



Rotary Club of Santa Monica Club Information Guide 2010-2011

Bigger, Better, Bolder



Rotary Club of Santa Monica
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TABLE OF CONTENTS

Topics	Page
I. WELCOME TO ROTARY:	
ROTARY INTERNATIONAL & DISTRICT 5280 OVERVIEW	4
Meet Rotary International President Ray Klinginsmith	4
Welcome letter from Rotary International President Ray Klinginsmith	5
Meet District 5280 Governor Doug Baker	6
Welcome letter from District 5280 Governor Doug Baker	7
History of Rotary International	8
Rotary's Four-Way Test	9
II. ABOUT OUR CLUB – History & Leadership	
Welcome address from Rotary Club of Santa Monica President Paul Gaulke	10
History of Rotary Club of Santa Monica	11
2010-2011 Club Officers & Directors	12
III. DIRECTORS & COMMITTEES – Objectives & Projects	14
Club Service - Meetings – Brian Linnekens, Director	15
Meeting Logistics – Stan Fox, Chairs	15
Birthday Recognition – Laurel Rosen, Chair	16
<u>Meeting Cast</u>	
Greeters – Julia Miele, Chair	16
Guest Introductions – Judy Iriye & Jim Reidy, Co-Chairs	17
Music – Rosemary Regulbuto, Chair	17
Spiritual Emphasis – Charlene Underhill-Miller, Chair	17
Club Service - Member Service – Avo Guerboian, Director	18
<u>Communications</u>	
Rota-Monica - Suzan Allbritton & Bill Buxton, Co-Chairs	19
Roster - Steve Litvack, Chair	19
Internet/Website - Jim Dyer, Chair	20
Public Relations/Advertising - Roxana Janka, Chair	20
Photography - Iao Katagiri & Jim Dyer, Co-Chairs	21
<u>Fellowship/Family of Rotary</u>	22
First Tuesday - John Dravillas & Rosemary Regulbuto, Co-Chairs	22
Third Thursday - Daniel Bennett & Karim Jaude, Co-Chairs	22
Entertainment – Klaus Mennekes, Chair	23
Support Visitations/Family Invitations – Jim Reidy, Chair	23
Host/Hostess Dinners - Monika White, Chair	23
Athletics - Golf – Eric Jorgensborg, Chair	24
Athletics – Tennis - Karim Jaude, Chair	24
Club Historian –John McIntire, Chair	24
Club Service – Membership - Tim Jackman, Director	25
Recruiting - Jane Hall, Chair	25
Classification – Joe Fitzsimmons & Monte Herring, Co-Chair	26
<u>On-Boarding Members</u>	
Fireside Orientation/Member Induction – Dick Lawrence, Chair	27
First Year Activities – Jean McNeil-Wyner, Chair	28
<u>Next Generation</u>	
Interact Committee – Greg Hargrave, Chair	28
Rotaract Committee – David Snow, Chair	29

Topics	Page
Community & Youth Service - Jay Smith, Director	30
<u>Long-Term Community Projects</u>	
Mental Health/Healthy Aging – Robert Segal & Monika White, Co-Chairs	30
Give of Yourself - Frank Lavac, Chair	31
<u>Community Events</u>	
Salvation Army Red Kettle Day – Frank Lavac & Myles Pritchard, Co-Chair	31
<u>Other Community Projects</u>	
Earth Angels - Ann Greenspun, Chair	32
Beach Clean-Up - Jane Hall, Chair	32
OPCC Feed Homeless & Other In Need - Bill Buxton, Chair	32
<u>Community Grants and Scholarships</u>	
Community & Youth Grants - Susan Annett, Chair	33
Scholarships and Awards – Alan Glick & Alan Young, Co-Chairs	33
Vocational Services – Jean McNeil-Wyner, Director	34
Four-Way Test– Monika White, Chair	34
Public Service Recognition Day – Diane Margolin & Joe Metoyer, Co-Chair	34
Literacy – Janie Gates & Myles Pritchard, Co-Chairs	35
Administrative Support Staff Day – Susan Annett, Chair	35
Support Our Public Safety Officers (Thanksgiving) – Dee Menzies & Jim Menzies Co-Chairs	36
Craft Talks – MaryAnn Powell, Chair	36
International Service - Judy Iriye, Director	37
Group Study Exchange – David Bohn & Judy Neveau, Co-Chairs	37
Rotary International Foundation – Marvin Levin & Bret Carter, Co-Chairs	38
Rotary International Convention – Frank Lavac, Chair	39
Student Exchange – David Outcalt Chair	39
Foundation Scholarships - Judy Iriye & Jillian Alexander, Co-Chairs	39
World Community Service – Karim Jaude, Chair	40
International Food Fair – Tom Loo, Chair	40
International Wine & Art Festival – Tom Loo, Chair	41
IV. FUNDING OF FOUNDATION PROGRAMS AND PROJECTS	42
The Rotary Foundation	42
Santa Monica Rotary Club Foundation	43
V. MEMBER RESPONSIBILITIES	44
Attendance	44
Rotary Club of Santa Monica Policies & Procedures	Appendix A
Rotary Club of Santa Monica Bylaws	Appendix B
VII. MEMBERSHIP LISTS	Appendix C
Committee Roster	Appendix C
Membership Contact List (Updated and distributed separately twice a year by Roster Comm.)	Appendix C

Meet Rotary International President Ray Klinginsmith



Kirksville, Missouri, USA
President, Rotary International, 2010-2011
Vice Chair, The Rotary Foundation 2005-2006
Trustee, The Rotary Foundation 2002-2006
Director, Rotary International 1985-1987
District Governor 1975-1976

Ray Klinginsmith, a retired attorney from Kirksville, Missouri, USA, served as general counsel and professor of business administration for Truman State University (formerly Northeast Missouri State University) for more than 20 years. From 2001 to 2004, he served as a county commissioner for Adair County.

Ray has served as a director of the Macon-Atlanta State Bank in Macon, Missouri, since 1971, and he was one of the initial trustees for the Missouri Family Trust, which the Missouri legislature created in 1989. He was the president of Chariton Valley Association for Handicapped Citizens since its inception in 1982 until 2009, and is now president emeritus. He received the 1988 Parent/Caretaker Award from the Missouri Planning Council for Developmental Disabilities. He is a former member of the executive board for the Great Rivers Council of the Boy Scouts of America and the holder of its Silver Beaver Award for adult volunteers. He is a member of the First United Methodist Church in Kirksville and a former lay speaker for the church.

A member of the Rotary Club of Kirksville and a Rotarian since 1961, Ray has served Rotary as district governor, chair of the 1998 Council on Legislation in New Delhi, and chair of the 2008 Los Angeles Convention Committee. He was a member of the RI Board of Directors from 1985 to 1987 and chaired its executive committee in 1986-87. Ray joined The Rotary Foundation Trustees in 2002, serving as vice chair in 2005-06, and was a member of the Future Vision Committee from 2005 to 2008. Ray is a Major Donor and a recipient of the Foundation's Citation for Meritorious Service and Distinguished Service Award.

Ray's wife, Judie, is a former elementary school teacher in Macon and Kirksville and a former consultant for the Child Development Assistant program at the Kirksville Area Vocational Center. Ray and Judie have two children, Leigh and Kurt, and three grandchildren, Morgan, Grant, and Sydney Perkins.

Welcome Address from International President Ray Klinginsmith

September 2010

"Bigger, Better, Bolder"

My fellow Rotarians:

This year marks a significant anniversary for Rotary! Although the Rotary Club of Chicago started in 1905, the first convention of Rotary clubs was held in August of 1910 with 60 Rotarians representing 16 clubs. Our history as an organization of Rotary clubs started with that meeting in 1910, and we are now commencing a second century of service for Rotary as an association.

All of us want this century of service to be even more successful than the last. Therefore, this is an opportune time to ask: Are we taking the right steps to ensure that success? Are we doing the right things? Do we have a clear vision of the future? In the words of "America the Beautiful," can we "see beyond the years"?

As Rotary's 100th president, I believe we are moving in the right direction. Our 33,000 clubs are Rotary's biggest asset, and our success in the next 100 years will depend on the ability of our clubs to remain vibrant and vital. Their strength will determine our success!

The RI Board has taken several steps to offer more assistance to our clubs this year, including creating the Rotary Coordinators program to assist district governors in providing information about Rotary International's programs and best practices to the clubs.

I firmly believe that if we help our clubs to become better and bolder, then the clubs will become bigger – both because of the increased pride of our Rotarians in their clubs and the increased awareness of Rotary by prospective members. Therefore, my goal is to help the district governors to help their clubs to become Bigger, Better, and Bolder!

This is a great time to be a Rotarian. Together we can make this century of service even more exciting than the last!

Ray Klinginsmith
President, Rotary International

Meet District 5280 Governor Doug Baker



Doug is a member of the Downey Rotary Club. He joined the club in 1989 and was their 2005-06 Centennial President. During that year the Club was awarded numerous distinctions, achieved 100% Paul Harris status and the large Club of Excellence Award.

His service to District 5280 includes SAG-Membership (2006-07) the SAG-Foundation (2007-08) when as part of a dynamic team the District ranked number one in the US for annual unrestricted giving for the year and sixth worldwide. He also served as the District Breakfast Chair.

In 2008-2009 Doug served as the Executive Aide for District 5280 Governor Charles Anderson.

He is a Southern California native, born, raised and educated all within a 25 mile area! Doug is President of Meridian Capital Management, an Investment Advisory and Management firm.

Doug and his bride, Connie, live in Seal Beach. He enjoys tennis, reading, travel and the company of friends. His most meaningful Rotary moment was the 96 hours they and their daughter, Kelly, spent in El Salvador during a wheelchair distribution event. It underscored that indeed we enhance our own lives by making a difference to others, either next door or in another country, one person to another.

Doug Baker is proud to be your District Governor for 2010-2011, the year we will Build Communities and Bridge Continents together.

Please welcome our District Governor, Doug Baker, the #1 Generator.

Welcome Letter from District Governor Doug Baker

July 2010

"Bigger, Better, Bolder"

Dear District 5280 Rotarians,

It's finally here—we are official! It's been a great couple of years getting ready for this journey.

At various meetings and particularly the District leadership breakfast a couple of weeks ago I have just been in awe of the talent, enthusiasm and skill that this team possesses. Many of you are new to District leadership, many are more experienced and together it's a perfect blend.

Bigger, better, bolder, that's our mantra for the year. Let's encourage our clubs to approach new ideas, re-introduce bygone ways and respect those things that are working just fine. Let's get our members out in their communities, working, sweating, being involved and creating a new level of relevancy and pride. Let's get them working together, creating together and socializing together. Let's get them back to the idea of doing business with one another. Let's take every opportunity to build Rotary pride by making all aware of how large, great and involved this organization really is and above all, let's have some fun.

Take a look at our new, rather spiffy District website which was just rolled out. Bill Paul and Tori Hettinger have spent many hours on this and I think you'll join me in being impressed with the results. Let us know what you think, please.

I truly am excited about our team and our year and so incredibly proud to be your Governor.

Let's get it started!

Doug

Doug Baker
District Governor

History of Rotary

The world's first service club, the Rotary Club of Chicago, was formed on 23 February 1905 by Paul P. Harris, an attorney who wished to **create a forum for fellowship amongst ethical business and professional leaders within his community**. The "Rotary" name derived from the early practice of rotating meetings among members' offices.

Rotary's popularity spread. Within a decade Clubs were chartered from San Francisco to New York to Winnipeg. By 1921, Rotary Clubs had been formed on six continents. A year later, the "Rotary International" name was adopted for the worldwide association of Rotary Clubs.

As Rotary grew, its mission expanded beyond serving club members' professional and social interests. Rotarians began pooling their resources and contributing their talents to help serve communities in need. All Rotary Clubs worldwide are united under the Rotary International motto "**Service Above Self**".

To date Rotary Foundation has awarded more than **US\$2.1 billion** in grants, which are administered at the local level by Rotary Clubs.

Today, Rotary International remains the leading service organization of ethical business and professional leaders worldwide and is comprised of more than **1.2 million** members united via **33,000** clubs spanning more than **200** countries and geographical areas worldwide.

Rotary Clubs exist to improve communities through a wide range of activities focused on providing humanitarian service, promoting cross-cultural understanding and building goodwill to increase peace in the world. Rotary Clubs address critical issues at home and abroad by providing health care and medical supplies, clean water, food, job training, youth development, and education to millions of people in need. This is accomplished by members donating their expertise, time, and funds and collaborating to plan and execute local and international projects and activities.

Rotary Clubs initiate and collaborate with others on humanitarian projects that address today's challenges affecting the world today, such as health, hunger, poverty, and illiteracy. Worldwide Polio eradication remains a key goal, and Rotary's PolioPlus program to immunize children against polio continues to not only raise funds, but also provide volunteers to assist in vaccine delivery.

Additionally, Rotary Clubs in different countries partner on humanitarian projects and educational exchanges to advance cross-cultural understanding.

Rotary International also encourages high ethical standards in all vocations.

Rotary's Four-Way Test

From the earliest days of the organization, Rotarians were concerned with promoting high ethical standards in their professional lives. One of the world's most widely printed and quoted statements of ethics is The Four-Way Test, which was created in 1932 by Rotarian Herbert J. Taylor (who later served as RI president) when he was asked to take charge of a company that was facing bankruptcy.

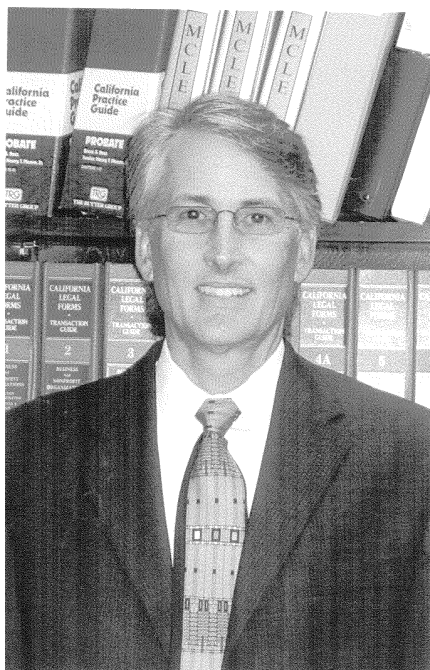
This 24-word test for employees to follow in their business and professional lives became the guide for sales, production, advertising, and all relations with dealers and customers, and the survival of the company is credited to this simple philosophy. Adopted by Rotary in 1943, The Four-Way Test has been translated into more than a hundred languages and published in thousands of ways. It asks the following four questions:

"Of the things we think, say or do:

- 1. Is it the truth?**
- 2. Is it fair to all concerned?**
- 3. Will it build goodwill and better friendships?**
- 4. Will it be beneficial to all concerned?**

Rotary Club of Santa Monica

*Welcome Address from our Club President Paul Gaulke
September 2010*



Dear Friends and Rotarians,

Welcome to "**Sweeping Changes**", and our theme for the 2010 – 2011 and **90th** year of the Rotary Club of Santa Monica. Please join our most excellent Board of Directors, Club Officers and the Chairs of our Committees as we continue the great tradition of our membership in its service to others. Bring your talents, energy and financial support to the wonderful programs now in place and to the creation of new projects wherever a need exists.

Although I don't expect that "**Sweeping Changes**" will turn our Club on it's ear, I do hope it will help to bring a renewed focus on creating opportunities for our membership to personally participate in "**hands on**" projects. I'm convinced such personal involvement will greatly enhance the Rotary experience.

District Governor Doug Baker's theme of "**Bigger, Better, Bolder**" fits nicely with our Club's theme and focus. Both Rotary International and District 5280 can continue to count on our support and participation with their goals and objectives.

So get out your brooms and lets get to work and don't forget to engage in that other great club tradition along the way: **Fantastically Awesome Rotarian Fellowship (FARF)**.

Paul Gaulke
President Rotary Club of Santa Monica

History Of The Rotary Club Of Santa Monica

The idea of a Rotary Club in Santa Monica originated with four businessmen in the fall of 1920. Ernest English took the lead in organizing since he had been a Rotarian and had some knowledge of forming a club. On January 11, 1921, Rotary International referred the proposal to the governor of then District 23, comprising the states of California, Nevada and Arizona and the territory of Hawaii. He in turn referred the matter to the presidents of the Los Angeles and Long Beach clubs for investigation.

During 1921 a survey of the city was made to determine that the required number of membership classifications existed. In January 1922 an organizational meeting was held and officers elected. On February 1, 1922 our club was officially chartered as Rotary Club number 1086.

The fifteen charter members were: Jack H. Kirkpatrick, President; Joe C. Gilbert, Vice President; Ernest L. English, Secretary; Ted Fach, Treasurer; Russell K. Hart, Neil Nettleship, & Theodore D. Plumer, Directors; and members Oscar A. Anderson, Sam V. Carlisle, Len J. Murray, Dick Neelands, Roland Speers, W.H.L. Symington, J. Walter Todd, and Harry B. Wilson. Within a few weeks Kirkpatrick resigned as president due to his relocation to Ukiah, and Joe C. Gilbert succeeded him.

Since its inception our club has met at several locations, including the original Santa Monica Athletic Club at 1441 Ocean Front, the Uplifters Ranch in Santa Monica Canyon, the Brentwood Country Club and the Miramar Hotel. In 1977, during the presidency of Ed Rafeedie, the club began meeting at the Riviera Country club in Pacific Palisades.

Our club has sponsored two other clubs in our district: the Westwood Village Club in 1929 and the L.A. Westside Sunrise Club in 1988. In 1955 John English, son of founder Ernest L. English and our President in 1947-48, was elected governor of our district. He also served a partial term as governor in 1958 following the death of the incumbent. In 1988 Archie Morrison, our President in 1982-83, became our club's second district governor. Our district, originally designated as number 23, has also been designated numbers 2 and 528, prior to the current 5280.

In 1967 we established two scholarships at Santa Monica High School in honor of past president Russell Hart and one at St. Monica's in honor of past president Tom Fox. In 1982 we established a scholarship at Santa Monica College in honor of past vice-president Nick Holt and a scholarship at Olympic High School in honor of John English. In 1983 under President Dick Rice we established two vocational scholarships at Santa Monica College, which are funded by our host/hostess parties and named in honor of Archie Morrison.

On the occasion of our 50th anniversary, during the presidency of J. Scott King, we established the Santa Monica Rotary Foundation with an initial value of \$50,000 to provide capital funds for worthwhile charitable projects in our community. A highlight of our 60th anniversary in 1982 was the adoption of our new club logo, designed by Spyros Dellaportas. Four years later, following changes in the bylaws of Rotary International, our club inducted Esther Johnson as the first woman member of Rotary. The following year in Munich, Germany, Esther became the first woman delegate to a Rotary International convention.

For our 75th anniversary celebration in 1997, club members pledged over \$75,000 for the Santa Monica Rotary Foundation. At the present time the Foundation has in excess of \$550,000 in assets, and has donated over \$300,000 to local charities and organizations.

2010-2011 Rotary Club of Santa Monica Officers



Paul Gaulke
President



Jillian Alexander
Vice-President, Committees & Programs



Tom Larmore
Vice-President, Programs & Committees



Pat Bofird
Secretary



George Pickell
Treasurer



Frank Lavac
President-Elect



Carol Jackson
Immediate Past President

2010-2011 Rotary Club of Santa Monica Directors



Brian Linnekins
Club Services



Jay Smith
Community & Youth Service



Avo Guerboian
Member Services



Judy Iriye
International Service



Tim Jackman
Membership



Jean McNeil-Wyner
Vocational Service

Savi Labensart
Executive Secretary





Directors and Committees 2010-2011

Bigger, Better, Bolder



ROTARY CLUB OF SANTA MONICA
Club Service – Meetings
Brian Linnekins, Director



Brian Linnekins

Club Service-Meetings Committees of the Rotary Club of Santa Monica are committed to ensuring well-coordinated, entertaining, and informative meetings that welcome each member, guest, and visiting Rotarian and offer a consistent and stimulating weekly event for all who attend. We recognize that for many members, the weekly meeting is their principal connection to Rotary – to keep current on activities and events, to become acquainted with fellow members, and to absorb Rotary’s mission, procedures, and culture. Furthermore, meetings are usually the first exposure to Rotary for guests. We aim to provide a variety of high-quality programs to recruit and retain members and to facilitate the growth of fellowship among members and their families.



Stan Fox

A. MEETING LOGISTICS – Stan Fox

Objectives

- 1 To keep accurate and timely attendance records.
- 2 Be certain that the badge board is up-to-date.
- 3 “Check-in” tables should be in place - one for visiting Rotarians and guests, and one for our members.
- 4 Check on head table before each meeting for all needed items.
- 5 To assist the Executive Secretary with any tasks that will ensure that the meetings are equipped with needed materials and equipment.
- 6 To enhance weekly meetings by providing quality audio support for speakers at the podium as well as participants in the audience.
- 7 To provide support for additional sound system needs such as prerecorded messages or music and recording special programs and events.

Projects

- 1 Assist the Club’s Executive Secretary to promptly identify members who are close to exceeding or have exceeded the allowed consecutive absence rule. The Executive Secretary will initiate notification procedures with the absent member and notify the member’s sponsors and the board of for appropriate follow-up.



Laurel Rosen

B. BIRTHDAY RECOGNITION – Laurel Rosen

Objectives

- 1 To enrich the sense of camaraderie by celebrating and honoring members on their birthdays.
- 2 To add a festive spirit to our weekly meetings on these special occasions.

Projects

- 1 Offer club members the opportunity to select one month to sponsor the birthday gifts for that month. The objective is two-fold:
 - a. To increase the variety and quality of birthday gifts offered to members, and
 - b. To allow the sponsoring member to share with other members a sample of the services or products they offer in their respective businesses. Examples of gifts solicited to date include, gift certificates for a First Aid/CPR Class from the Red Cross, t-shirts silk-screened by the sponsoring member's company, and special pens. Gifts are not required to be a business-related promotional item. In fact, we anticipate that some months will feature donations that reflect the sponsoring members' hobbies or personal interests. This new initiative will provide birthday members with a nice gift and will help all members become more familiar with their colleagues interests and enterprises.
- 2 Organize the month's birthday members to sit together at the presentation meeting. This will facilitate our objective of urging members to vary the groups with whom they interact at meetings.



Julia Miele

C. GREETERS – Julia Miele

Objectives

- 1 Promote camaraderie among Rotarians and their guests by creating a welcoming atmosphere at weekly Rotary meetings
- 2 Ensure that new Rotarians are given the opportunity to greet as a way of getting acquainted with other members.
- 3 Station at least two club members at front door of each meeting between 11:50 a.m. and 12:20 p.m. to welcome members, visiting Rotarians and guests in a warm upbeat manner, and to determine and respond to any special needs they might have.

Projects

- 1 Arrange for Rotarians to greet other Rotarians and their guests at weekly meetings.



Judy Iriye

D. GUEST INTRODUCTIONS – Judy Iriye, Jim Reidy

Objectives

- 1 To add interest to the weekly Club meetings by personalizing the introductions of visiting Rotarians and guests of Rotarians.
- 2 To secure information from each visiting Rotarian and include it in the introduction so that attendees will be stimulated to come up to the visitors and converse with them after the meeting.

Procedures

- 1 The Executive Secretary will be provided with a list of Guest Introduction Committee members' assignments so that the Club President can plan head table introductions in advance.
- 2 The weekly introducer will spend some time with the visiting Rotarian(s) in order to "personalize" the introduction and hopefully, to tie the personalization into some type of theme.
- 3 Visiting Rotarians from clubs outside District 5280 will be invited to use 1-2 minutes from the floor to describe a project or interesting procedure of their club so that we can learn about clubs that are not part of our normal circle.



Jim Reidy

E. MUSIC – Rosemary Regulbuto

Objectives

- 1 To have fun and to promote a sense of joy and camaraderie through vocal and instrumental expression. Songs will be chosen or creatively written for their relevance to the program when appropriate. All efforts will be exercised to encourage spirited singing.

Projects

- 1 This year, the club will continue to use both "America" and "America the Beautiful" to open the meetings



Rosemary
Regulbuto

F. SPIRITUAL EMPHASIS – Charlene Underhill Miller

Objectives

- 1 To enlist different club members each week to deliver a nondenominational invocation to focus on the spiritual dimension of our lives.
- 2 Advise Executive Secretary by 10:00 a.m. on Wednesday of each week as to who will give the invocation on Friday.



Charlene
Underhill-Miller

ROTARY CLUB OF SANTA MONICA
Club Service - Member Services
Avo Guerboian, Director



Avo Guerboian

Club Service-Member Services committees of the Rotary Club of Santa Monica focus on engaging members by providing enjoyable mechanisms to develop closer ties amongst Rotarians and their families.

In addition to increasing social activities beyond regularly scheduled Club Meetings, we intend to continue improving communications not only with Rotarians, but also with the community at-large to increase awareness of Rotary and our Club Members' involvement in local and international community service projects and fundraising events as well as scholarship and community grant opportunities. We will make every effort to meet or exceed the following objectives.

COMMUNICATIONS

We are committed to improving communications to ensure that our Club's members have accurate and timely access to announcements, helpful information, and opportunities to participate in events and projects. Most Club members are regular email users and many are Internet savvy. As more and more Club members and prospective Rotarians use social networking tools and expect attractive and easily navigable websites, we understand the importance to meet these user demands. Similarly, we must also continue to meet the demands of a small number of members who prefer fax or mail delivery as they do not use computers.

We are also committed to raising visibility of the Rotary Club of Santa Monica in the local community and intend to do so by preparing and distributing press releases regarding Club projects and activities as well as posting articles and other information on the Club website and social networking sites.

We created an umbrella Communications super committee comprised of chairs of the four (4) predominant communications-related committees -- Rota-Monica, Website/Internet, Photographer, Publicity – to ensure consistent messaging and develop a systematic press relations approach to publicize Club and Rotary activities and programs within the community. The super committee will not supplant the work of the nested committees, but rather will provide support, encouragement, facilitation, and coordination among them.

To share and renew memories and increase fellowship amongst Rotarians members, we will continue to exhibit photos showcasing recent activities during pre-meeting slide shows, in Rota-Monica and on the Club website as well as maintain searchable archive of photos on website to generate enthusiasm and interest in upcoming events and upcoming opportunities to volunteer for Club events, Rotary International programs or Community Service activities. This also facilitates recognition of fellow Rotarians, helping members put names to faces.



Suzan Allbritton

A. *ROTA-MONICA* – Suzan Allbritton & Bill Buxton

Objectives

- 1 Publish *Rota-Monica* newsletter and distribute to Rotary Club of Santa Monica membership to communicate achievements, announce events and foster fellowship within our community.
- 2 Enhance entertainment value by engaging variety of committee members and volunteer writers to provide articles and information.
- 3 Highlight Club, District and International news, events and projects.
- 4 Include Rotary Month topic feature stories and Rotary Foundation news.
- 5 Motivate members to attend weekly meetings and other events and list adjacent club make-up locations.
- 6 Convey the Rotary spirit with taste and humor, and attempt to mention as many members as possible in print. New member's biographies highlighted.
- 7 Embed Facebook and Twitter logos with hyperlinks to club addresses in online version.
- 8 Include Embed Facebook and Twitter logos and associated Club addresses in print version.



Bill Buxton

Projects

- 1 Publish *Rota-Monica* each week meetings held. Post to website, send email announcement with link to publication to membership and mail hard-copy to members without email.
- 2 Increase writing staff.
- 3 Coordinate distribution via email and through the Club's website.

B. ROSTER - Steve Litvack

Objectives

- 1 To maintain and publish roster information and membership list in a cost-effective format that can easily be kept current.

Projects

- 1 To have new members' information pages printed four times per year in the most economical manner. Also, to update and print the membership list at least semiannually.
- 2 Coordinate with other committees to ensure that member information is available via email.



Steve Litvack



Jim Dyer

C. INTERNET COMMITTEE – Jim Dyer

Objectives

- 1 Complete redesigning and remerchandising Club website
- 2 Provide accurate and timely information about Club activities, meeting location and all members to help make new members and visiting Rotarians feel welcome and learn about the club and its activities quickly
- 3 Obtain information and photos from Committee Chairs, Board and Members.

Projects

- 1 Maintain Club's website so that current, relevant information posted.
- 2 Improve systematic updating and distribution of club news, events and activities' announcements.
- 3 Promote community involvement, events and charitable donations via Club website and social media.
- 4 Plan and implement migration to Club Runner 1st half 2011. Ensure data integrity and membership privacy controls are activated upon implementation.
- 5 Embed Facebook and Twitter logos with hyperlinks to club addresses on each webpage.
- 6 Embed Facebook and Twitter logos with hyperlinks to club addresses on email signature or email template.
- 7 Embed video player on website.
- 8 Record videos of our meetings. Edit and upload clips to Club website and Facebook/YouTube/Vimeo.

D. Public Relations/Advertising – Roxana Janka



Roxana Janka

Objectives

- 1 Raise the profile of the Santa Monica Rotary Club among the local and regional community to attract prospective members and new funding for the Foundation.
- 2 Generate awareness of the Club and its philanthropic efforts that benefit local community and educational organizations.

Projects

- 1 Execute targeted media outreach around strategic club announcements and events to garner media mentions and calendar listings.
- 2 Develop feature story ideas that illustrate the connection between the Club's efforts and the general public and local community.
- 3 Carry out planned advertising buys leveraging relationships with local media to maximize existing budget.



Iao Katagiri



Jim Dyer

E. PHOTOGRAPHER – Iao Katagiri & Jim Dyer

Objectives

- 1 Capture and retain a pictorial record of weekly meetings and special events.
- 2 Photograph weekly speakers with the Club President and/or Club member who introduces our speaker.
- 3 Provide digital pictures to the webmaster for display on website.
- 4 Provide digital photos to run as pre-meeting slide shows.

Projects

- 1 Produce automated slide show to run during the luncheon (i.e., prior to the start of the program) comprised of candid photographs of Rotarians at recent meetings, at events, at committee meetings, and so forth. We believe that this

FELLOWSHIP/FAMILY OF ROTARY

In the spirit of Rotary International's emphasis on the Family of Rotary, we have clustered the following committees together under this umbrella designation: Socials and Entertainment, Support Visitations/Cards/Condolences/Family Invitations, Rotary Around LA, and Host/Hostess Dinners. In each of these committees, participants will be reminded of the importance of making family members of Rotarians, living and deceased, feel welcome to participate in club activities.



John Dravillas

F. FIRST TUESDAY - John Dravillas & Rosemary Regalbuto

Objectives

- 1 Provide members forum for developing fellowship and recruit new members.
- 2 Promote camaraderie and good spirit among the members.
- 3 Ensure all events are self-supporting.

Projects

- 1 Plan and promote monthly 1st Tuesday Happy Hour gathering at new local venue each month.
- 2 Extend invitation to all Rotarians at nearby Rotary Clubs via email to those Clubs' Presidents.



Rosemary Regalbuto

G. Third Thursday – Daniel Bennett & Karim Jaude

Objectives

- 1 Provide forum for developing fellowship amongst members and recruiting new members.
- 2 Promote camaraderie and good spirit among the members.



Daniel Bennett

Projects

- 1 Meet informally over breakfast at set location 3rd Thursday of each month.



Karim Jaude



Klaus Mennekes

H. ENTERTAINMENT (Other) – Klaus Mennekes

Objectives

- 1 Provide members a choice of events for getting to know fellow members and their families and having fun.
- 2 Plan activities that can appeal to smaller groups rather than the membership as a whole.
- 3 Create opportunities for members to get to know other members by having members sit at different table locations.
- 4 Promote camaraderie and good spirit among the members.
- 5 Create an atmosphere of fun at the meetings and the special events.
- 6 Ensure all events are self-supporting.

Projects

- 1 Beach BBQ at the Lower Bel Air Bay Club (October)
- 2 Getty or other museum visit (November)
- 3 Holiday Party (December)
- 4 Other social events (TBD)

I. SUPPORT VISITATIONS/FAMILY INVITATIONS - Jim Reidy

Objectives

- 1 Ascertain information concerning Rotary members who are hospitalized or sick at home. In addition, flowers will be sent to the hospital or home and personal visits be made to those who are ill, to express our concern.

Projects

- 1 Arrange to obtain Club Members signatures on get well cards during Club meetings, then send to sick Rotarians.
- 2 Express well wishes via personal visits and sending flowers to ailing Rotarians in hospital or at home.
- 3 Work with Club's website coordinator to develop a link on our website for Rotarians to send flowers to anyone sick or may otherwise need encouragement.



Jim Reidy

K. HOST/HOSTESS DINNER – Monika White

Objectives

- 1 Help new and older members become better acquainted with each other.
- 2 Promote friendship, fellowship, and an opportunity for spousal involvement with Rotarians.
- 3 Proceeds from this program assist in funding our high school and college scholarship programs.

Project

- 1 Each participant will host one dinner and attend three other dinners; each attending four dinners.



Monika White

**L. ATHLETICS – Golf: Eric Jorgensborg
Tennis: Karim Jaude**



Eric Jorgensborg

Objectives

- 1 To arrange sporting events that will interest members to get involved in the Rotary Club of Santa Monica for the purpose of fellowship and camaraderie among our members and will promote a competitive spirit with other community service clubs. The committee will strive to have individual members of the Athletics committee assume responsibility for planning and coordinating one or more events or outings.

Projects

- 1 Organize at least one golfing outing
- 2 Arrange and host tennis matches 1st Friday of each month at Riviera Country Club.



Karim Jaude

M. CLUB HISTORIAN – John McIntire

Objectives

- 1 The Historian retains all archival material in an appropriate storage facility notifies the board of any change in location of such material. The historian regularly updates a brief description of the club's history for the club roster and for presentation to new members.



John McIntire

Projects

- 1 Update and retain club history materials.

ROTARY CLUB OF SANTA MONICA
Club Service - Membership
Tim Jackman, Director



Tim Jackman

Club Service-Membership Committees of the Rotary Club of Santa Monica are dedicated to growing the membership while maintaining the high quality and spirit that have characterized the club. They are confident that the overall objective of having a substantial number of club members nominate one potential new members is achievable and they will make every effort to meet their responsibility in making this year one in which the challenges presented by these objectives are met or exceeded.



Jane Hall

A. RECRUITING – Jane Hall

Objectives

- 1 Encourage EACH MEMBER to bring at least one PROSPECTIVE member during year to a club event whether it be a social event, or otherwise.
- 2 Take various proactive and aggressive steps to retain those members who may be drifting away. Toward this end, we will coordinate with the Executive Secretary to alert us to those members who have not been attending meetings and/or participating in club events, and to assign at least one member of our committee and the individual's sponsor to contact that member to determine what can be done.
- 3 Create awareness among The Santa Monica Rotary Club members to invite or give us names and contact information for potential members so we can invite and follow up with them.
- 4 Make a list of the companies/businesses as well as the city officials that we would like to invite and find out who can help us reach the executives of target companies.
- 5 Enhance partnership with Santa Monica Chamber and with Junior Chamber of Commerce.
- 6 Have a continuous marketing effort in Santa Monica as well as the neighboring areas such as Pacific Palisades, Brentwood, Westwood and West Los Angeles. Make them aware of our programming, our involvement and our achievement. We are working hard and achieving a lot. However, not everybody in our community knows about our results.
- 7 Work closely with District Membership Chair.

Projects

- 1 Work with the Board on creating junior members associates. Explore the addition of a separate committee focusing on young members.
 - a. Several other Rotary Clubs have focused some membership efforts on young professionals and small business owners.
 - b. Explore alternative to meeting each week for younger members.

- i. For example, in 2003 LA5 had about 400 members: only four members were under 35 years old. In order to attract younger professionals they started a special program as follows:
 1. They waived the application fee for membership for the young members.
 2. Dues remain the same.
 3. They only charged people who attended lunch.
 4. The LA5 president took an active role and enrolled several board members to advocate for the associate membership program. In one year, they raised the membership from four to 40 and now they are about 60 members.
 5. LA5 has several activities geared toward the younger members. These activities are organized and managed by the young members but can and are attended by all the members (members of all types attend these special events).
2. An committee member will brief the general membership at a meeting towards the beginning of the year regarding what the club is looking for in a prospective new member and the process of applying for membership (For the education of existing members. Prospective members are not informed of their candidacy).
3. Specify a meeting each quarter as a "Bring a Guest Day."

B. CLASSIFICATION – Joe Fitzsimmons & Monte Herring

Objectives

1. Identify appropriate vocational classification of individuals proposed for membership whom meet all other qualifications.
2. Ensure that to the greatest extent possible, the committee should, as per the RI 2004 Manual of Procedure strive to, "...broaden the interpretation of classifications where necessary to meet the modern business and professional environment."
3. Ensure the club has a well balanced membership in which no one business or profession predominates.

Projects

1. Classify candidates proposed for membership on ad-hoc basis.



Joe Fitzsimmons



Monte Herring



Dick Lawrence

C. MEMBER INDUCTION/FIRESIDE ORIENTATION - Dick Lawrence

Objectives

- 1 To formally induct new members into the Rotary Club of Santa Monica
- 2 To orient and assimilate these new members into Rotary International and the Rotary Club of Santa Monica.
- 3 To meet with these members and inform them on subjects such as:
 - a. The history of Rotary International.
 - b. The Rotary International (Paul Harris) Foundation.
 - c. The history and traditions of our Club.
 - d. Membership Requirements and Procedures.
 - e. Organizational Structure of our Club.
 - f. The works and projects of our Club.
 - g. How to be a vital part of Rotary.

Projects

- 1 Conduct a short formal induction ceremony for new members at weekly meetings of our club. These ceremonies will occur periodically (at least quarterly) with 3 to 10 members being formally introduced and inducted.
- 2 Conduct quarterly "Fireside Orientations" for groups of recent new members in the home of one of the Past Presidents. Purpose is to provide key information about the Rotary Club's mission, organizational structure and procedures, international, district, and club project, and so forth as a means of educating and informing these new members about Rotary and involving them in the activities of our club.
- 3 Past Presidents remain active on the committee and as many as 14 attend the Firesides and alternatively chair the discussion of topics on Rotary.



Jean
McNeil Wyner

D. FIRST YEAR ACTIVITIES – Jean McNeil Wyner

Objectives

- 1 Welcome new members to the club and help them become acquainted with our members.
- 2 Make new members aware of service opportunities.
- 3 Encourage new members to participate in club activities & social events.
- 4 Provide an additional support resource within Rotary.
- 5 Encourage all new members serve as Greeters throughout first year.
- 6 Have each new member seated at head table for introduction during first year in the club.
- 7 Greater involvement of sponsors after a candidate becomes a member.
- 8 Ensure that all new members are provided a current copy of the Club Information Guide.
- 9 In addition to the sponsor, assign a mentor for each new member to show them around and encourage them to join one or more committees.
- 10 Work closely with the recruiting committee to ensure a seamless transition from prospective member to first year candidate.

Projects

- 1 Assure new members that their sponsors are available to support them during their initial Rotary year.
- 2 Encourage all new members to attend club socials and Host/Hostess dinners and to participate with other members in community events.
- 3 Maintain continuous liaison with new members and monitor their progress during their first year and encourage their participation in committees and social events.
- 4 Assist the new member's sponsor as needed to continue the highest level of support and involvement.



Greg Hargrave

E. INTERACT COMMITTEE – Greg Hargrave

Objectives

- 1 Mentor an Interact Club at a local private high school.
- 2 Invite Interactors to attend Rotary Club meetings and report on the Interact Club's activities.
- 3 Offer guidance and support for Interact Club service projects.
- 4 Makes sure that the Interact Club elects new officers at the end of the year and reports the names and addresses of these individuals to the district Interact committee.
- 5 Obtain faculty advisor at SAMOHI.
- 6 Bring Interactors to a lunch meeting – (included in budget).

Projects

- 1 Continue mentoring Brentwood School Interact Club.
- 2 Form a new interact Club at SAMOHI (the local public high school)
- 3 Invite the Interact District Governor to a meeting as guest speaker.



David Snow

F. ROTARACT – David Snow

Objectives

- 1 We provide a tie between Santa Monica College Rotaract Club and our Rotary Club, encourage career dialogue, promote campus leadership and maintain a service component. Our goals are to be a presence and provide enthusiastic support to strengthen the liaison between our clubs.

Projects

- 1 Establish a schedule so those committee members augmented with other Rotarians who show an interest in participating, can plan to attend student meetings at Santa Monica College.
- 2 Provide business-oriented speakers (our members are a vast resource here) to give mini- talks at the Rotaract's educational meetings to bring reality to their studied theory. We have the obligation to keep their meeting informal and stimulating and therefore provide reasons for them to stay active and promote the club on campus.
- 3 Host selected students at our luncheons where we will be introducing them to other members and acting as ambassadors for our sponsorship.
- 4 Provide links between the students and community projects undertaken by Rotary.
- 5 Administer a scholarship to be awarded annually to a Rotaract student.
- 6 Invite several to the Paul Harris annual dinner as guests.
- 7 Arrange for opportunities for Rotaractors to participate in our club's social and community events.
- 8 Use Rotaractors as mentors for Interactors.
- 9 Invite Rotaract District Governor to attend a meeting as a guest speaker.

ROTARY CLUB OF SANTA MONICA
Community and Youth Service
Jay Smith III, Director



Jay Smith III

Community and Youth Service committees of the Rotary Club of Santa Monica are dedicated to fostering fellowship, education, physical and mental health, and community involvement within the club and throughout our community by identifying significant avenues for involvement and organizing the talent and energy of club members for the good of all.

Funding for these activities and scholarships are provided by the pledges that club members make that are collected by the President through fines. In recent years, the club has made over \$50,000 available to our community through the activities of these committees.

LONG-TERM COMMUNITY PROJECTS

Several major projects are either relatively permanent or at least of multi-year duration and provide substantial ongoing benefit to different groups in the community. Most of them require regular and recurring participation on the part of club members and several have become strongly identified with Rotary in the broader Santa Monica and Westside communities.

To distinguish these significant projects from short-term assistance or single-event activities, we have grouped these headliners together in our organizational structure.

A. MENTAL HEALTH/HEALTHY AGING - Robert Segal

Objectives

- 1 Continually refine and upgrade Helpguide.org to bring it to new levels of excellence, develop new articles, and update existing articles.
- 2 Increase the use of Helpguide.org in the Rotary community and in District 5280 specifically
- 3 Demonstrate to club members the benefits of active use of the Internet as a resource for help in dealing with important problems
- 4 Develop a broader financial base to support Helpguide's operations



Robert Segal

Projects

- 1 Engage additional volunteers and integrate them with Helpguide's paid staff and existing corps of volunteers
- 2 Continue to attract donations to help underwrite the cost of producing and maintaining Helpguide.org



Monika White



Frank Lavac

B. GIVE OF YOURSELF – Frank Lavac

Objectives

- 1 To increase the awareness of Club members of the vital importance of organ and tissue donation as a community and national service.
- 2 To educate members through literature and presentations to the Club.
- 3 To inform Club members of the new registry DONATE LIFE CALIFORNIA, which is a private, nonprofit, confidential, state-authorized organ and tissue donor registry, which will make it easier to clearly and succinctly state and share one's decision about organ and tissue donation.
- 4 To encourage Club members to support donation by registering their commitment to become organ and/or tissue donors.

COMMUNITY EVENTS

The Santa Monica Rotary Club has a strong track record of encouraging and facilitating participation by its members in the events and activities of other social service charitable nonprofit agencies in the community. Members research opportunities and requirements of community events and, where appropriate, help to organize their fellow Rotarians to support and participate in these activities in a way that is satisfying to the individuals but also focuses the community's attention on the leadership capacity of the Rotary Club.

While most of these involvements are arranged year-to-year, several have become almost permanent fixtures on our club's activities calendar. Members look forward to these mainstays every year.



Frank Lavac

C. RED KETTLE DAY – Frank Lavac, Myles Pritchard

Objectives

- 1 To successfully compete with all other local service clubs to raise money for the Salvation Army in coordination with its December Red Kettle Day Project.
- 2 To further Rotarian awareness and understanding of the Salvation Army's mission to meet human needs in our community.

Projects

- 1 Assist in December Red Kettle Day with Rotarian volunteers as bell ringers.
- 2 Solicit donations from our own club.
- 3 To be #1 at the annual Service Club Counting party hosted by First Private Bank & Trust.



Myles Pritchard

OTHER HANDS-ON COMMUNITY SERVICE PROJECTS

D. EARTH ANGELS – Ann Greenspun



Ann Greenspun

Objectives

- 1 To provide ground transportation for patients who need transfers between local hospitals, or between inter-regional transportation such as Angel Flight (Santa Monica Airport location) to a local hospital.

Projects

- 1 Engage volunteers to provide ground transportation to patients.
- 2 Transport patients for treatment at local hospitals.

E. BEACH CLEAN-UP – Jane Hall



Jane Hall

Objectives

- 1 Hands-on community service activity to clean up and care for our natural environment.
- 2 Develop fellowship amongst Club members.

Projects

- 1 One-day hands-on collection of garbage strewn on Santa Monica Bay beach.

F. OPCC FEED HOMELESS & OTHERS IN NEED – Bill Buxton



Bill Buxton

Objectives

- 1 Feed homeless, single mothers and their children, and others in need four times per fiscal year.
- 2 Develop fellowship amongst Club members.

Projects

- 1 Procure ingredients, prepare and serve meals to homeless, single mothers and their children, and others in need once per Quarter at OPCC facilities. (Different facility each Quarter.)

COMMUNITY GRANTS AND SCHOLARSHIPS

One of the most satisfying year-round tasks of the club is to solicit and review applications for grants and scholarships and award the checks to the deserving recipients. Grant and scholarship committees are among the most popular committees for club members to devote their time and energy while learning about some of the outstanding organizations and individuals who are our neighbors.



Alan Glick



Alan Young

G. SCHOLARSHIPS AND YOUTH AWARDS – Alan Glick & Alan Young

Objectives

- 1 Review and award annual scholarships.

Projects

- 1 Award the following annual scholarships (typically 7 awards of either \$1,000 or \$750):
 - a. Santa Monica College (Nick Holt Scholarship)
 - b. Olympic Continuation School (John English Scholarship)
 - c. Santa Monica College (Archie M. Morrison Scholarship)
 - d. Santa Monica High School (Russell Hart Scholarship)
 - e. St. Monica High School (Thomas Fox Scholarship)The schools recommend students to the Committee which then selects the winners.
- 2 Award 3 additional \$1,000 scholarships through contributions by Rotarians including the Morgan Segal award for outstanding creative writing, the Con Oyler award for an outstanding Crossroads High School student, and the Harding, Larmore, Mullen, Jakle, Kutcher & Kozal award to an outstanding New Roads High School student. Winners are selected by the Committee.



Susan Annett

H. COMMUNITY AND YOUTH GRANTS – Susan Annett

Objectives

- 1 To allocate our financial resources in a way that will make an impact on the human needs of our community.
- 2 To provide financial support to non-profit organizations thereby promoting the welfare of youth or others in need in our community.

Projects

- 1 To solicit and review grant applications from non-profit community organizations.
- 2 To encourage emerging and innovative community non-profit organizations that serve youth and other segments of our community to apply for funding.

ROTARY CLUB OF SANTA MONICA
Vocational Service
Jean McNeil Wyner, Director



Jean
McNeil Wyner

The Vocational Service Committees are the direct link between Rotary and the community of Santa Monica through their recognition of exemplary citizens (youth and adult alike), who place service above self. Highlights include our own members (Craft Talks) and our cities' outstanding employees and volunteers (Public Service Recognition and Support Staff Recognition Days), and our exciting and expanding Literacy program. In addition, an exciting new enterprise will launch this year as we team with the Rotary Club of Beverly Hills to partner with Habitat for Humanity on the first multi-unit project it has attempted in an urban neighborhood. This will be a watershed project for Habitat and will hopefully lead to more such projects to bring more units of affordable housing into more densely populated neighborhoods in our cities where housing prices are out of reach for many people. Here again, Rotary will "LEAD THE WAY."

A. FOUR-WAY TEST PROGRAM - Monika White

Objectives

- 1 Provide a program for students to become involved with Rotary and learn about the 4-Way Test.
- 2 Provide an opportunity for students to receive recognition for their efforts.
- 3 Provide an opportunity for Rotarians meet the students.

Project

- 1 Develop a new 4-Way Test project (not necessarily an essay contest)
- 2 All winners are invited to join the Rotary Club for lunch
- 3 Prizes are awarded



Monika White

B. PUBLIC SERVICE RECOGNITION DAY – Diane Margolin, Joe Metoyer

Objectives

- 1 Public Service Recognition Day is established by our Rotary Club to honor the outstanding Police Officer, Firefighter, Bus Driver, Teacher and Citizen Volunteer(s).
- 2 Rotarians have the opportunity to meet our public service workers and hear about their lives and service.



Diane Margolin

Project

- 1 The Police Chief, Fire Chief, Director of the Big Blue Bus and Santa Monica-Malibu Unified School District Superintendent introduce and acknowledge the accomplishments of their respective honorees.
- 2 Plaques and certificates are presented to the recipients and they accept with remarks outlining their goals and service to our community.



Joe Metoyer

C. LITERACY – Janie Gates & Myles Pritchard



Janie Gates



Myles Pritchard

Objectives

- 1 Our Functional Literacy committee is one of the most active Club committees. Each year our efforts place about 10,000 new books into Santa Monica Elementary Schools to support our objective of increasing literacy.
- 2 To provide books to senior citizen homes and the community.
- 3 All Literacy programs include Rotaract and Interact members, and often Rotarian family members.
- 4 We also help other Rotary Clubs in our District with book donations.

Projects

- 1 Secure another a Verizon Grant, which will help us to expand this program.
- 2 We collect gently used books and paperbacks for adults for senior citizen homes in Santa Monica, Culver City and Watts / Willowbrook.
- 3 During “Rotary Reads Week” scheduled for April _ 2011, members volunteer and read to children enrolled in K-2 classes plus take them books we have purchased from Scholastic. Scholastic matches our donation by providing a matching quantity of books.
- 4 Our annual Literacy Luncheon features a prominent (local, state or national) Literacy expert. It completes our 'Rotary Reads Week' and recognizes all of our reading Rotarians.

D. SUPPORT STAFF RECOGNITION DAY – Diane Margolin



Susan Annett

Objective

- 1 Honor staff who support our Rotarians at a special luncheon.
- 2 Demonstrate our strong commitment to high ethical standards in our professional lives so our staff members can assist us to be models for our colleagues, employees and those they interact with on our behalf.

Project

- 1 Demonstrate appreciation for our honored guests with an appropriate program during National Professional Assistant's Week.
- 2 Obtain gift donations for administrative staff members guests from community businesses



Dee Menzies

E. SUPPORT OUR PUBLIC SAFETY OFFICERS – Dee Menzies & Jim Menzies (THANKSGIVING)

Objective

- 1 Our Club extends its appreciation to the men and women of the Santa Monica Police and Fire Departments who are present in our community to serve and protect on a holiday where most residents are sharing Thanksgiving with their families.



Jim Menzies

Project

- 1 Rotarians partner with community organizations to provide a complete Thanksgiving Dinner to our public safety officers at the police station.



MaryAnn Powell

F. CRAFT TALKS – MaryAnn Powell

Objectives

- 1 To introduce and provide recognition of new members.
- 2 To build the bonds and connections that integrate the members into the Club.
- 3 The introductions and “Craft Talks” have always provided many of our most rewarding and interesting Rotary meetings.

Projects

- 1 New members are scheduled to speak at our luncheon programs about themselves, their families and their occupations, past and present.
- 2 It is critical that new members be well prepared and give the best Craft Talk possible. The committee chair prepares the 'Craft Talker' for their presentation.
- 3 Many times we ask long-standing Club Members to “reintroduce” themselves and present a more current approach to their original Craft Talk.

ROTARY CLUB OF SANTA MONICA
International Service
Judy Iriye, Director



Judy Iriye

The International Service Committees are dedicated to the betterment of world understanding. Rotary International Service provides us with a unique opportunity to provide assistance when necessary, for our fellow humans on a basis that we could never accomplish as individuals.

A. GROUP STUDY EXCHANGE - David Bohn and Judy Neveau

Objectives

- 1 To improve club members' understanding and appreciation of the GSE program.
- 2 To help recruit and sponsor members for the District's outgoing GSE Team
- 3 To host the incoming GSE Team for one week, and provide a memorable and meaningful vocational and cultural experience centered in and around Santa Monica.
- 4 To increase club member participation in the GSE experience.
- 5 To provide the best possible home experience for the team members in the homes of our club members.



David Bohn

Projects

- 1 Describe and promote the GSE program through the club bulletin and through special announcements made at club meetings.
- 2 Recruit outgoing Team members and a Rotarian Team leader.
- 3 Host the GSE Team for one week. This includes:
 - a. Recruit host homes;
 - b. Arrange the week's itinerary of group activities and professional visits;
 - c. Arrange use of a van and drivers for local transportation;
 - d. Dedicate the program for our weekly luncheon to the GSE team and its' members; and,
 - e. Plan a reception at the end of the week in a Rotarian's home for team members, hosts, and club members.
- 4 Encourage and assist our district committee in providing an end of tour reception for the team and the district hosts.
- 5 Broaden our club's involvement with the GES program by recruiting different club members to the committee and delegating tasks appropriately.
- 6 Submit a timely and accurate budget.
- 7 Recruit outgoing team leader and members.



Judy Neveau

B. ROTARY INTERNATIONAL FOUNDATION - Marvin Levin & Bret Carter



Marv Levin

Objectives

- 1 To increase our club members' annual giving to The Rotary International Foundation and to meet or exceed our commitment of \$25,000.00.
- 2 Achieve 100% Paul Harris Fellow status
- 3 To obtain commitments from four additional members to become Benefactors of The Rotary International Foundation
- 4 To encourage the more affluent members of our club to make gifts to The Permanent Fund of The Rotary Foundation.
- 5 To designate club contributions to the Annual Giving Fund to the Polio Eradication Fund to generate matching funds from the Bill and Melinda Gates Foundation.

Projects



Bret Carter

- 1 Each member of our committee will follow up our mailing/s to members with requests for donations to the Foundation's Annual Giving Fund in conjunction with District 5280's Paul Harris Celebration.
- 2 The Committee Chairs will make announcements of the campaign for Annual Giving at each weekly meeting from early August through late October.
- 3 An Annual Giving Poster will be displayed at every meeting showing the progress of annual giving dollars donated by use of a graphic presentation of a thermometer.
- 4 Each member of our committee will contact a list of members who have not yet become Paul Harris Fellows.
- 5 Conduct two Foundation programs during this year, one of them to be in November during RI Foundation month.
- 6 Undertake an education program of the new members of our club who are inducted into membership during the current year and encourage each new member to become a Rotary Foundation Sustaining Member.
- 7 Implement a publicity campaign by regular use of our weekly bulletin, *The Rota-Monica*, by regular use of our website, and via the weekly meeting slideshow.

C. ROTARY INTERNATIONAL CONVENTION – Frank Lavac



Frank Lavac

Objectives

- 1 Encourage and promote participation of club members to attend the 101st annual Rotary International Convention in New Orleans, LA, USA, in May 2011.
- 2 Spread the word about our Rotary Club of Santa Monica at the International Convention.

Projects

- 1 Stimulate greater attendance at Rotary's International convention by providing information through the *Rota-Monica*, club meeting announcements, and personal contact.
- 2 Maximize the experience for our attendees by coordinating a hotel block and pre-scheduling activities during the convention.

D. STUDENT EXCHANGE – David Outcalt



David Outcalt

Objectives

- 1 To encourage participation by the members of the Rotary Club of Santa Monica in the Rotary Youth Exchange Student program and to make them aware of the other programs available.

Projects

- 1 To encourage our members to recruit their relatives as applicants for the one-year Rotary Youth Exchange Student program. Applications are to be submitted in by March 1.

E. FOUNDATION SCHOLARSHIPS – Judy Iriye and Jillian Alexander



Judy Iriye

Objectives

- 1 Sponsor no more than three candidates to District for the next academic year.
- 2 Continue coordination with the District's Interview Committee to obtain better communications regarding our Club-sponsored applicants meeting the District's requirements for the Ambassadorial Scholarship.

Projects

- 1 Sponsor at least one applicant for an Ambassadorial Scholarship for the upcoming year.
- 2 Host-Sponsor Ambassadorial Scholars throughout Rotary Year.
- 3 Host scholars from other countries to attend and-speak to our membership when they are in our community.





Karim Jaude

F. WORLD COMMUNITY SERVICE – Karim Jaude

Objectives

- 1 To research, review and recommend international humanitarian projects, which the Santa Monica Club can make an effective financial contribution either singularly or jointly with other organizations, utilizing where possible available matching grants.
- 2 To educate and encourage support from our members of the humanitarian causes outside our immediate community.
- 3 To engage students, from local public and independent high schools, who have had first hand experience in visiting areas that may be the targets of humanitarian aid from the club.

Projects

- 1 We are currently committed to lead the Cardic Care fundraising and delivery as well as support fundraising for and delivery Clean Water project and Wheelchair in Dominican Republic during District-wide International Trip in February 2011.
- 2 Complete Bahamas Clean Water Project started during 2006-2007 year by providing hands-on service and final project report including accounting audit to The Rotary Foundation.

G. INTERNATIONAL FOOD FESTIVAL – Tom Loo



Tom Loo

Objectives

- 1 Organize our club's annual International Food Festival.
- 2 Continue dual goals of providing great sociability and fund raising to assist with our club's World Community Service projects.

Projects

- 1 Planning for the project will begin in September 2010.
- 2 Committee chairs will be filled for (a) foods to be contributed, (b) foods and incidentals to be purchased, (c) entertainment, and (d) volunteer staff and assignments.
- 3 Tom and Stephanie have again graciously agreed to open their wonderful Malibu home for this project that has become the highlight of each year for our members and guests.



Karim Jaude

H. INTERNATIONAL WINE FESTIVAL – Karim Jaude

Objectives

- 1 Organize our club's annual International Wine Festival.
- 2 Continue dual goals of providing great sociability and fund raising to assist with our club's World Community Service projects.
- 3 Increase participation in annual event.

Projects

- 1 Planning for the project began in May 2010
- 2 Committee chairs will be filled for (a) foods to be contributed, (b) foods and incidentals to be purchased, (c) donations for live and silent auctions, (d) entertainment, and (e) volunteer staff and assignments.
- 3 Merve and Bonnie Hecht have again graciously agreed to open their wonderful Santa Monica canyon home for this project, which has become the major fundraiser for our club.

HOW TO SUPPORT THE ROTARY FOUNDATION PROGRAMS

The primary funding for the Rotary International Foundation Programs comes from contributions to the *Annual Program Fund*. A Paul Harris Fellowship is given in recognition of any Rotarian around the world that contributes \$1,000 to the *Annual Program Fund*. Each additional \$1,000 contribution by a Rotarian is credited to his or her account and an additional Paul Harris Fellowship. Many members of the Rotary Club of Santa Monica have been recognized as multiple Paul Harris Fellows.



Each year the Club sets a goal for annual giving. This goal is an average of \$100 per member. There is an on-going need for contributions to fund the varied programs of the Rotary Foundation, such as Humanitarian Grants and Educational Scholarships and Grants.

Another method of support is a donation of money or property to the *Permanent Fund* of the Rotary Foundation or a signed Commitment Declaration that a Rotarian has made testamentary provisions in his or her will, trust, life insurance or qualified retirement benefits for the *Permanent Fund* to receive a substantial distribution after the lifetime of the Rotarian. The Foundation is also licensed to receive a contribution as a Gift Annuity, where the Foundation will issue a contract to pay the Rotarian a fixed percentage of the total amount transferred for his or her lifetime or for the joint lifetimes of the Rotarian and spouse.

Rotarians who contribute \$1,000 in cash, or more, to the *Permanent Fund*, or who make a commitment to make a testamentary gift, are given recognition as Benefactors. There are now 20 Benefactors in our Rotary Club of Santa Monica. The current list of Benefactors is provided on our club's web site under the category of International Foundation.

It is very important to understand that the *Permanent Fund* of the Rotary Foundation is an endowment fund. The principal is invested in perpetuity and only the interest income is distributed to pay for the programs and grants of the Rotary Foundation. Several of our Rotarians have become members of the new Paul Harris Society.

For further information, members of our Rotary Club of Santa Monica should contact the Committee Chair of the Rotary Foundation, Marv Levin.

THE SANTA MONICA ROTARY CLUB FOUNDATION

Our Beginnings

The Santa Monica Rotary Club Foundation was founded by the Rotary Club of Santa Monica in 1972, under the leadership of Aubrey E. Austin, Jr., Gerald Jennings and Ralph Kiewet to mark the club's 50th anniversary. The members' goal was to raise \$50,000 in time for the February 1972 birthday celebration and begin a program to help deserving nonprofit organizations in the Santa Monica Bay Area through foundation grants. With the combined effort of our trustees and club members and the generosity of many in the community, our goal was achieved.

The Foundation grew slowly and assisted our community's finest organizations. A generous estate gift contributed significantly to the corpus of the Foundation. In 1997, under the leadership of the club's 75th birthday chairman, Richard J. Rice, M.D., pledges and gifts from more than 65 percent of the club's members further expanded the assets.

What We Have Accomplished

Since 1972, more than \$425,000, derived solely from the earnings of the corpus, has been distributed to 30 local charities and nonprofit organizations. We have played a role in bettering our community in small and large ways, from dental clinic equipment to chemistry lab equipment for high schools, computers for the elderly, VCRs for hospital patients, vehicles for the Red Cross, a fork lift for the Westside Food Bank, to remodeling the kitchen at the Salvation Army. Funds are provided for capital improvement projects and equipment, not for operational expenses.

The Foundation is administered by nine trustees, all members of the Santa Monica Rotary Club: John H. Michel, John M. Bohn, Nathaniel W. Charnley, Carol O. Jackson, William B. Fritzsche, Judith Neveau, Harold H. Quigley, E. Belmont Herring, Esq., and Nathaniel Trives.

Our Santa Monica Rotary Club Foundation is not related in any way to the Rotary International Foundation, which is funded by Rotarians throughout the world via the Paul Harris Fellowship program.

How You Can Help

We rely on contributions and encourage you to make us a regular part of your charitable giving at any time. Please think of us as a way of honoring a loved one who has departed; we will send a special card to the person you designate apprising them of your gift (without mention of the amount) as well as a letter of acknowledgment to you. Or you can honor an individual on a birthday, anniversary, or any special occasion and they will be similarly recognized. Recommending a gift to the Foundation in lieu of flowers or gifts is another way you can help.

All gifts are tax deductible and do much to help our Santa Monica Bay community. All that, and we do the hard work to research and evaluate the beneficiaries of your generosity!

Your charitable gift made in memory of, or in honor of, an individual or family member will go a long way to continue our great tradition of helping LOCAL charities continue their marvelous work in the Bay Area. Your gift stays in the Santa Monica Bay area.

The second great benefit of giving to your Santa Monica Rotary Club Foundation is that we evaluate the projects for you, so you can be sure that you are contributing to a worthy organization and a specific need.

All gifts to the Santa Monica Rotary Club Foundation are tax-deductible, and do much to help our Santa Monica Bay community.

Organizations we have helped:

- AMERICAN RED CROSS - SANTA MONICA
- BOY SCOUTS OF AMERICA - SANTA MONICA
- BOYS & GIRLS CLUB OF SANTA MONICA
- CATHOLIC YOUTH ORGANIZATION OF SANTA MONICA
- CENTER FOR THE PARTIALLY SIGHTED - SANTA MONICA
- DONALD DOLUGLAS MUSEUM LIBRARY
- FAMILY SERVICE CENTER OF SANTA MONICA
- GIRLS CLUB OF SANTA MONICA
- KENNEDY CHILD STUDY CENTER
- JOHN ADAMS MIDDLE SCHOOL
- MALIBU JUNIOR HIGH SCHOOL
- MEALS ON WHEELS WEST
- NATIONAL CONFERENCE OF CHRISTIANS & JEWS
- ROTARY CLUB OF SANTA MONICA
- SANTA MONICA HOSPITAL - DENTAL CLINIC
- SAINT JOHN'S HEALTH CENTER
- ST. MONICA'S HIGH SCHOOL
- ST. ROBERTS CENTER
- SANTA MONICA HIGH SCHOOL
- SALVATION ARMY OF SANTA MONICA
- SINICER HEALTH & PEER COUNSELING CENTER
- STEP-UP ON 2ND STREET
- UPWARD BOUND - SANTA MONICA
- VENICE FAMILY CLINIC
- WELLNESS COMMUNITY OF SANTA MONICA
- WESTSIDE FOOD BANK
- WHEEL CHAIR FOUNDATION
- WISE SENIOR SERVICES
- Y. M. C. A. OF SANTA MONICA
- Y. W. C. A. OF SANTA MONICA

TRUSTEES

John H. Michel
President

John M. Bohn
Vice President

Nathaniel W. Charnley
Secretary

Carol O. Jackson
Treasurer

William B. Fritzsche

Judy Neveau

Harold H. Quigley

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SANTA MONICA

**ROTARY CLUB
FOUNDATION**

Center • John Adams Middle School • Malibu
Junior High School • National Conference of
Christians & Jews • Rotary Club of Santa Monica
• Santa Monica Hospital - Dental Clinic • Saint
John's Health Center • St. Monica's High School
• Santa Monica High School • Salvation Army
of Santa Monica • Senior Health & Peer
Counseling Center • Step-Up on 2nd Street •
Upward Bound - Santa Monica • Wellness

CHARITABLE & MEMORIAL GIFT PROGRAM

Making a difference in the Santa Monica Bay Area

A Foundation for the Future...



BEGINNINGS

The Santa Monica Rotary Club Foundation was founded by the Rotary Club of Santa Monica in 1972, under the leadership of Aubrey L. Austin Jr., Gerald Jennings and Ralph Kiewit to mark the club's 50th anniversary. The members' goal was to raise \$50,000 in time for the February 1972 birthday celebration and begin a program to help disarming non-profit organizations in the Santa Monica Bay area through a foundation. Through the dedicated work of our trustees and Rotary Club members, as well as the generosity of many in the community, the goal was achieved.

The Foundation grew slowly through the years, while assisting our community's finest organizations. One generous estate gift contributed significantly to the corpus of our foundation. In 1997, under the leadership of the club's 75th birthday chairman, Richard J. Rice, M.D., pledges and gifts from more than 65% of the club's members further built the assets of the Foundation.



Tables at the Salvation Army display their remodeled kitchen.



Smiles from the children of the Boys & Girls Club of Santa Monica.

OUR CONTRIBUTIONS

Since 1972, more than \$425,000, derived solely from the earnings of the corpus, has been given to 30 local charities and non-profit organizations by our Santa Monica Rotary Club Foundation. We have played a role in bettering our community in dozens of small and large ways: whether it has been dental clinic equipment to serve the needy, chemistry labs for high school students, computers to help the elderly, VCRs for hospital patients, vehicles for the Red Cross, fork lift for the Westside Food Bank or kitchen remodeling at the Salvation Army, your Santa Monica Rotary Club Foundation has been there to help. Funds are provided only for capital improvement projects or equipment, not for operational expenses. The Santa Monica Rotary Club Foundation is administered by nine trustees, all members of the Rotary Club of Santa Monica.

Our Santa Monica Rotary Club Foundation is not related in any way to the Rotary International Foundation, which is funded by Rotarians throughout the world through the Paul Harris fellowship program.

HOW YOU CAN HELP

We rely on contributions all during the year and encourage you to make us a regular part of your charitable giving.

At special times of the year, you can also make a gift to the Santa Monica Rotary Club Foundation as a way of honoring a loved one. When you make a gift to the Foundation in memory of a deceased family member, friend or colleague, we will send a special card to the person you designate apprising them of your gift (the amount is not mentioned), as well as an acknowledgment letter to you. You can also honor an individual or couple on a birthday, anniversary or special occasion with a gift to the Foundation, and they will be similarly recognized.

Remembering us in your will or when you do your estate planning is another way of contributing to our community. Some families also choose to encourage gifts to the Santa Monica Rotary Club Foundation in lieu of flowers when a loved one passes away.



Red Cross volunteer poses with the donated van.

CLUB ATTENDANCE RULES

The lifeline of our Club is regular attendance at our meetings by our members. The following list is provided to assist Club members in understanding the rules as developed and disseminated by Rotary International:

- All Club members, except for honorary members and members who have been excused by the Board of Directors for good and sufficient reason, are required **(i) to attend or make up at least 60%** of the Club's regular meetings in each half of the Rotary year, **and (ii) to attend at least 30%** of the regular meetings of this Club in each half of the Rotary year (i.e. July to December, January to June.).
- A member is **counted** as attending a regular meeting of this Club if such member is present for at least **60% of the time** devoted for the regular meeting, or makes up for an absence by any of the following ways: attendance **within 14 days** before or after the missed meeting by attending the meeting of another Rotary club; attendance at a Rotary International convention or meeting; attendance at a District convention or meeting; or attending a club service project authorized by the Board of our Club.
- The membership of any member, other than an honorary member or a member who has been excused from attendance requirements, shall automatically **terminate** if, without the consent of the Board for good and sufficient reason, the member fails to attend or make up four consecutive Club meetings.
- While not mandated by rules, members who are required to leave early from a meeting are requested as a courtesy to the speaker to apologize to the speaker prior to his or her talk of the necessity for early departure. Also, Club members are encouraged to thank our speakers after the meeting for taking the time to join us.

The attendance rules for the Rotary Club of Santa Monica are in strict accordance with those rules that are stated in the Club's constitution, and which are prescribed for all Rotary Clubs in the bylaws of Rotary International. These rules are found in Article VII, Attendance, and Article X, Duration of Membership.

POLICIES AND PROCEDURES MANUAL OF THE ROTARY CLUB OF SANTA MONICA

Table of Contents

Article	Subject	Page
I	POLICIES AND PROCEDURES MANUAL	1
	1.1: Purpose	
	1.2: Review and Revision	
	1.3: How Amended	
	1.4: Where Maintained	
II	MEMBERSHIP	1
	2.1: Policy Statement on Membership	
	2.2: How to Propose a Member	
	2.3: Suggested Method of Notification of a Proposed Member	
	2.4: Installation of New Members	
	2.5: New Member Orientation and Education Program	
	2.6: Use of Club Roster for Solicitation Purposes	
	2.7: Solicitation for Business or Professional Services at Club Meetings	
III	ATTENDANCE	4
	3.1 Statement of Club Policy	
	3.2: Club Projects Counted as Make-ups	
	3.3: Cancellation of Meetings Due to Legal Holidays	
	3.4: Annual District Assembly	
	3.5: Warning Policy for Unexcused Absences	
	3.6: Use of internet E-Club Make-ups	
IV	CLUB OPERATIONS	5
	4.1: Finances.	
	4.1.1: Confidentiality of Pledge	
	4.1.2: Club budget	
	4.1.3: Annual Treasurer's Report	
	4.2. Leave of Absence	
	4.3: Non-partisan Status	
	4.4: Club Historian	
	4.5: President-Elect, Duties of	
	4.6: President-Elect-Designate, Duties of	
	4.7: Immediate Past President, Duties of	
	4.8: Vice President, Duties of	
	4.9: Official Administrative and Fiscal Club Year	
	4.10: Presentation of Paul Harris Fellows and Foundation Benefactors	
	4.11: Club Secretary	
	4.12: Elections	
	4.13: Bi-Annual Membership Updates	
	4.14: Cell Phones	
	4.15: Use of Club Name in Electronic and Printed Media for Public Consumption	

V	BOARD OF DIRECTORS	8
	5.1: First Official Board Meeting	
	5.2: Joint Board Meeting	
	5.3: Voting	
	5.3.1: Use of E-Mail For Voting	
	5.3.2: Use of Written Ballot	
	5.4: Attendance of the Bulletin Editor at Board Meetings	
	5.5: Executive Session	
VI	COMMITTEES	9
	6.1: Club Service Committee Structure	
	6.2: Nominating Committee	
	6.3: Rotation of Committee Assignments	
	6.4: Rotary Information Committee	
	6.5: Advisory Board	
	6.6: Membership Committee	
	6.7: Community and Youth Service Committee	
	6.8: Attendance/house Committee	
	6.9: Family of Rotary Committee	
VII	CLUB BULLETIN	10
	7.1: Seven-Day Notice	
	7.2: Changes in Club Membership	
	7.3: Annual Honorary Memberships	
VIII	EXECUTIVE SECRETARY	11
	8.1: Position Description	
IX	CLUB AWARDS	11
X	CLUB NAMED SCHOLARSHIPS	11
	10.1: Annual, Funded by the Club	
	10.2: Annual, Privately Funded	
XI	ANNUAL CLUB PROGRAMS	12

POLICIES AND PROCEDURES MANUAL OF THE Rotary Club of Santa Monica

ARTICLE I POLICIES AND PROCEDURES MANUAL

1.1: Purpose

The purpose of this Policies and Procedures Manual of the Rotary Club of Santa Monica is to establish, in writing, significant functions, activities and traditions not otherwise covered under the club constitution or club bylaws.

1.2: Review and Revision

The president, in July of each alternate year beginning in the year 2000, shall appoint a committee to review and make recommendations for revision of this manual. The committee shall be composed of not less than two past presidents and at least one other member who is not a past president. Board members shall not be included in this committee.

1.3: How Amended

The policies and procedures in this manual may be amended by action of the board of directors by a majority vote at any regular or special meeting. During the course of any meeting, the board should assess all actions taken to determine whether such actions would be appropriate for inclusion in this manual.

1.4: Where Maintained

The president shall maintain one copy of this manual, and shall pass this copy on to the president-elect at the joint board meetings held in June of each year. The executive secretary shall also maintain a copy of this manual. It is also recommended that all officers and directors have access to copies of the manual, and that the club membership be made aware of the manual's existence and function.

ARTICLE II MEMBERSHIP

2.1: Policy Statement on Membership

- 2.1.1: Policy: The Rotary Club of Santa Monica is one of the largest and most stable clubs in District 5280. Of all the big clubs in our district, we have one of the best attendance records and have had for years. We have a diverse membership ethnically and racially, and we were the first club in Rotary to admit women. In short, we enjoy a membership that is diverse, friendly, and effective.

We believe that a major reason for this enviable record is our club's particular view about membership. We recognize the importance of a vigorous membership program; however, over the years our club has benefited by stressing quality over quantity in recruiting new members. We have always sought the best person in each classification. Furthermore, we believe that from time to time we should remind ourselves of the criteria which have served our club so well for so long.

2.1.2: Procedure

Consistent with the guidance set down by Rotary International, we have invited to membership those persons who:

- are the heads of their business or professional organizations; or
 - hold executive positions with discretionary authority in their businesses or professions; or
 - act as the local head of a large organization; and
 - live or work in the city of Santa Monica or an adjacent Rotary territory, thus permitting attendance and participation in activities of the club; and
 - are demonstrated leaders within the classifications they will represent; and
 - exhibit those qualities which will permit them to fully participate and assume leadership in our club's activities; and
 - understand and are willing to follow the requirements for membership and are willing and able to meet the financial requirements of membership.
- 2.1.3: Employment or residence within the geographic boundaries of our club's territory for a period of time long enough to be observed to assure that prospective members meet the above criteria will normally be necessary. Exceptions to this residency requirement would be individuals who have undergone employment evaluation recently by prominent agencies or businesses that otherwise accomplishes the club evaluation without such residency. Examples of such individuals are: police chief, fire chief, superintendent of schools, district manager of a utility company, member of the clergy and bank president.
- 2.1.4: In addition, we think that it is both courteous and desirable when proposing a new member from a business or profession already represented in our club to seek the advice and concurrence of that member prior to submitting a proposal.
- 2.1.5: A person should never be told that he or she is being considered for membership until the board of directors has given final approval and so advised the sponsor.

2.2: How to Propose a Member.

- 2.2.1: Policy Membership in Rotary is by Invitation: Article XII of the club bylaws states the method of electing members. Members should not propose individuals whom they do not know well. If your prospective member's likely classification is already held by a club member, it is club policy (Section 2.1.4) that you discuss the proposal with that member prior to processing a proposal card.
- Procedure
- 2.2.2: A prospective member shall be identified consistent with the club's policy statement on membership, Article II, Section 2.1 of this manual.
- 2.2.3: It is recommended and encouraged that the prospective member attend at least one club meeting as a guest of the proposer to observe the club's activities and to be introduced to the membership and to the president, when possible.
- 2.2.4: The proposer shall obtain from the club secretary or executive secretary a proposal card which shall be submitted to the board for consideration. The card shall include the prospect's name, business address, area of residence, the position held within the prospect's business or profession, whether a past Rotarian, and activities which would enhance consideration as a Rotarian.
- 2.2.5: Although more than one club member may propose the same prospect, the first name listed on the card shall be the member considered to be the main sponsor and shall be expected to fulfill the responsibilities associated with sponsorship. The presence of multiple sponsors on a proposal card does not alter the membership process or create greater likelihood of election to membership than a single sponsor. Members should not agree to co-sponsor a prospective member unless the individual is well known to them.
- 2.2.6: Return the proposal card to the executive secretary.
- 2.2.7: The proposal shall be kept confidential until the person is elected to membership.
- 2.2.8: When a proposal card is requested by a member, a summary of this proposal process shall be distributed with the card by the executive secretary.

2.3: Suggested Method of Notification of a Proposed Member

Procedure: The president, sponsor and, if possible, a member of the Rotary Information Committee shall meet with the prospective member to explain the purpose of Rotary and to outline the attendance, financial and other requirements of membership. The prospective member shall be invited to membership when it is apparent that these conditions are agreed to.

2.4: Installation of New Members

Policy: New members shall be officially installed to membership, within two months of election, at any regular club meeting by a past-president of the club.

2.5: New Member Orientation and Education Program

Policy: As new members are brought into the Rotary Club of Santa Monica, it is very important that they receive early and active indoctrination, instruction and activation into the club's activities. The new member's sponsor and members of the First Year Activities Committee share the responsibility of assuring this occurs successfully.

Procedure: The following are recommended goals for each new member:

- serve as a member of the Fellowship Committee during the first year of membership and serve as a greeter at the door at weekly meetings at least four times during the first three months of membership;
- attend a scheduled Rotary Information (Fireside) session within four months of joining;
- make a commitment to achieve perfect attendance for the first six months of membership;
- participate actively on at least one active club committee other than the Fellowship Committee;
- attend at least one of the four district breakfasts during the first year;
- attend the annual club dethroning/enthroning party in June;
- attend the club assembly held in conjunction with the district governor's annual club visit;
- attend at least one of the following district functions:
 - District 5280 assembly held in the spring;
 - annual district conference held in the spring;
 - annual district Rotary Foundation dinner.

Copies of the club's policies on membership and on how to propose a member shall be given to each new member at the scheduled Rotary Information Committee session.

2.6: Use of Club Roster for Solicitation Purposes

Policy: Article XIII, Section 13.2 of the club bylaws states that appeals to the club or club members for charitable or other subscriptions shall be referred to the board for consideration.

Procedure: Any individual, including any member, who wishes to use the club roster for solicitation or subscription purposes of any kind, including political, for-profit and not-for-profit purposes other than those commonly acknowledged as being a part of the club's usual activities, must present to the board a request for such solicitation, which shall include any pertinent information that will assist the board in determining whether to allow the solicitation or subscription of the club members to occur.

2.7: Solicitation for Business or Professional Services at Club Meetings

Policy: It is the policy of this club that solicitation of the club membership at regular club meetings for non-Rotary-related business matters or for professional services not be permitted. Because the request to make these solicitations is often made on the day of the meeting and there is no time for the request to be evaluated by the board, the president or the vice-president in charge of programs shall make the decision as

to the appropriateness of the solicitation.

- 2.7.1: Solicitations unrelated to the weekly club program: The distribution of table fliers and announcements from the lectern unrelated to the day's program or Rotary-related activities is not acceptable. Rotary-related activities may include solicitations from other Rotary clubs for awareness of or participation in their community service projects. Solicitations for support of political candidates or of contested ballot measures are also not acceptable. Solicitations by community non-profit organizations that are generally supported by this club may be approved by the president only in unusual circumstances.
- 2.7.2: Solicitations made by the program speaker: Individuals should not be engaged to speak to the club whose sole purpose is to solicit business or offer professional services to the membership. The appropriateness of distribution of table fliers or the sale of books or other articles that are a natural extension of the speaker's informational, educational or inspirational message shall be assessed by the president or the vice-president in charge of programs prior to the meeting. Ideally, this will have been discussed with the speaker by the vice-president in charge of programs at the time the individual is invited to speak. In general, the sale of items by speakers at meetings should not be encouraged.

ARTICLE III ATTENDANCE

3.1 Statement of Club Policy

The Rotary Club of Santa Monica affirms the value and importance of adherence to the attendance requirements of Rotary International as stated in our club constitution. The board of directors of this club shall take seriously the criteria established by Rotary International for meeting satisfactory attendance requirements. It is recognized that the board may waive these requirements in individual cases for good and sufficient reasons, but this authority should be exercised only with extreme discretion, and without favoritism toward one member over another.

3.2: Club Projects Counted as Make-ups

In accordance with Article VII, Section I(a)(vi) of the club constitution, the board of directors authorizes the following club projects to be counted as make-ups, if attended within 14 days before or after absence from a regular club meeting;

- community immunization clinics
- serving holiday meals to police and fire personnel
- participating in the "Rotary Reads To Kids" school literacy project
- Salvation Army Christmas-time bell-ringing during the club meeting time.

The board may authorize other club projects to be counted as make-ups from time to time at its discretion.

3.3: Cancellation of Meetings Due to Legal Holidays

Regular club meetings that fall the business day before or the business day after a legal holiday may be canceled by the board.

3.4: Annual District Assembly

All officers-elect and board of directors members-elect are expected to attend the annual district assembly.

- 3.5: Warning Policy for Unexcused Absences Policy: The club shall have a warning system in place to alert members who have three consecutive unexcused absences from regular meetings about the risk of losing membership following a fourth consecutive absence.

Procedure: Within 72 hours of a third consecutive unexcused absence by a member, a post card shall be mailed by the executive secretary to that member warning of the risk of loss of membership with one more unexcused absence. At the same time, another post card shall be mailed by the executive secretary to that member's sponsor pointing out the deficient attendance of the sponsored member and urging the sponsor to call on the member personally to discuss the attendance requirements of the club.

3.6: Use of internet E-Club Make-ups

A maximum of two make-ups per administrative year will be allowed as club make-ups.

ARTICLE IV CLUB OPERATIONS

4.1: Finances

4.1.1: Confidentiality of Pledge

4.1.1.1: Pledges made to the club for annual contributions to the club's charitable activities made by new members upon joining the club and by all other members annually upon the request of the president-elect are confidential in nature, and are to be known only by the president or the president-elect and either the executive secretary, the club treasurer or the club secretary as selected by the president or president-elect for administrative purposes.

4.1.1.2: The president or president-elect shall share with the board the total amount pledged each year, and cause to be made to the board regular progress reports on the collection of those pledges, typically at each board meeting.

4.1.2: Club budget

4.1.2.1: Budget Preparation and Adoption: Each year the treasurer-elect, in conjunction with the board of directors-elect shall prepare a budget for adoption by the board of directors at its first official meeting. Part of the budget preparation process prior to adoption shall be discussion of the executive secretary's employment agreement.

4.1.2.2: Social Activities Revenue Neutral: It is the policy of this club that all social activities should be revenue neutral. Exceptions to this policy, when club finances permit, are the annual dethroning/enthroning dinner party, First Year Activities Committee parties and sponsorship of the club's volley-ball team participation in state tournaments. The board is authorized to waive this policy in other exceptional cases under individual circumstances without having to alter this policy section.

4.1.2.3: Cancellation Policy: A reservation made for a club function may be canceled prior to the event and not billed to the member if the cancellation is made on a date determined by the chairman of the function to be sufficiently enough in advance of the function that it will not affect the planning or the cost of the function.

4.1.3: Annual Treasurer's Report

It is the responsibility of the treasurer to report to the club membership at its annual meeting a brief summary accounting of the club's financial status, as is required in the club bylaws (Article 3, Section 3.5).

4.2: Leave of Absence

4.2.1: Duration: Article X of the club bylaws provides for leave of absence for good and sufficient reasons from attending meetings of the club for a specified length of time for each individual applicant. A request for leave of absence shall be in writing to the board, and shall include the reason for the leave and the duration requested. It is the policy of this club that such leaves, in general, not be granted to exceed three months; provided, however, that the member may submit a request for extension of

such leave, which may be granted at the discretion of the board. The club secretary shall notify the requesting member in writing of the specific date on which the leave of absence terminates.

- 4.2.2: Reason: The specific reason for the leave of absence shall be stated in the minutes of the board's meeting, but need not be mentioned when reported to the membership in the club bulletin.
- 4.2.3: Fiscal Effect: Billing for weekly lunches shall be waived during the leave of absence. Any lunch meetings attended during the leave will be billed individually. Annual Rotary club dues will continue to be due and payable at the usual billing periods.
- 4.2.4: Attendance Record: The member's absence during the leave period shall not be counted against the club's overall attendance record. A perfect attendance record cannot be maintained by the member under a leave of absence.

4.3: Non-partisan Status

- 4.3.1: The general welfare of the community, the nation and the world is a concern to the members of this club, and the merits of any public question involving such welfare shall be proper subjects of fair and intelligent study and discussion at a club meeting for the enlightenment of the members in forming their own individual opinions. However, this club shall not express an opinion on any controversial public issues.
- 4.3.2: This club shall not endorse or recommend any candidates for public office and shall not discuss at any club meeting the merits or demerits of any such candidates.
- 4.3.3: This club shall neither adopt nor circulate resolutions or views, nor take corporate action dealing with local, national or world affairs, or international policies of a political nature.

4.4: Club Historian

The president, with the approval of the board, shall appoint a senior club member to function as the club's historian. The historian shall retain all archival material in an appropriate storage facility and shall notify the board of any change in location of such material. Such material shall include copies of all available club bulletins, minutes of all board meetings for the past seven years, a separate confidential file for storage of minutes taken at meetings of the board in executive session, club memorabilia other than photographic material retained by the club photographer, and such financial records as deemed necessary for standard business practices. The historian shall regularly update a brief description of the club's history for the club roster and for presentation to new members.

4.5: President-Elect, Duties of

- 4.5.1: The president-elect is expected to attend the annual Presidents Elect Training seminar (PETS) held annually by this club's district unless excused by the district governor-elect.
- 4.5.2: The president-elect shall also serve as liaison to the Santa Monica Rotary Club Foundation board.

4.6: President-Elect-Designate, Duties of

The president-elect-designate shall chair the annual dethroning/installation dinner meeting.

4.7: Immediate Past President, Duties of

The immediate past president shall be the chairman of the advisory committee, with the following duties:

- call the nominating committee to meet at least six weeks prior to the annual club meeting;
- supervise the selection process of nominees for officers and directors for the coming year;
- supervise the distribution, collection and counting of ballots at the annual club meeting;
- report the results of the election to the club at the end of the annual meeting;
- chair the annual meeting of the advisory board held during the double board of directors meeting in June and transmit in writing to the incoming president any recommendations made by the advisory board at that meeting; and

- call a meeting of the advisory board upon the request of the president, the board of directors, or the request of three or more past presidents to discuss issues of concern to the club.

4.8: Vice President, Duties of

Unless the president has some reason for asking that the vice president not have such authority, when conducting a meeting in the absence of the president, a vice president is authorized to apply recognition fines at the vice president's discretion.

4.9: Official Administrative and Fiscal Club Year

Notwithstanding Article V, Section 5.1, the official administrative and fiscal year for this club shall be from July 1 to June 30.

4.10: Presentation of Paul Harris Fellows and Foundation Benefactors

Because our club places special emphasis on these contributions, the recognition of new Paul Harris fellows and Rotary Foundation benefactors shall be presented by a past president or, if none is available, the chairman of the Rotary International Foundation Committee.

4.11: Club Secretary

4.11.1: The club secretary, an elected officer, shall be responsible for the minutes of all board meetings until the office of that club secretary is completed, at which time the executive secretary shall be responsible for the maintenance of all board meeting records.

4.11.2: A standard format for club secretaries is attached to this policies and procedures manual.

4.11.3: The club executive secretary shall be responsible for electronic archiving to computer media, the minutes of each board meeting.

4.12: Elections

4.12.1: One week prior to the annual meeting, the president shall state that absentee ballots will be available to those who will not be in attendance on the date of the annual meeting when the election process takes place. Members who are certain they will not be in attendance will be requested to notify the executive secretary by the end of the meeting.

4.12.2: The president will provide ballots, either by fax or by e-mail, to those who have indicated they will not be in attendance on that date. These ballots will be sent one week prior to the annual meeting. Ballots will be due the day prior to the annual meeting.

4.12.3: A list of all members requesting such absentee ballots shall be provided to the past presidents responsible for passing out ballots during the annual meeting. Members who find that they will be present during the annual meeting will be allowed to provide only one ballot for club elections.

4.13: Bi-Annual Membership Updates

The executive secretary shall provide current membership data in March and September of each year for the purpose of publishing a membership list biannually in April and October.

4.14: Cell Phones

4.14.1: Policy: It is the policy of the board that cell phones and pagers must be turned off or placed on quiet during the entire course of the meeting.

4.14.2: Procedure: A sign will be placed prominently in the area of the entrance to enforce this code of conduct for the entire meeting.

4.15: Use of Club Name in Electronic and Printed Media for Public Consumption

4.15.1: Use of the club name, club logo or Rotary insignia in any printed medium or electronic medium such as web sites or e-mail to non-club members must receive prior approval by the board or a committee designated by the board for that purpose.

- 4.15.2: Any information disseminated on club web sites or by any web sites using the club name or club logo must meet the non-partisan limitations imposed in Section 4.3 above.

ARTICLE V BOARD OF DIRECTORS

5.1: First Official Board Meeting

The first official board meeting of a newly elected board shall be that meeting which first occurs following installation of officers and directors at the annual dethroning/enthroning party.

5.2: Joint Board Meeting

The final meeting of the incumbent board of directors held in the month of June shall be held on the same day and at the same place as the separate final planning meeting of the board of directors-elect. At this meeting authorization may be given by the incumbent board to the board-elect to conduct a final evaluation of the employment contract with the executive secretary and to negotiate such contract with the executive secretary.

5.3: Voting

5.3.1: Use of E-Mail For Voting

Voting on any motion may be conducted only at an official board meeting in the presence of a quorum of the board.

Until authorized by a change in the club bylaws, the use of e-mail by the board for voting purposes on any matter is not allowed.

5.3.2: Use of Written Ballot

5.3.2.1: In matters of significant controversy, the president is encouraged to call for a vote by written ballot. By avoiding public votes on controversial issues, each member of the board is free to express an opinion in the matter without pressure, making the decision based on merit, not by how other members of the board are voting.

5.3.2.2: In the case of an objection having been filed against a proposed member following the seven-day club notice, voting on that proposal shall be by written ballot.

5.4: Attendance of the Bulletin Editor at Board Meetings

It is recommended that the editor of the club bulletin be invited to attend board meetings as a guest in order to effect the most efficient flow of information from board meetings to the general membership through the club bulletin. Not being an elected board member, the editor is not a participating or voting member of the board, although the board may, from time to time, elicit the editor's opinion on any matter deemed appropriate by the board.

5.5: Executive Session

The board may meet in executive session, at its discretion, to discuss confidential personnel matters such as the salary and employment contract of the executive secretary, or highly controversial proposals for membership to which objections have been placed. Executive session shall be limited to elected officers and board members only, plus any individuals requested by the board to attend for purposes of supplying information necessary for the board's deliberations. Minutes shall be taken during executive session, but shall not be kept on file with the minutes of the regular meetings. Minutes of executive sessions shall be kept in a separate confidential file maintained by the club historian.

ARTICLE VI COMMITTEES

6.1: Club Service Committee Structure

Because of the large number of subcommittees serving under the club service committee, this committee may be divided into two or more subdivisions, with a director serving as chairman of each subdivision. Examples of such subdivisions are club meetings, member services and membership development.

6.2: Nominating Committee

- 6.2.1: This committee, composed of all past presidents currently in the club and chaired by the immediate past president, shall meet annually at least six weeks prior to the annual club meeting held on the second Friday in December. The committee shall nominate two candidates for each elected position.
- 6.2.2: In considering nominees for vice president, the nominating committee shall consider the individuals' potential competence as future president in their deliberations.
- 6.2.3: Additionally, the committee shall select a candidate for president-elect-designate from the available pool of past vice presidents. The committee shall meet with the selected candidate and obtain that person's agreement to accept the office and all of the responsibilities and obligations of the office.

6.3: Rotation of Committee Assignments

Policy: In order to retain vitality and enthusiasm on committees, committee membership should not remain stagnant, but should have regular transition of longer-appointed members off the committees to be replaced by newer members. Chairmen and vice-chairmen should also rotate out of these positions after a reasonable period of time.

Procedure: The president, vice-president in charge of committees and the board should consider this policy each year when making new committee appointments. Retention on each committee of one or more experienced members is important for continuity and historical memory of each committee's needs and problems.

6.4: Rotary Information Committee

This committee shall be composed of selected past presidents and shall meet at least every four months to hold an orientation discussion with newly elected members. Committee members may be called upon to accompany the sponsor of a proposed member and the club president at the time of extending the invitation to the proposed member to join the club.

6.5: Advisory Board

6.5.1: Composition

The advisory board shall consist of all past presidents of this club who are still members of the club. The chairman of the advisory board shall be the immediate past president.

6.5.2: Duties

The duties of this board are to serve, upon request, as an advisor to the president and the board of directors on any issues brought to them by the president or the board of directors, to serve as the annual nominating committee for officers and directors of the club, and to meet at least once annually to engage in general discussion concerning the club's activities and goals. This board is advisory only and does not establish policy for the club. However, the advisory board is useful to the board of directors for advice concerning controversial issues and major policy changes.

6.5.3: Annual Meeting

The advisory board shall hold an annual meeting on the same day in June that the joint consecutive meetings of the board of directors and the board of directors-elect is held. Any recommendations from the advisory board resulting from that meeting shall be forwarded in writing by that board's chairman to the new president and board of directors. The president-elect shall be invited to attend this meeting.

6.5.4: Other responsibilities

The responsibilities of past presidents shall include the installation of new members.

6.6: Membership Committee

The immediate past club president is the committee chair. He shall choose the committee members and inform the president and the executive secretary of those chosen. This committee is confidential in nature, does not require board approval, and works with the president on controversial matters.

6.7: Community and Youth Service Committee

Policy: Since the entire membership shares the responsibility of providing contributions to various charitable organizations, and since the amount of money requested by a charitable organization is usually the approximate amount approved by the committee, the Community and Youth Services Committee shall normally announce the amount of money donated to each organization.

6.8: Attendance/House Committee

Maintenance of the badge board shall be a function of this committee, in addition to its other duties.

6.9: Family of Rotary Committee

- 6.9.1: The Family of Rotary Committees shall be composed of widows and widowers of deceased members, as well as other selected non-members who present or past activities on behalf of the club have been of sufficient importance to merit inclusion in this committee.
- 6.9.2: Such committee guest shall be encouraged to attend various meetings and other activities appropriate to their interests, including Valentine's Day, Past Presidents Day, Host/Hostess dinner parties, the annual installation dinner, and other selected social activities.
- 6.9.3: Committee guest shall be funded by a separate section of the general fund.

ARTICLE VII CLUB BULLETIN

7.1: Seven-Day Notice

Seven-day notice of a proposed member shall be mailed to the membership as an enclosure in the weekly club bulletin. The notice shall include the proposed member's name, type of membership, classification, place of business and sponsor's name.

7.2: Changes in Club Membership

The club bulletin shall publish information on the addition of new members as well as the loss of members and members who have been granted leaves of absence. The executive secretary shall be responsible for providing this information to the bulletin editor.

7.3: Annual Honorary Memberships

The club bulletin shall publish annually the names of any individuals chosen to be awarded honorary membership in the club for that year at the second regular meeting of the board.

ARTICLE VIII EXECUTIVE SECRETARY

8.1: Position Description

A copy of the position description for the executive secretary is attached to this manual.

ARTICLE IX CLUB AWARDS

- 9.1: Awards for outstanding members of the club shall be maintained annually for each award.
- 9.2: **Joe Gilbert Award** - outstanding club member for the year just concluded
- 9.3: **Herb Spurgin New Member Award** - outstanding member in the first two years of membership
- 9.4: **Esther Johnson Spirit Award** - given to the member whose service to the Club, either in the past year or over an extended period of membership, typifies the spirit of Rotary in general, and the spirit of our Club, in particular.
- 9.5: **Austin Jennings Award** - outstanding and continuing service to our club for 20 or more years
- 9.6: **President's Award(s)** - president's own choice(s); special recognition for extraordinary service to the club during the year; does not have to be made every year
- 9.7: **John English Trophy** - annual golf award to member with low net score
- 9.8: **Good Citizenship Awards** - for middle school students
- 9.9: **Special Achievement Awards (2)** - for exceptional achievement by graduating or transitioning Special Education Program high school students (see attached description)

ARTICLE X CLUB NAMED SCHOLARSHIPS

- 10.1: Annual, Funded by the Club
 - 10.1.1: Tom Fox Scholarship - St. Monica High School*
 - 10.1.2: John English Scholarship - Olympic High School*
 - 10.1.3: Russell Hart Scholarships (2 - one male, one female) - Santa Monica High School*
 - 10.1.4: Nick Holt Scholarship - Santa Monica College*
 - 10.1.5: Archie Morrison Scholarship (2) - vocational scholarships at Santa Monica Colleges*

- 10.2: Annual, Privately Funded.
 - 10.2.1: Connolly Oyler Scholarship - New Roads High School*
 - 10.2.2: Morgan Leslie Segal Scholarship - Crossroads School - journalism*
 - see attached descriptions

**ARTICLE XI
ANNUAL CLUB PROGRAMS**

- 11.1: Past Presidents Day - first meeting in February
- 11.2: District Governor Day
- 11.3: Secretaries/Administrative Assistants Day - April
- 11.4: Good Citizenship and Scholarship Awards - end of school term(s)
- 11.5: Four-Way Test Essay Contest - Spring
- 11.6: Music Awards Competition Day - February
- 11.7: Community Service Recognition Day - late Spring
- 11.8: Annual Meeting - second Friday in December - election of officers and directors, annual treasurer's report
- 11.9: Annual Club Assembly - annual discussion of membership, recent changes in Rotary International and the Rotary International Foundation, annual report from the Santa Monica Rotary Club Foundation, review of open classifications by the classification committee, club problems, other special reports – January or February

BYLAWS OF THE ROTARY CLUB OF SANTA MONICA, CALIFORNIA

TABLE OF CONTENTS

Article	Subject	Page
I	Election of Directors and Officers	1
II	Board of Directors	1
III	Duties of Officers	1
IV	Executive Secretary	2
V	Meetings	2
VI	Fees and Dues	2
VII	Method of Voting	3
VIII	Committees	3
IX	Duties of Committees	3
X	Leave of Absence	5
XI	Finances	5
XII	Method of Electing Members	6
XIII	Resolutions and Subscriptions	6
XIV	Amendments	6

BYLAWS OF THE ROTARY CLUB OF SANTA MONICA, CALIFORNIA

ARTICLE I ELECTION OF DIRECTORS AND OFFICERS

SECTION 1.1: A nominating committee, composed of past club presidents and chaired by the immediate past-president, shall be appointed by the club president. At the regular meeting three weeks prior to the annual meeting the presiding officer shall ask the nominating committee for nominations for two vice-presidents, secretary, treasurer and four members of the board of directors. Nominations for these offices may also be made by members from the floor at that time. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for secretary and treasurer receiving the greatest number of votes shall be declared elected to their respective offices. The two candidates for vice-president receiving the greatest number of votes shall be declared elected as vice-presidents. The four candidates for directors receiving the greatest number of votes shall be declared elected as directors. The two directors receiving the greatest number of votes shall serve for two years and the remaining two directors shall serve for one year.

SECTION 1.2: The nominating committee shall select a president-elect-designate from the pool of past vice-presidents and shall announce that selection at the annual meeting. At the time that the president-elect is installed as president, the president-elect-designate shall become the president-elect.

SECTION 1.3: The president, president-elect and the elected officers and directors shall constitute the board of directors.

SECTION 1.4: A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.

SECTION 1.5: 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 II BOARD OF DIRECTORS

SECTION 2.1: The governing body of this club shall be the board of directors (hereinafter referred to as the board), consisting of 12 members of this club; namely, the president, the president-elect, two vice-presidents, secretary, treasurer, and six directors selected and elected in accordance with Article I, Sections 1.1 and 1.2 of the bylaws.

ARTICLE III DUTIES OF OFFICERS

SECTION 3.1: **President.** It shall be the duty of the president to preside at meetings of the club and the board and to perform such other duties as ordinarily pertain to that office.

SECTION 3.2: **President-elect.** It shall be the duty of the president-elect to serve as an advisor to the president and as liaison to the Santa Monica Rotary Club Foundation.

SECTION 3.3: **Vice Presidents.** It shall be the duty of the vice-presidents, as appointed by the president or the board, to preside at meetings of the club and the board in the absence of the president, and to perform such other duties as ordinarily pertain to that office. One vice-president shall be designated as supervisory chairman of committees and one as chairman of programs.

SECTION 3.4: **Secretary.** It shall be the duty of the secretary to keep the records of membership; record the

attendance at meetings of the club and the board, and record and preserve the minutes of such meetings; make the required reports to Rotary International, including the semi-annual reports of membership, which shall be made to the secretary of Rotary International on January 1st and July 1st of each year, and including the report of changes in membership, which shall be made to the secretary of Rotary International and District 5280; forward the monthly report of attendance at the club meetings to the district governor immediately following the last meeting of the month; and perform such other duties as usually pertain to that office.

SECTION 3.5: *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for same to the club at its annual meeting and at any other time upon demand by the board and to perform such other duties as pertain to that office. Upon retirement from office the treasurer shall turn over to the successor to that office or to the president all funds, books of accounts or any other club property held in possession.

ARTICLE IV EXECUTIVE SECRETARY

SECTION 4.1: At the discretion of the board, an executive secretary may be employed at a salary to be fixed by the board.

ARTICLE V MEETINGS

SECTION 5.1: Annual Meeting. The annual meeting of this club shall be held on the second Friday in December each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

SECTION 5.2: The regular weekly meeting of this club shall be held each Friday at 12:10 P.M. at a place to be designated by the board, provided that in an emergency, or for good cause, the board:

- (a) may change the regular meeting of any week to a different day of the same week or to a different hour of the regular meeting day; or
- (b) may cancel the regular meeting of any week because it falls on, or the day adjacent to, a legal holiday, or because of the death of the club president, or an emergency or other good cause; and
- (c) shall provide due notice of any such change in or cancellation of the regular meeting to all members of the club.

SECTION 5.3: One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

SECTION 5.4: Regular meetings of the board shall be held each month at a time and place to be determined by the board. Special meetings of the board shall be called by the president whenever deemed necessary, or upon the request of two members of the board, due notice having been given.

SECTION 5.5: A majority of the board members shall constitute a quorum.

ARTICLE VI FEES AND DUES

SECTION 6.1: The admission fee shall be established from time to time by the board, and shall be paid by an applicant prior to qualification as a member.

SECTION 6.2: The membership dues shall be established from time to time by the board, and shall be payable semi-annually, one half on the first day of July and one half on the first day of January. The membership dues shall include each member's subscription to the Rotarian magazine.

**ARTICLE VII
METHOD OF VOTING**

SECTION 7.1: The business of this organization shall be transacted by voice vote, rising vote, or ballot at the discretion of the presiding officer, except that the election of officers and directors must be by written ballot.

**ARTICLE VIII
COMMITTEES**

SECTION 8.1:

- (a) The president, subject to the approval of the board, shall appoint the following principal and standing committees:
- Club Service Committee
 - Community Service Committee
 - International Service Committee
 - Vocational Service Committee
 - Youth Service Committee
- (b) The president has the discretion to combine the Community and Youth Service committees, or place any activity shared by more than one committee under one of those committees.
- (c) The president, subject to the approval of the board, shall appoint such sub-committees on particular phases of club service, community service, international service, vocational service and youth service as deemed necessary.
- (d) The club service, community service, international service, vocational service and youth service committees each shall consist of a chairman, who shall be named by the president from the membership of the board, and not less than two other club members, provided that one of the vice-presidents shall be named as supervisory chairman of all committees.
- (e) In the event that sub-committees are created for the club service, community service, international service, vocational service and youth service committees, the president, subject to the approval of the board, shall appoint chairmen of such sub-committees who shall be members of the respective principal and standing committees. If a program sub-committee is created, the vice-president in charge of programs shall be appointed its chairman.
- (f) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (g) 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 IX
DUTIES OF COMMITTEES**

SECTION 9.1: *Club Service Committee.* This committee shall devise and carry into effect plans which will guide and assist members of this club in discharging their responsibilities in matters relating to club service. The chairman, or co-chairmen, of the club service committee shall be responsible for regular meetings of the various sub-committees under its portfolio and shall report to the board on all club service activities.

- (a) Attendance Committee. This committee shall devise means for encouraging attendance at all Rotary meetings, including attendance at district conferences and other Rotary-related meetings by all club

members. This committee shall especially encourage' attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.

- (b) Classifications Committee. This committee shall make a classification survey of the community as early as possible, but no later than August 31st of each year; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems. This committee shall stay informed as to compliance with the latest directives from Rotary International referring to current rationale for classification.
- (c) Club Bulletin Committee. This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate highlights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members and of the world-wide Rotary program.
- (d) Fellowship Activities Committee. This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
- (e) First-Year Activities Committee. This committee shall oversee the orientation of new members to Rotary activities during their first year in the club, with special attention to service on active committees within the club.
- (f) Membership Committee. This committee shall consider all proposals for membership from the personal side and 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. Except for the committee chair, this committee shall be confidential in nature and will work directly with the president on any controversial matters, in addition to reporting to the board its final recommendations. The committee chair shall be the immediate past club president, and the committee shall consist of not less than three (3) or more than five (5) past presidents. The committee chair shall choose the committee members and inform the president of those chosen. In the event the immediate past president cannot chair the committee, the president will choose another past president to chair the committee and to choose the committee members.
- (g) Public Relations 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 and its accomplishments in community projects.
- (h) Membership Development Committee, 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 stay informed as to compliance with the latest directives from Rotary International referring to current rationale for classification.
- (i) Rotary Information Committee. This committee shall inform new members within their first year of membership about the history, object, and activities of Rotary at all levels.
- (j) Sergeant-at-Arms Committee. This committee shall perform those duties usually prescribed for that office and such other duties as may be prescribed by the president or the board.

SECTION 9.2: 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 chairman of this committee 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.

SECTION 9.3: 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 chairman of this committee 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 9.4: Vocational Service Committee. This committee shall devise and carry into effect plans which will guide and assist 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 chairman of this committee 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 9.5: Youth Service Committee. This committee shall acquaint itself, through surveys and by other means, with the needs of youth life in the community. It shall recommend to the board such action as it believes may promote the development of youth into good citizens, and carry out such youth work as the board may authorize. The chairman of this committee shall be responsible for the youth service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of youth service.

ARTICLE X 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.

ARTICLE XI FINANCES

SECTION 11.1: The treasurer shall deposit all funds of the club in some bank to be named by the board.

SECTION 11.2: All bills shall be paid only by checks signed by the president, treasurer, secretary or executive secretary. Two of the above signatures shall be required.

SECTION 11.3: A review of the club's financial statements by a certified public accountant or other qualified person shall be made once each year.

SECTION 11.4: 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 such bond to be borne by the club.

SECTION 11.5: The fiscal year of this club is from July 1st through June 30th, and for the collection of members' dues shall be divided into two semi-annual periods. The payment of per capita dues and magazine subscriptions to Rotary International shall be made on July 1st and January 1st of each year on the basis of the membership of the club on those dates.

SECTION 11.6: 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.

SECTION 11.7: Admission fees and membership dues shall stand as a limit of expenditures for the general operating purposes of the club. All fines collected shall be specially earmarked and used solely for charitable, educational and civic purposes by the club.

**ARTICLE XII
METHOD OF ELECTING MEMBERS**

- SECTION 12.1: The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. The proposal for the time being shall be kept confidential except as otherwise provided in this Article.
- SECTION 12.2: The board shall request the classification committee to consider and report to the board on the eligibility of the proposed member from the standpoint of classification, and shall request the membership committee to investigate and report to the board on the eligibility of the proposed member from the standpoint of character, business and social standing, and general eligibility.
- SECTION 12.3: The board shall consider and approve or disapprove the recommendation of the classification and membership committees and, within 45 days of receipt of the written proposal, shall publish to each member of the club the name of the proposed candidate, the firm, business or profession represented, and shall indicate the classification under which the membership will be held. A seven-day period shall then be allowed during which any member objecting to the election of the proposed member shall notify the board in writing, stating reasons for the objection, or request a personal appearance before the board at its next meeting to present the objection. If any objections have been filed, the board shall consider the same at any regular or special meeting and proceed to written ballot on the proposed member. If not to exceed one negative vote is cast, the proposed member shall be considered duly elected.
- SECTION 12.4: The secretary shall then notify the proposer who shall notify the candidate of the proposed election to membership. If the candidate accepts the membership, the new member shall fill in, sign and return to the secretary the club application blank, and, upon payment of the admission fee, as prescribed in these bylaws, shall be considered elected to membership.
- SECTION 12.5: In the event a proposed member is rejected the proposer shall be notified by the secretary of the rejection.
- SECTION 12.6: *Honorary Members.* The board may designate and elect a person of exceptional past service to the Club, or to Rotary International, as an honorary member for the remainder of the current Rotary year. Such candidates must qualify according to Rotary International rules as set forth in the constitution of this club.

**ARTICLE XIII
RESOLUTIONS AND SUBSCRIPTIONS**

- SECTION 13.1: 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.
- SECTION 13.2: Any appeal to the club, or to its members as Rotarians, for charitable or other subscriptions shall be handled in accordance with the procedure prescribed in Section 13.1 of this Article.

**ARTICLE XIV
AMENDMENTS**

New bylaws may be adopted or these bylaws may be repealed or amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed action shall have been mailed by the board to each member at least ten 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 Rotary International.

Amended: January, 2006