



This document is meant to supplement the more formal Constitution and By-Laws of the Rotary Club of Norfolk Sunrise (RCNS). The handbook is a living document, being updated as needed when policies or practices change.

The Rotary Club of Norfolk Sunrise was chartered in 1996 under the sponsorship of the Rotary Club of Simcoe. The club has been strong with about 40 to 50 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.

Membership

A person 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 prior to applying.

The RCNS Board is responsible to approve new member applications, and 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.

When members (and their families) join, they should consent to and be aware that they will be a part of our club Public Relations efforts.

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. 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 members are encouraged to participate in Rotary activities.

Business Membership: 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. All designees are encouraged to participate in the work of the club. A second or third designee who attends a club meeting must pay an additional meeting fee.

Club Meetings

Club meetings occur weekly at 7:00-8:15 AM on Tuesday mornings at Riversyde 83 in downtown Simcoe (the former LCBO), unless the meeting is held virtually using ZOOM or other technology. Members are encouraged to arrive at 6:45 AM for fellowship. There will be no meeting the Tuesday following a long holiday weekend.

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 the change on the RCNS website, 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 chairs of the 7 standing committees. 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 the club members, with some exceptions as described in the by-laws; which include:

- Members elect the officers
- Members vote on committee recommendations that involve spending of amounts greater than or equal to \$1,000; or in the case of the Community Service Committee and the International Service Committee, greater than \$2,500

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 slate of officers nominated by the President's Advisory Council for the following year's Board is presented to the members each December at the Annual General Meeting. Members have the opportunity to make further nominations for the officer positions, and then vote on the slate of officers.

The President-Elect proposes a slate of committee chairs in April, for approval by the membership.

Board meetings are held monthly, typically the 3rd Thursday 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 club member to sit on one of the standing committees for the following year, doing their best to meet stated preferences of members. 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.

We also use Facebook to promote Rotary and club activities

Members are discouraged from using Rotary e-mail lists for non-Rotary purposes, and 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.

Public Image Policy and Prevention of Copyright Infringement

With more Rotary clubs active using online platforms, all members are asked to remember the importance of considering copyright infringement issues. When we consider using literary, musical, or artistic works in presentations, club websites, online or in newsletters, it is necessary to obtain a license or permission

from the 'owner' (not necessarily the person in question; it could be the photographer or editor) prior to use. This includes any songs, photos, etc. you find on the Internet or created by a Rotary member. If you do not own the content, do not print or post it, without ensuring that you have permission from the 'owner'.

How does this apply to us as individual club members and our families? Frequently, the RCNS enjoys activities which result in the sharing of group photos through the Sunriser and/or on social media that include our members, our families and/or our friends. Based on reasonable expectations, we will continue to presume that the collection of information at such a Rotary group activity is supported by the individual members of the Club. Having said that, if any member objects to the use of their personal information/images, you are encouraged to contact the Chair of our PR&C Committee or our Board Secretary in confidence and at your earliest convenience.

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 RCNS 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 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 be responsible to pay Club, 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, 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 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)

The Club typically budgets to send in to TRF U.S.\$60-\$100 per member at the beginning of each year, but the amount may vary from year to 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 to show it to the **Club Counsellor**.

The *Club Counsellor* is responsible for training members and dealing with any concerns related to the Abuse, Neglect and Harassment Protocol.



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Table 1 Standing Committees

Committee Name	Committee Role
President's Advisory Council	<ul style="list-style-type: none"> • Comprised of the 5 most recent Past-Presidents who remain RCNS members • Mentor and advise Incumbent Presidents and Presidents Elect; • Club leadership development and training; • Long range planning; • Nominate Board officers for member approval; • Nominate Paul Harris Awards for Board approval.
Club Services	<ul style="list-style-type: none"> • Arranging the meeting program; • Responsible for: facilities, speakers, meeting greeters, meals, location, attendance, etc.; • Organizing fellowship events & offsite meetings
Membership	<ul style="list-style-type: none"> • Member recruitment, retention and orientation; • Promoting vocational service of members; • Goodwill Ambassador; • Maintain and update Member Handbook document.
Public Relations & Communications	<ul style="list-style-type: none"> • Responsible for all internal and external communications activities by the club; • Maintain club document archives; • Supervise and coordinate the public relations and media advertising efforts of fundraising and event ad hoc committees; • Club website, Facebook, Sunriser Bulletin.
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.
International Service	<ul style="list-style-type: none"> • Responsible for identifying and supporting international service initiatives; • Supervise and coordinate the work of all ad hoc committees appointed under these avenues of service; • Responsible for promoting the work of The Rotary Foundation.
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; • Coordinate disbursement of Bursaries and Scholarships managed by RCNS.
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	<ul style="list-style-type: none"> • Develops policy and advises the board and the Treasurer on finance matters.

Table 2: Member Fee Schedule (Jan 2022 example)

Annual Fees billed in advance: Usually between \$450 - \$500 comprised of:

- a) Rotary International Dues - \$125 CDN (\$62.50 billed semi-annually)
- b) Rotary District 7090 Dues - \$90 CDN
- c) Rotary Club of Norfolk Sunrise Dues - \$230 CDN (\$115 billed semi-annually)

Regular Meeting Costs: meal costs are billed quarterly for meetings held during the previous quarter. *Rate may vary for special meetings.*

Business Membership is billed annually (all dues plus the cost for one person attending each meeting).