



Crestwood – Sunset Hills Rotary Club

MEMBER INFORMATION MANUAL

February 16, 2018

Member Information Manual

Statement of Purpose

This manual is written to be a practical source of information about how our Rotary club operates. It includes information about several club policies and practices as well as overviews of club committees. It is designed and intended to serve as a handy reference for established club members as well as a resource for new members to gain a practical overview of the club, including opportunities for club service. It is hoped this manual will support consistency in our club practices.

Attendance and Make-ups

Requirements

Rotary International requires Active status members to attend (or make-up) at least 50 percent of regular weekly club meetings for each six month period. We have a number of members who attain 100% attendance and we recognize and reward this achievement. Members are encouraged to attend as many regular lunch meetings as they can.

Makeups

There are a number of opportunities available to makeup a regular club meeting. Examples of these opportunities include:

- Attend a regular meeting of another club.
- Attend a meeting of a Rotaract or Interact club.
- Attend a District Conference or event.
- Participate in a club service project (e.g., working at our Craft Fair, food packing for FTK, attending a service project committee meeting).
- Participate through an interactive activity on a suitable Rotary club website for at least 30 minutes.

Entering Makeups

When you attend a regular club meeting, your attendance is automatically recorded by the club Secretary. In some instances, the club Secretary enters qualifying makeup activities (e.g., attended a Board of Directors meeting). However, as a general rule, you must take responsibility for entering a makeup activity into the club database to receive credit. Our club database allows members to build up an “account” of banked makeups that are then available to be used in place of a missed meeting. To make an entry into this account,

- Log on to the District and Club database (Dacdb).
- Click on the “My Data” tab, then click the “Enter Makeup” option found in the margin listing to the left of your personal information.
- This opens a window in which you specify the date and nature of your activity.
- Your activity will be seen by the club Secretary the next time he/she opens the “ATTEND” tab and, upon approval by the Secretary, will be entered into your account of banked makeups.

If you are unable to attend a regular club meeting, the club Secretary will use a makeup activity from this account. Activities entered into this account will “age out” after 6 months.

Additional Information

An Active status club member may be terminated at the discretion of the board of Directors if he/she fails to meet the attendance requirement. For additional detail regarding Rotary attendance requirements, you may read Articles 12 and 15 (section 4) of the RI Club Constitution (2016).

Attendance at a Rotary International Convention

(Approved by Board of Directors August 25, 2015)

- The Board of Directors of our club will subsidize attendance at a Rotary International Convention up to a total of \$2000.00 annually.

The Board of Directors also adopted the following provisions:

- The Board recommends each club President attend a Rotary International Convention within the three year period leading up to his/her installation as President.
- The Board requests that the club officer/incoming officer attend an RI Convention in the U.S. or Canada.
- Club funding for reimbursement of convention attendance expenses will be based on budgetary considerations in the Rotary year involved.

If you wish to attend an upcoming Rotary International Convention, any member can apply to the Board for use of available budgeted funds. Unless the Board approves, reimbursement will not exceed the budgeted amount.

Brief Descriptions for Committees, Service Groups and Activities In Crestwood – Sunset Hills Rotary Club

Arts and Crafts Fairs

This committee organizes and operates our club's largest fundraising events – the Rotary Arts and Crafts Fairs. A small core of club members organizes these two fairs (Fall and Spring) throughout the year and the full club membership is involved in various jobs during these two-day fairs.

Contact: Martha Henderson

Birthday/Dessert Scheduling

This activity focuses on organizing a list of club members to bring the dessert each week for the regular lunch meetings, usually close to each assigned member's birthday, and reminds scheduled members of assigned dates. The list is distributed well in advance of assigned dates to give ample notice to members.

Contact: John Higdon

Budget Committee

This committee is responsible for proposing a detailed annual budget, including the club's expected income, required expenditures and elective expenditures. The proposed budget is considered and voted on by the club Board of Directors.

Contact: Glen Deutsch

Commuter Lot Cleanup

This member manages the scheduling and the monthly cleanup of the commuter parking lot, usually the first Saturday each month, 8:00 AM, and reminds club members of each cleanup.

Contact: George Brand, Jr.

Feed the Knowledge

This committee is plans and organizes the delivery of "weekend food bags" to elementary students in the Lindbergh and Mehlville school districts identified as needing this service. Club members do the packing and deliveries. In addition to food, this committee also administers distribution of winter coats, hats and gloves to needy students through our Operation Warm.

Contact: Chris Cipolla

Food Pantry (community)

This is a service available at the request of community agencies. This service provides aid and support on a very brief basis to persons passing through our community that have minimal resources.

Contact: Don Defoe

Golf Outings

This is an informal service within our club that organizes golf outings from time to time for members and guests.

Contact: John Higdon

Historian

The Club Historian researches and makes presentations to our club about the important events, people and principles of Rotary International as well as those of our district and club.

Contact: Martha Henderson

Interact Club

Interact clubs are organized within the high schools and middle schools in our area. Members in our club work directly with students and school sponsors on projects furthering the purposes and goals of Rotary. This includes fundraising and currently, biannual trips to Guatemala to provide and install vented stoves for rural people.

Contact: Amy Richards or Dave Lenz

Intercity Meetings

Intercity meetings are scheduled once each month, each meeting hosted by a different participating Rotary club. Members of all Rotary clubs in the metropolitan area are invited. These meetings offer the opportunity to connect with members of other clubs and their activities.

Contact: H R Sheevam

Major Gifts

This committee meets several times near the end of the fiscal year to review donation requests and make a list of recommendations to the Board of Directors regarding the granting of major financial gifts in support of the work of various organizations in our area.

Contact: Mike Rodgers

Meeting Programs/Features

This function arranges speakers, programs and events featured at our weekly lunch meetings.

Contact: Randy Martin

Membership Committee

This committee promotes increased membership in our club, manages the application and induction procedures and supports a positive involvement for new members. (*See Membership Committee page in Extended Descriptions section of this manual.*)

Contact: Bob Brandewiede

Newsletter

The member doing this service records the events and guests at each of our regular lunch meetings, summarizes this information in a newsletter and distributes it by e-mail to all club members.

Contact: Bob Sanders

Nominating Committee

This committee consists of three members appointed by the club President. Their purpose is to identify suitable candidates to be nominated for the offices of club Treasurer and club Secretary (in alternating years) and a club Director-at large for the Board of Directors (one each year).

Contact: Current club President

Public Relations

This member/committee promotes community understanding of Rotary and of our club. They seek opportunities to make the community aware of the activities of our club within the community. In the very near future, public relations is likely to involve development of greater social media presence of our club in addition to traditional media.

Contact: Beth Rogers

Rotary Foundation

This member is responsible for promoting and coordinating donations from our club members to the Rotary Foundation, a part of Rotary International. He/she also maintains records of this giving and coordinates awards from RI in recognition of various levels of giving.

Contact: Scott Timmerberg

Rotary Youth Exchange

Promotes the district Rotary Youth Exchange program within our club and in schools within our community. This member(s) seeks to identify qualified local students for outbound placement and qualified host families for students inbound to our area. Helps to integrate the inbound student with our club, community, school district and host family.

Contact: Greg Luzecky

Scholarships

This member/committee works with local High Schools to identify recipients of the two scholarships awarded each year to worthy graduating students.

Contact: Dave Lenz

Sergeant-at-Arms

This member (not on the Board of Directors) Collects contributions of “Happy Bucks” and “Advertising Dollars” at the weekly lunch meetings and insures the display of the Four Way Test banner at the meeting. Although it is not usually observed, the Sergeant-at-Arms may also collect designated fines from club members for failure to wear a Rotary pin or Name Badge if requested to do so by the club President.

Contact: Ron Lowry

Social Activities

The members of this work group plan, and engage club members and guests in, club social activities such as Happy Hour and seasonal gatherings. They coordinate with and assist other committees and work groups (such as Membership Committee) to arrange social activities they may be planning.

Contact:

Student Mentoring Program

This program is a partnership of Lindbergh High School and our Rotary club. The purpose of this program is to present practical, experience-based information on specific careers to interested high school students. This is done by recruiting active, successful professionals in the community and coordinating with LHS staff to schedule presentations in a group format.

Contact: Karen Baudendistel

Trivia Night

This committee organizes and directs our annual Trivia Night. This event is a major fundraiser for our club and is carried out in conjunction with the Forest Park Rotary Club. Funds from this event are used to support the Feed the Knowledge program.

Contact: John Higdon

Webmaster

This member is responsible for maintaining and updating our club website (CSHRotary.org) and some aspects of the District and Club Database (DACDB).

Contact: Randy Martin

Some Key Tasks for Your Year as President-elect

Rotary International Convention

Early in your year as President-elect, you should decide whether you wish to attend the RI Convention prior to your installation, if you have not recently attended one and if the next convention is in the US or Canada. As it now stands, the Board of Directors recommends each incoming club President will have attended an RI convention within the three year period leading up to his/her installation as President. See the RI Convention Attendance page in this manual. *Recommended date to be registered – October 1st.*

Club Officers and Chairmen

You are responsible for having the club service and committee chairmen (not including the Board of Directors) in place when your presidential year begins. The club bylaws prescribe a three year term for a committee chairman, but this is flexible depending on the needs of the committee. You should confirm with each continuing chairman and recruit members to replace outgoing chairmen. *Recommended date to complete this task – January 1st.*

RI Club Central goals

One of your jobs during this year will be to enter the various club goals to be achieved during your presidential year on the RI Club Central site. Familiarize yourself with this section of the RI website (Rotary.org) if you have not already done so.

Since the goals involved are goals for the whole club, coordinate your ideas with the Board of Directors in reaching the goals to be entered. *Recommended date to complete this task – March 1st.*

Installation Dinner

As the incoming President, it is your responsibility to:

- Select the location of your Installation dinner
- Select the menu
- Plan the program and have it printed
- Get a list of Paul Harris award recipients
- Select the person to swear-in the Board of Directors (usually a Past District Governor)
- Order a plaque or comparable gift for the outgoing club President (from Russell Hampton)

Recommended date to complete this task – March 1st.

Here are some important tips:

- The club covers the cost for the person asked to officiate and his/her spouse.
- Present the person doing the swearing-in with a phonetic guide for any Board of Director members who have difficult to pronounce names.

- Typically, we have kept the cost per member at \$35.00 and this seems to be acceptable to most members.
- Make sure you give two months' notice of the date, time and location to the club members and make the sign-up sheets available to members at the lunch meetings. You may also want to use P-mail.
- Arrange for Club Communication Chairman to document the event in pictures and put them on the website.
- Arrange for someone to bring the club banners to the dinner.
- Feel free to consult recent past presidents for key information or direction.
- In recent years, the Installation Dinner has been on a Wednesday evening with the regular lunch meeting for noon of that day being cancelled. This arrangement seems to work well for the club, but you are free to make the arrangements as you wish.

Board of Directors Meetings

Choose the day of the week and time you want the Board of Directors to have their monthly meeting.

CSH Rotary Membership Committee

Chairman: Bob Brandewiede July, 2015 – June, 2017

Purpose of Committee:

- Find prospective applicants for membership in CSH Rotary
- Manage process of application, vetting, and installation
- Manage process of mentoring new members
- Support activities and efforts to foster sense of community in CSH Rotary
- Encourage members to introduce their friends and acquaintances to Rotary

Designated positions on committee:

- Chairperson and Committee Members

Who can be on the committee:

- any member of CSH Rotary

Recent Activities:

- Membership Promotion
 - Blood drive
 - Rotary Happy Hours
 - Creation of video of CSH Rotary activities
 - Progressive dinner and potluck dinners
 - Chamber of Commerce Presentation by CSH Rotary
 - Membership month presentations
- Membership Process
 - Receiving application and interviewing of applicants
 - Installation ceremonies
 - Mentoring of new Rotarians
 - Exit interviews with resigning club members
- Fostering of Club Spirit
 - Monitor attendance and contact members missing many meetings
 - Greeters and Membership Moment presentations at CSH lunch meetings
 - Bi-annual club directory
 - Know your Rotarian interviews at CSH lunch meetings

What a committee member actual does:

Call prospective members, talk to club lunch visitors, encourage new members, organize and plan membership events, make presentations to groups

Meetings: first Wednesday of each month immediately following regular club lunch meeting

CSH Rotary Membership Committee New Member Process:

- Greeting and introduction by committee members
- Providing introductory materials (see below)
- Attending three meetings
- Going to an orientation lunch with membership committee members who make recommendation to CSH Rotary Board of Directors
- Obtaining board approval
- Induction ceremony including inviting family and friends of inductee to attend
- Mentoring

CSH Rotary Membership Committee list of materials to provide at each step of membership process:

- First indication of interest
 - *CSH Rotary Club Leaders handout and club business card*
 - *Get More Out of Membership – Connect for Good brochure*
 - *20 Reasons to Join Rotary handout*
 - *CSH Rotary and Feed the Knowledge brochures*
 - Application
- Orientation lunch to go over the following:
 - *A Brief History of the club handout*
 - *Jump Right In handout*
 - *Attendance requirements (including craft fairs) handout*
 - *Discussion of dues*
- Induction ceremony
 - Pin and Certificate of Membership
 - Four Way Test
 - Rotary Sticker
 - Blue card
- After induction
 - Membership directory and any supplements
 - Intercity info handout
 - District Info handout
 - DaCdb instructions
 - Rotary labeled attire

New Member Induction

The following is a standard induction for a new member of our club. The Induction script is included in this manual to encourage consistency in our club's New Member Induction. The member conducting the Induction may wish to use this script as written or may decide to vary the wording when appropriate, or even use an alternate script.

Significant changes in the Induction procedure or wording should be coordinated ahead of time with the Chairman of the Membership Committee.

Induction of new Rotary member (name here)

(Date)

Today we are welcoming (name) as a member in our club.

He/she (give short biographical introduction).

(Name), we welcome you to membership in the Crestwood/Sunset Hills Rotary Club. As you know, this club has a long history of supporting the objectives of Rotary through service to this community and international projects. Not only do we look forward to your participation in the many projects of this club, but also hope that you will take the opportunity to share your own ideas with us. Like every member, you have the opportunity to leverage your creativity and energy to do good through your membership and active involvement. Please accept the challenge to make this club even better!

Thanks to (sponsor and/or introducing Rotarian) for introducing (new member name) to our club. Thanks also to (mentor) for agreeing to serve as his/her mentor in the coming months.

To our club members, I ask that you make an effort in future meetings and activities to make (name) feel welcome and to help him/her get involved.

The nearest thing that we have to a pledge or statement of what we stand for is the Four Way Test. Everyone, please stand and join me in reading it aloud.