

Rotary

Club of Decatur



CLUB HANDBOOK

2016-2017

Ellen Didier
President

Rotary Club of Decatur, Alabama
P.O. Box 222 • Decatur, AL 35602-0222
www.rotary-decatur.org

Founded November 19, 1928 ~ District 6860 • Club 4030 • Charter 3001

OBJECT OF ROTARY

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular to encourage and foster:

- The development of acquaintance as an opportunity for service;
- The promotion of high ethical standards in business and professions;
Service in one's personal, business, and community life;
- The advancement of international understanding, goodwill and peace.

THE FOUR-WAY TEST

Of the things we think, say or do,
Is it the TRUTH?

Is it FAIR to all concerned?

Will it build GOODWILL and BETTER FRIENDSHIPS?

Will it be BENEFICIAL to all concerned?

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**“WHATEVER ROTARY MAY MEAN TO US, TO THE WORLD IT
WILL BE KNOWN BY THE RESULTS IT ACHIEVES.” —PAUL P. HARRIS**

WELCOME TO ROTARY!

Rotary brings together people who want to use their expertise for good. People whose sense of responsibility inspires them to give back to their communities. At Rotary, we connect for good—and form lifelong friendships in the process. Together, we empower youth, improve health, promote peace, and advance our communities in all corners of the globe. With 1.2 million members in 34,000 clubs worldwide, our global community’s impact has never been greater—and it continues to grow.



Paul P. Harris 1

Our organization started with the vision of one man—Paul P. Harris. The Chicago attorney formed one of the world’s first service organizations, the Rotary Club of Chicago, on 23 February 1905 as a place where professionals with diverse backgrounds could exchange ideas and form meaningful, lifelong friendships. Rotary’s name came from the group’s early practice of rotating meetings among the offices of each member.

We’re truly international. Only 16 years after being founded, Rotary had clubs on six continents. Today we’re working together from around the globe both digitally and in-person to solve some of our world’s most challenging problems.

Our commitment to service is ongoing. We began our fight against polio in 1979 with a project to immunize 6 million children in the Philippines. By 2016, only two countries remain polio-endemic—down from 125 in 1988.

OUR CLUB

Our club gives you an opportunity to join one of our community’s largest network of leaders to take action on important issues affecting our community, our nation, and the world. We also have a lot of fun—whether we’re socializing or working together on service projects.

Members of our Rotary club connect at weekly meetings and learn from business experts, political and civic leaders, and entrepreneurs, who help us stay informed on topics that are relevant to our community. Together, we make great things happen. We have a structure that focuses on action and positive results.



ROTARY INTERNATIONAL 2016-2017 LEADERSHIP



John F. Germ, Chattanooga, TN
Rotary International President

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org



**ROTARY
SERVING
HUMANITY**

2016-2017

Rotary International Theme >



Gary F. Andrew
Rotary District 6860 Governor

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ROTARY CLUB OF DECATUR HISTORY OF LEADERSHIP

HISTORIC CLUB MEMBER DISTRICT AND INTERNATIONAL SERVICE

Our club has a long history of distinguished services by club members at the district and international level. It is not necessary to be a club president in order to participate at the district committee level. Club members are encouraged to participate at the district level, if they so desire.

Mark D. Maloney	Int'l Convention Chair	2013-2014
	Vice chair Rotary Foundation	2006-2008
	Rotary Foundation Trustee	2004-2008
	Aide to RI president	2003-2004
	Rotary International Director	1999-2001
	District Governor	1989-1990
	President of our club	1985-1986
Kenneth M. Schuppert, Jr.	Rotary Foundation Trustee	2016 - 2020
	Rotary International Assembly Moderator	2015 - 2016
	Aide to RI president	2014 - 2015
	International Convention Vice Chair	2014 - 2015
	Rotary International Vice President	2012-2013
	Rotary International Director	2011-2013
	Regional Foundation coordinator	2006-2009
	Int'l Council on Legislation	2001, '04, '07, '10, '13 & '16
	Int'l Training Leader	2001, 2003
	District Governor	1996-1997
President of our club	1992-1993	
R. W. (Pete) Henderson (deceased)	District Governor	1968-1969
	President of our club	1958-1959
James Rankin	District Governor	1949-1950
Robert Dean	District Governor	1974-1975
Byron Nelson	District Governor	1984-1985
P. Scott Stone	District Governor	2004-2005
Ronnie Dukes	Assistant Governor	2015-2017

ROTARY CLUB OF DECATUR HISTORY OF LEADERSHIP

ROTARY CLUB OF DECATUR PAST PRESIDENTS – 1928 - 2016

1928-1929 E. B. Garner *	1958-1959 R.W. (Pete) Henderson*	1988-1989 Robert L. Harrison**
1929-1930 Frank P. Lide *	1959-1960 Wiley R. Cox, Jr.*	1989-1990 Lynn D. Ozier
1930-1931 John A. Snodgrass *	1960-1961 Jesse L. Stimson*	1990-1991 James K. Worthey**
1930-1931 Gilbert White *	1961-1962 H. Ben Larkins *	1991-1992 David J. Breland
1931-1932 Joe A. Woods *	1962-1963 William G. Hall *	1992-1993 Kenneth M. Schuppert, Jr.
1932-1933 Henry A. Cullom*	1963-1964 Robert H. Harris*	1993-1994 G. Randall Mummert**
1933-1934 Erskine M. Chenault*	1964-1965 Jewel D. Knight*	1994-1995 Kenneth C. Collier
1934-1935 Peter Dennis *	1964-1965 William H. Jenkins *	1995-1996 Julian Price, Jr.**
1935-1936 Julian Harris *	1965-1966 Charles L. Murphree**	1996-1997 Bearl O. Whitsett ***
1936-1937 W. J. Duncan, Jr.*	1966-1967 James H. Lee *	1997-1998 Dennis Griffith**
1937-1938 John Peach *	1967-1968 Jon H. Moores*	1998-1999 Jimmy Ray Smith
1938-1939 A. C. Bailey*	1968-1969 Robert E. Dean*	1999-2000 Jerald D. Reed*
1939-1940 J. W. Wyker, Jr.*	1969-1970 John R. Washburn*	2000-2001 D. Joseph Sides
1940-1941 Thomas H. Fitzpatrick *	1970-1971 Richard L. Watkins*	2001-2002 Ron Earley**
1941-1942 James H. Johnson *	1971-1972 Harold W. Smith*	2002-2003 Ellis B. Chenault
1942-1943 J. Emmett McClary*	1972-1973 Charles T. Finney *	2003-2004 Jeanne D. Payne
1943-1944 Wallace H. Meadows	1973-1974 Richard A. Bryson*	2004-2005 William E. Briscoe
1944-1945 James L. Rankin*	1974-1975 Fred N. Underwood, Jr.***	2005-2006 David E. Scott
1945-1946 Rutledge S. Thomas*	1975-1976 J. A. (Jim) Tucker*	2006-2007 Mark Heard
1946-1947 J. Stan Wyatt *	1976-1977 Robert M. Horton *	2007-2008 Arthur Orr
1947-1948 Frank J. Stone *	1977-1978 John S. Key*	2008-2009 Dan Gifford
1948-1949 J. Frank Scoggins*	1978-1979 Thomas G. Counts*	2009-2010 Murphy Brown
1949-1950 Hill Ferguson, Jr.*	1979-1980 C. Gordon Jones **	2010-2011 Ronnie Dukes
1950-1951 Edward N. Price*	1980-1981 J. Hugh Hillhouse***	2011-2012 Ed Nichols
1951-1952 A. L. Shelton*	1981-1982 Byron B. Nelson**	2012-2013 Jeremy Nails
1952-1953 R. Spence Hicks *	1982-1983 Arthur B. Beindorff *	2013-2014 Rick Paler
1953-1954 James N. Bloodworth*	1983-1984 Evans Dunn, Jr.	2014-2015 Roger Ferrell
1954-1955 Thomas A. Bowles, Jr.*	1984-1985 O. Edgar Kirby, Jr.	2015-2016 Wade Weaver
1955-1956 Holmes A. Turner*	1985-1986 Mark D. Maloney	
1956-1957 Thomas C. White*	1986-1987 J. William Wyker, III	
1957-1958 T. Lawson Davidson*	1987-1988 A. Allen Hamilton*	

*** honorary member ** no longer a member of this club * deceased

ROTARY INTERNATIONAL 'SERVICE ABOVE SELF' AWARD

Rotary's highest honor recognizes Rotarians who demonstrate Rotary's motto, Service Above Self, by volunteering their time and talents to help others. The award is internationally competitive and is granted to no more than 150 Rotarians worldwide, and no more than one from each district, each year.

In the history of this award, only 7 Rotarians from District 6860 have received this award and our club is proud to have 3 of those as members.



Jerald D. Reed 1999 - 2000



Arthur Orr 2007 - 2008



John Coon 2011 - 2012

COMMUNITY PAUL HARRIS FELLOW

Annually, our club selects a Community Leader as an honored Paul Harris Fellow. Though not necessarily Rotary Members, these citizens have exemplified the ideals of **The Four-Way Test**.

1988 - 1989	Jimmy Cantrell	2003 - 2004	Charles Langham
1990 - 1991	John Caddell *	2004 - 2005	Larry Bennich
1991 - 1992	Carlton Kelley *	2005 - 2006	Jim Odom
1992 - 1993	J. Gilmer Blackburn *	2006 - 2007	Dr. Bill Sims
1993 - 1994	Naomi Griffith	2007 - 2008	Ralph * and Glenna D. Jones
1994 - 1995	Bill J. Dukes	2008 - 2009	Barbara Kelly, Nell Standridge and Sally Smartt
1995 - 1996	John Abbott	2009 - 2010	Dr. Sam Houston
1996 - 1997	Betty Vaughn	2010 - 2011	Roger & Faye McWhorter
1997 - 1998	David Bibb	2011 - 2012	Charlie Reid
1998 - 1999	Joyce Ceci	2012 - 2013	Bob Glenn
1999 - 2000	Barrett Shelton, Jr.	2013 - 2014	Bruce Jones
2000 - 2001	Flip Timberlake *	2014 - 2015	Wilheim Ragland
2001 - 2002	Tommy Ed Roberts *	2015 - 2016	Rodger Shabel
2002 - 2003	John Cook *		

* Deceased



Emmett McClary

EMMETT McCLARY FOUR-WAY TEST AWARD

Annually, our club recognizes a Rotary club member and non-member for demonstrating the ideals of **The Four-Way Test** in his or her daily professional life.

Member	Year	Non-Member
Emmett McClary*	1994 – 1995	(not awarded)
Jesse Stimson	1995 – 1996	Ronnie Dukes
Jerry Reed	1996 – 1997	Lynn Fowler
Lawson Davidson	1997 – 1998	George Godwin
Emmett McClary*	1994 – 1995	(not awarded)
Jesse Stimson	1995 – 1996	Ronnie Dukes
Jerry Reed	1996 – 1997	Lynn Fowler
Lawson Davidson	1997 – 1998	George Godwin
David Breland	1998 – 1999	Larry Walters
Harvey Pride, Jr.	1999 – 2000	Arthur Orr
Jeanne Payne	2000 – 2001	Dr. Kermit Pitt*
Joe Sides	2001 – 2002	John Caddell*
Pete Henderson*	2002 – 2003	Dr. Lloyd Nix
Bearl Whitsett	2004 – 2005	Dr. Betty Vaughan
Frank Price	2005 – 2006	Dr. George Hansberry*
Ed Kirby	2006 – 2007	Jeannette Wood
Ron Earley	2007 – 2008	John Cook*
Jim King	2008 – 2009	Sam Houston
Betty Sims	2009 – 2010	David Parks
Scott Stone	2010 – 2011	Tim & Pamela Bolding
Dan Gifford	2011 – 2012	Rita Baker
Jimmy Ray Smith	2012 – 2013	Bob & Jody Iverson
Terry Welch	2013 – 2014	Jim Odom
Mark Maloney	2014 – 2015	Wally Terry
Bill Briscoe	2015 – 2016	Jimmy Smith



T. Lawson Davidson

T. LAWSON DAVIDSON 4 AVENUES OF SERVICE CITATION

Recognizing that the strength of the Rotary movement is founded on the service carried out by club members worldwide, this citation recognizes one Rotary club member a year for his or her outstanding efforts in the **Four Avenues Of Service**. Candidates should be members in good standing who have consistently demonstrated their support of the Object of Rotary through participation in service activities in each of the avenues of club, vocational, community and international service. Only one person per club may be nominated per year.

1997-98	Lawson "Sophie" Davidson*	2010-11	Dan Gifford
1998-99	Harvey Pride, Jr.	2011-12	Gary Baker
1999-00	R.W. "Pete" Henderson*	2012-13	Scott Stone
2000-01	Kenneth M. Schuppert, Jr.	2013-14	John Coon
2004-05	Jerry Reed	2014-15	Larry Freeman
2005-06	David Breland	2015-16	Tricia Pruitt
2006-07	Joe Sides		
2007-08	Ellis B. Chenault		
2008-09	Jeanne Payne		
2009-10	Mark Heard		



Jesse Stimson

JESSE STIMSON CLUB SERVICE AWARD

This award is presented to a member whose commitment to and long-time service to our club exemplifies the level of dedication as Jesse did. This is not an annual award, but rather given as the service of a member rises to a sufficient level.

"Jesse L. Stimson joined the Rotary Club of Decatur in 1956 and served as president in 1960-1961. He played piano weekly for 45 years beginning in 1956 and substituted when needed through 2007. Jesse served as secretary for 20 years and had a total of 30 years of perfect attendance broken only once because of a foreign trip. He was also twice named a Paul Harris Fellow. He was an honorary member of this club at the time of his death, May 25, 2008 and was just 3 months short of celebrating his 99th birthday."

2007 – 2008	Harvey Pride, Jr.	Sergeant-at-Arms
2008 – 2009	J.P.Hutto	<i>The Clock</i> Editor
2009 – 2010	Gary Baker	Program Chair
2010 – 2011	Melanie Maples	Club Treasurer
2012 – 2013	Dan Gifford	Piano Player
2013 – 2014	Larry Freeman	Club Secretary



Pete Henderson

R. W. "PETE" HENDERSON MEMBERSHIP AWARD

This award is presented to a member who, by using the 4 Way Test has shown outstanding efforts in spreading Rotary throughout our community by encouraging people to become part of our Rotary family.

Pete Henderson joined the Rotary Club of Decatur in March of 1955 and served as president in 1958-1959. He also served our Rotary District as District Governor in 1968 - 1969. He was instrumental in introducing and sponsoring a huge number of new members who have in turn have sponsored many more new members. He was a Paul Harris Fellow and a honorary member of this club at the time of his death, January 29, 2011.

The current president, the two immediate past presidents and the current membership chair will serve on the selection committee.

2010-11	Dr. Jeanne Payne
2011-12	Mark Maloney
2012-13	David Breland
2013-14	Bruce Pylant
2014-15	Ellen Didier

2016 - 2017 CLUB LEADERSHIP

BOARD OFFICERS AND DIRECTORS

President	Ellen Didier	256-466-5577	edidier@redsageonline.com
President-Elect	Kin Copeland	256-355-4702	Kcopel6362@aol.com
Vice President	Larry Payne	256-318-2702	Larry.payne@dmhnet.org
Past President	Wade Weaver	256-303-1347	wweaver@valleybudweiser.com
Secretary*	Larry Freeman	256-353-6739	larrybfree@bellsouth.net
Treasurer*	Melanie Maples	256-552-3000	Melanie.maples@dcs.edu
	Mandi Jones	256-552-3000	Mandi.jones@dcs.edu
International Service Director	Joe Propst	256-353-8171	lawyerpropst@aol.com
Club Service Director	Tab Bowling	256-612-7866	tbowling@hagemeyerna.com
Community Service & PR Director	Dee Dee Jones	256-221-0807	Deedee.jones@hartselletigers.org
Youth Service Director	Christy Richardson	256-353-8171	christy@jcalvinmcbride.com
Sergeant at Arms*	Harvey Pride	256-350-3873	Hhpride07@gmail.com
Membership Committee Chair **	Kathy Hammond	205-489-1169	jahkmh@aol.com
PR Committee Chair **	Lisa Jones	256-654-4895	airnuke@hotmail.com

* *Non-voting*

** *Non-voting Committee Liaison to the board*

CLUB MEMBER DISTRICT AND INTERNATIONAL SERVICE

Assistant District Governor	Ronnie Dukes	256-758-6770	rdukes@pepsicoladecatur.com
Global Grants Training Team Member	Beth Weinbaum	256-351-8552	bethweinbaum@gmail.com

2016 – 2017 CLUB GOALS AND PLANS

Italicized Items are complete as of 6/12/16

CLUB LEADERSHIP & ADMINISTRATION

- **Club Administration**
 - *Restructure board duties and committees to make it easier to get new members involved*
 - *Develop/update descriptions for all committees and board roles*
 - *Refresh committee chairs and increase number of members serving on committees*
 - *Develop volunteer form to make it easier to recruit volunteers*
 - Build more structure around training and information sharing
 - Get board & key committee chairs comfortable logging into RotaryClubCentral and DACdb
 - Establish Dropbox to store and share common files for board and committees
 - Share club goals and progress quarterly at club meeting
 - *Bring more focus to membership and communication by including Membership chair and PR chair at board meetings*
 - Update by-laws to reflect new organization changes
- **Rotary Club of Decatur Foundation Board**
 - *Locate, review and update by-laws and upload to Dropbox*
 - Define and establish annual meeting schedule required to review financials, submit 990s
 - Work to develop more complete board duties description and upload to Dropbox.
- **Awards Committee**
 - Develop a schedule for all awards showing when we consider nominees, and if applicable, when we submit applications.
 - Locate and store all award descriptions, past winners, and nomination forms on Dropbox
- **Strategic Planning Committee**
 - Explore district team coming to train our board on strategic planning
 - Conduct a club assessment within 2016-2017 year
 - Plan on developing strategic plan during 2017-2018 year

INTERNATIONAL SERVICE

- **Rotary International Foundation**
 - Continue to achieve 100% participation in “Every Rotarian, Every Year”
 - In 2016-2017, donate at least \$2650 to Polio Plus fund in support of 100th Anniversary of Foundation by participating in District 100 miles event.
 - Increase # of Paul Harris Fellows, Benefactors, and Donors.
- **World Community Service**
 - Partner with other Decatur Rotary Clubs and Interact Clubs on International Service Project
 - Continue support of Happy Face in Celaya, Mexico

CLUB SERVICE

- **Club Fellowship:**
 - Continue Annual Valentine’s dinner and Christmas Movie at the Princess Theatre.
- **Membership**
 - Net gain of 3 members for overall membership
 - Net gain of 4 new members under 40 - this is a district goal for a club our size
 - Net gain of 1 new female member
 - Achieve 85% Club Attendance

- *Re-establish active membership committee that meets monthly.*
- Develop a more effective membership orientation process focused on getting new members quickly engaged.
- *Develop new volunteer opportunities sign up form and distribute to existing, new, and prospective members.*
- **Club Programs**
 - *Re-establish working program committee that meets regularly and includes old and new club members from diverse backgrounds.*

COMMUNITY SERVICE & PR

- **Fundraising Events**
 - Ensure success of annual fundraiser event and Rotary Spirit of America 5K run to raise at least \$20,000 combined to support local non-profits.
 - Working with Club Service, continue raising money through weekly drawing for door prizes and Joker draw down
- **Community Service Projects**
 - Award at least \$20,000 in grant funding to local non-profits
 - Successfully complete this year's community service project
 - Participate in Salvation Army Bell Ringing during holidays
 - Continue to partner with 50 children and host Big Brothers Big Sisters Christmas Party
 - Develop list of past annual service projects funded by district grants
 - Develop/maintain list of amounts given in the past and non-profits who received grants and upload to Dropbox
- **Public Relations**
 - *Establish active working PR committee*
 - Update club website to latest software version
 - Utilize RI PSAs and resources to promote 100th Anniversary of Rotary Foundation
 - Actively utilize website, social media, club newsletter, club meetings, and media relations to share club and international activities and news with members, the community, and the media
 - Add club service projects to "Rotary Showcase" website

YOUTH SERVICE

- **Youth Service**
 - Explore participation in annual international service project in partnership with the Interact Club
 - Restructure volunteer activities in schools beyond Rotary Readers/Math Buddies
- **Youth Awards**
 - Award scholarship of \$1000 to one student from AHS and one student from DHS.
 - Send at least 6 students to RYLA (at least 3 students from each high school)
 - Recognize special needs students with quarterly awards

2016 - 2017 CLUB BUDGET

INCOME (Assumes 166 Members)

Membership Dues (166 x \$175 x 4)	\$116,200
Rotary International Foundation Voluntary (132 x \$35 x 4)	18,500
Decatur Rotary Club Foundation Voluntary (125 x \$10 x 4)	5,000
Grant- District 6860 Simplified	3,000
Initiation Fees (8 x \$60)	480
Donations/Grants/Bucket- Miscellaneous	2,000
Visitors Meals (153 x \$13)	2,000
Interest Income	60
Spirit of America Rotary Run Fundraiser	3,250
Drawing Donations	4,750
Annual Banquet	9,250
Total	\$164,490

DISBURSEMENTS- General & Administrative

Meals (146 x \$12.50 x 41 meetings)	\$74,825
Dues- Rotary International	12,500
Dues- District 6860	4,500
Annual Banquet	5,500
Printing- The Clock	2,400
Supplies (Postage, Office Supplies, etc)	350
Award, Plaques, Pins & Gifts	1,500
President-Elect's RI Convention Travel & Fees	3,065
Club Assembly	750
Club Past Presidents Meeting	1,200
District 6860 Assembly & PETS	1,750
Rotary Leadership Institute	150
Receptions and RI Rep Dinner	800
Interact Expense	250
Rotary Youth Exchange	2,000
Rotary Run Expense	2,000
Miscellaneous Expense	1,000
President's Discretionary Fund (G&A or Donations)	750
Software Expense	1,200
Professional Fees (Form 990 Prep)	250
Dues- Chamber of Commerce	250
Movie Night	1,000
Sub-Total-- General & Administrative	\$117,990

DISBURSEMENTS- Donations	
Rotary International Foundation Voluntary (132 x \$35 x 4)	\$18,500
Decatur Rotary Club Foundation Voluntary (125 x \$10 x 4)(Local Projects)	5,000
Donations - Bucket/Misc	2,000
Grant - District 6860 Simplified	3,000
	<hr/>
	\$28,500
International Project	3,000
Scholarship (2)- Decatur & Austin Senior	4,000
Interact Scholarship (2) - Decatur & Austin Senior	2,000
RYLA - (6) - Decatur and Austin Student	2,000
Paul Harris Fellow Award (2)- Rotarian & Non-Rotarian	1,000
Donations - Presidents Local Project (Speaker Awards)	3,500
Big Brothers Big Sisters Christmas Party	2,500
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Sub-Total-- Donations	\$46,500
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Grand Total-- Disbursements	\$164,490
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Balance	\$0
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THE BYLAWS OF THE ROTARY CLUB OF DECATUR, ALABAMA

ARTICLE I ELECTION OF DIRECTORS

Section 1. At a regular meeting one month prior to the annual meeting for election of directors, nominations shall be called for by the presiding officer for candidates for the board of directors (hereinafter referred to as the "Board"). A six (6) member nominating committee, consisting of the past presidents for the previous five (5) years and the current president, shall nominate ten (10) members for the five (5) positions to be filled. If one or more of the five (5) past presidents are not then club members or are unwilling or unable to serve, then such vacancy or vacancies on the nominating committee shall be filled by the past president (s) from the next preceding year (s). Any number of nominations may also be made by members from the floor when the report of the nominating committee is received. The members of the current Board who have been chosen as the vice president/president-elect and the vice president shall not be required to stand for re-election to the Board.

The nominations for the Board shall be placed upon a ballot and voted for at the annual meeting, and the five (5) candidates securing the highest number of votes shall be declared elected. In the event of a tie for 5th place, the member with the longest membership record in the Decatur Rotary Club shall be deemed elected. The five (5) persons so elected shall, together with the current president, the vice president/president-elect, and the vice president, constitute the Board for the ensuing Rotary year.

Section 2. The Board of Directors-elect (hereinafter referred to as the "Board-elect") shall convene a special meeting of the Board-elect within one week after the annual meeting of members and shall elect from its membership a vice president/president-elect (with the previous vice president/president-elect having ascended to the presidency of the club), and one additional vice-president. At the same meeting, the Board-elect shall elect a secretary, a treasurer and a sergeant-at-arms, any or all of whom may or may not be members of the Board-elect. If the officers elected are not members of the Board-elect, then the secretary, the treasurer, and the sergeant-at-arms, when so elected, shall become ex-officio members of the Board-elect with such responsibilities and privileges of membership thereon as the Board-elect may determine. This shall be accomplished on or before December 31 in each year.

Section 3. A vacancy on the Board or in any office shall be filled by action of the remaining members of the Board.

Section 4. The inability of any director-elect to serve shall be filled by the candidate receiving the next highest vote count among nominees not elected at the annual meeting.

Section 5. A vacancy in the position of any officer-elect shall be filled by action of the remaining members of the Board-elect.

ARTICLE II BOARD OF DIRECTORS

The governing body of this club shall be the Board, the members of which shall be elected in accordance with the provisions of Article 1 of these bylaws.

ARTICLE III DUTIES OF OFFICERS

Section 1. President. It shall be the duty of the president to preside at meetings of the club and of the Board and to perform such other duties as ordinarily pertain to the office.

Section 2. Vice-President/President-Elect. It shall be the duty of the vice-president/president-elect to preside at meetings of the club and of the Board in the absence of the president and to perform such other duties as ordinarily pertain to the office.

Section 3. Secretary. It shall be the duty of the secretary to keep the records of membership; record the attendance at club meetings; give notices of meetings of the club and Board; record and preserve the minutes of such meetings; make required reports to Rotary International (including the semi-annual reports of membership, which reports shall be made to the general secretary of Rotary International on January 1st and July 1st of each year); make the report of changes in membership (which report shall be made to the general secretary of Rotary International); make the monthly report of attendance at the club meetings (which report shall be made to the district governor



immediately following the last meeting of the month); collect and remit to Rotary International subscriptions to *The Rotarian*; and perform such other duties as usually pertain to the office.

Section 4. Treasurer. It shall be the duty of the treasurer to maintain custody of all funds, account for those funds to the club on an annual basis (and at any other time upon demand by the Board), and perform such other duties as pertain to the office. Upon retirement from office, the treasurer shall transfer to his or her successor or to the president all funds and books of accounts and all other club property in his or her possession.

Section 5. Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such duties as may be prescribed by the president and the Board.

ARTICLE IV MEETINGS

Section 1. The annual meeting of the club shall be held on the second Monday of December of each year, at which time the election of directors, who are to serve during the ensuing year, shall take place.

Section 2. The regular weekly meetings of this club shall be held on Monday of each week at a time to be designated from time to time by the president. Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club.

Section 3. One-third of the membership shall constitute a quorum at the annual and any regular meeting of the club.

Section 4. Regular meetings of the Board shall be held monthly on such day as the Board shall establish from time to time. Special meetings of the Board shall be called upon due notice by the president whenever deemed necessary in his discretion or upon the request of two members of the Board, upon due notice.

Section 5. A majority of the members of the Board shall constitute a quorum.

ARTICLE V FEES AND DUES

Section 1. The admission fee of the club shall be for such amount as the Board may determine from time to time. The admission fee shall be paid before an applicant can qualify as a member.

Section 2. The membership dues of the club shall be such amount as may be determined by the Board from time to time. The membership dues shall be payable quarterly in advance. Assessments on all members may be made by the Board for special events.

ARTICLE VI METHOD OF VOTING

The business of this club shall be transacted by voice vote except for the election of directors, which shall be by ballot.

ARTICLE VII COMMITTEES

Section 1.

- (a) The president shall, subject to the approval of the Board, designate a director to have responsibility for each of the following four areas of service (and such other service area (s) as may be developed) for the benefit of the club:
 - (1) Community Service / New Generation
 - (2) International Service
 - (3) Vocational Service
 - (4) Club Service
- (b) The director for each area of service shall establish such committees as are deemed reasonably necessary to perform the tasks associated with his or her area of service; provided, however, that the Club Service Area shall have a Classification Committee, a Membership Committee, and a Rotary Information Committee.
- (c) The president shall be an ex-officio member of each committee established by the directors and, as such committee member, shall have all of the privileges of membership of the committee.



- (d) Each committee established shall transact such business as is delegated to it by the director having established the committee and shall transact such additional business as may be referred to it by the president or the Board.

ARTICLE VIII RESPONSIBILITIES OF SERVICE AREAS

Section 1. Community Service. The Community Service Area shall devise and carry into effect plans, which will guide and assist the members of this club in discharging responsibilities associated with community relationships. The director for this area shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed with respect to particular phases of community service.

Section 2. International Service. The International Service Area shall devise and carry into effect plans, which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The director for this area shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

Section 3. Vocational Service. The Vocational Service Area shall devise and carry into effect plans, which will guide and assist the members of the club in discharging their responsibilities in matters relating to vocational relationships.

The director for this area shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

Section 4. Club Service Area. The Club Service Area shall devise and carry into effect plans which will guide and assist the members of the club in discharging their responsibilities in matters relating to Club Service. The director for this area shall be responsible for all club service activities and shall supervise and coordinate the work of all areas appointed on particular phases of club service.

The Club Service Area shall establish the following three committees and such other committees as it may determine in its discretion:

- (1) **Classifications Committee.** This committee (i) shall, on or before 30 September of each year, make a classification survey of the community; (ii) shall, using the guide to classifications, compile from the survey a roster of filled and unfilled classifications; (iii) shall urge upon members the importance of proposing names for such unfilled classifications as have been determined to be open by the Board; (iv) shall where necessary, review existing classifications represented in the club; and (v) shall counsel with the Board on all classification problems.
- (2) **Membership Committee.** This committee shall consider all proposals for membership and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership, and shall give their recommendations on all applications to the Board. This committee further shall review annually the club roster of filled and unfilled classifications and shall initiate and present to the Board the names of suitable persons to fill open classifications.
- (3) **Rotary Information Committee.** This committee shall devise and implement plans: (i) to give prospective members information about the privileges and responsibilities of membership in Rotary Club; (ii) to give the members and especially the new members, adequate understanding of the privileges and responsibilities of membership; (iii) to give the members information about Rotary Club, including, but not limited to, its history, object, scope, activities; and (iv) to give the members information as to development in the administrative operation of Rotary International.

Section 5. Committee Continuity. Continuity of membership should be provided for in the appointment of club committees by area directors where practicable either through the appointment of one or more members for a second term or through the appointment of one or more members to a two-year term.

ARTICLE IX LEAVE OF ABSENCE

Section 1. Upon written application to the Board, setting forth good and sufficient cause, a leave of absence may be granted which excuses a member from attending the meetings of the club for a specified length of time.



Section 2. Any member who has been excused from complying with the attendance requirements pursuant to Art. VIII, Sec. 5(c) of the Constitution of the Rotary Club of Decatur, Alabama, and who, at the time said attendance requirements are suspended, has attained a perfect attendance record of ten (10) years or more, shall be entitled to suspend his or her perfect attendance requirements for the same period of time. The member's perfect attendance record shall resume whenever the member's attendance requirements resume and the period of time during which the member's attendance requirements are suspended shall not be calculated in the member's perfect attendance total. The suspension of the attendance requirements shall not alter or affect any other Club requirements or obligations of the member. This amendment shall become effective as of July 1, 1998.

ARTICLE X FINANCES

Section 1. The treasurer shall deposit all funds of the club in such bank accounts as may be established to be named by the Board.

Section 2. All invoices shall be paid by checks signed by the treasurer and co-signed by the president or a vice president. An audit of all financial transactions of the club, conducted in accordance with generally accepted auditing standards, shall be made each year.

Section 3. The officers having charge or control of funds of the club shall provide a fidelity bond, with such surety or sureties as may be required and approved by the Board, for the safe custody of the funds of the club. The cost of such bond shall be borne by the club.

Section 4. The fiscal year of this club (herein sometimes referred to as the "Rotary Year") shall extend from July 1 to June 30, and, for purposes of collecting the dues of members, shall be divided into four quarterly periods. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1 and January 1 of each year on the basis of the membership of the club on those dates.

Section 5. At the beginning of each fiscal year the Board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the Rotary Year, which, having been agreed to by the Board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the Board.

ARTICLE XI METHOD OF ELECTING MEMBERS

Section 1. Active members of the club (including additional active members):

- (1) From time to time, the Board shall review the list of filled and unfilled classifications and decide which, if any, of the unfilled classifications should be considered as open for proposals and shall advise the membership as to which classifications have been opened for proposals.
- (2) The name of a prospective member, having been proposed by an active, senior active, or past service member in good standing (hereafter referred to as the "proposer"), shall be submitted first to the Board, in writing, through the secretary. The proposal shall be kept confidential except as otherwise provided in this article.
- (3) The Board shall then refer the proposal to the Classifications Committee, which shall consider the eligibility of such proposed member from the standpoint of classification, shall declare the proposed classification proper or improper, and shall return a proposal card, together with this information, to the Board. The Board shall then refer the proposal to the Membership Committee.
- (4) After making due investigation of the character, business standing, social standing, and general eligibility of the individual proposed for membership, the Membership Committee shall proceed to vote. If not more than one negative vote is cast by the members of this committee, then the name of the proposed member shall be considered eligible and recommended to the Board for membership. The Membership Committee shall submit to the Board a report of the action, which it has taken with respect to prospective members.
- (5) The Board shall then review the report of the Classifications Committee and the Membership Committee and approve or reject their decisions or refer them back to the Classifications Committee and the Membership Committee for further consideration and action. If the Classifications and Membership Committees have reported adversely upon the name of the proposed member, and the Board has approved the action, then the proposer shall be so notified by the secretary.
- (6) If the Classifications and Membership Committees have reported favorably upon the name of a proposed member, and the Board has approved the action, then the proposer shall be notified by the secretary.
- (7) The proposer, accompanied by a member or members of the Rotary Information Committee of the club, shall fully inform the proposed member of the privileges and responsibilities of membership in a Rotary Club, and



shall secure the verbal or written permission of the proposed member to publish his or her name to the membership of the club.

- (8) After permission has been secured from the proposed member to publish his or her name, the secretary shall notify the members of the club of the proposal in writing, by giving the name of the proposed candidate, the firm represented, and the classification under which he or she is proposed for membership.
- (9) The members shall thereafter be allowed a ten (10) day period during which any member objecting to the admission to membership of the proposed member may notify the Board, in writing, of the objection. The notification shall be signed by the member and shall state the reasons of the objection.
- (10) If no notification of objection is given to the secretary during such period, the proposed member shall be considered qualified for membership.
- (11) If any notification of objection is given, then the Board shall consider the objection at any regular or special meeting of the Board and proceed to approve or reject the proposed member. In the event the proposed member is rejected by the Board, the proposer shall be so notified by the secretary. In the event the proposed member is approved by the Board, the member objecting to the election of the proposed member shall be so notified by the secretary.
- (12) The secretary shall thereafter notify the proposer and the proposed member of the requirements for membership (including the requirement to complete and submit a Rotary Membership Application form) and invite the proposed member to apply for membership in the club.
- (13) When the proposed member has filled in, signed, and returned to the secretary the Rotary Membership Application form, indicating such member's understanding and acceptance of the responsibilities of membership, together with such member's payment of the admission fee as required under the provision of Article V, such member shall be considered duly admitted to membership.
- (14) After having received the completed application and the payment for the admission fee, the secretary shall issue a Rotary membership identification card to the newly admitted member.
- (15) The secretary shall then complete a New Member Report form for the newly elected member and forward the completed form to the General Secretary of Rotary International.

Section 2. 2. Senior Active, Past Service, and Honorary Members: The name of a proposed candidate for Senior Active, Past Service or Honorary Members membership shall be submitted to the Board and such members shall stand for election in the same manner as prescribed for the election of an active member; provided, however, that such proposal may be considered at any regular or special meeting of the Board and provided further that the Board may, at its discretion, waive any of the steps as set forth in Section 1 of this Article and proceed to a vote on the proposed member. Any active member of the club who has met all of the qualifications for senior active membership as required by the Constitution of the club may, at such member's option, become a senior active member of the club by notifying the secretary, in writing, of his or her intention to do so, and no application for or election to such senior active membership shall be required. In addition, any past service member of the club, having been an active member of the club and having ceased to be an active member of the club, but who had met all of the qualifications for senior active membership as required by the Constitution of this club may, at his or her option, become a senior active member of this club by notifying the secretary, in writing, of his intention so to do, and no application for or election to such senior active membership shall be required.

ARTICLE XII RESOLUTIONS AND SUBSCRIPTIONS

No resolution or motion to commit the club with respect to any matter shall be considered by the club unless and until it has been considered by the Board. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

ARTICLE XIII ORDER OF BUSINESS

The club shall conduct its business at regular weekly meetings as follows:

1. Meeting called to order
2. Introduction of visiting Rotarians and guests
3. Correspondence and announcements
4. Committee reports, if any



5. Any unfinished business
6. Any new business
7. Address or other program features
8. Adjournment

In addition, the club shall provide for an address or other program feature (as well as fellowship) at its regular weekly meetings.

**ARTICLE XIV
AMENDMENTS**

Upon the recommendation of the Board, these bylaws may be amended at a regular meeting of members at which a quorum is present by a two-thirds vote of all members present; provided, however, that notice of such proposed amendment shall have been provided to the members at least ten days prior to such meeting. No amendment or addition to these bylaws shall be made which is not in harmony with the club constitution and with the constitution and bylaws of Rotary International.

CLUB DATABASES AND INFORMATION SHARING

Several information resources are available to club officers, club members, and committee chairs, with varying levels of access. Following are the most common resources and how to access them.

DACdb – Our main club database

What it is: This is our main club information database and contains all membership information plus tools for communicating with members, updating our website, and much more. This is the best way to find out how to contact a member or who serves on a particular committee. Additionally, this is where you can access district contact information, our district and club event calendars, and event registration for district and club events.

Who can access it: All club members can access this database. Officers and committee chairs have access to additional levels of information.

How to access DACdb:

- Go to <https://www.directory-online.com/Rotary/SecLogin.cfm>
- If you don't have your access information, go to <http://www.directory-online.com/Rotary/Login/LoginHelp.cfm> or send a request to edidier@redsageonline.com to send you an email with your access credentials.

Common Uses:

- **To look up contact info for a member:**
 - Log into DACdb
 - Click on **Find a Member** in the dark blue menu
 - Enter the name – you can also enter the Club Name as 'Decatur'
 - This will give you full information for the member
- **To find out which members are part of a specific committee:**
 - Log into DACdb
 - Click on **Committees** tab
 - Click on **My Club Committees** on left hand menu
 - Click on the Committee name in the list to see a list of committee members
- **To edit your own member profile data:**
 - Log into DACdb
 - Click on **My Data** tab
 - Click **edit** found to the right of your name
 - There are various tabs you can use to enter or update information about yourself – including uploading a photo
- **To view District or Club Calendars and register for events**
 - Log into DACdb
 - Click on **Calendar** tab
 - The full calendar including all club, district, and multi-district events is shown. A link to register for specific events is included for any events that require registration.
 - To view just certain types of events, use the checkboxes in the Event Calendar Parameters section above the calendar.
- **To send PMail** – private mail to all or some members – typically only the Secretary and other board officers use this

- Log into DACdb
- To send messages to all members:
 - Click on the **PMail All** tab
 - Click on the **System** tab to see various templates. Here are the most useful:
 - **01 - Dear Rotarian - then your message.htm** – to send a custom message to everyone
 - **05.1 - DACdb Credentials for Members.htm** – to send a member their log in information for DACdb
 - **5w - Member Verification - White Background.htm** – this should be sent once per year to allow members to verify and update their information.
- To send messages to specific members:
 - Click on the **PMail** tab
 - Click in the **TO window**, after your email address.
 - Click on **Members** to see a full list of members
 - Use the check boxes to add people you want to include in your message
 - Add your subject and email message
 - Click **Send** – the yellow button on the top right

ROTARY CLUB CENTRAL

What it is: This is where our club connects to Rotary International and where our club establishes goals and tracks progress each year. It contains a tremendous amount of statistics and data for our club including trends over time.

Who can access it: All club members can access this database and view goals and progress. Officers and committee chairs have access to additional levels of information.

How to access Rotary Club Central:

- Go to <https://www.rotary.org/myrotary/en>
- Click **Sign in/Register** on top left of screen above Rotary logo
- If you have never been on this site, create an account in order to access the information. If you have already created an account, log in.
- Scroll down. You can either select the blue **View Goals** button to see the goals for your club at the bottom of the **My Club Snapshot** section on the left, or you can click **Rotary Club Central** from the **Online Tools** section in the center.

CLUB DROPBOX

What it is: This is where our club shares information, documents, and photos in order to ensure information stays updated and is shared easily when committee chairs or volunteers change roles.

Who can access it: Club officers, committee chairs, and committee members have access to the Dropbox and can share or download common documents. To request access, email edidier@redsageonline.com.

How to access Dropbox:



- If you have not been granted access, send an email to edidier@redsageonline.com in order to request access.
- If you have been given access, go to <https://www.dropbox.com/home/Rotary%20Club%20of%20Decatur> and log in.
- Be sure to view **_Dropbox Directory Structure.docx** to see how directories are structured and where you can share or access information.
- If you are struggling with uploading information, email to Dropbox administrator, Ellen Didier at edidier@redsageonline.com.

DUTIES OF CLUB PRESIDENT Ellen Didier

Assigned committees and service areas:

- Club Administration
- Strategic Planning Committee
- Rotary Club of Decatur Foundation Board Member

General ongoing duties:

- Email updated club handbook in July to all club members through pmail on DACdb
- Plan weekly agendas and officiate activities at weekly club meetings.
- Review and/or respond to any international, district, or club communication.
- Plan board meeting agendas and officiate at monthly board meetings; ensure board meeting documents are saved to club Dropbox in /Board of Directors/2016-2017/Board Meeting Docs
- Pmail Audit of all club financials when complete to all club members.
- Attend and/or officiate at any special called club events or meetings.
- Oversee and communicate progress on club annual goals. Present update on progress quarterly to the club.
- Submit final report on District Grant on DACdb by May.
- Maintain Club Planning Schedule and save updated schedule to Dropbox in /Board of Directors/

Leadership Development and District Participation:

- Communicate all district events to board and PR committee (for distribution to club members when appropriate) and encourage participation. Ensure upcoming district event dates and locations are included in Board meeting agendas.
- Communicate recommended training events and breakout sessions to board and committee chairs.
- Attend District and Regional Conference and events.
- Provide secretary with list of members to register for each event.

Direct the STRATEGIC PLANNING COMMITTEE

- Committee members: past-president, president-elect, and vice president
- Oversee club assessment by August
- Update strategic plan by May
- Present strategic plan to the club in July.
- Provide updates to the club on plan progress in October, January, April
- Upload strategic plan and any club update reports to Dropbox in /Board of Directors/Strategic Plan

DUTIES OF PRESIDENT-ELECT Kin Copeland

Assigned committees and service areas:

- Strategic Planning Committee
- Rotary Club of Decatur Foundation Board Member

General Duties:

- Fill in for club President when needed at club meetings and events.
- Participate on Strategic Planning Committee and Rotary Club of Foundation Board
- Attend District and Regional Conference and events

Jan – March – Training and plan development for your year

- Register and attend President-Elect Training –usually one half Saturday and one Friday-Sunday.
- Distribute resource materials to various committees and directors or save electronic copies to Dropbox.
- Work with Dropbox administrator to get Dropbox folders setup for your year.
- Formally present theme banner to club president at club meeting.
- Establish goals and record in the handbook and on Rotary Club Central.
- Develop idea for district grant in your year, potentially working with Community Service committee

April - May

- Attend district training and district grant training. District grant training is mandatory. Club covers registration costs.
- Attend dinner with past-presidents to present your plan.
- Attend Rotary International Convention (May). Turn in up to \$3,000 of expense receipts for reimbursement from the club.
- Update the club handbook working with Directors and committee chairs. Help directors recruit new committee members and communicate with all directors to ensure all roles and committees stay active and working. Save updated handbook to Dropbox when complete (Ellis Chenault makes text updates to handbook). Save to /Board of Directors/2017-2018
- Develop idea for district grant in your year.

June - July

- Schedule, organize, and conduct Club Assembly (May-June) including all board members and major committee chairs. Each person should present their plan and activities for the year and mention their committee members.
- Apply for district grant. Applications are typically due by end of June or early July through DACdb. Money (typically up to \$3,000) is awarded by October. Project needs to be completed by June of your year.
- Review and update by-laws
 - Review by-laws every 3 years (2016, 2019, etc.) to ensure current activities match reality; present any recommended changes to board before providing to a lawyer for review.
 - Recruit Rotary member lawyer. Download Rotary International by-laws and provide with club by-laws for comparison to ensure compliance with international guidelines as well as edits to ensure by-laws stay current with reality of how board currently operates.

Serve as board liaison to the DECATUR ROTARY CLUB FOUNDATION BOARD

- Ensure foundation board meetings happen and report activities at club board meeting.
- Ensure Foundation board meeting and financial documents are uploaded to Dropbox at /Rotary Club of Decatur Foundation/(Current Year Directory)



DUTIES OF VICE-PRESIDENT

Larry Payne

Assigned committees and service areas:

- Vocational Service
- Strategic Planning Committee
- Chair of Awards Committee

Vocational Service

- Vocational service is one of Rotary International's avenues of service and is focused on integrity in business. Review vocational services resources on Dropbox and contribute ideas during strategic planning for how our club can bring more focus to this area of service during Vocational Service month in October.
- During club meeting when 4 Way Test Awards are presented, plan a program or include comments on vocational service as 4 Way test awards are presented. Upload any program documents or presentations to Dropbox at /Board Leadership & Admin Committees/Vocational Service/ or email to edidier@redsageonline.com.
- Ensure 4 Way Test Award stays focused on integrity in business, not just community service.

Attend and Graduate from Rotary Leadership Institute Training

- Rotary Leadership Institute (RLI) is a three-day non-consecutive basic course in both Rotary knowledge and leadership skill that is strongly recommended by the District and International for upcoming local Rotary Club Leaders. Our club has established this as a recommendation for the Vice president level.
- It is a commitment of 3 Saturdays, 8am – 4pm, locations vary between Huntsville, Decatur, and Birmingham. Breakfast and lunch provided. Dates are below – locations will be announced for upcoming events. All three courses will be offered at each location.
 - August 27, 2016
 - November 12, 2016
 - January 28, 2017
 - May 20, 2017

DUTIES OF PAST-PRESIDENT Wade Weaver

Assigned committees and service areas:

- Strategic Planning Committee
- Nominating Committee
- Rotary Club of Decatur Foundation Board member

General Duties:

- Schedule dinner in May with president elect and past presidents. Upload planning document for dinner to Dropbox at /Board Leadership and Admin Committees/Past Presidents
- Organize a meeting of the past five presidents and current president as the nominating committee. Nominate new club board members and club foundation board members. Upload Nomination forms and documentation to Dropbox at /Board Leadership and Admin Committees/Past Presidents
- Participate with the president, president-elect, and vice president before December to review and update club strategic plan.

2016 - 2017 Nominating Committee Members

According to our by-laws, the nominating committee shall consist of the past-presidents from the previous 5 years and the current president. 10 members shall be nominated for the 5 slots to be filled. By-laws Article 1 provides further details on board nominations.

- Ellen Didier
- Wade Weaver
- Roger Ferrell
- Rick Paler
- Jeremy Nails
- Ed Nichols



DUTIES OF CLUB SECRETARY

Larry Freeman

Weekly:

- Give gift or donation certificate for guest speakers to the president. Currently, donation certificates are printed by JP Hutto.
- Email Joker Drawdown amount and weekly door prize to all members on Sunday.
- Have on hand a supply of club banners and store in club cart.
- Give attendance chairman a roster for checking attendance.
- Collect attendance sheet and makeup cards at the welcome desk and attendance table.
- Email to The Clock editor a copy of members absent each week. Also email a copy of make-ups showing name of Rotarian, club where made up and date of makeup. (needs to be emailed by Tuesday).
- Make any changes to the DACdb software such as new members, terminations, leave of absences, medical leave, etc.
- Post attendance and make-ups to DACdb and back up.
- Send new member, terminations and change forms to DACdb, which forwards to RI and District.
- Order supplies from Rotary International and Russell Hampton as needed. We need to keep on hand perfect attendance certificates, new member certificates, Rotary membership pins, perfect attendance pins, supplies needed by the attendance committee, etc. JP currently stores and provides these materials for meetings.

Monthly:

- Submit monthly attendance to DACdb.
- Prepare perfect attendance certificates for presentation at the quarterly meeting.
- Attend the monthly board meeting; take minutes and type minutes following the meeting.
- Upload board meeting agendas and minutes to Dropbox at /Board of Directors/(Current Year Directory)/Board Meeting Docs

Semi-Annual:

- Present attendance report to the board each six months.
- Ensure Rotary International dues invoices are provided to the Treasurer for payment including subscriptions to The Rotarian

Annually:

- Order President's and Past President's badges. Jimmy Ray orders the pins and plaques.
- Attend the club assembly for secretaries usually held in April or May.
- Present the list of Honorary Members to the board for approval at the beginning of the Rotary year.

Miscellaneous:

- Receive phone calls and emails dealing with attendance. Members with perfect attendance are very concerned about maintaining this status - work very closely with them to see that attendance and make-ups are credited properly.



DUTIES OF CLUB TREASURER Melanie Maples / Mandi Jones

Mail:

Collect, sort and disburse mail as necessary.

Most members mail dues so it is important to check the box at least 2 times a week the first month of each quarter.

Billing:

- Invoices are prepared using DACdb software.
- Invoices are emailed (or mailed) to members at the beginning of each quarter. Invoice includes quarterly membership dues of \$175, voluntary Foundation contribution of \$35, voluntary local Foundation contribution of \$10, guest meal charges and/or new member initiation fees.
- Invoices for the 3rd Quarter (Jan-Mar) include a mandatory banquet fee of \$60
- At the beginning of the third month of each quarter, email new invoice to those members who have not yet paid. A late charge of \$50 applies at this time.

Cash Receipts:

Prepare deposit slip in duplicate by listing individual checks. If Company pays for member, list members' name under company name as reference. Stamp checks "for deposit only."

Post cash receipt in software, updating individual members account.

Deposit funds at bank, currently Progress Bank. Attach bank receipt to copy of deposit slip retained in deposit book.

Also deposit any additional funds received such as donations, meals, etc. as necessary.

Cash Disbursements

- Checks must have two signatures, the President and one Treasurer. In emergency instance where President is not available, both Treasurers may sign if permission is given by the President.
- Mark invoice as paid with check number and retain for reference.
- Post check in software to correct expense account.
- Rotary Foundation payments are made quarterly. Member quarterly contribution report should be generated from DACdb to verify amount.
- District dues are payable July of each year.
- Rotary International dues are payable July and January of each year. Check must be remitted with Member Report to RI.

Monthly

- Reconcile bank accounts.
- Review Outstanding Accounts Receivable List
- Generate the following: Bank Reconciliation, Balance Sheet, Income & Expense Budget Comparison
- Distribute Financial Statements to Board members for monthly Board meeting and upload to Dropbox.

Annually

- Present fiscal year end June 30 financial statements to Club by August 15.
- Assist in preparation of Form 990 for non-profit organizations.
- Upload annual financial reports to Dropbox at /Board of Directors/(Current Year Directory)

DUTIES OF INTERNATIONAL SERVICE DIRECTOR

Joe Propst

Assigned committees and service areas:

- Rotary International Foundation Committee
- World Community Service Committee

Board committee liaison duties:

- Serve as board liaison and resource for your committee chairs and service area volunteers
- Provide reports on committee activities at monthly board meetings
- Attend and actively participate in planning sessions and events for International Service projects
- Work with Mark Maloney to plan Good Shepherd School Pizza and Ice Cream party in May.
- Ensure committees are actively using Dropbox to store documentation on committee activities in /International Service Committees/

Training and District expectations:

- Encourage International Service chair(s) to participate in available training opportunities
- Encouraged to attend annual District conference

Prepare for new board role next year (March – May):

- Working with President-Elect and current International Service director work to set goals for International Service areas of responsibility during next board year
- Meet with international service committees, recruit new chairs and/or committee members if applicable
- Help President-Elect deliver resource materials and training to next year's International Service committee chairs
- Work with President-Elect and committee chairs to update Club Handbook for following year.
- Establish new directories on Dropbox where appropriate for upcoming year's committees at /International Service Committees/
- Attend Club Assembly in May/June

DUTIES OF CLUB SERVICE DIRECTOR Tab Bowling

Assigned committees and service areas:

- Club Meetings
- Fellowship Events
- Membership & New Member Orientation
- Program Committee

Board committee liaison duties:

- Serve as board liaison and resource for your committee chairs and service area volunteers
- Provide reports on committee activities at monthly board meetings
- Attend and actively participate at Membership Committee meetings
- Ensure committees are actively using Dropbox to store documentation on committee activities in /Club Service Committees/ and /Membership Committee/ directories

Training and District expectations:

- Attend District training each year (April) and focus on Membership sessions
- Participate in membership training webinars as available
- Encourage Membership chair(s) to participate in available training opportunities
- Encouraged to attend annual District conference

Prepare for new board role next year (March – May):

- Working with President-Elect and current International Service director work to set goals for International Service areas of responsibility during next board year
- Meet with international service committees, recruit new chairs and/or committee members if applicable
- Help President-Elect deliver resource materials and training to next year's International Service committee chairs
- Work with President-Elect and committee chairs to update Club Handbook for following year.
- Establish new directories on Dropbox where appropriate for upcoming year's committees in /Club Service Committees/ and /Membership Committee/ directories
- Attend Club Assembly in May/June

DUTIES OF COMMUNITY SERVICE & PR DIRECTOR

Dee Dee Jones

Assigned committees and service areas:

- Fundraising Events
- Community Service
- PR Committee

Board committee liaison duties:

- Serve as board liaison and resource for your committee chairs and service area volunteers
- Provide reports on committee activities at monthly board meetings
- Attend and actively participate at Annual Fundraising Event planning meetings
- Ensure committees are actively using Dropbox to store documentation on committee activities in /Community Service Committees/ and /PR Committee/ directories

Training and District expectations:

- Attend District training each year (April) and focus on public relations sessions
- Encouraged to attend annual District conference
- Encourage PR chair(s) to participate in available training opportunities

Prepare for new board role next year (March - April):

- Working with President-Elect and current Club Service director work to set goals for Club Service areas of responsibility during next board year
- Meet with club service committees, recruit new chairs and/or committee members if applicable
- Help President-Elect deliver resource materials and training to next year's Club Service committee chairs
- Work with President-Elect and committee chairs to update Club Handbook for following year.
- Establish new directories on Dropbox where appropriate for upcoming year's committees in /Community Service Committees/ and /PR Committee/ directories
- Attend Club Assembly in May/June

DUTIES OF YOUTH SERVICE DIRECTOR Christy Richardson

Assigned committees and service areas:

- Youth Service
- Youth Awards

Board committee liaison duties:

- Serve as board liaison and resource for your committee chairs and service area volunteers
- Provide reports on committee activities at monthly board meetings
- Ensure committees are actively using Dropbox to store documentation on committee activities in /Youth Service Committees/ directories

Training and District expectations:

- Attend District training each year (April) and focus on youth service sessions
- Encouraged to attend annual District conference
- Encourage Interact chair(s) to participate in available training opportunities

Prepare for new board role next year (March – April):

- Working with President-Elect and current Community Service & PR director, work to set goals for Community Service & PR areas of responsibility during next board year
- Meet with Community Service & PR committees, recruit new chairs and/or committee members if applicable
- Help President-elect deliver resource materials and training to next year's Community Service & PR committee chairs
- Work with President-Elect and committee chairs to update Club Handbook for following year.
- Establish new directories on Dropbox where appropriate for upcoming year's committees in /Youth Service Committees/ directories
- Attend Club Assembly in May/June

DUTIES OF CLUB SERGEANT-AT-ARMS Harvey Pride, Jr.

Weekly

- Provide a friendly and orderly meeting place for all club meetings and facilitate quick and efficient meal service.
- Ensure that the meeting place is properly arranged and that all necessary Rotary paraphernalia is available.
- Ensure that the PA system and piano are in good working order.
- Ensure that sufficient meals are available.
- Work with kitchen manager on presenting different type meals and quality meals.
- Assist guest speakers with any additional needs they require.

Annually:

- Working with President-Elect in March, obtain bids and secure agreement for club venue and meals and ensure venue agreement is in place prior to July 1. Upload to Dropbox in /Board of Directors/(current year directory)/
- Assist in planning any annual off-site meetings working with the president and program chair.

Pass The Hat:

Schedule and coordinate Pass the Hat collections for the following activities. Count money contributed with another volunteer and provide amount collected by end of meeting to President to announce from podium.

- Celaya Project - add amount collected to report in Dropbox in /International Service Committees/World Community Service Committee/Happy Face Project, Celaya, Mexico
- Meeting servers' holiday bonus collection

CLUB LEADERSHIP SERVICE AREAS, COMMITTEES, AND VOLUNTEERS

Club Administration – President Ellen Didier, Chair

Audit	Sam Alfano	256-355-3285	sama@cookspst.com
Tax Return	David Scott	256-355-1828	dscott@tswcpa.com
By-Laws	TBD		
Club Handbook	Ellis Chenault	256-227-8393	ellis@EllisChenault.com
Club Historian	Carol Chenault	256-306-2747	carol@pclnet.net
Dropbox Administrator	Ellen Didier	256-466-5577	edidier@redsageonline.com

Rotary Club of Decatur Foundation – Gary Baker, Chair

2016 - 2017	Marti Rizzuto	256-566-2640	martirizzuto@gmail.com
	Bob Johnson	256-286-3614	crjjunior@aol.com
2015 - 2016	Kathy Hammond	205-489-1169	jahkmh@aol.com
	Beau Jones	256-350-1925	Samuel.jones@morgankeegan.com
2014 - 2015	Ken Chandler	256-355-4602	Kchandler1943@gmail.com
	Gary Baker	256-353-6783	gary@wtec.com

Strategic Planning Committee – President Ellen Didier, Chair

President	Ellen Didier	256-466-5577	edidier@redsageonline.com
President-Elect	Kin Copeland	256-355-4702	Kcopel6362@aol.com
Vice President	Larry Payne	256-318-2702	Larry.payne@dmhnet.org
Past President	Wade Weaver	256-303-1347	wweaver@valleybudweiser.com

Awards Committee – Vice President Larry Payne

Larry Payne	256-318-2702	Larry.payne@dmhnet.org
Debbie Heard	256-227-6342	Dheard299@gmail.com
Joe Sides	256-350-1844	Joesides1@gmail.com
Jeanne Payne (4 Way Test)	256-616-2576	Jeanne.payne@cookmuseum.org
Ronnie Dukes	256-758-6770	rdukes@pepsicoladecatur.com
Rick Paler	256-651-2022	paler@gmail.com
Scott Stone	256-466-6174	stoneps@msn.com
John Coon	256-318-0886	Jjcoon31@aol.com

Sergeant at Arms Support Team – Harvey Pride, Sergeant at Arms

Sergeant at Arms	Harvey Pride	256-654-6311	Hhpride07@gmail.com
	Ellis Chenault	256-227-8393	ellis@EllisChenault.com
	Betty Sims	256-353-9738	mettysims@aol.com



CLUB ADMINISTRATION

Presidential Goals for 2016-2017:

- Update by-laws to reflect restructured committees and new Rotary International guidelines
- Update Club Handbook to reflect restructured committees and duties

Purpose of this Service Area:

The purpose of this service area is to ensure key activities supporting board and club administration happen effectively.

- **Audit**
 - Conduct an internal audit of the club's books, records and accounts to ensure sound financial management and control of the club's funds.
 - Recommend policies and expectations of the treasurer.
 - Recommend internal control policies and procedures to the treasurer and board.
 - Audit (internal only) financial statements and records by the end of the first quarter.
 - Verify that IRS Form 990 is timely filed by the club.
 - Meet with the board to present report following the end of the audit (internal only).
 - Help to keep the books and records in good order for external audit by a CPA firm should one ever be needed.
 - Pmail completed Audit of club financials to all club members.
 - Upload completed audit to Dropbox to /Board of Directors/(current year)/ directory
- **By-Laws**
 - Review by-laws to ensure current activities match reality; present any recommended changes to board before providing to a lawyer for review. Should be done every 3 years starting July, 2016, after new RI by-laws take effect.
 - Provide new Rotary International by-laws to lawyer with club by-laws for comparison to ensure compliance with international guidelines.
 - Recruit Rotary member lawyer to review and present any recommended changes to the board.
- **Club Handbook**
 - Work with the president-elect to update the Club Handbook for the upcoming year.
 - Provide a printed copy of the Club Handbook to each of the board members.
 - Upload to Dropbox to /Board of Directors/(upcoming year)
- **Historian**
 - Gather and preserve the history of the club.
 - Create archival files of all publicity, The Clock bulletins, and other documents.
 - Obtain historical information from club members to be included in the archives.
 - Create scrapbooks documenting the history of the club.
- **Dropbox Administrator**
 - Gather and upload any documentation that would be of help to future board members, committee chairs, and committee members as new volunteers come and go
 - Each year, set up new folders for the new Rotary year
 - Add or delete folders as necessary
 - Invite new board and committee members to Dropbox each year so files can be viewed and downloaded

ROTARY CLUB OF DECATUR FOUNDATION BOARD Gary Baker, Chair

2016 – 2017 Presidential Goals:

- Define and establish annual meeting schedule required to review financials, submit 990s
- Work to develop more complete board duties description and upload to Dropbox at /Rotary Club of Decatur Foundation/

History and Purpose:

The Foundation was set up in the early 90s as a vehicle to raise money for the Celaya project. The club raised \$35,000 and got matching grants of \$40,000. The Foundation was set up as a way to receive these contributions. It then sat dormant for some time and was reactivated in early 2000s to receive membership invoice contributions for Polio. Eventually, this contribution was reduced to a \$10 voluntary contribution on membership invoices to be used for local projects. Two board members are elected each year to serve a three-year term. *Note: Double check by-laws on term!*

Duties:

- Work with board and treasurer to solicit an annual contribution from the general fund of the club.
- Manage the tax-deductible contributions that have been donated to this foundation.
- Educate and inform the Club about this Foundation and its purpose.
- Conduct meetings as needed to review financials and ensure audit is performed. Ensure all meeting minutes and financials are uploaded to Dropbox at /Rotary Club of Decatur Foundation/(current year)/
- Ensure Treasurer has filed 990 on time and upload a copy to /Rotary Club of Decatur Foundation/(current year)/
- Chair attends Club Assembly in May/June



AWARDS COMMITTEE

Larry Payne, Chair

Presidential Goals for 2016-2017:

- Develop a schedule for all awards showing when we consider nominees, and if applicable, when we submit applications.
- Locate and store all award descriptions, past winners, and nomination forms on Dropbox at /Board Leadership & Admin Committees/Awards Committee/

General Duties:

- Update and store all award documentation and schedules for club, district and international awards on Dropbox at /Board Leadership & Admin Committees/Awards Committee/
- Maintain a schedule for all awards showing when we consider nominees, and if applicable, when we submit applications.
- Ensure all awards are thoughtfully considered understanding the purpose for each and who has received awards in the past.
- Be a voice for encouraging diversity in awards, and if possible, add this encouragement to the applications themselves.

Coordinate Club efforts for the following awards (develop and complete this list in 2016-2017):

- T. Lawson Davidson 5-Avenues of Service – *Joe Sides & Lawson Craig?*
- Emmett McClary Four-Way Test Award – *Jeanne Payne*
- Jessie Stimson Club Service Award – The President's Award
- Pete Henderson Membership Award – Past President, President, President-Elect, and Membership Chairperson
- Community Paul Harris Fellow Award – Scott Stone
- Reach One, Keep One Membership Awards – President, Compiles during month of August
- Coordinate with the Youth Services chairman in presenting the Youth Service Awards in May – John Coon



STRATEGIC PLANNING COMMITTEE

Ellen Didier, Chair

Presidential Goals for 2016-2017:

- Explore district team coming to train our board on strategic planning
- Conduct a club assessment within 2016-2017 year
- Plan on developing strategic plan during 2017-2018 year

Duties:

- Conduct annual club assessment annually
- Update strategic plan annually
- Distribute final plan to members
- Present updated strategic plan to club during club meeting
- Provide quarterly updates on progress at meetings
- Upload strategic plan and update reports to Dropbox at /Board of Directors/Strategic Plan/

**INTERNATIONAL SERVICE
SERVICE AREAS, COMMITTEES, & VOLUNTEERS
Joe Propst, Director**

RI FOUNDATION – Scott Stone, Chair

Scott Stone	256-466-6174	stoneps@msn.com
Mark Maloney	256-565-6672	bmsatty@aol.com
Ken Schuppert	256-353-7826	schupperts@aol.com
Ed Nichols	256-221-2424	Ecnichols@me.com
Bill Briscoe	256-603-0870	bbris@bellsouth.net
Ronnie Dukes	256-758-6770	rdukes@pepsicoladecatur.com

WORLD COMMUNITY SERVICE COMMITTEES AND VOLUNTEERS

Project Happy Face, Celaya, Mexico	Harvey Pride	256-654-6311	Hhpride07@gmail.com
International Service Project Committee	Stefan Rainer, Chair	256-874-5498	Stefan.rainer1@gmail.com
	David Breland	256-351-4760	Breland5@bellsouth.net
	Ellen Didier	256-466-5577	edidier@redsageonline.com
Good Shepherd International (India) Pizza Party	Joe Propst	256-353-8171	lawyerpropst@aol.com

ROTARY INTERNATIONAL FOUNDATION COMMITTEE

2016-2017 presidential goals:

- Continue to achieve giving in excess of \$100 per member in “Every Rotarian, Every Year”
- Increase percentage of club membership contributing to the Annual Fund of The Rotary Foundation
- Increase number of Paul Harris Society Members in the club
- In 2016-2017, donate at least \$2650 to Polio Plus fund in support of 100th Anniversary of Foundation by participating in District 100 miles event.

Purpose of this service area:

To encourage active participation in Foundation programs, encourage financial support of the Foundation, and publicize the work of the Foundation to club members. Include Annual Fund, Endowment Fund, and PolioPlus Fund support and activities.

Foundation Giving:

Once a year (March/April) meet to establish program participation and financial contribution goals for following goals and submit to club President.

- Meet as a committee to identify potential benefactors and major donors within the club. Communicate targets to the Permanent Fund chair. Cultivate and solicit prospects as appropriate.
- Meet as a committee to identify members with the ability to become Paul Harris Society members committing to contribute \$1,000 per year to the Foundation. Cultivate and solicit prospects as appropriate.
- Identify, approach and target club members who are close to achieving Paul Harris Fellow levels.
- Identify, approach, and secure new benefactors - bequests and outright gifts of \$1,000 or more to the Permanent Fund qualify
- Identify, approach and secure Rotarians and friends who are able to join the Bequest Society by including The Rotary Foundation in their estate plans for \$10,000 or more and notifying the Foundation of their intention in writing.

Foundation Publicity:

Once a year (June/July), schedule a meeting with the club president and PR committee, to identify ways to bring more visibility to role of Foundation and the impact it makes around the world to club members and the community.

- Develop a plan for the year and work with club President and PR committee to implement. Include promotions for Annual Fund, Endowment Fund, and PolioPlus Fund. Update the club regularly on the status of global polio eradication.
- Organize a Foundation program for a regular weekly meeting of the club in or near to the month of November, Rotary Foundation Month. Invite a knowledgeable Rotarian speaker to address and promote Foundation programs and financial support.
- At the Rotary Foundation Month observance, recognize a non-Rotarian as a community Paul Harris Fellow for his or her community activities. (Work with club vice president)

Foundation Scholarships:

Once a year, meet to identify potential Global Grant and Rotary World Peace Scholarships recipients

- Confirm with the district Rotary Foundation committee the type and quantity of scholarships and grants available at the district level and the deadline for receipt of club-endorsed applications.
- Identify potential Global Grant and Rotary World Peace Scholarships candidates to endorse to the district.
- Help provide Rotary orientation to scholars sponsored by the club.
- Identify sponsor counselors for Global Grant Scholars and Rotary Peace Fellows.

2016 – 2017 – District 100 Years Fundraiser for Polio Plus – Ed Nichols, Chair

Work with district leaders and form a club committee to successfully support the District 6860 100 Miles promotion to raise funds for Polio Plus in celebration of Rotary Foundation 100 Year anniversary.



WORLD COMMUNITY SERVICE COMMITTEE

2016-2017 presidential goals:

- Partner with other Decatur Rotary Clubs and Interact Clubs on International Service Project
- Explore ways to include Interact Clubs in annual international projects
- Continue support of Happy Face in Celaya, Mexico
- Annual International Service Project Committee Chair attends Club Assembly in May/June

Purpose of this service area:

To actively participate in international community service projects, and communicate these projects to the club and community.

Celaya Happy Face Bucket Contribution – organized by International Service Director Joe Propst and Sergeant at Arms Harvey Pride:

- Work with Sergeant at Arms to annually Pass the Hat at a club meeting and raise funds to contribute to the Happy Face project in Celaya, Mexico.
- Create/Maintain a report on history and past and current giving levels and upload to Dropbox at /International Service Committees/World Community Service Committee/
- Ensure funds are delivered to Happy Face by working with Treasurer.
- Explore ways to share information about this project with the club by working with PR committee.

Annual International Service Project Committee - led by Stefan Rainer

- Meet once annually with President Elect in April after PET training to determine club interest in developing or supporting an international service project.
- If an international service project will be organized by the club, ensure club representatives participate in mandatory international grant training at the District level.
- If supporting an international service project, communicate all details of project and progress to the club – working with the PR committee.
- Annually, explore ways to partner with Interact Club on any international projects working with Youth Service committee.
- Be familiar with resources and potential international projects on ideas.Rotary.org
- Store any documentation related to international projects on Dropbox at /International Service Committees/World Community Service Committee/

Host a pizza and ice cream party for Good Shepherd International school students each May – organized by Joe Propst, International Service Director

- Work with Mark Maloney to plan details of lunch including arranging venue, pizza, ice cream, drinks, and anything else needed for successful event.
- Update event planning details each year and upload to Dropbox at /International Service Committees/World Community Service Committee/

CLUB SERVICE
SERVICE AREAS, COMMITTEES, AND VOLUNTEERS
Tab Bowling, Director

CLUB MEETINGS VOLUNTEERS

Welcome Desk/Weekly Door Prizes	Dee Dee Jones	256-221-0807	Deedee.jones@hartselletigers.org
	Johnnie Renick	256-566-1523	Johnnie.renick@dcs.edu
Badges/Attendance	Tricia Pruitt	256-355-5170	tpruitt@northalabama.bbb.org
	Jeanne Payne	256-616-2576	Jeanne.payne@cookmuseum.org
Music	Jon Sedlak	256-353-6824	colemansedlak@aol.com
	Dee Dee Jones	256-221-0807	Deedee.jones@hartselletigers.org
Invocation	David Mathews	256-306-2254	dmathews@bibank.com

MEMBERSHIP COMMITTEE - Kathy Hammond and Steve Blake, Co-Chairs

Kathy Hammond	205-489-1169	jahkmh@aol.com
Steve Blake	256-560-3010	sblake@bibank.com
Robin Jackson	256-580-2486	Robin.jackson@cookspst.com
Johnny Turner	256-566-8530	Johnny.turner@mail.house.gov
Kathleen Ross	256-998-4224	kross@uwmcal.org
Grant Thompson	256-783-4420	grant@dcc.org
Jeremy Nails	256-565-5282	jwn@mceda.org

FELLOWSHIP EVENTS VOLUNTEERS

Annual Banquet	Pat Price	256-654-9180	buywithpat@aol.com
Christmas Movie at the Princess Theatre	Julia Roth	256-353-6761	jroth@eysterkey.com
	Bill Briscoe	256-603-0870	bbris@bellsouth.net
Cards & Letters	Jeanne Payne	256-616-2576	Jeanne.payne@cookmuseum.org

ROTARY INFORMATION COMMITTEE - Bill Briscoe, Chair

Bill Briscoe	256-603-0870	bbris@bellsouth.net
Scott Stone	256-466-6174	stoneps@msn.com
Ronnie Dukes	256-758-6770	rdukes@pepsicoladecatur.com
Murphy Brown	256-303-8848	Murphy1604@aol.com

PROGRAM COMMITTEE - David Stephenson, Chair

David Stephenson	256-303-2711	ddstephenson@gmail.com
Richard George	256-341-7268	Drichard.george@regions.com
Scott Stone	256-466-6174	stoneps@msn.com
Mark Heard	256-340-0770	markh8942@gmail.com
Gary Baker	256-353-6783	gary@wtec.com



CLUB MEETINGS

Tab Bowling, Director

Purpose of this Service Area:

The purpose of this service area is to make meetings go smoothly from registration, to guest management, to providing a fun meeting environment with music and door prizes.

- **Welcome Desk**
 - Welcome and register visiting Rotarians and guests.
 - Assist members and prospective members with badges.
 - Provide the visitors list to the president.
 - Provide makeup forms to the club secretary
 - Seek volunteer to announce weekly visitors, guests and prospective members.

- **Badges/Attendance**
 - Collect the badges from club members during the meeting.
 - Compile the weekly attendance report by registering those absent members who have not pulled their badge from the badge box.
 - Submit a copy of the attendance report to the club secretary for the permanent record.
 - Prepare red badges and member badges for prospective and new members at least a week before induction.

- **Music**
 - Ensure a song leader and pianist for each meeting. Maintain a substitute for each.
 - Develop a relaxing atmosphere prior to each meeting by providing background piano music.
 - Encourage a spirit of fellowship through group singing.
 - Open each meeting with the singing of "America" and the song for the day.
 - Inform the Board, Sergeant-At-Arms and/or Club Service Director of piano needs.

- **Invocation**
 - Recruit volunteers to offer invocations at weekly club meetings.
 - Advise President of volunteer by Friday before meeting.
 - Provide information about member offering invocation so they can be introduced by classification, specific type of business or profession, and specific place of employment by the president prior to the invocation.

- **Weekly Door Prizes**
 - Attain door prizes for weekly meetings.
 - Communicate door prizes to Secretary and President by Friday before the meeting so club members can be notified of door prizes Monday morning before the meeting.
 - Communicate door price ticket revenue to club secretary and treasurer.



FELLOWSHIP EVENTS

Tab Bowling, Director

2016-2017 presidential goal:

- Continue Annual Valentine's dinner and Christmas Movie at the Princess Theatre.
- Chair attends Club Assembly in May/June

Purpose of this service area:

The purpose of this service area is to build relationships and fellowship between club members through social events and personal notes to members.

- **Annual Banquet**
 - Plan and coordinate annual Valentine's Day banquet securing venue, arranging table centerpieces, producing event program, and purchasing gifts.
 - Coordinate with venue on setup and arrangements.
 - Provide event information to club PR committee to promote.
 - Document event planning details and upload to Dropbox at /Club Service Committees/Fellowship Events/Annual Banquet/
- **Christmas Movie at the Princess**
 - Plan and coordinate annual Christmas movie at the Princess Theatre, securing the venue, selecting and selecting and obtaining the movie
 - Provide event information to club PR committee to promote to club and community.
 - Document event planning details and upload to Dropbox at /Club Service Committees/Fellowship Events/Christmas Movie at the Princess
- **Cards & Letters**
 - On a regular basis, use DACdb to retrieve club member birthdays.
 - Using Rotary cards, write personal note wishing club member happy birthday and include a gift certificate from Jimmy Smith Jewelers.
 - Use Rotary cards to write personal notes to club members experiencing key events in their life, as knowledge and time allows.



MEMBERSHIP COMMITTEE

Steve Blake & Kathy Hammond, Co-Chairs

2016-2017 presidential goals:

- Increase net membership by 3 members and increase diversity of club
- Re-establish active membership committee that meets monthly.
- Distribute volunteer opportunities sign up form to existing, new, and prospective members.

Duties:

- Attend District Training in April and any membership committee training events
- Review classifications once per year:
 - Conduct a classification survey by August 31, working with club Secretary.
 - Utilize the classifications survey to identify potential classifications that are under represented in the club and use as tool to identify potential new members in those classifications.
 - Upload classifications report to Dropbox at /Membership Committee/(Current Year)
- Develop and/or maintain a directory of club alumni and look for opportunities to re-invite or re-engage.
- Meet monthly to identify potential members and assign committee members to personally invite.
 - Be mindful of including diversity in ages, races, sexes, and occupations.
 - Maintain consistency with Rotary guidelines for membership:
 - Engaged as a CEO, proprietor, partner, corporate officer or manager of any worthy and recognized business or profession
 - Retired from a worthy and recognized business or profession, including any branch of the armed forces of the United States
 - A community leader who has demonstrated through personal involvement in community affairs a commitment to service
 - Coordinate meeting space with Sergeant-at-Arms if meeting before or after club meeting
- Promote member recruitment to club members.
 - Work with president to promote membership recruitment efforts at club meetings.
 - Work with president to make quarterly report on membership recruitment results to club.
- Work with Rotary Information Committee to introduce prospective members to Rotary, our club, and requirements of membership.
- Chair attends Club Assembly in May/June

ROTARY INFORMATION COMMITTEE

Bill Briscoe, Chair

2016-2017 presidential goals:

- Distribute a new volunteer form to new members and encourage them to volunteer on a committee of their choice.
- Distribute a new member orientation information sheet to new members (to be developed and provided by Ellen). Points on the sheet will encourage new members to work at the welcome desk for a 2-month period so they get to meet club members, provide information about their mentor, and provide information on how to update their membership profile on DACdb.

Duties:

- Provide information about the privileges and responsibilities of Rotary membership to prospective, new and current members of the club.
- Provide orientation information sheet and volunteer form to new members to encourage them to engage in club activities.
- Develop more structure and expectations for new member Mentors and maintain list of mentors/mentees
- Provide information about Rotary, its history, object, scope and activities to members.
- Upload any committee documentation to Dropbox at /Club Service Committees/Rotary Information Committee/
- Chair attends Club Assembly in May/June

PROGRAM COMMITTEE

David Stephenson, Chair

2016-2017 goals:

- Re-establish working program committee that meets monthly and includes old and new club members from a diverse background.

Committee Duties:

- Meet monthly to brainstorm and identify potential programs. Coordinate meeting space with Sergeant-at-Arms if meeting before or after club meeting
- Prepare and arrange the programs for all regular and special meetings of the club.
- Design and balance these programs to ensure that they are relevant and meaningful to club members.
- Refer to the Rotary calendar as programs are planned.
- Have club programs planned and confirmed well in advance and have emergency programs available on short notice if necessary.
- Strive to have several speakers of state, national or international prominence during the year.
- Inform politicians by letter of our club rule regarding political speeches: "Thou shall not speak ill of thy opponent or the opposing political party."
- Committee chair attends board meetings and presents an updated list of the program schedule for the year.
- Keep updated copy of program calendar on Dropbox in /Board of Directors/
- Per the standard Rotary International Club Constitution, a program on Rotary service, past achievements, and programs of peace, understanding and goodwill will be held during the week of February 23 to celebrate the Anniversary of Rotary's founding.
- Chair attends Club Assembly in May/June

**COMMUNITY SERVICE & PR
SERVICE AREAS COMMITTEES, AND VOLUNTEERS
Dee Dee Jones, Director**

FUNDRAISING EVENTS VOLUNTEERS

Fundraising Events	Andy Thomas	256-214-7989	Andy.thomas@ingallsentertainment.com
	Wade Dinsmore	256-616-7025	Wdinsmore100@gmail.com
Rotary 5k Run	Ed Nichols	256-221-2424	Ecnichols@me.com
	Ronnie Dukes	256-758-6770	rdukes@pepsicoladecatur.com
	Michael Poovey	336-217-2884	mopoovey@me.com
	Rick Henry	256-353-2864	Rahenry0402@gmail.com

COMMUNITY SERVICE PROJECTS

2016 -2017 District Grant Project	Ellen Didier	256-466-5577	edidier@redsageonline.com
	Scott Faulkner	256-509-4924	scottwfaulkner@gmail.com
	Kristi Huskey	256-214-1751	kchuskey@gmail.com
Community Non-Profit Grants	David Breland	256-565-3788	Breland5@bellsouth.net
	Mark Maloney	256-565-6672	bmsatty@aol.com
	Ken Schuppert	256-353-7826	schupperts@aol.com
	Harvey Pride, Jr.	256-350-3873	Hhpride07@gmail.com
	Jimmy Ray Smith	256-353-2512	jray@jsmithjewelers.com
Big Brothers Big Sisters Christmas Party	TBD		
	Kristy Huskey	256-214-1751	kchuskey@gmail.com
Rotary Volunteers	Tricia Pruitt	256-355-5170	tpruitt@northalabama.bbb.org

PR COMMITTEE - Lisa Jones & Kristi Huskey, Co-Chairs

Lisa Jones	256-654-4895	airnuke@hotmail.com
Kristi Huskey	256-214-1751	kchuskey@gmail.com
Kathy Rains	256-560-6819	Kathy.rains@dcs.edu
Kevin Naumann	256-309-5655 x 145	knaumann@reptechinc.com



FUNDRAISING EVENTS

Dee Dee Jones, Director

2016-2017 presidential goals:

- Ensure success of annual fundraiser event and Rotary Spirit of America 5K run to raise \$20,000 combined to support local non-profits.
- Working with Club Service, continue raising money through weekly drawing for door prizes and Joker draw down

Purpose of this service area:

The purpose of this service area is to successfully coordinate fundraising events in order to support local non-profits.

Annual Fundraiser Event (takes place in April)

- Each Rotarian sells a minimum of 4 raffle tickets at \$50 each, with a maximum of 800 tickets to be sold
- Work with board and other club members to determine prizes for drawing
- Plan and coordinate securing venue and caterer
- Plan and coordinate development of tickets for drawing and distribute to club members
- Coordinate with venue on setup and arrangements.
- Coordinate event activities and drawings
- Oversee finances and budget for the event working with club Treasurer
- Provide event information to club PR committee to promote to club and local media
- Document event planning details and upload to Dropbox at /Community Service Committees/Fundraising Events/Annual Fundraiser

Rotary Spirit of America 5K Run

- Develop a recruitment plan for the Rotary Run.
- Raise participation in the run to 150 runners.
- Enlist all members of the Rotary Club of Decatur to financially sponsor the Run
- Plan and coordinate all event arrangements
- Oversee finances and budget for the event working with club Treasurer
- Provide event information to club PR committee to promote the run to the club and community
- Document event planning details and upload to Dropbox each year at /Community Service Committees/Fundraising Events/Spirit of America 5K Run



COMMUNITY SERVICE PROJECTS

Dee Dee Jones, Director

2016-2017 presidential goals:

- Award at least \$20,000 in grant funding to local non-profits
- Successfully complete this year's community service project, a Downtown public art beautification project funded through a District Grant
- Participate in Salvation Army Bell Ringing during holidays
- Continue to partner with 50 children and host Big Brothers Big Sisters Christmas Party
- Develop list of past annual service projects funded by district grants
- Develop/maintain list of amounts given in the past and non-profits who received grants and upload to Dropbox in /Community Service Committees/Community Service Projects/ Community Grants

Purpose of this service area:

The purpose of this service area is to live out our motto of service above self by focusing on community service projects in our local community.

Annual Community Service Project: Downtown Public Art Beautification Project

- Coordinate activities to successfully implement annual community service project funded by district grant and matching funds.
- Find ways to include club members and other community partners or volunteers
- Update list of annual service projects and upload to Dropbox at /Community Service Committees/Community Service Projects/Annual Projects/

Community Grants

- Award at least \$20,000 in grants to local non-profits in June each year.
- Coordinate application process and meet to select organizations to receive funding.
- Update list of grants given and organizations benefiting each year and upload to Dropbox at /Community Service Committees/Community Service Projects/Community Grants

Big Brothers Big Sisters Christmas Party

- Work with Big Brothers Big Sisters to plan and coordinate activities for annual Christmas party
- Work with Longhorn Steakhouse to provide pancake breakfast
- Recruit club member to be Santa and give out \$50 Target gift cards to 50 children.
- Read a Christmas story to children at event.
- Partner Rotarians with each child to go with them to Target to use gift cards to buy gifts for themselves or family members.
- Upload event planning documentation to Dropbox at /Community Service Committees/Community Service Projects/BBBS Christmas Party

Rotary Volunteers

- Promote and encourage Service Above Self by identifying appropriate local projects that need volunteers such as bell ringers for Salvation Army.
- Encourage Rotarians to wear Rotary shirts when volunteering.
- Upload documentation of annual volunteer names and volunteer hours to Dropbox at /Community Service Committees/Community Service Projects/Rotary Volunteers

PUBLIC RELATIONS (PR) COMMITTEE

Lisa Jones, Chair

2016-2017 presidential goals:

- Establish active working PR committee
- Update club website to latest software version
- Utilize RI PSAs and resources to promote 100th Anniversary of Rotary Foundation
- Actively utilize website, social media, club newsletter, club meetings, and media relations to share club and international activities and news with members, the community, and the media
- Add club service projects to “Rotary Showcase” website

Committee Duties:

The purpose of this committee is to ensure ongoing club activities are documented and promoted to club members, the community, and local media.

Weekly:

- Record club meeting activities and other club events through photography and text and share via newsletters, web, and social media
 - Produce The Clock newsletter (print and/or e-news) and distribute to club members
 - Explore moving to once a month print newsletter and e-newsletter for remaining weeks
 - If producing e-newsletters, utilize DACdb tools to send to members
 - Distribute The Clock to the District Governor, the Past District Governor, the District Governor Elect, the District Bulletin Chairman, Rotary International Headquarters (Rotary One), and to other clubs upon request.
 - Add stories and updates to website using DACdb
 - Add stories and updates to social media channels
- Announce program for upcoming meetings, share highlights from previous meetings, share information about community service events, share Rotary International stories

Monthly:

- Committee chair attends board meetings to learn about club activities and upcoming events
- Committee meets monthly to plan activities for upcoming club events and activities
- Coordinate meeting space with Sergeant-at-Arms if meeting before or after club meeting
- Actively promote community service projects to club members, community, and local media
- Identify projects or activities that can be shared via Rotary Showcase website

Annually:

- Develop plan for public relations plan for the year in June
 - Familiarize committee members with available resources in Cdb and MyRotary
 - Review Rotary International resources for materials and campaigns
- Attend District Training in April and any club PR committee training events
- Apply for District award for Best Club Bulletin
- Chair attends Club Assembly in May/June

Ongoing:

- Media Relations
 - Maintain/update a list of local media contacts
 - Work with the media to secure proper publicity for major club activities
- Work with Membership and Rotary Information committees to schedule photography of new members and upload to DACdb
- Advise the club president on public relations matters
- Upload all pertinent materials and documentation to Dropbox at /PR Committee/(Current Year)/

YOUTH SERVICE
SERVICE AREAS, COMMITTEES, & VOLUNTEERS
Christy Richardson, Director

YOUTH SERVICE

Interact Clubs	Dwight Satterfield	256-552-3025	Dwight.satterfield@dcs.edu
Rotary Youth Exchange	Nathan Tomberlin	256-303-0916	nathant@pughwrightmcanally.com
Rotary Readers & Math Buddies	Rob Rebman, co-chair	256-355-7875	rebelrpr@aol.com
	Marti Rizzuto, co-chair	256-566-2640	martirizzuto@gmail.com
	Rachel Poovey	256-552-3056	rmrpoovey@me.com
	Tricia Pruitt	256-355-5170	tpruitt@northalabama.bbb.org
	Julia Roth	256-353-6761	jroth@eysterkey.com

YOUTH AWARDS

Youth Scholarships	Beau Jones, Chair	256-350-1925	Samuel.jones@morgankeegan.com
	Ray Hardin	256-686-0946	rhardin@decaturutilities.com
	Billy Hudson	256-637-2065	whhudson212@gmail.com
	Will Pebworth	256-718-0227	wpebworth@myprogressbank.com
RYLA	Dwight Satterfield	256-552-3025	Dwight.satterfield@dcs.edu
Rotary Achievement Awards	Jeanne Payne, Chair	256-616-2576	Jeanne.payne@cookmuseum.org
	Betty Sims	256-355-9738	mettysims@aol.com
	Julia Roth	256-355-1349	jroth@eysterkey.com
	Jeremy Nails	256-565-5282	jwn@mceda.org
	Will Pebworth	256-718-0227	wpebworth@myprogressbank.com
	Debbie Heard	256-227-6342	dheard299@gmail.com



YOUTH SERVICES

Dwight Satterfield, Chair

2016-2017 presidential goals:

- Explore Interact participation in club international service projects
- Restructure volunteer activities in schools beyond Rotary Readers/Math Buddies
- Chair attends Club Assembly in May/June

Purpose of this service area:

To assist and recognize the efforts of the youth in our community and help develop the next generation of leaders.

Interact Club:

Rotary Club of Decatur sponsors one Interact Club at each high school in Decatur. Interact gives students the chance to make a real difference while having fun. Every Interact club carries out two service projects a year: one that helps their school or community and one that promotes international understanding. Clubs meet at least twice a month and are guests at one club meeting a month when school is in session.

- Serve as club liaison to the Interact Clubs at Decatur and Austin High Schools and help coordinate club activities.
- Distribute Interact t-shirts and informational brochures to high school students.
- Recognize Interact Student of the Quarter from each school.
- Coordinate attendance of Interact leaders from each school at club meetings once a month.
- Coordinate and encourage participation in the Salvation Army Bell Ringer program at Christmas
- Upload all pertinent documentation and materials to Dropbox at /Youth Services Committees/Interact Club/

Rotary Youth Exchange:

- Promote the District RI Youth Exchange Program to Interact members.
- Upload all pertinent documentation and materials to Dropbox at /Youth Services Committees/Rotary Youth Exchange/

Rotary Readers & Math Buddies:

- Promote literacy in Decatur's elementary schools by providing students with a reading Rotarian once a week.
- Promote math proficiency in Decatur's elementary schools by providing students with a math buddy once a week.
- Maintain this program at all Title I schools and recruit additional volunteer to participate.
- Ensure new members know this is a volunteer opportunity and are asked to participate.
- Upload all pertinent documentation and materials to Dropbox at /Youth Services Committees/Rotary Readers & Math Buddies/

YOUTH AWARDS

2016-2017 presidential goals:

- Continue to award scholarships to two students from Austin High and two students from Decatur High.
- Send at least 6 students to RYLA (at least 3 students from each high school)
- Recognize special needs students with quarterly awards

Purpose of this service area:

To identify, recognize and reward outstanding youth performances both academically and in community service.

Youth Scholarships:

- Award \$2,000 James L. Rankin Scholarship (Academic) and \$1,000 Dr. Jeanne Payne Scholarship (Interact) at Decatur High School.
- Award \$2,000 Mark Daniel Maloney Scholarship (Academic) and \$1,000 Bearl Whitstett Scholarship (Interact) at Austin High School.
- Coordinate application process and selection of scholarship winners.
- Present the scholarships at Honors Night at each high school.
- Upload information about how scholarships are selected, how long we have done this, and how much has been given over time to Dropbox at /Youth Services Committees/Youth Scholarships/

RYLA (Rotary Youth Leadership Awards):

RYLA is a leadership training program sponsored by the Rotary Clubs of District 6860 in Northern Alabama. The two night, three day program focuses on leadership, team building and an introduction to Rotary objectives and values. RYLA 2017 will be held January 26 – January 28, 2017 at the U.S. Space & Rocket Center in Huntsville, AL. The application process will begin in early October, 2016.

- Send at least 3 Interact students from each school to RYLA.
- Upload all pertinent documentation and materials to Dropbox at /Youth Services Committees/RYLEA

Rotary Achievement Awards:

- Provide quarterly awards to one special needs student from each middle and high school in Decatur City Schools to recognize and reward achievement.
- Upload all pertinent documentation and materials to Dropbox at /Youth Services Committees/Quarterly Youth Service Awards/