

This Handbook

This document is meant to supplement the more formal Constitution and By-Laws of the RCNS. It is a living document, being updated as needed when policies or practices change.

The Rotary Club of Norfolk Sunrise (RCNS) was chartered in 1996 under the sponsorship of the Rotary Club of Simcoe. The club has been strong with about 45-55 active members throughout its existence. We are part of the Rotary International District 7090.

The RCNS considers its local community to be Norfolk County. The fiscal year for Rotary is July 1 to June 30 of each year.

Membership

- New applicants for membership may attend 3 club meetings before submitting an application for membership – prospective members who attend meetings as guests will attend with no charge for 3 meetings, and the regular meeting fee will apply after the 3rd meeting
- Past members who submit an application to rejoin, or members from other Rotary clubs who apply to transfer to the RCNS, may apply directly without the need to attend meetings before applying
- The board is responsible to approve new member applications, but will request input from the members before a new member is approved
- Prospective members should have been made well aware of the responsibilities and practices of the club by their sponsor before submitting an application to join
- New members should be mentored by other members, and should take part in an orientation program
- **Family Membership** (an option for the member's partner) is a unique status for RCNS, allowing them to attend meetings in the member's place. Therefore, the family member will not be required to pay an extra meeting fee should they be replacing the actual member for the meeting. If the family member and the member attend together an additional meeting fee is billed. All family is encouraged to participate in Rotary activities

CONTENTS

Membership	Page 1
Meetings	2
Board of Directors	2
Standing Committees	2
Internal Communications	2
Participation by Members	3
Club Finances	3
Abuse, Neglect & Harassment Protocol	3
Insurance	3

List of Figures

Table 1 Standing Committees	4
Table 2 Member Fee Schedule	4



Club Meetings

- Club meetings occur weekly at 7:00-8:15 AM on Tuesday mornings at Riversyde 83, Sydenham St. in downtown Simcoe (no meeting the Tuesday following a long holiday weekend)
- Members are encouraged to arrive at 6:45 AM for fellowship
- Members will meet in committee, generally on the 2nd Tuesday of each month
- Meeting location and/or time may be changed for special circumstances, and members will be given notice of a change in location or time at a meeting and/or in the weekly *Sunriser* bulletin
- Members are free to bring guests to meetings, and the meeting fee can be paid at the door or charged to the member by the Treasurer (will appear on quarterly bill)

The Board of Directors

- The Board of Directors is comprised of 5 officers plus the 7 chairs of the standing committees. The officers include: President, President-Elect, Past-President, Treasurer, and Secretary
- The board generally has the authority and responsibility to make decisions on behalf of the club members, with some exceptions as described in the by-laws; and include:
 - Members elect the officers
 - Members vote on committee recommendations that involve spending of amounts greater than or equal to \$1000 and that are not specified in the approved budget
- Any decision made by the board may be appealed at a meeting of the members provided adequate notice of the appeal is given and a two-thirds majority vote by members is achieved
- The President-Elect is selected by a nominating committee comprised of Past-Presidents
- The President-Elect is responsible to fill the positions of Secretary, Treasurer, and the 7 committee chairs for the year ahead
- The slate of officers is presented to the members in December by the nominating committee for the following year's board. Members have the opportunity to make further nominations for the officer positions, and to vote on the makeup of the officers
- Board meetings are held monthly, typically the 3rd Tuesday of the month.
- Committee Chairs may send an alternate committee member to attend a board meeting, and that alternate has full voting rights when in attendance

Standing Committees

- The President-Elect will appoint each member to sit on one of the standing committees for the following year, after having asked members to indicate their preference
- Each committee will have a Vice-Chair who may be asked to assume the role of Chair of the committee in the following year
- The committees and a brief list of their duties and responsibilities is listed in **Table 1** at the end of this document

Internal Communications

- Other than the verbal communication at weekly meetings, the ***Sunriser* weekly e-mail bulletin** is used as the main communications tool within the club for timely distribution of announcements, newsletters, notices of motion, and other internal messages
- Key documents are often also printed for pick-up or distribution at meetings
- The club's website is: www.norfolksunrise.org and has a public and a members-only section. Check this website to see the calendar and list of upcoming events as well as photo albums and news stories. From the members-only section you can view a photo directory of members that shows their phone numbers and address, send e-mails to all club members, and view club documents
- We also use Facebook and Twitter to promote Rotary and our activities
- Members are discouraged from using Rotary e-mail lists for non-Rotary purposes, or from promoting their personal business or professional interests during Rotary meetings or events
- The club's ***Goodwill Ambassador*** should be kept informed when a member or the member's family is experiencing an illness or bereavement

Participation by Members

- All members are encouraged to participate fully in club activities & attend meetings regularly

Attending meetings of other Rotary clubs is encouraged.

- Where a member visits another Rotary club and incurs an expense for attending the meeting, a **make-up** may be granted and the member is credited for the cost of one meeting
- Make-up credits apply to attendance at meetings of other clubs in lieu of a missed meeting of our own club – the member must notify the Secretary to be considered for credit, and the make-up must be taken within the period 2 weeks before to 2 weeks after the missed meeting

Leaves of Absence (LOA)

- Members who are unable to participate in club activities for a period greater than 1 month and/or attend meetings regularly may submit a written request to the board to be granted a leave of absence
- The written request must state the reason for the request, and the defined period of time the leave is needed
- While on an approved leave, the member will not be charged for meeting fees, but will be responsible for annual RI & District dues

Fundraising practices

- Members who attend fundraising events generally pay full ticket price
- For some events where members attend to “work” only, and where the member cannot take part in enjoying the event, the board may set a reduced fee based on the “direct cost” of attending

Club Finances

- Invoices are prepared and distributed to members at the beginning of each quarter, and are due to be paid within 30 days of receipt of the invoice
- **Budgeting** — a draft budget is presented to the board in June at a joint meeting of outgoing and incoming board members. The new board adopts a final budget in July
- Revenue raised in the community through fundraising is **spent the following year**, primarily for service projects including: international service projects, local community service projects, environmental projects, and youth & exchange projects

Member fees — The board reviews and sets the member fees from time to time. See **fee schedule in Table 2** at end of document

- Member fees are intended to cover the cost of operating the club, including meeting expenses, membership costs, advertising & communications expenses, and administrative costs
- Current fees include: annual club, Rotary International, and District dues; and weekly meeting fees billed quarterly

The Rotary Foundation (TRF)

- Club typically sends to TRF U.S.\$100 per member at the beginning of each year
- Individual donations to TRF can also be received from members and forwarded by the Club Treasurer or submitted directly by the member to The Rotary Foundation

Abuse, Neglect, and Harassment Protocol

- The club has a protocol aimed at protecting the health and welfare of members, non-Rotarian volunteers, and participants in Rotary programs such as Youth Exchange
- Members are also asked to have a Police Records Check completed and show the **Club Counselor**
- The *Club Counselor* is responsible for training members and dealing with any concerns related to the Abuse, Neglect and Harassment Protocol
- In 2017-18 the **Club Counsellor is Marjorie Dawson**. Jordana Armstrong collects police checks.

Insurance

- The members and officers of RCNS are covered under an insurance policy administered by District 7090
- The policy includes coverage against crime, commercial general liability, and legal expenses
- The policy limits and coverage may change at policy renewal in September each year
- Additional coverage may be purchased for club-sponsored events or activities

Rotary
Norfolk Sunrise 

Box 31, Simcoe N3Y 4K8

www.norfolksunrise.org

(226) 931-9220

Table 1: Standing Committees and Their Roles

Committee Name	Committee Role
President's Advisory Council	<ul style="list-style-type: none"> • Comprised of all past-Presidents of the Club • Mentor and advise Incumbent Presidents and Presidents Elect; • Club leadership development and training; • Long Range Planning; • Nominate officers and Paul Harris Fellows
Club Services	<ul style="list-style-type: none"> • Arranging the meeting program • Responsible for: facilities, speakers, Sergeant-at-Arms, greeting, invocation, meals, location, attendance, etc. • Organizing fellowship events & offsite meetings • Goodwill Ambassador
Membership	<ul style="list-style-type: none"> • Member recruitment, retention and orientation of members • Promoting vocational service of members
Communications	<ul style="list-style-type: none"> • Responsible for all internal and external communications activities by the club and to maintain club archives • Supervise and coordinate the public relations and media advertising efforts of all ad hoc committees appointed to plan and conduct fundraising and other events • Club website, Facebook, Twitter & Instagram
Community Services	<ul style="list-style-type: none"> • Identify community and environmental needs that align with Rotary ideals and that the club can support in a meaningful way • Use an objective process to select service projects for the club to support in the Norfolk area • Oversee and coordinate the work of all ad hoc committees appointed on particular phases of community service or environmental concerns
Rotary Foundation & International Community Service	<ul style="list-style-type: none"> • Responsible for promoting the work of The Rotary Foundation and for international community service initiatives • Supervise and coordinate the work of all ad hoc committees appointed under these avenues of service
Youth and Exchange	<ul style="list-style-type: none"> • Responsible for all youth exchange and other Rotary exchange activities • Supervise and coordinate the work of all ad hoc committees appointed on particular phases of Rotary youth and exchange activities • Exchanges include: Year-long, Short-term, and Welshpool student exchanges; Friendship Exchanges; and Vocational Training Teams • Leadership training programs for youth including Rotary Youth Leadership Award (RYLA) and SLAPSHOT
Ways and Means	<ul style="list-style-type: none"> • Responsible for all fund raising activities by the Club • Supervise and coordinate the work of all ad hoc committees that are formed to organize and conduct fundraising events
Finance	Develops policy and advises the board and the Treasurer on finance matters.

Table 2: Member Fee Schedule (Feb 2018)

Annual Fees billed in advance: \$265 comprised of:

- a) Rotary International Dues - \$105 CDN (prorated July 1 to June 30th)
- b) Rotary District 7090 Dues - \$95 CDN (prorated July 1 to June 30th)
- c) Rotary Club of Norfolk Sunrise Dues - \$65 CDN (prorated July 1 to June 30th)

Regular Meeting Costs billed quarterly at \$10 per meeting held during previous quarter. Rate may vary for special meetings.

Meetings are **normally held at Riversyde 83**, located at 83 Sydenham St, Simcoe, beginning at 7:00 AM.