with a copy of the bill. When members have not paid within 60 days of the date on the bill: The Treasurer, or his designee, will call or send an e-mail to the member and ask for payment. When members have not paid within 75 days of the date on the bill: The Treasurer will send the member a "return-receipt requested letter saying that payment must be received within 15 days of the letter or at the discretion of the Board of Directors the member may have his/her membership suspended or terminated.

## 11. POLICIES ON PROGRAMS AND RELIGIOUS OVERTONES

### A) 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:

1. 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.
2. Programs to Sell a Particular Product or Service: Programs whose sole thrust is the sale of a product or service are NOT allowed. While many speakers may, during 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.
3. Programs of a Religious Nature should NOT to 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.
4. 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.
5. The Club President and Programs Director have the authority to approve or disapprove programs. If you are unsure whether a program is appropriate, please contact the Programs Director or Club President before scheduling the program.

### B). Program Guidelines:

1. Make arrangements as far in advance as possible, but usually not less than 60 days prior to the program date.
2. In deciding on a topic and speaker, keep in mind the Club's Program Policies.
3. 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.
4. Confirm the program topic and name of the speaker in writing to the Programs Director with copies to the Public Relations Chair or the Newsletter Editor and the Club Secretary.
5. A designated Member is responsible for a brief introduction of the program speaker. One should 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.
6. Advise the speaker of time available to him/her. Usually, the program will be turned over to him/her at 7:30 a.m. Our Club meetings attempt to adjourn promptly at 8:15 a.m. Please ask the speaker to end in approximately 20 minutes to allow for questions.
7. In a tactful way, advise the speaker of the provisions of our Program Policies.

## **C) Religious Overtone &/or Thought for the Day Policies:**

If the Club gives a “blessing” or “prayer” during a meeting, consideration must be given 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 evidence a sincere, tolerant, and abiding respect for the religious beliefs of others. The Four Peaks Rotary Club conducts its meetings in a manner that will be respectful of the religious convictions of all its members. Our goal is to be inclusive, rather than exclusive, in our corporate thoughts. If a member questions whether a thought/prayer is appropriate, he/she should contact the Club President or Club Secretary.

The “Thought for the Day” should be one that is appropriate for all age groups and should not be offensive to any other person, race, sex or creed. If a question arises, he or she is expected to ask the President to review the proposed “Thought”.

## **12. INTERNATIONAL, DISTRICT AND CLUB MEETINGS OR CONVENTIONS**

1. The Club may pay for all or a portion of the reasonable expenses to facilitate attendance at the Rotary International Convention by the President-Elect and his/her spouse or guest.
2. The Club may pay for all or a portion of the reasonable expenses to facilitate attendance by members of the Board of Directors at the Rotary District Conference, Seminars, Training Institutes, and similar events.
3. 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 and budget for financial responsibility for Fireside Chats. All new members are expected to attend an annual Fireside Chat. The Board will schedule Fireside Chats.

### **BOARD and CLUB MEETINGS**

1. The Club will assume financial responsibility for the Board’s light meal and one drink of choice at the monthly Board meetings.
2. The Club will assume some financial responsibility for the social meetings held during the year, which are coordinated by the Social Chair as directed by the Board.
3. The Club “Business Meetings” will normally be held at the same location as the regular meetings on the Fifth Thursday of a month within each quarter of the year. The meetings will take place during the months of March, May, August and November. The meetings are for Members Only and the business matters of the Club will be the subject of the meetings.



## 13. DINNERS & OTHER SPECIAL EVENTS OR CIRCUMSTANCES

### A. General:

1. Program, decorations, and other costs generally will be paid by the Club since Banquets (In & Out Party – Holiday Party) usually are in lieu of regularly scheduled meetings and usually constitute special events for Club Member socializing and/or fund-raising for the Club's charitable efforts.
2. Guests of the Club may include District Officials and spouses, such as the District Governor and Assistant District Governor, Presidents of other Rotary Clubs and spouses, widows and widowers of former Rotarians from the Four Peaks Rotary Club, and others as deemed appropriate by the Club President.
3. Banquet attendees may be asked to make financial contributions and/or participate in conjunction with the banquet.
4. Members will be charged the expensed funds, if cancellation of reservations to any Club social event, to which the Club has paid a non-refundable cost, does not occur in a "timely manner" as determined by the Social Committee Chair.

**B. Potential New Members:** When existing Club members bring potential new Club members to meetings as guests, the Club will be responsible for the meal cost of the guest, if any; however, a guest that is not a potential member may be responsible for the meal cost unless the Club has agreed to cover the meal cost.

## 14. CLUB DONATIONS AND PROJECTS

**Donations:** The Club's historic preference is to give substantial donations to a few charitable causes and/or organizations. However, the Club's Giving Committee may recommend to the Board that several smaller donations also be given to various other charitable or otherwise worthy organizations. The Board, after approval of the recommendations of the Giving Committee, will make a recommendation to the Four Peaks Foundation, which will consider the recommendations and disperse all monies as the Foundation deems appropriate.

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, Vice-President, Secretary, and Treasurer, by majority vote, may authorize a donation of up to \$200 to the requesting party. If an expenditure 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.

Generally, all donation requests for the upcoming fiscal year, regardless of the amount, should be submitted to the Giving Committee of the Club during the last quarter of the current fiscal year for consideration and approval for the upcoming fiscal year and before any funds are disbursed. Consideration may be given by the Giving Committee for additional donations during the entire fiscal year; however, funds may not be available and are generally allocated prior to the start of a new fiscal year.

Any Club Member who wishes to make a recommendation to the Giving Committee, which will consist of a chair and four members of the club selected by the chair will submit the following to the committee chair via e-mail during the months of April and May:

1. Brochures or any available written information which describes the charity being recommended, its history, geographical area served and its mission.

2. A copy of the written report from “Charity Navigator” [www.charitynavigator.org](http://www.charitynavigator.org) , “GuideStar” [www.guidestar.org](http://www.guidestar.org) , The Better Business Bureau’s “Wise Giving Alliance” [www.give.org](http://www.give.org), “Charity Watch” [www.charitywatch.org](http://www.charitywatch.org) or a similar organization, which can give a non-biased evaluation of the recommended charity. If a report is not available, the Rotarian sponsor should provide detailed financial information on the charity being recommended. You may also confirm a 501(c)(3) status on <https://apps.irs.gov/app/eos> and review the IRS Form 990 on the IRS web site.

3. A brief note as to why the Club Member is recommending the specific charity to the Club’s Giving Committee.

The Giving Committee will evaluate all the submissions and make their recommendations to the Club Board. An explanation will be given to any Club Member/Sponsor submitting a recommendation if the committee decides against recommending a specific donation to the recommended charity.

The Giving Committee will make a report to the Club Board at the July Board Meeting of the new fiscal year regarding their recommendations. The Club Board will make recommendations to the Foundation. It is suggested that the Giving Committee recommend leaving a “committee determined” amount of money in a fund called “Delayed Giving”, which will act to provide funding for worthy charities, during the fiscal year, which have yet to be determined by the Foundation.

[Additionally, the current year’s Club Board may make a future recommendation, which will bind the next year’s Club Board, regarding a “matching funds” requirement by District, prior to the start of an upcoming fiscal year, in order to obtain a District Grant for the upcoming fiscal year.]

**Community Projects:** The Club supports several community projects to fulfill our commitments to Rotary’s “Avenues of Service” based on membership interests and ability to participate. Some projects are ongoing while others are a one-time activity. The Board will evaluate each proposal and undertake a project based upon its merits and relevance to the Mission of the Four Peaks Rotary Club.

**International Projects:** RI encourages Clubs to develop and implement projects that will help improve and enrich the lives of people living in developing countries. Some of the ways that is done is by looking for opportunities through other Clubs or by members who travel to other countries and see a need that can be helped by partnering with a local Rotary Club in that country.

**Grants:** RI encourages Clubs to apply for grants from both the District, as individual Club District Grants, and directly to RI for International Grants in conjunction with a Club from another Country. Upon the recommendation of the Club’s Grant Sub-Committee, the grant proposal request shall be submitted to the Club’s Giving Sub-Committee, which shall review the grant proposal request and send any recommended proposal to the Club’s Board of Directors for their approval prior to submission to and approval from the Club’s Foundation, if appropriate, and the formal submission of the actual grant application to the appropriate entity.

## 15. CLUB PROTOCOLS

### A) Death of a Member

1. The Club’s policy is not to cancel meetings and/or programs due to the death of a member.
2. The death of any member will be recognized in a manner deemed appropriate by the President of the Four Peaks Rotary Club.

3. 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 by the District.

4. Widows of deceased members: Rotary is a family and thus families of Rotarians are important. Widows/widowers of Club members are encouraged to attend Club social events, Club meetings for special programs and community service projects.

## **B. Holidays**

1. The Four Peaks Rotary Club will hold its bi-weekly meeting during the second and fourth Thursday of each month except for the months of November and December when the meetings will be held during the first and third Thursdays of the month at 6:45am.

2. Holiday 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.

## **C. Awards**

1. General: Recognition may be given to any active Club member who is deserving of Club recognition as shall be determined by a committee consisting of the current President, President-elect and Vice-President of the Four Peaks Club or who has qualified for any pre-determined Club or Rotary International award. The member will be asked to “come forward” at a meeting or event so that the Club may properly recognize his/her achievement. Year-end awards will be presented to the recipient at the “In & Out Party” at the end of the fiscal year. The anticipated cost of awards must be included in the Club’s budget.

2. Four Peaks Presidential Award: This award will be presented to the individual Club Member who has contributed most greatly to the successful year of the current President during his/her Presidency. The determination of the recipient who shall receive this award to be made solely by the current Club President.

3. Four Peaks Rotary “Hall of Fame”: Under exceptional circumstances and for meritorious service and contributions made to Rotary and to the Club, an active or former member of the Club may be inducted into the Club’s “Hall of Fame”. This honor is awarded after nominations by the “Hall of Fame” Nominating Committee, consisting of four (4) Board of Directors members, and a final selection requiring a unanimous vote by the entire Club Board of Directors. Induction to the “Hall of Fame” will be no more than once a year with the location and date of induction determined by the “Hall of Fame” Nominating Committee. The criteria for “Hall of Fame” status will be a combination of the following attributes and contributions:

- a. Dedication to the Rotary Mission
- b. Length of service to Rotary and the Four Peaks Club
- c. Leadership within Rotary and the Four Peaks Club
- d. Financial contributions – either personally or through personal effort in behalf of the Club
- e. Personal sacrifices made to attain the goals of Rotary through the Four Peaks Club
- f. Working to provide humanitarian services, encourage high ethical standards in all vocations and to advance goodwill and peace around the world
- g. Commitment to service at home and abroad through the five Avenues of Service, which are the foundation of all Rotary club activity

## **D. COMMUNICATIONS POLICIES**

Contact Information: Rotary Club e-mail addresses and phone numbers of Members are for Club use and only are to be used to communicate Club, District, and Rotary International items of interest. They are not to be used to promote our businesses, fundraising events that we are involved in outside of Rotary, organizations that we are associated with, to promote family members' activities, or any other non-Rotary activity. Additionally, we are a non-political organization.

Club Newsletter: It may be possible to have your event, article or written opinion included in the Club newsletter, if its inclusion is approved by the newsletter editor and after a review by the Board of Directors, which is to be completed prior to its dissemination. The Directors will have two days to review, comment and then vote on acceptance of any inclusion, if such a vote is requested by any Board Member, after receiving the proposed information from the editor.

## **16. FOUR PEAKS ROTARY FOUNDATION**

The Four Peaks Rotary Foundation is an independent 501(c)(3) organization that is affiliated with the Four Peaks Rotary Club. The Foundation has two main functions: First and foremost, it is responsible for ensuring that all funds within in its control are invested in such a manner as to provide the maximum possible return after considering the safety of the principal. Secondly, the Foundation, through its Board, is responsible for responding to requests from the Club for financial support - either for Donations to an outside charitable entity or to the Club for funding of Service Projects. The Foundation is responsible, with the assistance of the Club, for verification that a disbursement of funds is performed in accordance with all laws and IRS regulations governing the operation of the Foundation. [See the Foundation bylaws for additional information]

**FOUR PEAKS ROTARY CLUB, FOUNTAIN HILLS, ARIZONA**  
**MEMBERSHIP APPLICATION AND INFORMATION FORM Exhibit 1**

Upon approval of the membership proposal by the Board of Directors, and after having been informed of the privileges and responsibilities of Rotary membership *and your understanding of what you feel that you can provide and/or expect from Rotary that you would like to share with our members*; *\*Please attach a brief one-page personal resume/profile.\**

I hereby certify that I am personally and actively engaged in the business or profession or professional activity covered by the classification that has been proposed for me and that my place of business or residence is located within the territorial limits of the Club or within the corporate limits of the city in which the Club is located or within an immediately adjoining territory.

I understand that it will be my duty, if elected to membership, to exemplify the Object of Rotary in all my daily contacts and activities, and to abide by the Constitution and Bylaws of the Club. I agree to pay all fees and annual dues in accordance with the Bylaws of the Rotary Club of Four Peaks, Fountain Hills, Arizona, USA. **PLEASE NOTE:** You are required to attend a New Member Orientation, when scheduled, during your first six (6) months of membership.

TYPE OF MEMBERSHIP: Regular \_\_\_\_\_ Joint \_\_\_\_\_ (Please check one) **PLEASE PRINT**  
 Full \_\_\_\_\_ Name as you want it \_\_\_\_\_  
 Applicant Name \_\_\_\_\_ on your Name Badge \_\_\_\_\_

Name of firm \_\_\_\_\_ Position \_\_\_\_\_

Principal and recognized activity of firm and candidate \_\_\_\_\_

If retired, position and profession at time of retirement \_\_\_\_\_

Business Address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_ Work Fax (\_\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_ Birthday \_\_\_\_\_ Anniversary \_\_\_\_\_  
Month Day Year

Partner/Spouse Name \_\_\_\_\_ Partner/Spouse Birthday \_\_\_\_\_

List minor children's name(s) and birthday(s) \_\_\_\_\_

\_\_\_\_\_ If a former Rotarian, indicate number of years in Rotary, Club Name, City and State:

\_\_\_\_\_ Officer, board position(s) held \_\_\_\_\_

Years in Rotary Club Name City State

The admission of a transferring or former Rotarian as an active member pursuant to this application shall be contingent upon receiving a certificate from the board of the previous Club confirming the prospective member's prior membership in that Club. The transferring or former members changing Clubs are requested to bring a letter of recommendation from their previous Club.

**I understand that there is an expectation that I will contribute an average minimum of three (3) hours of time per month to various Rotary Projects held during the year and attend 50% of the Rotary Meetings.**

**Print Name** of Your Sponsoring Member [Who introduced you to FP Rotary?] \_\_\_\_\_

*Applicant's Signature* \_\_\_\_\_ Date \_\_\_\_\_ **Shirt Size (circle one)**  
 S M L XL XXL XXXL

Sponsor's Name (Required) \_\_\_\_\_ [For internal use only]

Please Print Your Name \_\_\_\_\_

“Every Rotarian Every Year” [See the brochure in your packet] is a **highly encouraged** tax-deductible contribution of only \$125 each year and will count toward your Paul Harris Fellowship. **Your annual or semi-annual Four Peaks financial statement/billing will include your donation to “EREY” and you will receive a donation letter from District as a receipt for your \$125 annual donation.**

### Service Above Self

If you would like your family to be involved in Club projects and activities, please tell us which of your family members and give us a brief review of what interests and or skills that your family member(s) may contribute:

#### Inventory of the Prospective Member’s Interests

This inventory of interest will help us recommend Club committees and activities with which you may wish to become involved. You should complete this form as a part of your application for membership.

**Please circle the various areas of interest that you and/or your family members may have:**

#### Community Service

1. Children
2. Disabled Persons
3. Environmental Issues
4. Poverty and Hunger

#### Club Administration

1. Club Newsletter
2. Club Programs
3. Social Activity Planning
4. Fundraising
5. Public Relations
6. The Rotary Foundation
7. Other \_\_\_\_\_

#### International Service

1. Humanitarian Service Projects
2. Other \_\_\_\_\_

#### Youth Activities

1. Rotaract
2. Interact
3. Other \_\_\_\_\_

#### Vocational Service

1. Serving Others Through Your Vocation
2. Other \_\_\_\_\_

Other than the above: \_\_\_\_\_

**On what committee(s), other than the required Membership, FH Fairs and the Golf Tournament Committees, would you like to serve? Please give full committee name.**

→ \* \_\_\_\_\_ \*

### **On a separate sheet, please add your one-page personal resume or profile**

Upon acceptance into the Four Peaks Rotary Club you understand that you will be “paired” with a Rotary Mentor, who will assist & help you, as a new member, feel orientated & more comfortable in the Club and Rotary.

**PLEASE READ** the enclosed Rotary “Youth Protection and Harassment Policy” [YPHP] and then **sign the attached form** attesting to the fact that you will adhere to this Rotarian Code of Conduct if you are selected to be a member. Please scan and e-mail the form with your application and personal one-page personal profile to \_\_\_\_\_. **If you have any questions, please call the Membership Chair at \_\_\_\_\_ or**

Membership Application Process: Upon receipt of your membership application, personal profile and YPHP form, the information is sent to the Four Peaks Board of Directors, who will vote on the membership application. If there is a favorable response from the board members, the information is sent to all the current voting members of the Club. If there is a favorable membership response, the application is deemed to have been approved and the applicant is inducted into the Four Peaks Rotary Club. **Please note that this process may take approximately thirty (30) days or more.**

**Please do not forget to attach your personal profile/resume & Youth Protection and Harassment Policy Form. Thanks**

# Expected Financial and Time Commitments For Membership in Four Peaks Rotary

Updated 7-19-2019

**Exhibit 1A**

1. Dues/Donations are currently in the following amounts:	
District and Rotary International dues	\$110
Four Peaks Rotary Club dues	240
Every Rotarian Every Year contribution	<u>125</u>
TOTAL REQUIRED DUES/CONTRIBUTION EVERY YEAR	\$475

**Additionally**, Club meeting breakfasts are an optional cost and may be paid semi-annually with your dues - an additional \$120, if paid semi-annually, (or \$215, if paid annually) or on an individual meal basis at \$10 per breakfast.

There is also a one-time initial Induction Fee for your Club pin, shirts and name tag, which is currently \$75.00.

2. The cost of Club Social activities and District Meetings are sometimes supplemented by the Four Peaks Club but are otherwise an individual member expense.
3. The Annual Four Peaks golf tournament is the primary fund raiser for the Club's Foundation and the following is expected:
  - A. The sale or individual member purchase of the "wheel of fortune" raffle tickets by each member.
  - B. Unless unable to physically do so or you are out of the USA, it is expected that all members will actively participate in the work involved in the promotion, community solicitation and running of the golf tournament.
4. The primary fund raiser for the Club is the trash collection contract the Club has with the FH Chamber of Commerce. It is expected, unless you are physically unable to do so or you are out of the USA, that you will work Two (2) Shifts [approximately 6 to 8 hours] at each of the two Chamber Community Fairs as designated by the committee chair – during November and February of each year. If you are unable to work a shift due to illness, etc. you are expected to get a substitute for yourself.
5. **Grow, Learn and Share Rotary** by attending/participating in the various Club meeting, activities, community service projects, etc. each year.

I understand and agree to fulfill and meet the financial and time expectancies required as a member of the Four Peaks Rotary:

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Date

**It's P.A.R.T.Y. time!**

***Participate to Accomplish and Reach our goals Together. Yes, we can!***



**Exhibit 2**

## Four Peaks Rotary Club Fountain Hills, AZ 85269

I have received and understand the Purpose Statement of District 5495's  
YOUTH PROTECTION AND HARASSMENT POLICIES

My signature confirms the receipt and understanding of my copy of the Policy and that I will adhere to the Rotarian Code of Conduct whenever the occasion occurs in the presence of youth, fellow Rotarians and the public at any Rotary or public function.

# ROTARIAN CODE OF CONDUCT

As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life
2. Deal fairly with others and treat them and their occupations with respect
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world
4. Avoid behavior that reflects adversely on Rotary or other Rotarians

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Signature

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Date

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Signature

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Date

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Please Print Your Name

---

Please Print Your Name



# Four Peaks Rotary Club & Foundation Organizational Chart Exhibit 3



The Four Peaks Rotary Foundation is a non-for-profit corporation that receives contributions and distributes funds in support of approved humanitarian and educational activities, which are implemented through the endeavors of the Four Peaks Rotary Club.

## Committees & Sub-committees of the Club

**Membership** - This committee should develop and implement a comprehensive plan for the recruitment and retention of Members. The chair is responsible for giving a comprehensive written report of the gains or losses of Membership of the Club at the end of each fiscal year.

### *Mentoring Sub-committee*

**Club Public Relations** - This committee should develop and implement plans and activities to provide the public with information about Rotary and to promote the Club's service projects and activities through all available avenues.

#### *Image Sub-committee*

#### *Social Sub-committee*

#### *Speaker Conscriptioin Sub-committee*

#### *Thanksgiving Day Parade Sub-committee*

#### *Community Train Display Sub-committee*

#### *Memorial Day Display Sub-committee*

- *Webmaster* [Also under Club Administration]

**Club Administration** - This committee should conduct activities associated with the effective operation of the Club

#### *Giving Sub-committee*

#### *Nominations [Club & Foundation] Sub-committee*

#### *Club Liaison Sub-committee*

#### *Club Fundraising Sub-committee*

#### *Sanitation / Trash*

#### *Octoberfest Beer Pouring Sub-committee*

- *Webmaster* [Also under Public Relations]

**Service Projects** - This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries. The service projects committee will consider vocational service, community service and international service avenues, when developing plans for the year.

#### *Hermosillo, Mexico/International Sub-committee*

#### *Community Service-day Sub-committee*

#### *Rotaract / Youth Services / Vocational Sub-committee*

#### *Adopt a Street in conjunction (with the FH Club) Sub-committee*

#### *All other community service projects/commitments*

**The Club Rotary Foundation** - This committee should develop and implement plans to support The Club's Rotary Foundation through financial contributions, fund raising and program participation as well as seeking available grants.

#### *Golf Tournament Sub-committee*

#### *Car show Sub-committee*

#### *Octoberfest Pretzel booth*

#### *Grant Sub-committee*

#### *R.I. Foundation Liaison*

- The Members are the nucleus and core of two different, but affiliated, Rotary organizations – the Four Peaks Rotary Club and the Four Peaks Rotary Foundation. Both organizations work concurrently to endeavor to attain the goals and objectives of each organization and fulfill the mission of Rotary International.

The duties of the Committee and Sub-committee Chairs include the development and implementation of a comprehensive plan that assures the successful attainment of the goals of the committee as specified in the Club bylaws, Policies and Procedures Manual and this descriptive Exhibit and to submit a written comprehensive report regarding the accomplishments of the committee to the Board of Directors at the June Board Meeting at the end of the fiscal year. [See Exhibit 3 in this Club Policies and Procedures Manual for an explanation and a breakdown of the committees.] [Sub-committees of the Primary Committees are indented below.]

**Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of Members. The chair is responsible for giving a comprehensive written report of the gains or losses of Membership of the Club at the end of each fiscal year.

**Mentoring Sub-Committee:** The members of the Four Peaks Rotary Club are pleased to help a new member to learn and explore the many facets of Rotary. The Mentoring Chair will assign a specific active and knowledgeable member of the Club to serve as the mentor for a new member. That person will answer questions about procedures and help the new member succeed in providing service to others. Completion of items listed in Exhibit 4 of the Policies and Procedures Manual within six months will expand the new member's vision of opportunities for Rotary service.

**Public Relations:** This committee should develop and implement plans and activities to provide the public with information about Rotary and to promote the Club's service projects and activities through all available avenues.

**Image Sub-Committee:** This committee is responsible for promoting the public image of Rotary and specifically, the public image of the Four Peaks Rotary Club by writing and publishing news articles, TV presentations or utilizing any other social media which can be used to promote the activities of Rotary and our Club. This sub-committee should work closely with all the other committees and sub-committees to promote the activities of every Club committee and sub-committee in every way possible.

**Social Sub-Committee:** This committee is responsible for organizing, planning, budgeting and implementing social activities for the Club members. It is strongly suggested that one social activity be held every month during the months outside of the months during which the "In and Out Party"(May or June), "Holiday Party" (December), "Super Bowl Party" (February) and the "Joint Club Cruise" (April or May) are taken. In other words – eight monthly smaller Club social activities per year. Events may be paid by the Club and/or by Member contributions. Additionally, the Chair should work closely with the current President and President-elect to develop an agenda/program for the Club's "In and Out Party", which is the most important social event of the year and also coordinate activities with the other committees.

**Speaker Conscription Sub-Committee:** This committee is responsible for securing, planning and introducing the invited speakers that present at our bi-weekly club meetings.

**Thanksgiving Day Parade Sub-Committee:** This committee is responsible for entering, planning and constructing the parade float that is entered in the FH Community Thanksgiving Parade each year. The chief purpose of the float is to publicize Rotary.

**Community Train Display Sub-Committee:** This committee is responsible to coordinate the assembly, operation and dis-assembly of the holiday toy train display at the FH Community Center during the month of December. This is a joint activity with the FH Rotary Club and the display boards and train set-up are provided by Burling's Ton of Trains.

**Memorial Day Display Sub-Committee:** This committee is responsible for the planning, setting-up and taking down of the Flag Display completed in the Fountain Park on Memorial Day.

**Club Administration:** This committee shall conduct activities associated with the effective operation of the Four Peaks Rotary Club through its various sub-committees:

**Giving Committee:** The committee shall consist of a Chair plus, four (4) Club members, selected by the Chair, to make recommendations to the Club Board, in regard the Foundation Board's Giving Program, which will either be approved or sent back to the committee with the Club Board's questions and/or additional or substitute recommendations. Ultimately final recommendations will be sent to the FPR Foundation, which makes the final determination regarding giving. Specifics are further explained in the Policies and Procedures Manual.

**Nominations Committee:** This committee shall be responsible for making nominations for Officer positions and Board Positions for the Club and for Board positions only for the Foundation on an annual basis during the third quarter of the fiscal year.

**Club Liaison:** This Club member is the primary relationship manager of communications between the Four Peaks Club and other Rotary Clubs. The purpose is to coordinate activities and work with other Rotary Clubs in the best interests of the Four Peaks Club, the District and Rotary International.

**Club Fundraising:** *All Members are expected to participate in these Club fundraising events.*

**Sanitation/Trash:** This committee chair directs, coordinates and implements the agreement of the Club with the FH Chamber of Commerce to pick-up trash during the two Town Fairs each year.

**Octoberfest Beer Pouring:** This committee chair directs, coordinates and implements all activities regarding the Club's beer booth during the Octoberfest held in Fountain Park each Fall.

**Service Projects:** This committee should develop and implement educational, humanitarian and vocational projects that address the needs of Fountain Hills and communities within our Rotary District as well as in other countries. The service project committee will consider vocational service, community service and international service avenues, when developing plans for the year. All joint/multiple Club activities of a service nature will be directed by this committee with the Club Liaison sub-committee acting as an advisor to facilitate a cooperative relationship.

**The Primary Projects/Endeavors are:**

**Hermosillo, Mexico/International Committee:** This committee has the orphanage in Hermosillo as their primary project, but will also consider working with an international Club to further the goals of Rotary internationally.

**Community Service-day:** This committee works with the Town of Fountain Hills to endeavor to contribute to the success of the Town's Community Service Day. The committee will identify the project for which the Club is responsible, secure volunteers and complete the project that was identified.

**Rotaract / Youth Services and Vocational Services:** This committee is responsible for engaging with all youth associated Club and Rotary endeavors, which may be directed by Four Peaks Rotary, RI, the District and/or multiple clubs.

**Adopt a Street:** Picking up trash periodically along selected streets in Fountain Hills with the FH Club

**Club Rotary Foundation:** This committee should develop and implement plans to support the Club and RI Foundations, in conjunction with the Four Peaks Foundation Board, through financial contributions, fund raising and program participation as well as seeking available grants for the Club and Foundation.

**Fundraising sub-committees:**

**There are three (3) major fund-raising activities in which the entire Club and Club Foundation are engaged:**

**Golf Tournament:** This is the Foundation's largest fundraising event.

**Car Show:** This is an annual event held in Fountain Hills

**Octoberfest Pretzel Booth:** This committee chair directs, coordinates and implements all activities regarding the Club's pretzel booth during the Octoberfest held in Fountain Park each Fall. This includes the selection of items to sell, purchasing those items and recruiting and directing the volunteers who work in the booth.

All these activities are complicated and require some degree of experience to Chair. All Club Members are expected to participate in these activities.

**Additionally,** the **Grant sub-committee** is responsible for writing a grant application for a Club or Foundation project and, after approval of the Club's Giving Committee, the Club Board of Directors and the Club's Foundation, if appropriate, for submitting it to District, as well as to RI for international grants, in a timely manner and fashion. The Chair must have completed the Rotary District grant writing training, which is made available on-line or at District meetings.

This Sub-Committee shall evaluate all requests from Club members and forward any recommended and approved potential grant request to the Club's Giving Committee, which will evaluate the potential grant request and submit all recommended potential grant requests to the Club's Directors and the Club's Foundation, if appropriate, for the Board's approval prior to submitting the formal grant application to District, RI or the appropriate entity.

**The R.I. Foundation Liaison sub-committee** is responsible for coordinating all activities and keeping records of the Club's interaction with R.I. in regard to the Paul Harris Fellowship, Every Rotarian Every Year and all other R.I. and R.I. Foundation programs.

## NEW MEMBER

NAME \_\_\_\_\_

The members of the Four Peaks Rotary Club are pleased to help you learn and explore the many facets of Rotary.

\_\_\_\_\_ has been assigned as your mentor, who will answer your questions about procedures and help you succeed in providing service to others.

Completion of items listed below within six months will expand your vision of opportunities for Rotary service.

Date Completed \_\_\_\_\_

1. Attend new member orientation meeting (Rotarized) and Fireside Chat.
2. Read the New Member handbook and log onto the Rotary website
  - *Rotary Handbook*
  - [www.rotary5020.org](http://www.rotary5020.org)
  - [www.rotary.org](http://www.rotary.org)
  - [www.ourROTARYClub.org](http://www.ourROTARYClub.org)
3. Attend one or more of the following Club functions
  - Directors Meeting (additional to your 1<sup>st</sup> one!)
  - Committee Meeting
  - Fellowship Activity
  - Other
4. Complete one or more of the following tasks
  - Serve as a Greeter at a Club meeting
  - Introduce a guest speaker
  - Thank a guest speaker
  - Give a classification talk at a Club Meeting
  - Participate in a Club Service project
5. Make up a meeting at another Club to replace a meeting you miss at the Club
6. Extend Rotary to others (at least one)
  - Invite a guest to Rotary
  - Propose a new member
7. Experience the internationality of Rotary (at least one)
  - Host a Youth Exchange student for a meal or other activity
  - Host an outgoing, returning or visiting Group Study Exchange team member for a meal
  - Invite a business or professional non-Rotarian to apply for Group Study Exchange
8. Attend one or more District meetings (listed in priority)
  - District Assembly (Date )
  - District Conference (Date )
  - Foundation Seminar (Date )
  - Other District meeting
9. Choose a committee on which you would like to serve
10. Accept an assignment to serve on a Club committee

## CLUB COMMITTEES

See the complete list of available committees and fund-raising activities from which you may choose to serve.

## GROUP MENTORING

Bringing several new members into the Club at one time offers a unique mentoring opportunity. Group sessions can be arranged to cover the areas of education that would normally be carried out on a one-to-one basis. These sessions are referred to as "Rotarizing". There are a variety of options on how to conduct them.

The first step is to get as many members of the Club as possible involved.

Hold a one-day workshop to help Club members better understand and feel equipped to help with the mentoring process. This workshop can cover the following:

1. Basic Mentoring Requirements
  - a. The difference between a sponsor and a mentor
  - b. The contact necessary for one-to-one mentoring
  - c. The commitment expected of a new Rotarian (time/engaged)
  - d. The commitment of the Club to the new Rotarian
  - e. The commitment of the Club to the Mentor
2. Education Topics
  - a. Roles of the Club executive, Club committees and the history of the Club
  - b. Rotary Foundation - what it does, how the Club contributes, how individual members can contribute. This includes information on Ambassadorial scholars, Group Study Exchange and the Polio Plus campaign.
  - c. The Rotary District, the positions available to encourage

Rotarians to contribute their time and leadership skills outside the Club

Enlist the help of the District Council when holding a Mentoring Workshop. Your District Governor, District Membership Chair, Assistant Governors, and all the other resource people are there to help you succeed. Once you have held a Mentoring workshop you have a group of Club members who can participate in the Rotarizing sessions. Schedule a series of sessions over a six-month period with specific topics for each session.

You may opt for a wine and cheese evening to create a casual and friendly setting for your new Club members. You may decide on a morning breakfast session to catch those early birds while they are fresh and keen. The time you pick should allow the largest number of new members to attend. You may find you offer more than one option.

Allow time at each of these Rotarizing sessions for new members to ask questions both about the subject covered and any other concern or interest they have regarding Rotary.

These group Rotarizing sessions are an excellent opportunity to:

- a) Conduct an informal Satisfaction Questionnaire
- b) Ask these new Rotarians to invite others to join (explain the process because even though they have just gone through it they need to know what went on 'behind the scenes').

**Four Peaks Rotary Club**  
**Conflict of Interest Policy for Directors**

**Exhibit 5**

The Directors shall review the Conflicts of Interest policy annually during their first meeting of the new fiscal year. A copy of the statement will be reviewed by and provided to all Directors each year.

**I. Statement of Policy**

- A. No member of the Board of Directors of the Four Peaks Rotary Club shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict between the interest of the Four Peaks Rotary Club and his or her personal interest arises.
- B. Each Director has a duty to place the interest of the Four Peaks Rotary Club foremost in any dealings with the organization and has a continuing responsibility to comply with the requirements of this policy.
- C. The conduct of personal business between a member of the Board of Directors or of a committee and the Four Peaks Rotary Club is discouraged unless full disclosure is made to the Club Board of Directors and approval is given by the Board prior to business being conducted
- D. Loans or indirect extensions of credit by the Four Peaks Rotary Club to a member of the Directors or of a committee are prohibited.
- E. If a Director has an interest in a proposed transaction with the Four Peaks Rotary Club in the form of any personal financial interest in the transaction or in any organization involved in the transaction, or holds a position of Director, or officer in any such organization, he or she must make full disclosure of such interest to the Club President (or in the case of the President, to the Vice-President) before any discussion or negotiation of such transaction. If a Director is aware that another Rotary Club Director has an undisclosed potential conflict of interest in a proposed transaction with the Four Peaks Rotary Club he or she must inform the President (or if the other Director is the President, to the Vice-President) as soon as possible.
- F. Any member of the Board of Directors or of a committee who is aware that he or she has a potential conflict of interest with respect to any matter coming before the Directors or a committee shall not be present for any discussion of or vote in connection with the matter. The existence and nature of the potential conflict of interest shall be recorded in the minutes of the meeting.
- G. A proposed transaction covered by this “conflicts of interest” policy shall include any proposed decision of the Directors, including the proposed adoption or amendment of a policy, which, if adopted, would affect a financial interest of or would result in a financial gain or benefit for a Director, a member of the Director’s family, or an organization in which the Director is a Director, or officer. Nevertheless, all Directors may be present for any discussion of and may vote in connection with any such matter if the proposed decision would affect a majority of the Directors, such as a proposed decision to amend the policy for reimbursement of expenses.
- H. Each member of the Board of Directors must disclose any family or business relationship that he or she has with another Director.

**II. Disclosure**

To implement this policy, Directors will submit annual reports in a letter entitled “Potential Conflict of Interest Statement” to the Board and, if not previously disclosed, will make disclosure of all potential conflicts of interest prior to any relevant Director or committee action. These reports will be reviewed by the Four Peaks Club Board, which will attempt to resolve any actual or potential conflicts. A potential conflict of interest will be deemed to exist upon an affirmative vote of a majority of the Directors voting in the decision. The Director with the potential conflict of interest shall not be present for the vote. If no annual letter is received, it will be assumed that no conflicts of interest exist. Failure to disclose is understood to be a reason for possible expulsion as a Director from the Board of Directors.

Approved by the Board on 4-09-2018  
Date

Attested to by Sue Hendershott  
Secretary of the Board

# Four Peaks Rotary Organizational Guidelines Exhibit 6

## For the Office of President-elect for the Fiscal Year

The purpose of this procedure is to give the incoming president an initial point of reference to determine some of the basic presidential requirements, and the approximate point in the year in which the requirements should be completed. This information is not intended as a replacement for the information that the incoming President will acquire by attending the mandatory President's Readiness Education Program (PREP) and President Elect Training Seminar (PETS).

### July

- **You are now the President-elect**

### August

- Meet with "old time" members to get their input regarding issues and goals of the Club.

### September

- Assist President in planning Fireside Chats as needed

### October

- Plan for the DG's Club visit

### November

### December

- Consider who would best work with you as an upcoming Director and Vice-President

### January

- Discuss the annual Club meeting with the President and assist in its presentation
- Attend the District Rotary Leadership Institute with selected future Club leaders
- Notify District as soon as the VP and Directors are elected

### February

- Attend PETS

### March

- Begin to think about the budget for the upcoming year

### April

- Establish a "calendar of events" for the upcoming year

### May

- Meet with the Club Giving Committee to review their recommendations to the FPF for the upcoming year
- Review Board meeting minutes for the past months

### June

- Establish a time for the monthly Board meetings
- Meet with web master to make sure the site is up to date and has the new officers, etc. listed
- Hold a "workshop" with elected Directors and Committee chairs to organize the upcoming year and approve a calendar and budget for the year

**Congratulations—you are the Club President on July 1<sup>st</sup>**

### 1<sup>st</sup> Quarter

- Assist the President as requested
- Learn about the structure of Rotary and develop relationships with the District Leaders
- Attend Foundation Board meetings as a guest
- Meet with each Board Member individually to discuss their role and thoughts regarding the Club
- Review By-laws of Club and Foundation

### 2<sup>nd</sup> Quarter

- Meet with the Vice-President to discuss the upcoming year and set overall goals and objectives for the Club.
- Meet and evaluate the various current committees and their chairs as time permits
- Initiate a Board nominating committee for the Club Board of Directors election

### 3<sup>rd</sup> Quarter

- Initiate a Board appointed nominating committee for the available Director positions on the Foundation Board of Directors
- Meet with the current committee chairs and their sub-committee chairs to evaluate the results of the committee work
- Select the committee chairs for the upcoming year and ask them to set goals and objectives
- Set the date for the election of Club Board Members to be held during the month of March or earlier
- Develop your goals & objectives for the upcoming year
- Ask the Club Directors-elect to attend Board meetings during the last quarter as per the By-laws
- Read the RI Club President's Manual on-line

### 4<sup>th</sup> Quarter

- Assist the President in planning the In-and-Out transition party program
- Review the reports of the outgoing committee chairs and individually review the goals and objectives of your new committee chairs
- Review and establish a budget for the upcoming year with the newly elected Treasurer and appointed Committee Chairs

- FYI-Next Year's Directors and Officers are included as a part of the Board of Directors after the Board election as per By-laws.

**BOARD MEMBER COMMITMENT FORM**

[To Be Completed and Signed Annually]

NAME: \_\_\_\_\_ Club Position: \_\_\_\_\_

TERM: FROM \_\_\_\_\_ - TO \_\_\_\_\_

**DUTIES OF DIRECTORS:**

**ROLE:** The members of the Board of Directors are expected to provide overall policy direction for the Club and on-going leadership for the committee members. Each member agrees to be an active participant in the Club’s effort to attain its goals and objectives. Additionally: each Board Member agrees to:

- Make decisions based upon the philosophy of the Four-Way Test.
- Attend and participate in the scheduled board meetings each year.
- Be familiar with the mission, vision and values of the organization.
- Understand and support the Club’s positions on policy, fund raising and giving
- Actively lead or be a member of a standing committee and the associated events/activities.
- Be a membership ambassador for the Club. Invite non-members to become members of the Club, participate in all membership drives and fund-raising events throughout the year.
- Assist with membership retention by creating personal connections with all members
- Financially support the club
- Support the decisions made at board meetings, whereby, every director must support the majority action of the board
- Be accessible to the President for advice, support and personal efforts on behalf of our organizational goals

I, \_\_\_\_\_, agree that participation on the Four Peaks Rotary Club of Fountain Hills Board of Directors is to be taken seriously and will, to the best of my ability, meet the duties of a Club Board of Director’s Member.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date