

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

**The Rotary Club of Kansas City Plaza – Chartered December 15, 1986
Club Number 24,214 – District 6040, Zone 31**

Article I: A Election of Directors and Officers

Section 1 — At a regular meeting one month prior to the annual meeting, the presiding officer shall ask for nominations for Officers: president, president-elect, vice-president, secretary, treasurer, and six Directors: members of the board of directors include; Past President, Sergeant at Arms, and chairs of Rotary International Foundation, Youth Services, Club Service, Vocational Service, Community Service and International Service. Nominations shall be presented by a nominating committee. Nominations may also be made by members from the floor. Any candidate may request a written ballot. The candidates receiving a majority of the votes shall be declared elected to their respective offices. The president-elect shall serve as a member of the board as president-elect for the year commencing on the first day of July following the election, and shall assume office as president on the first day of July immediately following the year of service on the board as president-elect.

Section 2 — The officers and directors, so elected, together with the immediate past president, sergeant-at-arms and RI foundation chair shall constitute the board of directors.

Section 3 — A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

Section 4 — A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining members of the board of directors-elect.

Article I:B Appointment of Committee Chairs and Special Assignments

Section 1A – The President-Elect shall recruit and appoint when President officially the following voting positions, if vacant:

- A) Club Secretary: Odd Year Appointment
- B) Club Treasurer: Even Year Appointment
- C) Club Services Chair: Even Year Appointment
- D) Vocational Services Chair: Even Year Appointment
- E) Community Services Chair: Odd Year Appointment
- F) Youth Services (New Generations) Chair: Odd Year Appointment
- G) International Services Chair: Even Year Appointment
- H) Sergeant At Arms – Odd Year Appointment
- I) Rotary International Foundation Chair: Odd Year Appointment

Section 1B – The President-Elect shall recruit and appoint when President officially the following non-voting positions, if vacant:

- J) Grants Chair – Even Year Appointment
- K) Communications & Public Relations Chair – Even Year Appointment
- L) Games For Good Chair – Odd Year Appointment

Section 2 – The President will work with Club Service Committee for scheduling of:

- A) 3 minute Speakers
- B) Inspirational Moments
- C) Condolences and general correspondence.
- D) Special Event Chair(s) such as reverse raffle, whisky tasting, etc.

Article II Board of Directors

The governing body of this club shall be the Board of Directors consisting of eleven members of this club, namely seven officers elected in accordance with article I, section 1 of these bylaws, the president,

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

president-elect, vice-president, secretary, treasurer, and the immediate past president, sergeant at arms, and these five directors; chairs of Rotary International Foundation, youth services (new generations), club service, community service and vocational service.

Article III Duties of Officers

Section 1 — *President.* It shall be the duty of the president to preside at regular and board meetings of the club and board, appoint the Sergeant at Arms and RI Foundation Chair, serve as ex-officio member of all committees, appoint the vice-president to oversee and coordinate the work of membership recruitment committees and to oversee and coordinate the work of the membership retention and public relations and communications committee and to perform such other duties as ordinarily pertain to the office of president.

Section 2 — *President-elect.* It shall be the duty of the president-elect to serve as program chair, to work with the program committee to recruit weekly speakers, presentations and general assemblies, to facilitate elections in direct coordination with the club services chair and sergeant at arms and to preside at meetings of the club and board in the absence of the president. It shall be the duty of the president-elect to serve as a member of the board of directors of the club.

Section 3 — *Vice-President.* It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and president-elect and to perform such other duties as ordinarily pertain to the office of vice-president. The primary responsibility of the vice-president shall be to lead and administer the club's efforts to recruit new members and retain current members, to chair the membership recruitment and retention committees, and administering the mentoring program.

Section 4 — *Secretary.* It shall be the duty of the secretary to record and preserve minutes of board meetings, submit RI reports and to maintain records on the RI website. Other duties of the secretary which may be delegated to an executive secretary or similar position include maintenance of the club membership database, recording meeting attendance, preparation of club directories, preparation of RI reports, updating the club website, ordering supplies and maintenance of membership records. Board meeting minutes shall be published for all members to view.

Section 5 — *Treasurer.* It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club annually and to the board monthly, and to perform such other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property. An audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions and when the club treasurer position changes personnel.

Section 6 — *Sergeant-at-Arms.* The duties of the sergeant-at-arms shall be to greet visitors, report meeting attendance, collect money for meals, fines, and change for charity, recognize member special dates and events, maintain order at the meetings, prepare meeting meal counts, perform visitor services and perform such other duties as may be prescribed by the president or the board.

Section 7 - *Immediate Past President.* The Immediate Past President shall report to the board on the activities of the KC Plaza Rotary Foundation, coordinate with the Rotary International Foundation committee.

Article IV Meetings

Section 1 — *Annual Meeting.* An annual meeting of this club shall be held at a regular meeting in December at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 — The regular weekly meetings of this club shall be held on Friday each week at 7:15 to 8:30 a.m. Due notice of any changes in or canceling of the regular meeting shall be given to all members of

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

the club. All members excepting honorary members (or members excused by the board of directors of this club, pursuant to article VIII, section 2(b) of the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for a reasonably acceptable number of times devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article VIII, section 1. Members whose attendance drops below 50% will be contacted by the Retention Committee.

Section 3 — One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 — Regular meetings of the board shall be held on the third Wednesday of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) members of the board, due notice having been given.

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

Article V Member Dues and Contributions.

Section 1 — The Requested Initial Donation shall be set by the board and adjusted from time to time as necessary and shall be requested before the applicant can be admitted as a member, but is not required. The contribution will be divided into 50% for the KC Plaza Club Foundation and 50% for Polio Plus or designation as recommended by the club Board of Directors.

Section 2 — The membership dues shall include: club dues plus the actual cost of Rotary International and District dues plus the Rotarian magazine subscription. Meal costs shall be set by the board each year. Members shall be billed in four equal quarterly payments for dues and meal costs. (An additional annual contribution to the Rotary Foundation for \$100/year have been traditionally included during billing, however members are encouraged to make separate contributions online to the Rotary Foundation of a suggested but not required level of \$25 per quarter.) Any exceptions to regular dues for individuals with hardship circumstances shall be approved by the club Board of Directors. (See Membership Dues Policy in Policies and procedures).

Article VI Method of Voting

The business of this club shall be transacted by *viva voce* vote, e-mail ballot, or paper ballot as may be determined by the President and or board.

Article VII Committees

Section 1

(a) Committee appointments shall be made in such a way as to ensure a representation of all club members and make every effort to offer opportunities to serve to all club members. Where feasible and practicable in the appointment of such committees, there should be provision for rotating leadership and continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

(b) The president shall, subject to the approval of the board, appoint the following standing committees, each of which shall be lead by one of the elected officers or directors:

- Club Service Committee

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

- Vocational Service Committee
- Community Service Committee
- International Service Committee
- Public Relations and Communications Committee
- Youth Service Committee (New Generations)
- Recruitment Committee
- Membership and Retention Committee
- Plaza Club Foundation Board Representative (Immediate Past President)
- RI Foundation Committee

(c) The president shall, subject to the approval of the board, also appoint such subcommittees on particular phases of club service, vocational service, community service, international service, youth service and public relations as deemed necessary.

(d) The past presidents committee has been eliminated as it is the same as the KC Plaza Club Foundation Board/Committee. (See bylaws and charter of KC Plaza Club Foundation)

(e) Each committee shall transact such business as is delegated to it in the bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made to the board and approved by the board.

Article VIII Duties of Committees

Section 1 — Club Service Committee. This committee 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 club service. The club service director shall chair the Club Service Committee and shall be responsible for club service activities and shall supervise and coordinate the work of any sub committees that may be appointed on particular phases of club service. He/she will have regular meetings of the committee and shall report to the board on all club service activities.

Section 2 — Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The Vocational Service Director shall chair the Vocational Service Committee and 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. He/she will have regular meetings of the committee and shall report to the board on the vocational service activities.

Section 3 — Community Service Committee. This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The Community Service Director shall chair the Club Service Committee and 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 on particular phases of community service. He/she will have regular meetings of the committee and shall report to the board on all community service activities.

Section 4 — International Service Committee. This committee 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 International Service Director shall chair the Club Service Committee and 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. He/she will have regular meetings of the committee and shall report to the board on the international service activities.

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

Section 5 – Public Relations and Communications Committee. This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club. The Public Relations Director shall be responsible for Public Relations activities and shall supervise and coordinate the work of any committees that may be appointed on particular phases of public relations. He/she will have regular meetings of the committee and shall report to the board on all public relations activities.

Section 6 – Youth Service Committee (New Generations) This committee shall work with all youth related activities and leaders, such as RYLA, Rotaract, etc.

(Section 6 – Past Presidents Committee has been eliminated)

(Section 7 – Classifications Committee shall be eliminated and no longer needed according to Rotary International guidelines.)

Section 7 – Membership Recruitment Committee (Vice-President). This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications. This committee shall also consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.

Section 8 – Program Committee This committee under the leadership of the President-Elect and in coordination with the Club Services Chair shall seek and schedule program speakers and promote these programs weekly which shall be relevant to Rotary, with suggestion to avoid political campaigning or non-profits merely seeking contributions.

Section 9 – Membership Retention Committee (Vice President) This committee shall be responsible for the Red Badge Program, and Mentoring Program. The committee shall also monitor participation of individual members, evaluate how well club activities are addressing the interests of the membership and report their findings to the board periodically during each Rotary year.

Section 10 – Rotary International Foundation Committee. This committee will encourage participation in the RI Foundation, recognize member participation in RI Foundation programs and organize club participation in district foundation events and programs.

Article IX Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time, not to exceed one year. To maintain active membership, a member on leave of absence must continue to pay quarterly dues (except meal charges) and must participate in one Rotary meeting or activity per quarter.

Article X Finances

Section 1 — The treasurer shall deposit all funds of the club in a financial institution to be named by the board.

Section 2 — All bills shall be paid only by checks signed by the treasurer or president against invoices approved by the treasurer or president. An audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions and when the club treasurer position changes personnel.

Section 3 — Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

Section 4 — The fiscal year of this club shall extend from July 1 to June 30 and for the collection of members' dues shall be divided into two (2) semiannual periods extending from July 1 to December 30, and from January 1 to June 30. The payment of per capita dues and magazine subscriptions to RI 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 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. Budget shall be published for all members to view.

Article XI Method of Electing Members

Section 1 — Prospective members should attend a minimum of two club meetings with the sponsor. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure. If a person wishes to become a member, but does not have a sponsor, the membership chair may ask a club member to be the sponsor.

Section 2 — The sponsor shall inform the prospective member of the purposes, privileges and responsibilities of being a Rotarian. The sponsor and prospective member shall fill out the *sponsor and biographical information form* and submit it to the board via the membership chair. The membership chair shall notify the President that a vote should be scheduled. The board (via the membership chair) ensures the sponsor has informed the applicant of membership requirements.

Section 3 - The board shall approve or disapprove of the applicant within 30 days of submission. The membership chair shall notify the sponsor of the board's decision.

Section 4 — If the vote of the board is favorable, the membership chair shall notify the newsletter editor so the name of the prospective member can be published in the newsletter. If the vote of the board is not favorable, the membership chair notifies sponsor who then explains the board decision to the applicant.

Section 5 — If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership. If the board sustains the objection, the membership chair notifies the sponsor who explains the board decision to the applicant.

Section 6 — Following the election, the membership chair notifies the new member, sponsor, club secretary, executive secretary, club treasurer, president elect and club president. The membership chair and club secretary arrange for induction with the sponsor and new member through the Red Badge program.

Article XII Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club 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.

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

Article XIII Order of Business

1. Meeting called to order.
2. Introduction of guests and visiting Rotarians
3. Announcements.
4. Address or other program features.
5. Adjournment.

Article XIV Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been provided to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the club constitution and with the constitution and bylaws of RI.

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

Policies and Procedures

Membership Policies

Active Exempt Membership

While RI policy provides for two kinds of membership, Active and Honorary, the Kansas City Plaza Rotary Club establishes a category called, Active Exempt, in accordance with the Rotary International Manual of Procedure, Club Constitution, Article 9 – Attendance, Section 3 - Excused Absence, (pages 254-255):

“(a) A member’s absence shall be excused if the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member’s absence for reasons which it considers to be good and sufficient.

(b) The aggregate of the member’s years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member’s desire to be excused from attendance and the board has approved.”

This policy will be communicated to club members and, upon the member’s request and fulfilling the qualifications established in Section (b), the board will vote to approve or disapprove the applicants request to become an Active Exempt member.

Active exempt (Rule of 85) members will:

- Pay Rotary International, D-6040 and Kansas City Plaza Rotary Club dues and special assessments (if any are made)
- Pay for meal costs when they attend and eat at meal functions
- Pay for their guest expenses
- Continue to hold their classification.

Active Exempt members may not hold office or vote except for Rule of 85 members of the KC Plaza Club. Rule of 85 declared members may vote and hold office.

This policy may be rescinded by a vote of the board.

Membership Dues Only Policy

Purpose: the purpose of this policy is to retain Kansas City Plaza Rotary members who have short-term (defined as less than one year) professional or personal financial situations that might lead to resignation from the club. See also: **Article V Member Dues and Contributions in By-Laws.**

Criteria for Evaluation:

1. The situation the member is facing is expected to be no longer than one year.
2. The member is current in dues payments or has a monthly dues repayment plan in place.
3. The member will stay current on club, district and international dues, and pay only for meals consumed.
4. Examples for “dues only policy”:

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

- a. Financial difficulties due to changes in personal or professional financial situation.
- b. Taking care of family member(s) for agreed upon period
5. A written request should be received from the club member.
6. Final decision rests with the President and Treasurer and will be reported to the board.
7. The decision should be considered on a case-by-case basis.
8. Each case will be reviewed by the President and Treasurer on a quarterly basis.
9. This policy may be rescinded by a vote of the board.

Membership Procedure

Supersedes all previous Membership Proposal and Approval Processes

1. Proposer contacts the club membership chair in writing to notify the club of an interested new member.
2. If a prospective member does not have a sponsor, the membership chair will ask a club member to be the sponsor.
3. Proposer invites the applicant to attend club meetings.
4. Proposer informs the prospective member of the purposes of Rotary, privileges and responsibilities.
5. Proposer and prospective member fill out the membership form and submit it to the board via the Membership Chair. A **Requested Initial Contribution is sought but not required.** (Policy - #1) Membership chair notifies the President that a vote should be scheduled.
6. The board (via the membership chair) ensures the proposer has informed the applicant of the classification system and membership requirements. (By-Laws Section 2)
7. The board approves or disapproves of applicant within 30 days of submission. (By-Laws Section 3)
8. IF APPROVED: The membership chair notifies the newsletter editor so the name of the prospective member can be published in the newsletter. (By-Laws Section 4).
9. **IF NOT APPROVED** membership chair notifies proposer and proposer explains the situation to the applicant.
10. Membership chair notifies the sponsor (to inform the applicant and obtain member requested initial contribution), club secretary (to arrange for induction), executive secretary (to enter into club mate), club treasurer (to begin billing) and president elect (to arrange for Red Badge program/mentoring). (By-Laws, Section 5)
11. **If written objection is received** within seven days, the membership chair notifies the president. The board then votes on the objection at the next meeting. (By-Laws Section 5).
12. Proposer asks the new member to arrange with club treasurer how member would like to pay dues and initial requested contribution.
13. Membership Chair and Club Secretary arranges for induction, orders membership card, reports to RI, orders badges.³ (By-Laws Section 6).

Policy on Members Transferring from Other Rotary Clubs

Rotarians of other clubs, or former member of another club, may apply to be a member of the Kansas City Plaza Rotary Club in two ways:

1. A member in the new club can propose him/her for membership
2. The member's current club secretary can contact the new club secretary and propose him/her for membership.

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

The member does not need to resign from one club before being proposed for membership in the new club. The classification of a transferring or former member of a club shall not preclude election to active membership. This policy may be rescinded by a vote of the board.

Nominations Committee and Election of Directors and Officers

1. The nominations committee to be chaired by the president-elect.
2. Committee members to include the immediate past president, president, and vice-president.
3. Positions to be filled each year: president-elect, vice president, secretary, treasurer, sergeant-at-arms, and service directors (International, Community, Vocational, Public Relations, Youth and Club).
4. Club members will be notified, no later than six weeks before the annual meeting, that a slate of officers will be presented to the club four weeks before the annual meeting and that nominations from the floor will be accepted at that time.
5. This slate of officers will be presented to the club one month before the annual meeting.
6. If nominations from the floor are received, a written ballot will be used when a vote is taken at the annual meeting.
7. If there is not more than one candidate for each position, the presiding officer may call for a voice vote at the annual meeting.

Procedure for Calculating 100% Attendance

1. 100% attendance is recognition of those members who have achieved 100% using regular Friday meetings, make up meetings for any "official" meeting of a Rotary club, committee, etc that totals 100% for a given Rotary year i.e. July 1, 2008 through June 30, 2009. Membership in the Plaza Rotary Club must span the total 52-week year being considered for 100% recognition. (A new member who joins November 1, and has 100% attendance for the remainder of that Rotary year will not get recognition for a partial year.)
2. Total year pin recognition is based on CUMULATIVE not CONSECUTIVE Rotary years and increments by one for each successive award. That is to say; if a Plaza Rotary Club member was awarded 5 years of 100% attendance for Rotary year 2004-05 and misses the 100% mark for the next two Rotary years, and then achieves 100% during Rotary year 2007-08, the recognition for that year is 6.

Dues, Contributions and Other Expense Collections Policy

Purpose: The purpose of this policy is to define the invoice and collections process that will be followed by the Kansas City Plaza Rotary Club.

Invoice Process

Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019

Invoices for dues and other membership charges will be created and sent to members electronically on a quarterly basis, within 15 days of the beginning of the invoice period. All invoices are due upon receipt. Quarterly invoices will include dues (club, district and RI), meal charges, and an optional foundation donation. Special charges for club events may be added to a member's quarterly invoice. Reservations for events will constitute member approval for these charges.

Collections

Accounts will be considered delinquent on the first day of the quarter following the quarter for which they were invoiced (e.g., October 1 for Q1 invoices). The following actions will be taken during the collections process:

- At 45 days: A confirmation email will be sent to unpaid accounts requesting that members check their records and respond with any questions regarding their unpaid balance, or submit payment as soon as possible.

- At 75 days past due (end of quarter): The account will be deemed delinquent. A follow up notice will be sent to delinquent accounts requesting immediate payment to remain in good standing. A copy of the Collections policy will be included with this notice.

- At 90 days past due: The Plaza Rotary Club Board ("Board") will be notified at the next scheduled board meeting of delinquency status, along with any information obtained regarding commitments to pay, financial stress, etc. Members in a delinquent status will generally not be permitted to add club event charges or other special assessments outside of normal quarterly dues to their club invoice.

- At 120 days past due: The Board will be notified of all accounts with an aged balance 120 days and older. The Board will review all accounts in this 120+ day status and recommend further action, which may include termination of membership. The Board also has the authority to approve special payment plans or suspensions as necessary to accommodate members facing financial stress.

Unpaid financial obligations of terminated members will be written off with Board approval.

This termination policy is supported by Rotary International guidelines, which state: *Any member failing to pay dues within 30 days of the deadline should be notified in writing by the club secretary. If the dues are not paid within 10 days of the notification date, membership may be terminated, subject to the discretion of the club's board. The board may reinstate membership upon a member's petition and payment of all debts to the club.*

The following timeline illustrates the Plaza Rotary Invoice and Collections cycle:

July 1	First notice sent to Q4 delinquent accounts.
July 15	Q1 invoices sent to members
	Follow up notice sent to Q4 delinquent accounts.
July Board Mtg.	Q4 delinquent accounts presented to the Board.
Aug. Board Mtg.	All accounts 120+ days past due presented to Board for action.
September 1	Confirmation email sent for unpaid Q1 invoices.
October 1	Q1 unpaid accounts deemed delinquent. Follow up notice sent.

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

October 15	Q2 invoices sent to members.
Oct. Board Mtg.	Q1 delinquent accounts presented to the Board.
Nov. Board Mtg.	All accounts 120+ days past due presented to Board for action.
December 1	Confirmation email sent for unpaid Q2 invoices.
January 1	Q2 unpaid accounts deemed delinquent. Follow up notice sent.
January 15	Q3 invoices sent to members.
Jan. Board Mtg.	Board notified of Q2 delinquent accounts.
Feb. Board Mtg.	All accounts 120+ days past due presented to Board for action.
March 1	Confirmation email sent for unpaid Q3 invoices.
April 1	Q3 unpaid accounts deemed delinquent. Follow up notice sent.
April 15	Q4 invoices sent to members.
April Board Mtg.	Board notified of Q3 delinquent accounts.
March Board Mtg.	All accounts 120+ days past due presented to Board for action.

Membership Privacy Policy

The Plaza Rotary Club has established a public, open access website to promote the organization and invite new members to join. The website also contains a private-access, members-only segment, which requires a password for member access.

- Photos, news articles and member commentary on the public, open Plaza Rotary website are published with the intention of promoting our organization and recruiting new members.
- Photos and commentary on the protected, members-only portion of the club site are intended to build camaraderie and fellowship between club members.

We take precautions to protect your information. On the public website, we will not publish your personal information (addresses, email, telephone, etc.) or photos of you without your consent. These precautions extend to your family and guests of the club.

We reserve the right to publish photos and information in the protected, members-only portion of the website and in various directories, etc., at the discretion of the club leadership. We distribute monthly directories as a means of encouraging fellowship and engagement among the club.

We respect your right to limit your messages from the club. If you ever wish to remove yourself from club emails, send a message to the club secretary.

**For publication on the public website:
Plaza Rotary Club Website Privacy Policy**

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;
- High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- The application of the ideal of service in each Rotarian's personal, business, and community life;
- The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

As such, the Plaza Rotary Club uses this website to promote our principles.

The Plaza Rotary Club is committed to the following core privacy guidelines. We believe strongly that adherence to these principles of fair information practices is essential to our goal of maintaining trust with our members, other Rotary clubs and guests, visitors, family and other individuals.

1. We will only collect and use information for core business purposes: Individual privacy is very important, so we only collect and use information needed to offer and fulfill our core business purposes. We will be lawful and fair to the individual whose data we are storing and will retain only what we need to maintain our relationship with them. This means we will not disclose information for an unrelated purpose without the consent of the individual or by authority of law.
2. We will strive for data quality: We will strive to keep information we hold about our member Rotarians and other individuals accurate.
3. We will be open about how we use data
4. We will act with urgency on potential breaches: Accountability for protecting the people we serve is a shared responsibility. We will promptly investigate and take the necessary measures to ensure that our established privacy protection practices are followed.

We are the sole owners of the information on this site. We only have access to or collect information that you voluntarily give us via email or other direct response from you. We do not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organization.

Unless you ask us not to, we may contact you via email in the future to tell you about our organization, events or services, or changes to this privacy policy. You may opt out of any future contacts from us at any time by contacting us.

This web site contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

Member Guidelines for Prayer, Politics and Solicitations

For moments of public prayer and devotionals it is suggested that personal religious beliefs shall be kept to oneself and that the respect of others who may have different beliefs is considered.

It is requested that members keep their personal political beliefs to oneself and that any elected officials or persons campaigning for office may be guests and speakers at the club, but may not actively campaign by stump speeches or other activity while representing the Rotary club. Elected officials may report on the active work they are performing or about the processes involved, but may not try to actively influence.

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

Members who work for, represent or host non-profits may not actively solicit financial support during club meetings, programs or activities. This includes soliciting support for children or grandchildren's fundraisers or other organizations not approved by the club for said purpose.

**Policy on Change for Charity Beneficiaries
Plaza Rotary Club**

Change for Charity ("CFC") will be collected at each regular club meeting over the course of the Rotary fiscal year (July 1 – June 30). There will be no specific weekly beneficiary designation for the CFC funds, unless they are designated for a special purpose by the President at the club meeting where they are collected (i.e., disaster relief). All CFC will be deposited in the club operating budget to facilitate disbursement and use in community and international projects/needs that are not 501(c)3 uses.

As soon as reasonably possible after June 30, and no later than August 15, all CFC funds collected during the previous Rotary year that were not designated for a special purpose will be dispersed in the following order:

1. *To meet our club commitment to Polio Plus, in combination with Centurion funds collected. For example, if \$2,000 is collected from Centurions and the annual goal is \$2500, then \$500 of CFC will go to RI for Polio Plus. If we receive \$2,600 from Centurions, then no amount of CFC will go towards Polio Plus. The amount of CFC that exceeds the polio goal will be distributed as below.*
2. *The remaining balance will be distributed as follows:*
 - a. *40% to a beneficiary designated by the Community Service Committee.*
 - b. *40% to a beneficiary designated by the International Service Committee.*
 - c. *20% to the Plaza Rotary Foundation.*

The Community Service and International Service beneficiaries should be established by the committees and announced to the club during the first quarter of the Rotary fiscal year (no later than August 30).

**Policy on Global and District Grants
Plaza Rotary Club**

Ideas for global grants will be submitted in a 1 page summary to the Grants Chair by December 15 of each calendar year.

Grants ideas will be reviewed and presented to the club board of directors and recommendations will be approved by the board and the grants chair will assist in carrying forward the formal application steps on behalf of and in coordination with the idea authors, volunteers, etc.

Procedures approved and or recommended in June 7, 2019 Club Assembly:

Committee Chairs shall keep an operational notebook and meeting and activity notes to be passed on to the said successor.

Red Badge Orientation Procedure:

Each new member will receive a red badge and will begin orientation with their mentor and or Red Badge program designee, which includes completion of the following: visiting another Rotary club and greeting four times and shall attend Board meetings as a guest.

**Kansas City Plaza Rotary Club By-Laws, Membership Policies and Official Procedures
July 1, 2019**

Board of Directors meetings minutes or summaries shall be presented by the Vice President to the membership at the most immediate following regular club meeting.

Recommended by Board of Directors June 19, 2019

Quarterly Committee Meetings

It shall be required that all committees meet at least quarterly. It is the decision of the President, President-Elect and Board to determine if committee meetings shall be part of a regular meeting quarterly or require outside meeting times.

These By-Laws, Policies and Procedures have been amended and approved at a regular (electronic) meeting this July 1, 2019 for immediate implementation. Presented in Motion by Jeff Chapman, Seconded by Randy Steinman and Presided by Erik Dickinson, Club President, 2019-2020.