

**PROPOSED  
ROTARY CLUB OF HENDERSONVILLE, NC  
MANUAL OF PROCEDURES  
June 2008**

**GENERAL PROVISIONS**

- 1. Purpose** The purpose of this Rotary Club of Hendersonville Manual of Procedures is to establish in a single comprehensive and current document all of the general and permanent policies that have been adopted by the Board and members of the Rotary Club of Hendersonville, NC and that are not expressed in its Constitution and Bylaws. All procedural policies and rules of a general and permanent nature that are adopted by the Board of Directors of the club after the effective date of this Manual shall be added to it in order for the club to have a single and current collection of such rules and policies.
  
- 2. Relationship to the Constitutional Documents and RI Documents.** The constitutional documents consist of the Constitution and the By-Laws of the Club. This Manual is supplemental to the club's constitutional documents and is construed in harmony with them. In the event of a conflict between the provisions of the constitutional documents and the provisions of this Manual, the constitutional documents take precedence and thereby modify the conflicting provisions of the Manual, without invalidating them unless that is the necessary effect of such modification. This Manual is not and is not intended to be a mirror image of the *RI Manual of Procedure*, whose white pages are useful for purposes of explanation and as guidelines in interpreting RI policy as found in the constitutional documents of RI and the *Rotary Code of Policies*.
  
- 3. Update Process** This Manual is updated by the Secretary after each Board meeting at which board action results in the creation of a new rule or policy, or an amendment of an existing one. After Board approval a current Manual will be posted on the Club's website and a hard copy will be provided to any member upon request.

**CALENDAR OF MAJOR EVENTS**

- 1. July**
  - a. Induction of new officers
  - b. Budget approval
  - c. Request information from Charitable Corp for amount of funding from them for charitable projects
  - d. Request proposals for project funding – all members and committee chairs
  
- 2. August**
  - a. Community/Vocational Service and International Service Board members to present their project proposals funding – Board action
  - b. Submit proposed project list and requested funding to Charitable Corp for their approval
  
- 3. September**
  - a. Past President forms Nominating Committee
  
- 4. October**
  
- 5. November**
  - a. Nominating Committee reports slate to Board
  
- 6. December**
  - a. Hold Annual Meeting and elections
  - b. Report next FY officers to RI and District
  
- 7. January**
  - a. Send 1099's to all recipients

**8. February**

**9. March**

- a. In-coming President organizes new Board
- b. President and Past President form committee to select Foster Awardee

**10. April**

- a. Appoint official representative with voting rights to the RI Convention

**11. May**

- a. Request input from all sources relative to needs for next fiscal year for club budget and projected fund raising income and expenses to transmit to Charitable Corp.

**12. June**

- a. Request Financial Procedures Review from Finance Committee

**CLUB ORGANIZATION**

**1. Club Service - Conduct the operations of the club**

- a. **Membership Committee:** reviews membership proposal, makes recommendations to the Board, conducts orientation and adjusts classifications appropriately.
- b. **Attendance Committee:** encourages and promotes regular attendance
- c. **Fellowship Activities Committee:** promotes acquaintance and friendship among the members. Obtain greeters and podium people for meetings
- d. **Program Committee:** arranges for and prepares the programs for meetings of the club
- e. **Club Bulletin Committee:** publishes weekly bulletin.
- f. **Public Relations Committee:** Develops publicity for the club.
- g. **Club History Committee:** Maintains official Club History
- h. **Information Services Committee:** Maintains club website and directory
- i. **Photographer:** photographs Club activities
- j. **Care and Concern Committee:**
- k. **Scrapbook/Club Display**

**2. Board Committees**

- a. **Finance Committee:** provides oversight of all cash management processes of the Club, provides monthly reviews of financials to the Board, coordinates preparation of the Club's budget, oversees a thorough review of all financial procedures annually, and makes recommendations of financial management and policy changes to the Board. Chair is Treasurer of Club
- b. **Fund Raising Committee** – manage fund raising activities consistent with the long-range plans of the club, assess current activities and recommend changes for future.
  - i. **Pancake Breakfast** – committee plans and conducts a fall activity to raise funds for club project
  - ii. **Auction Committee** – committee plans and conducts a winter activity to raise funds for club projects
  - iii. **Golf Tournament Committee**– committee plans and conducts a spring activity to raise funds for club projects - **probably for 2009-10**

- iv. **Sponsorship Committee**— conducts sponsorship campaign to support club operations and other fundraisers
  - v. **Poinsettia Sales** -possible for 2008-9
  - vi. **Rotary Tabloid** --possible for 2008-9
3. **Community and Vocational Service Area** - Devise and carry out plans of service to the local community.
- a. **Education and Community Grants Committee**: manages teacher grant program and other local nonprofit funding requests
  - b. **Reading to Children Committee**: promotes and manages program activities by the Club
  - c. **Writing Buddies**: matches club members with students in a pen-pal type relationship
  - d. **Gift of Knowledge Committee**: distributes dictionaries to all third graders in county
  - e. **Jim Finch Scholarships Committee**: manages Club's graduating senior scholarship at each county high school.
  - f. **Environmental Committee**: promotes local environmental improvement projects.
  - g. **Salvation Army Committee**: staffs annual holiday fund raising program of the Salvation Army
  - h. **Alzheimer's Research Committee**- promotes financial support for Alzheimer's research
  - i. **Service above Self Recognition Committee**: Recognizes outstanding students serving others and awards scholarship (joint projects with Four Seasons club)
  - j. **Interact Committee**: maintains liaison with these clubs
  - k. **Rotaract Committee**: maintains liaison with this club.
  - l. **Special Initiative Committee— Make Dreams Real** – service/vocational project supporting United Agenda for Children
4. **International Service** - to promote international understanding and international service and financial support for the Rotary foundation.
- a. **Rotary Foundation Committee**: Promotes member giving to The Rotary Foundation of Rotary International
  - b. **World Community Service Committee**: Administers the Rotary Group Study Exchange Program and the club's International Understanding programs.
  - c. **Rotary International Projects Committee**: Discovers humanitarian programs in foreign countries seeks funding for and supervises implementation of projects
  - d. **Help the Children Hear Committee**: solicits and collects used hearing aids for children in foreign countries.

### PROJECTS

1. **Project Support Goals**—The Club provides support for both Community and International projects. International projects focus upon international understanding, international service and financial support for the Rotary foundation. Community projects have goals that will improve the lives of children through community collaborations focused on education. Projects should be visible to the community and provide members an opportunity for service.

- 2. Funding** - The Club's primary service project expenditures are not considered operational expenses and are to be provided from the Charitable Corporation funds where possible consistent with IRS regulations and the Charitable Corporation bylaws.
- a. Service project expenditures are to be forecast each year and generally should not exceed the previous years fund raising net proceeds whose value is supplied by the Charitable Corporation.
  - b. The Board shall begin each fiscal year by taking all existing projects to a zero budget (total review) and requiring a justification for each project in the budget.
  - c. The Finance Committee will review Club's finances in last quarter of each fiscal year. The Committee is to report to the Board the funds necessary to start the new fiscal year with a quarter of the Club's expected operating expenses. The Board will consider allocating half the excess funds to the Club's investment plan and half to further support projects.

**3. Board Approved Projects for Annual Funding**

- a. **Robert A. Foster Paul Harris Fellow** - Board Initiated Sept 21, 2000  
"Robert A. Foster Paul Harris Fellow" to be awarded each year to the member who most clearly deserves singular recognition for his or her contributions to our club. Annual funding \$1000
- b. **Jim Finch Scholarships** - Board initiated Sept 21, 2000  
A committee works with local school officials to identify graduating seniors worthy of receiving a cash award from the club. Each of the four high schools in Henderson County and Blue Ridge Community College participate in this program. In addition to \$1,000 cash awards, each student receives a handsome plaque with a clock for his or her desk or mantel. Annual Funding \$5700 from Charitable funds for scholarships and plaques
- c. **Education Grants** – Board initiated November 15, 2005,  
Improving education for the students in Henderson County is a primary focus of the funding efforts of the Hendersonville Rotary Club. The Club will make significant contributions to the education of our young people by assisting teachers in implementing innovative teaching practices. Funding to be determined annually based upon availability of funding.
- d. **"Service Above Self Awards"** – Board approved November 7, 2005  
Collaborative project with the Four Seasons Rotary club. Award to be presented to a HS junior or senior monthly from October through May from one of the four high schools for a total of 8 awards. Selection committee from each school will determine the winner based on criteria established by the two Rotary clubs. Winner will be recognized at a school assembly, presented with a Rotary Plaque and \$100 will be awarded to the School in their honor. Each winner will be asked to complete a form (furnished by Rotary) that will be evaluated by a rotary committee to select a yearly one time winner of a \$1000 college scholarship. Our club provides the plaques and \$100 checks with Morning Club providing the scholarship. Annual funding \$1000.