

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 are encouraged to attend 3 club meetings before submitting an application for membership. If there are any meeting fees, such as for a special meeting, the meeting fee would be applied 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 will be partnered with a mentor, and should take part in an orientation program.
- **Family and Friends** is a unique status for RCNS, allowing a member's partner to attend meetings in the member's place with no extra meeting fee. If the member and partner attend together an additional meeting fee is billed. All family is encouraged to participate in Rotary activities.
- **Business Partners:** an organization pays an established fee annually which covers the Rotary International, District, and Club dues for one of up to 4 designees from that organization to attend meetings. One of the partners will be a member of the RCNS and of Rotary International, and will be a voting member of our club. All designees are encouraged to participate and benefit from the work of the club. For special meetings where a meal is served, all attendees will be invoiced.

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Business Members



Club Meetings

- Club meetings occur weekly at 7:00-8:15 AM on Tuesday mornings at Riversyde 83, 83 Sydenham St near downtown Simcoe, unless the meeting is held virtually using the Zoom platform (no meeting the Tuesday following a long holiday weekend). Most meetings can also be attended virtually.
- Members are encouraged to arrive at 6:45 AM for fellowship.
- Members will meet in committee, generally on the 2nd Tuesday of each month unless the committee chooses a different time.
- 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.

The Board of Directors

- The Board of Directors is comprised of 5 officers plus the chairs of the 7 standing committees, the Club Counsellor and the Foundation Chair. Officers are: President, President-Elect, Immediate Past-President, Treasurer and Secretary.
- The board generally has the authority and responsibility to make decisions on behalf of club members, with some exceptions as described in the by-laws; and include:
 - Members elect the officers.
 - The Treasurer has authority to disburse funds for specific uses outlined in the Board's approved budget. For disbursements requested by the Community Services or International Services Committee in excess of \$2,500, the Board shall recommend and the members approve these disbursements.
- 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 nominated by the President's Advisory Council, for approval by members.
- The President-Elect proposes a slate of committee chairs in April for approval by the membership.
- The slate of officers is presented to the members in December by the President's Advisory Council 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 providing the alternate is an active member.

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 uploaded to the member section of the club website.
- 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.
- The **ClubRunner app** is especially useful for communication with members via a mobile device.
- We also use Facebook and Instagram to promote Rotary and club 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. Please contact **Linda Muir** if you are aware of a member who would appreciate our support.

Participation by Members

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

Attending meetings of other Rotary clubs is encouraged.

- Make-up attendance credit applies 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.

Leaves of Absence (LOA)

- Members who are unable to participate in club activities and/or attend meetings regularly must submit a written request to the board in order 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 be responsible to pay Club, RI & District dues, but will not be invoiced for club meeting fees.

Club Finances

- Invoices are prepared and distributed to members semi-annually, 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, for approval by the membership.
- 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 below**.
- 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: Rotary International and District dues; and club fees billed semi-annually.

Fee Amounts for 2025-26

- **Annual Fees billed in advance:** \$500-\$550 total comprised of:
 - a) Rotary International Dues - \$150 CDN (\$75 billed semi-annually)
 - b) Rotary District 7090 Dues - \$80 CDN
 - c) RCNS Club - \$170 CDN (\$85 billed semi-annually)
- **Meeting Costs** billed in advance—\$3 per meeting whether attended or not - special meetings attended billed at cost.
- **Business Partners** fee is \$600 annually in lieu of above fees.

The Rotary Foundation (TRF)

Members are encouraged to support The Rotary Foundation, and a variety of options are available for members to do so including a link on our club website, subscribing to Rotary Direct for monthly or annual donations, and donating through the semi-annual invoices paid to the Club Treasurer and submitted on the member's behalf to TRF.

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 who deal with vulnerable people must have a Vulnerable Sector Records Check completed annually and show the **Club Counsellor**.
- The *Club Counsellor* is responsible for training members and dealing with any concerns related to the club's DEI objectives and the Abuse, Neglect and Harassment Protocol.
- In 2025-26 the **Club Counsellor is Tina Millea**.

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.

Public Image Policy and Prevention of Copyright Infringement

When acting on behalf of RCNS, members must acquire permission from the content owner before posting, sharing or printing images or other content that originated from someone else.

All questions pertaining to this policy should be directed to the Chair of the Public Image Committee.

A member who objects to the use of their personal information or images should contact the Public Image Chair or Board Secretary in confidence.

Table 1: Standing Committees and their Roles

Co-President & Board Chair: Mary Mercato (mariella1374@gmail.com)

Co-President: Ross Gowan (gowanross@gmail.com)

Committee Name	Committee Role
President's Advisory Council Chair Ross Gowan gowanross@gmail.com	<ul style="list-style-type: none"> • Comprised of the 5 most recent Past-Presidents who remain members 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 Chair Gail Bouw gail@coldwellbanker.ca	<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 Chair Gail Catherwood gailcatherwood@hotmail.com	<ul style="list-style-type: none"> • Member recruitment, retention and orientation of members • Promoting vocational service of members
Public Image Chair Jim Simpson jimandlyndasimpson@gmail.com	<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 & Instagram
Community Services Chair Joanne Keifer joanne.e.kiefer@gmail.com	<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
International Service Chair Andy Kooistra andykooistra59@gmail.com	<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 Services Chair Rudi Atkinson rudi.atkinson@me.com Co-Chair Andrew Watt andrew271178@yahoo.com.au	<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, Friendship Exchanges; and Vocational Training Teams • Leadership training programs for youth including Rotary Youth Leadership Award (RYLA)and Jr RYLA
Ways and Means Chair Cathy Harrop cathyharrop13@gmail.com	<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 Chair Louise Schebesch louiseschebesch@gmail.com	<ul style="list-style-type: none"> • Develops policy and advises the board and the Treasurer on finance matters.

Meetings normally held at Riversyde 83, 83 Sydenham St. Simcoe & on Zoom, beginning at 7:00 AM. on Tuesdays