

Salida Sunrise Rotary Club

Policy Statements

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Salida Sunrise Rotary Club Policy Statements

ISSUED: 2/6/2019

Policy #01: Rotarian Code of Conduct and Member Integrity and Values Expectations *:

All Rotary members are expected to use the following Rotary International (RI) Code of Conduct:

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.
5. Not seek special business or professional advantages from other Rotarians.

In addition to the RI Code of Conduct the following items will be included for Rotary Integrity and Values Expectations:

6. A Rotary member must always find a way to respect another Rotary member's opinion, no matter how remote it may seem from one's own opinion on the same subject.
7. A Rotary member will, under no circumstances, demean another Rotary member personally; especially in the public media or a public space.
8. Behavior that violates the above policy statements is unacceptable. Honor and respect for all individuals and the club will always be important compass points in communications.

* While this Code of Conduct is intended for Rotary members, the Four Way Test and Salida Sunrise Club encourages members to hold these standards for all individuals with whom they engage.

APPROVAL: Dennis J. Rialley DATE: 2/6/19
Title: President

Salida Sunrise Rotary Club Policy Statements

ISSUED: 4/23/2024

Policy #02: **Membership Dues and Delinquency**

It is the policy of the Salida Sunrise Rotary Club to periodically set the fee for active member dues that cover the administrative organizational expenses to include such items as:

- Rotary International Dues
- Rotary District Dues
- PETS Training for two
- District Training if applicable
- Rotary International Magazine
- O&E Insurance
- Administrative Expenses

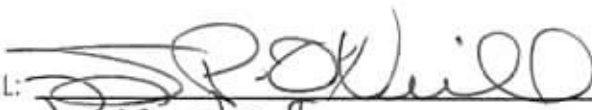
This fee does not apply to members on Leave of Absence approved in accordance with Salida Sunrise Rotary bylaws, and it may be revised by the Board from time to time, with the revisions noted in this policy. Members have the option of buying breakfast.

The current combined fee for membership dues was is hereby established at \$65.00 per quarter at the May 31, 2023 board meeting and became effective 7/1/23 (a \$5 per quarter increase in dues previously approved on 8/4/11).

Members nine months or more (three quarters) in arrears as of December 15 and June 15 of each year who have not communicated in writing a plan to become current shall be deemed to have resigned from the club. Such individuals shall be removed from membership reports made to Rotary International as of the 1st of January and the 1st of July.

APPROVAL: _____

Title: _____


President

DATE: _____

5/2/2024

Salida Sunrise Rotary Club Policy Statements

ISSUED: 4/23/2024

Policy #03: Rotary Member/Non-Profit Dues:

Members who are the Executive Director and/or designated representative of a non-profit organization that is endorsed by the Salida Sunrise Rotary Club shall be given the opportunity to be a member of this club at a 50% dues rate.

Application to receive the Salida Sunrise Rotary Club non-profit dues rate must be made in writing (there is no formal application form) to a member of the Salida Sunrise Rotary Membership Committee. The application shall be reviewed, voted on and approved by a majority vote of the Membership Committee.

Qualifications: These Salida Sunrise Rotary Member Non-Profit dues shall be made available to the Executive Director and/or designated representative of a Non-Profit Organization who are Rotary members only and are a full-time resident of the Salida Sunrise Club community.

Expectations: The member meeting the Salida Sunrise Rotary Member Non-Profit dues qualifications shall serve on a Rotary Club service committee; shall participate in a Rotary Club service project; shall satisfy the same meeting attendance requirement as a Rotary member.

Term: The Salida Sunrise Rotary Non-Profit dues shall remain as long as the member is the Executive Director and/or designated representative of the non-profit. Should this member leave their position as the Executive Director and/or designated representative of the non-profit organization, their dues shall automatically return to the full member rate.

APPROVAL: _____

Title: _____


President

DATE: _____

5/2/2024

Salida Sunrise Rotary Club Policy Statements

Issued: 2/6/2019

Policy #04: Rotary Member Scholarship

It is the policy of the Salida Rotary Club to establish a Salida Sunrise Rotary Member Scholarship to be used only when needed.

The Scholarship shall pay for the Members' Dues at the full current rate. The duration of this Scholarship shall be for a one-year period beginning on the date the Rotary Member is inducted into the Salida Sunrise Rotary Club. The Scholarship shall be renewable for a one-year period immediately following the first full year period. During this second year Scholarship period, the Members' Dues shall be at 50% of the full current rate.

Qualifications: This Salida Sunrise Rotary Member Scholarship shall be made available to: new Rotary members only; have a financial need as indicated "verbally" to a member of the Membership Committee; and are a full-time resident of the Salida Sunrise Club community.

Expectations: The member receiving the Salida Sunrise Rotary Scholarship shall serve on a Rotary Club major service committee; shall participate in a Rotary Club service project; shall satisfy an 80% meeting attendance requirement; and shall become a community leader.

Confidentiality: Confidentiality shall be maintained by the member receiving the Salida Sunrise Rotary Member Scholarship and the members of the Membership Committee and all members of the Salida Sunrise Rotary Club.

Application: It will be the responsibility of the member's sponsor to suggest to the member of the availability of this scholarship. Application to receive the Salida Sunrise Rotary Club Member Scholarship must be made in writing (there is no formal application form) to a member of the Salida Sunrise Rotary Membership Committee. The application shall be reviewed, voted on and approved by a majority vote of the Membership Committee.

One Salida Sunrise Rotary Club Member Scholarship may be awarded per year.

APPROVAL: Dennis L. Rieley DATE: 2/6/19
Title: President

Salida Sunrise Rotary Club Policy Statements

ISSUED: 2/6/2019

Policy #05: Meals for Prospective Members

It is the Policy of the Salida Sunrise Rotary Club that any prospective member be invited as a guest of the club for at least one (1) regular club meeting. As a guest of the club, the cost of the meal for the prospective member shall be absorbed by the Club. Following this "guest" visit, he/she may be invited to attend additional Club meetings as the guest of one or more Club members (at the member's cost if they choose), in order to become more familiar with the Club and its activities.

The prospective member (or their sponsor) should present the meal receipt to the treasurer.

APPROVAL: Dennis L. Rialley DATE: 2/6/19
Title: President

Salida Sunrise Rotary Club Policy Statements

ISSUED: 3/31/2023

Policy #06: Club Donation Policy

Intent:

It is the intent of the Salida Sunrise Rotary Club to use its financial resources to support local, national, and international humanitarian projects. Requests will be evaluated based on need and Salida Sunrise Rotary areas of focus. Rotary International has defined five avenues of service: Club Service, Vocational Service, Community Service, International Service and Youth Service. The Salida Sunrise Rotary Club was established with a focus on youth and the environment.

Priorities for Salida Sunrise Rotary community grant funding, projects

1. The Salida Sunrise Rotary Club ("SSR") was established with a focus on projects supporting both local youth and the local environment.
2. Salida Sunrise Rotary generally favors one-time enhancements to an organization's impact as measured by well-defined goals and success criteria. This impact may be achieved through a project or program.
3. "Youth" includes all persons less than the age of majority. Proposals for youth projects that teach or nurture leadership and followership skills are favored.
4. "Environment" includes all aspects of environmental health, including the sustainability of favored conditions.
5. That a proposed project contemplates effects that are not reasonably described as "youth" or "environment" does not foreclose Salida Sunrise Rotary from considering "Community Service" projects. "Community Service" encompasses all projects, programs or events addressing unmet charitable or humanitarian needs in the community, and have stated goals and measurable impact.

Each year funds available for community grants will be allocated among applications recommended for approval by the Community Grants Committee ("CGC").

Service in Lieu of Financial Support:

As a service organization, we will gladly offer our time and expertise, within the capacity of the membership, to support eligible programs and projects. We will offer this approach when and if this makes more sense than an outright financial donation.

Salida Sunrise Rotary community grants, administrative constraints

1. Salida Sunrise Rotary grants may not be utilized to fund an applicant's ongoing operating expenses, e.g. salaries, rent, utilities, and supplies. Grants in support of capital expenditures may be considered if the "capital" item will further the project priorities set forth above.
2. Salida Sunrise Rotary grants may not exceed 50% of a project's cost.
3. Applications for grants of \$1,000 or more will only be considered once per year.

Salida Sunrise Rotary Club Policy Statements

4. Salida Sunrise Rotary strongly prefers that an applicant have other additional sources of funding for its proposed project.
5. Salida Sunrise Rotary will not sponsor fund-raising events or projects for an applicant.
6. Proposed projects must follow applicable local laws, regulations and public health guidelines.

Grant application process

1. Grant applications are submitted via email to donationrequest.ssr@gmail.com
2. Each Grant Application must have a Sponsor from Salida Sunrise Rotary. If an organization does not have a Sponsor, the Committee Chair may choose to ask Salida Sunrise Rotary members if they want to be a Sponsor and match the nonprofit representative with an Salida Sunrise Rotary member.
3. After the grant application deadline, the CGC convenor shall make an announcement and send an email to Salida Sunrise Rotary members with the list of organizations that have applied. The CGC convenor shall ask if any Salida Sunrise Rotary member worked with an organization on an application that is not listed. We've had trouble with applications not showing up in the email box, or organizations sending it to the incorrect place. This "check in" with members helps avoid surprises later!

Grant application review process

One or more members of the CGC shall:

1. Gather all the applications and make a master list of who has applied, the project name, and how much they're requesting. This is helpful for tracking, and can be sent out to the committee members to make sure they have documents for all of the applications.
2. Email all the grant applications received to CGC committee members – this may need to be done in several batches. Also send the committee members the "grading spreadsheet," which includes criteria for how well the application aligns with our guidelines for providing funding.
3. Set up a time to review and discuss the applications with committee members. If some members can't make the time, ask them to send in their funding recommendations and comments before the meeting.
4. If questions come up about info in the application, go through the Sponsor to get them answered by the nonprofit. The Sponsor is responsible for communicating with the nonprofit.
5. Hold a review meeting to decide which applications will be recommended for funding and for how much. This usually takes 1-1.5 hours, depending on the volume of applications. Before the meeting, confirm how much funding is available through the Salida Sunrise Rotary Charitable Fund budget.

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- a. If a Community Grants committee member is a Sponsor for a grant application, they can still weigh in on/vote on how much to approve.
- b. If a committee member works for the organization that is requesting the grant, they must abstain from voting on if/how much to approve.

Grant finalization and approval process + distribution of funds

One or more members of the CGC shall:

1. Send the committee's recommendations for funding amounts to the Charitable Fund Board Chair
2. The Charitable Fund Board Chair will get the vote from the Charitable Fund Board.
3. After the Charitable Fund Board has approved the grants, share the outcome with the grant Sponsors (Salida Sunrise Rotary members).
4. After notifying the grant Sponsors, announce the grants approved to the Salida Sunrise Rotary membership (no vote needed).
5. Notify the grant applicants of the outcome via email.
6. Submit this form to the Club Administrator for each grant request: [ssr-charitable-fund-donation-check-disbursement-request](#)

Distribution of Funds:

The Rotary Club sponsor for the donation request is responsible for ensuring any funds provided are properly utilized and that there is a report back to the Club upon project/event completion.

The requesting organization is encouraged to visit the Salida Sunrise Rotary Club and share a presentation describing their organization and mission. This visit would be especially appreciated after completion of the project or event funded. Further, members of requesting organizations are always encouraged to get engaged in the Salida Sunrise Rotary Club and consider becoming members.

In some cases, the funds associated with an approved donation will be provided to the requesting organization only after completion of the project or program. This is to ensure the actual costs are equal to or greater than those estimated at the time of the nomination process.

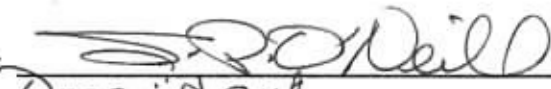
Application submission and review process

The process requires that one or more club members sponsor each project funding proposal. Sponsors are responsible for advising the requesting organization and reviewing the Donation Request Application prior to submission.

Completed applications are submitted to the current review committee (CGC). The donation review committee will evaluate requests twice per funding year and submit funding recommendations to the Salida Sunrise Rotary Charitable Fund Board for approval.

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The Community Grants Committee recommendations for funding will be reviewed for approval by the Salida Sunrise Rotary Charitable Fund Board and will make final disbursement decisions. At that point, the Community Grants Committee will prepare check request forms for submission to the Charitable Fund treasurer who will send checks to those organizations whose projects were approved.

APPROVAL:  DATE: 5/2/2020
Title: President

Salida Sunrise Rotary Club Policy Statements

ISSUED: 4/23/2024

Policy #07: Club Meeting Programs/Presentations

Members alternate responsibility for coordinating club meetings, generally signing up for one month at a time. This includes securing a speaker (per guidelines below) or facilitating a social meeting, preparing a written description of the program to inform members and/or the public at least 2 weeks in advance, and running the meeting on schedule in accordance with the agenda. The club president shall provide the meeting coordinator with the requirements of the role and the following program guidelines.

Program presentations shall conform to the following guidelines:

1. Programs concerning community affairs and organizations as well as private commercial interests are acceptable. A club may properly discuss public questions of interest to its members provided that, when such questions are controversial, both sides are adequately presented. No club action shall be taken on any pending controversial public measure. Programs should be consistent with the Four Way Test of Rotary.
2. Programs presented by businesses or commercial interests shall:
 - a. Be of general nature in scope. For example, in a presentation by a securities broker, a discussion of general market trends is preferable to a program which would deal with specific products and services offered by that firm.
 - b. No sales, offers for sale, or direct or indirect solicitation of any product or service shall be permitted before, during, or immediately after a Rotary meeting.
 - c. Program presenters are not permitted to gather names for future prospecting or sales activity during a Rotary meeting as a result of a questionnaire, survey, or other similar device.
3. It shall be the responsibility of the Rotary program Chairpersons to advise the program presenter of these guidelines and to deliver a copy to the presenter prior to the presentation. A presenter should be informed of the time limitations of the meeting including the 20-minute speaking time limitation for their presentation and plan to allow time for questions. The program should end promptly.
4. Charitable presentations are allowed but should not include an appeal for funds. All requests for funds need to follow the Club Donation Policy (Policy 6 of this document).
5. Political and Religious topics are not allowed to be discussed at any meeting.
6. Monthly Meeting Coordinators for the month have the responsibility to evaluate speakers. If they have any questions regarding the speaker and/or their discussion content, the coordinator should bring their questions to the president or president elect. It is encouraged to have speakers known 2 weeks ahead of time to be posted in the paper or other news media.

APPROVAL:

Title:


President

DATE:

5/2/2024

Salida Sunrise Rotary Club Policy Statements

ISSUED: 2/6/2019

Policy #08: The Power of Member Giving Expectations:

Rotary International Foundation: The Rotary Foundation (RI Foundation) was developed on the basis of voluntary contributions. Contributions to the RI Foundation shall not be a condition of membership; however, members are encouraged to donate to the Foundation at least once a year.

The Rotary Foundation is made up of three primary areas to donate funds to on an individual basis:

Polio Plus. donation to this area will completely focus on the eradication of Polio from the world.

Legacy Fund. donations to this area will go to supporting the long term investments of Rotary to achieve long term financial stability.

Annual Fund. donations to this area go to supporting Rotary District and Rotary International grants. Three years after a donation is made, fifty percent of the donation comes back to the Rotary District to support grant requests from individual clubs for local and district projects.

Members can understand our encouragement for them to donate at least once per year to the Foundation by going to <http://www.rotary.org/en/about-rotary/rotary-foundation>.

Paul Harris Award: The Paul Harris Fellow program recognizes individuals who contribute, or who have contributions made in their name, of \$1,000 to The Rotary Foundation of Rotary International. The honor was established in 1957 to show appreciation for contributions that support our Annual Fund, PolioPlus, or an approved Foundation grant.

Salida Sunrise Rotary Fundraising Activities: Throughout the year, Salida Sunrise Rotary will have fundraising activities to support our Scholarship and Community Grant programs. Contributions to these fundraising activities shall not be a condition of membership; however, members are encouraged to participate in these activities or donate if possible.

APPROVAL: Dennis L. Rietley DATE: 2/6/19
Title: President

Salida Sunrise Rotary Club Policy Statements

ISSUED: 4/23/2024

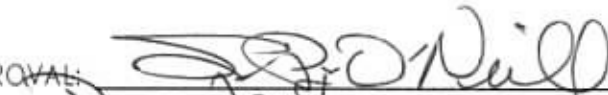
Policy #09: Member Avenues of Service Expectations:

The Salida Sunrise Rotary Club is a service-oriented club focused on serving the Salida and Chaffee County communities by raising funds and volunteering for club projects and with various charities and non-profit organizations in the area.

In addition to Club members being involved in community activities, the Salida Sunrise Club encourages members to participate in club activities by serving on at least one internal committee each year. These committees are listed in an organization chart for the club and are updated at least annually.

APPROVAL:

Title:


President

DATE:

5/2/2024

Salida Sunrise Rotary Club Policy Statements

ISSUED: 2/10/2020

Policy #10: Nondiscrimination and Anti-Harassment Policy

The Salida Sunrise Rotary Club (the "Club") is committed to providing a membership environment in which all individuals are treated with respect and dignity. Each member should be able to expect a Rotary club atmosphere that promotes goodwill and prohibits discriminatory practices and harassment. The Club expects that all relationships among persons participating in the Club's activities will be respectful and free of harassment and unjustified bias and prejudice.

This policy applies to all members and guests participating in Club activities, and it addresses harassment, discrimination and retaliation whether engaged in by members or by someone not directly connected to the Club (e.g., vendor or guest). Conduct outside of Club activities and relationships is not subject to this policy. Conduct prohibited by this policy is unacceptable in all Club activities, including Club trips, Club meetings, and Club related social events.

Salida Sunrise Rotary Club does not tolerate the discrimination or harassment of any person on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status, and physical or mental disability.

Any member who believes that he or she has been subjected by anyone to conduct that is contrary to the Club's policies is encouraged, but not required, to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct. The member is also urged to report the matter immediately to the Club President or President-Elect so that consideration of Club action can begin promptly.

Salida Sunrise Rotary Club Policy Statements

The Club strictly prohibits retaliation against any individual who reports prohibited conduct in good faith or who participates in an investigation of such reports. Such retaliation will be subject to disciplinary action up to and including termination.

APPROVAL:  DATE: 2-12-20
Title: PRESIDENT

Salida Sunrise Rotary Club Policy Statements

ISSUED: 6/30/2024

Policy #11: Satellite Club for the Rotary Club of Salida Sunrise

With the establishment of a Satellite Club within the Rotary Club of Salida Sunrise, consisting of the minimum of eight members, a president, president elect, treasurer and secretary shall be elected.

Complete with by-laws that are consistent within the guidelines of Rotary District 5470 and forming their own Mission and Vision statement, it will be considered a Satellite Club. Also, quarterly dues will be paid by each member to cover the cost of both District and Rotary International (RI) dues plus administration expenses to establish each member with the District and RI. Those first quarter dues are due upon the establishment of the Satellite Club and will, in the future, will be billed on a quarterly basis.

There will be a representative from the Satellite Club who will act as a liaison between clubs and who is expected to attend all Salida Sunrise Rotary Club board meetings.

Membership within the Satellite Club will be a process established within the by-laws of the Satellite Club. When a member is accepted into the Satellite Club, that application form will be presented to the current president of the Rotary Club of Salida Sunrise. It will then be given to the club's administrator for processing.

The Satellite Club may choose to work with the Sunrise Club on fund raising and community service projects when it is agreeable between the two clubs.

APPROVAL: _____

Title: _____


President

DATE: 6/30/2024