

Guidelines of the Rotary Club of Coronado

The purposes of these Club Guidelines are to,

1. Serve as an explanation of policy, an educational instrument and a planning tool for club members and support staff,
2. Serve as a source of continuity for club policies and procedures,
3. Document important board decisions (e.g., board funding approval guidelines including the LTR&S funding policy),
4. Serve as a supplement to the club bylaws incorporating subjects which may change rapidly and which should not trigger the need to amend the bylaws.

These Club Guidelines (which are referenced in the club bylaws) may be changed at any time by the club Board of Directors, and may be temporarily overridden by the club President. If any of the Club Guidelines are in conflict with the Club Bylaws or Rotary International requirements, those Club Guidelines are void.

These Club Guidelines should be updated on at least a yearly basis by the club immediate Past-President with the assistance of the Executive Director. The guidelines, along with the Club Bylaws, are given to all new club members and discussed in Rotary II. Also, they are available on the club website and should be reviewed by each new board member when elected.

Guideline Organization

The guidelines topics are as follows:

<ol style="list-style-type: none">1. Governance2. Attendance3. Dues4. Rotary Service5. Officers and Directors of the Board6. Officer and Director Elections7. Installation of New Officers and Directors8. Committees9. Meetings of the Club10. Meeting Lunch/Coffee Tickets11. New Members12. Induction of New Members Procedure13. Rotarian of the Day14. Rotarian of the Year (ROY) Award	<ol style="list-style-type: none">15. Rotarian of the Year Selection Process16. Rotarian of the Year Awarding Process17. Rotarian of the Year Green Jackets18. Rotarians at Work Day19. Low Tide Ride & Stride20. President's Roast21. Past-Presidents' Dinner22. Club Financial Planning23. Uses of Club Income24. Financial Support of Members by the Club25. Funding Guidelines of Club Board26. Website27. Member Information Protection28. Youth Protection Policy29. Red Badge Requirements
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1. Governance

- a. The Rotary Club of Coronado includes a club and a club foundation.
- b. Club - The Rotary Club of Coronado is a 501c(4) entity.
- c. The club is governed by
 - i. the Rotary Club of Coronado Constitution
 1. The club constitution is the standard club constitution presented in the Rotary International Manual of Procedure.
 - ii. The Rotary Club of Coronado Bylaws,
 - iii. The Rotary Club of Coronado Club President and Board of Directors,
 - iv. And, less formally, by these guidelines.
- d. Payments and contributions made to the Rotary Club of Coronado are not deductible on personal taxes.
- e. Club Foundation - The Rotary Club of Coronado Foundation is a 501c(3) entity and is governed by the Rotary Club of Coronado Foundation Bylaws and the Rotary Club of Coronado Foundation Board of Directors.
- f. The Rotary International Foundation is also a 501c(3) entity. Contributions made to the Rotary International Foundation often are deductible, either totally or partially, in personal taxes. An example of this is Paul Harris donations.

2. Attendance

- a. Club members are expected to maintain at least 50% attendance by a combination of attending club meetings or attending meetings of other clubs or involvement in other club activities as specified in the Club Constitution.

3. Initiation Fees, Annual Fees, and Dues

- a. The initiation fee to the Rotary Club of Coronado is \$200. Pancake Breakfast tickets are an obligatory annual fee and are currently \$66. Club dues are \$255 and due each year on July 1. Club members get a 10% discount on dues (reduced to \$230) if they are paid by July 31.

4. Rotary Service

A key focus for Rotarians is service to others. All Rotary activities, both locally and internationally, are focused into five Avenues of Service: Club Service, Community Service, International Service, Youth Service, and Vocational Service. Within our club we further divide Club Service into Operations and Special Events, and Community Service into Local (in Coronado) and Regional (anywhere across the bridge in the U.S.). As a part of their service, Rotarians may provide time and expertise as well as financial support.

Service may be an activity, work as part of a committee or financial support. Examples of our club's participation in each Avenue of Service are described below.

Ave. of Service	Description	Examples of Club Member Time and Expertise Service	Examples of Member/Club Financial Support
Club Service - Operations	Actions to help the club function successfully	Sargent-at-arms, Meeting set-up, Programs, P.R., Rotary apparel sales	Annual dues
Club Service – Special Events	Actions to help the club special events	Christmas Party, Low Tide Ride and Stride, Golf Tournament, Wine Tasting Event, Pancake Breakfast,	Low Tide Ride and Stride, Golf Tournament, Wine Tasting Event, Pancake Breakfast
Community Service - Local	Community Service focused in Coronado	Beach Clean-up, July 4 th Parade, Rotarians-at-Work Day, Christmas Eve Santas, Scouting	Concert in the Park, Cor. Hosp. Foundation Coronado Schools Foundation, CoSA
Community Service - Regional	Community Service focused outside of Coronado but in the U.S.	Relay for Life, Fisher House, Feed the Needy	Wounded Warriors Foundation, Honor Flight, USO–San Diego, Armed Services YMCA
International Service	Service efforts focused outside of the U.S.	Limbs of Freedom, Missionvale Care Center, Tanzania School Grant writing	Limbs of Freedom, Pan American Inst., Shelter Box, Missionvale Care Center, Thousand Smiles
Youth Service	Leadership development for youth and young adults	Interact, Rotary Youth Exchange, Everyone a Reader, Scouting, Youth Protection Officer, Student Rotarians, Rotaract	Support of many local school activities, Rotary Youth Exchange, Coronado H.S. scholarships
Vocational Service	Promotion of High Ethical Standards in Business and Profession	Awards to local Enlisted-man and City Employee of the Year, Service Above Self Community Service Award, Business Networking.	

5. Officers and Directors of the Board

- a. The Board includes 11 members: President, immediate Past- President, President-Elect, Secretary, and Treasurer. These are all officers of the club and serve one year terms. Additionally, there are six Directors elected for two year terms, three are elected each year.
- b. The duties of the officers are presented in the bylaws.

- c. Each two-year director is responsible for one or more Rotary Avenues of Service and the Rotary and club foundations. Current director responsibilities are noted below:

Responsibility		Current Directors 2016-17
Club Service – Operations	Avenue of Service	Monique Frey
Club Service – Special Events	Avenue of Service	Arie Van Vugt
Community	Avenue of Service	Rob Taylor
International	Avenue of Service	Rainier Trinidad
Youth Service	Avenue of Service	Robin MacCartee
Vocational	Avenue of Service	Arie Van Vugt
The Rotary Foundation (TRF)		Ron Verneti
Rotary Club of Coronado Foundation (including the endowment)		Ron Verneti

- d. All outgoing board members are required to meet with the Rotarian taking their place on the board to transfer a notebook with important information related to the duties of the position and to be available as a mentor to the incoming director when needed.

6. Officer and Director Elections

- a. Club members who have served or are serving on the current Board of Directors will not be re-elected to the board unless in a position of special knowledge such as Foundation Director, Treasurer, or Secretary. Club members who have served as a director will not be re-nominated by the Nominating Committee as Avenues of Service directors.
- b. While the President-Elect (PE) nominee may matriculate from the Secretary or Treasurer position, the Nominating Committee may choose to select the incoming PE from other Rotarians who have previously served as a club officer or Board member.

7. Installation of New Officers and Directors

- a. The Installation is a special club event planned by the President Elect.
- b. The installation should have a program including,
 - i. Meeting Agenda
 - ii. List of outgoing board members (including those changing positions)
 - iii. List of incoming board members (including those changing positions)
 - iv. List of continuing board members
 - v. List of charter members of the club
 - vi. Description of the Rotarian of the Year Award
 - vii. List of past Rotarians of the Year (including year awarded)
 - viii. List of Past Presidents (including years of service)

8. Committees

- a. The assigned Board member together with the club President are responsible for appointing leaders and/or committee chairs and monitoring the work in each area of club activity. Current leaders/chairs in each activity area are described on the club website.

- b. In the appointment of committees, there should be provision for continuity of committee leadership.

9. Meetings of the Club

- a. The club President presides at the Wednesday meetings. If he or she can't attend a meeting, he/she delegates that responsibility to a club Past President or to the President Elect. If no one is designated, the responsibility falls to the President Elect.
- b. The proper club response to the introduction of visiting Rotarians is "Hi (first name)".
- c. The proper club response to the introduction of friends of Rotarians is applause.

10. Meeting Lunch/Coffee Tickets

- a. Lunch/coffee tickets sales do not generate a net income to the club. They are sold and accounted for by volunteer Rotarians.
- b. Every person attending a lunch meeting is required to turn in to a food server either a lunch or coffee ticket.
 - i. In part, the lunch tickets pay for the use of the meeting room and staff remuneration.
 - ii. Coffee tickets include a dessert.
- c. Free lunch tickets are provided by the club for
 - i. The speaker and one guest of the speaker
 - ii. One ticket for a Rotary donation check or award recipient
 - iii. Students attending in association with club activities

11. New members

- a. The steps to propose new members are presented in a pamphlet available at the Rotary office. Proposed New Member Packets are also available on the website.
- b. Proposed new members should be introduced at at least two meetings as "special guests". The introducer should indicate the proposed member's occupation.
- c. The process of screening and electing new members is presented in the Club Bylaws.
- d. The initiation fee is \$200.

12. Induction of New Members Procedure (see Rotary International Manual of Procedure)

- a. President calls new member, sponsor, mentor and induction leader (a past president) to podium.
- b. Sponsor (or mentor) introduces and provides brief (30 second) bio of new member.
- c. A Past President provides a welcome to Rotary with a brief explanation of Rotary and the responsibilities of membership.
- d. Presentation of Rotary materials by Past President / inductor to new Rotarian
- e. Current President says "Please welcome our new member _____."
- f. Club members stand and applaud new member.

13. Rotarian of the Day

- a. President announces Rotarian of the Day as having completed all red badge requirements.
- b. Rotarian of the Day may give invocation and lead the Pledge of Allegiance.
- c. Rotarian of the Day gives 2-3 min. “Who Am I?”
- d. At conclusion of the Who Am I, the sponsor and/or mentor remove the red “New Member” patch from the new member’s badge.

14. Rotarian of the Year (ROY) Award

- a. Rotarian of the year is the highest honor bestowed upon a member by the Rotary Club of Coronado. The annual award is determined by past Rotarians of the Year who are active members of the club.
- b. The Rotarian of the Year award recognizes a Rotarian, demonstrating over a continuing period of time a unique commitment to *service above self*. Club and community participation, ethical performance of business or professional responsibilities and advancing the ideals of Rotary through singular actions of service are the primary criteria for selection.
- c. The member selected is presented with a “Green Jacket” as a symbol of the honor, before the membership. The presentation is traditionally made at the end of the Installation of the new Board of Directors event. Other arrangements for the presentation may be made if necessary.

15. Rotarian of the Year Selection Process

- a. It is the responsibility of the current Rotarian of the Year (ROY) to coordinate and host all available ROY’s to a selection meeting far enough in advance to have the green jacket ordered and delivered (typically in May). (The jacket color is ‘Hunter Green’ and is available through Brady’s Men’s Wear in the Hotel Del Coronado)
- b. Each ROY is expected to come to the selection meeting with recommendations and background for their proposed Rotarian of the Year.
- c. The ROY is selected by secret ballot; typically a series of ballots reducing the number to a final selection.
- d. The selection is kept secret until the moment the award is made.

16. Rotarian of the Year Awarding Process

- a. The award process is the responsibility of the current Rotarian of the Year.
- b. The award traditionally is made as the last event of the installation function of the next year’s board in late June.
- c. The current ROY contacts people who know the background/bio of the selected ROY and provides an introduction of increasingly tighter clues until the mystery is solved. It is important that the selected ROY attend the event but not know of his/her selection in advance.
- d. The selected ROY is presented with the green jacket, a personal plaque, and his/her name is engraved to a “Rotarian of the Year” plaque displayed at the club office.
- e. The Rotarian of the Year award description (above) along with the names and years of all past ROY’s should be included in the program of the function where the award is made.

17. Rotarian of the Year Green Jackets

- a. Should be worn at the function(s) of the installation of new club officers and announcement of the new Rotarian of the Year as well as at the club meeting when the District Governor visits and to the Club Christmas Party. They may also be worn at other times at the discretion of the Rotarian of the Year, President or Board of Directors.

18. Rotarians at Work Day

On the last Saturday of each April, Rotarians around the world work on hands-on projects to help their local communities. This event was initiated by our Past Club President and District Governor; Robert F. Watson (deceased) in 2006. All club members are encouraged to participate.

19. Low Tide Ride and Stride

Combined with the annual golf tournament, this is one of the two major fund raisers to support our club foundation funding. The race was started by Robert Kranz (deceased Rotarian) in 1998 and has grown to nearly 1,000 participants. A memorial plaque listing the winners of the bike and run events for both men and women is displayed at the Coronado Community Center.

20. President's Roast

- a. The outgoing President's roast is typically the last regular meeting of the Rotary year. It is put on by the Past Presidents, and assistants. The immediate Past President presides at the meeting.

21. Past-Presidents' Dinner

- a. Set up by Past President Preceding the Immediate Past-President.
- b. Normally scheduled for the fall.
- c. Induction of the Immediate Past-President into the Past-President club.
- d. Members include current club members who have been the president of any Rotary club.

22. Club Financial Planning

- a. Each summer, the incoming Board of Directors approves a balanced club Operating budget and Foundation budget.
- b. Club Operations
 - i. All Operational finances are on a current cash basis. That is, Operational income for each Rotary year pays the expenses for that year.
 - ii. All administrative salaries and related taxes are paid out of Operations. However, a portion of the administrative services are in support of Foundation activities. Therefore, an amount of Foundation income is transferred (both in the budget and monthly actuals) to Operations to cover that expense.
 - iii. To the extent the operating budget does not balance at the end of any Rotary year, the balance is adjusted thru the club's Operating Fund Balance (as noted on the Balance Sheet). Should that balance become depleted (<\$10,000 remaining) the operating income and/or expenses need to be adjusted to replenish the Operating Fund Balance

- c. Club Foundation
 - i. Income to Club Foundation in one Rotary year (which is not specified for the club endowment) is distributed by the club the following Rotary year. Therefore, on a yearly basis, the financial plan will not balance.
 - ii. To the extent the Foundation budget expenditures do not balance with the original budget at the end of any Rotary year, the difference is reflected in the Foundation Funds under Assets on the Balance Sheet
 - iii. All distributions of Foundation funds are distributed at the direction of the club board of directors with the approval of the Club Foundation board of directors and only to entities that make a written request for funding.
 - iv. The Low Tide Ride & Stride (LTR&S) currently takes place in June. All income and expenses for the event thru 7/31 of that calendar year are assigned to that event. Later income and expenses are assigned to the next LTR&S event.
 - v. Except for rare exceptions like two year scholarships, the board cannot make a funding commitment beyond its Rotary year. However, the Board of Directors should consider long standing relationships (e.g., Limbs of Freedom, 1,000 Smiles, Pan American Institute, Camp Able) even if there no longer is a “champion in the club”.
- d. Sources of club operations and foundation funding are described herein under “Uses of Club Income”.

23. Uses of Club Income

- a. Fines – Foundation
- b. Golf Tournament – Foundation causes(see Funding Guidelines of the Club Board)
- c. Low Tide Ride & Stride (LTR&S) – Foundation causes (see Funding Guidelines of the Club Board)
 - i. 51% of net proceeds generated by the proceeds of the Low Tide Ride and Stride go to organizations that primarily benefit wounded warriors.
- d. Lunch Ticket sales - Club operations
- e. Membership Dues – Club operations
- f. Membership Fees - Club operations
- g. Pancake Breakfast – Club operations
- h. Rotary Apparel - Club operations
- i. Scooters (Rotarians leaving before the program) – Club operations (installation dinner)
- j. Wine tasting party – Polio Plus
- k. Given the above, any donation specifically designated to support a specific cause will be honored.

24. Financial Support of Members by the Club

- a. PETS (President Elect Training Seminar)
 - i. All costs (including gas or air fare) of PE only.
- b. Rotary International Convention
 - i. All travel, hotel room, and convention costs for PE. Includes meals at convention venue included in registration. No reimbursement for other convention related activities (meals, field trips, etc.)
- c. District 5340 conference

- i. Registration for all conference events for President.
- d. Large Club Conference
 - i. All travel, hotel, and conference costs for PE and Executive Director on a biennial basis or as deemed appropriate by the Board of Directors.
- e. The club may pay for a part or all of the registration cost for one district event for red badgers.
- f. The club pays no other member costs.

25. Funding Guidelines of Club Board

- a. A person, group or organization requesting funding from the Rotary Club of Coronado must submit a formal written request per the guidelines included on the club website,
- b. The Board of Directors will consider the following guidelines adopted by the 2011-2012 club board when voting to grant club funds for Service Projects:
 - i. Will the funds support ideals of Rotary including Rotary International's six areas of focus?
 - 1. Peace and conflict prevention/resolution.
 - 2. Disease prevention and treatment.
 - 3. Water sanitation.
 - 4. Maternal and child health.
 - 5. Basic education and literacy.
 - 6. Economic and community development.
 - ii. Will the project produce significant impact (Sometimes we're just funding an individual)?
 - iii. Is the project proactively supported by a member of the club?
 - iv. Will the project bring the face of Rotary to the community?
 - v. Can our club form a partnership with another organization to accomplish the project?
 - vi. Does the request follow the approved format and indicate specifically what the funds will be used for?
 - vii. Has the project been supported by the Club in the past and is it included in the current-year budget?
 - viii. Is the project keyed to providing humanitarian service and encouraging high ethical standards?
- c. The club board should not make multi-year commitments.

26. Website

- a. The club website is www.coronadorotary.org and contains a wealth of information not included herein. Individual usernames and passwords will be sent to new members upon joining.
 - i. Go to www.coronadorotary.org
 - ii. Click on Members' Area
 - iii. Enter Username and Password
 - iv. Club Number is 909
 - v. Check Remember Me (you can also change your password later in My Data)
 - vi. To Create an icon on your desktop, click on Create DaCdb Shortcut—drag to Desktop

- vii. After logging in, Click on My Club
 - 1. Scroll down page for: Club Leadership Listing, Committees Info, Club Members Listing and much more.
- viii. Click on My Data
 - 1. Member's personal data appears
 - 2. Purple Toolbar contains useful tabs:
 - a. Edit My Data (then use blue toolbar to edit categories)
 - b. Change My Password
 - c. View My Attendance History
 - d. Members DOC (user manual)
 - 3. Can Enter Make-ups (button underneath photo)
- ix. Click on Reports
 - 1. Membership Directory
 - a. Click on variations and find your preference:
 - i. Number of members per page, portrait, landscape, etc.
 - ii. Select View to see onscreen, or Excel or Word icon to print
 - 2. Mailing Labels
 - 3. Birthdays and Anniversaries
 - 4. Business Cards
 - 5. Member Photo Album

27. Member Information Protection

- a. Membership information is not to be used for any advertising or solicitation purposes for any non-Rotary function, activity or business.

28. Youth Protection Policy is on the club website. The Youth Protection Officer is responsible for implementing the policy and training all Youth Services Committee Chairpersons and members.

29. Red Badge Requirements

- a. Red Badge Report tracking
 - i. Add new members as they are inducted.
 - ii. Take a picture of the new members when they are inducted.
 - iii. Introduce the new member to the Red Badge Committee. Explain about the program so that the new member is not surprised. Discuss getting the new members' interest so they may be guided or assisted in joining a committee.
 - iv. After induction to the club contact the sponsor about the need for a mentor and if there is a preference to which mentor is to be assigned.
 - v. Send to the newly inducted Rotarian the "Welcome to the Rotary Club of Coronado" letter and a copy of the Club Guidelines.
 - vi. Send to the newly inducted Rotarian, "CORONADO ROTARY AVENUE OF SERVICE" which explains the projects that the club has in place and the current chairperson to contact.
 - vii. Fill out weekly "Completed Status" for the Red Badge Report.

- viii. Print the Red Badge Report and Post at the meeting. Pick up the revised report after club meeting and post in weekly Red Badge report.
- ix. Send out a weekly Red Badge report to all Red Badge members and include a Rotary calendar of activities scheduled for the next few weeks indicating activities which will fulfill their Red Badge requirements.
- x. After the Rotarian has completed their Red Badge requirements, including the Rotarian of the Day, remove them from the Red Badge Report.
- b. Set up the date and time for Rotary 2 sessions. This should be done every couple of months or sooner if there are 4 Red Badge participants that need a Rotary II
 - i. Send note to the Rotary II instructor (appointed by the Rotary President) and identify potential Dates for Rotary II session.
 - ii. Send out initial email to all Red Badgers that have not attended Rotary 2 with potential Dates.
 - iii. Set a Date for rotary II and notify the Red Badge members.
 - iv. On that date of the Rotary II session have a crackers and cheese platter with 2 bottles of wine.
 - v. Rotary II sessions should be limited to one Hour.
- c. Select Mentor for new members
 - i. Maintain a List of the current Mentors in the Club. The president and the board will suggest new mentors.
 - ii. Update the list with Mentors that are assigned to new members.
 - iii. Contact the new Rotarian and inform them of the mentor assigned.
- d. Maintain and Create Pictures of the Red Badge participants to be shown before meetings
 - i. Take a picture of the new members when they are inducted.
 - ii. Create the Picture of the Rotarian to be shown weekly before meetings
 - iii. Send to the Executive Director the original picture for posting on the website.
- e. Rotarian of the Day
 - i. Once the inductee has completed the Red Badge Activities then send a letter requesting prospective dates to do their Rotarian of the Day.
 - ii. Notify the Rotary President of the Dates selected and request a date for ROTD.
 - iii. When an ROTD Date is approved by the Rotary President, send a confirmation to the Rotarian with a request to know how many guests will be joining him/her that day.
 - iv. On the Day of the Rotarian of the Day place a “Reserved sign on the table and get them a small flower arrangement.
 - v. Make sure that the table is full. Use past presidents if possible to fill the empty spots.
- f. Contact Red Badge participants periodically to encourage completion of any tasks. In the event that a task cannot be completed. You can recommend to the board of directors that the Rotarian be exempted from that task. The board of directors then can decide the validity of the request.