

St. Simons Rotary Procedures

This document is a brief reference to the procedures that have been adopted by the Board of Directors. A reference to an official document is included where available. This document does not set policy, but only attempts to briefly summarize the policies that have been voted on and approved by the SSI Rotary Board of Directors.

Attendance

Weekly attendance will be gathered by the Secretary who will manage attendance using a report to RI through DaCdb. Make-ups and perfect club attendance will be recognized. Makeups can be accomplished for the previous 4 weeks by attending Tues Night monthly socials.

New Member Processing

Applications will be given to the Club Service Director. Applications will be sent to Board members by email. Orientation class (one Tues each month) and 2 club visits are required before Board votes on membership. Ref. Membership Application Form, Bylaws

Financial

All members are required to pay quarterly dues with the exception of the Secretary and Treasurer. An optional donation to the Rotary Foundation may be included on quarterly invoices. Payment of quarterly dues is due on the first day of the quarter. Financial Procedures require all transactions to go through Club Treasurer. All Club moneys are held in club accounts. The Club Treasurer and the fund raising Committees will formally report their financial status each quarter.

Leave of Absence

Leave of Absence is available for 6 month periods with Board approval. Members can complete request form stating beginning & end dates and reason for Board approval. Board will review each LOA when end date is reached. Ref. LOA Request Form & LOA Review Form.

Member Termination

Membership can be terminated for Attendance, Financial and Red Badge Program violations. The Board will periodically review the Club's financial report and attendance/red badge records and take action as required. Members will get a letter and deadline when a Board action is imminent. If the member does not comply they are subject to membership termination. Ref. Membership Guidelines 12/5/06.

Red Badge Program

All new members are required to participate in the Red Badge Program unless they have significant past Rotary Membership experience. It is expected that new members will complete their requirements for a Blue Badge in 6 months or less. Anyone who hasn't completed the requirement in one year is subject to Board action. Ref. Red Badge Welcome Letter, Red Badge Completion Form.

Rule of 85

When a member has 85 points as a sum of age and Rotary membership they can apply for a rule of 85 Attendance Exception. If approved the member is no longer required to attend meetings to maintain their membership. Ref. RI Rule of 85 Policy, Rule of 85 Request Form.