



The Rotary Club *of* ALEXANDRIA VIRGINIA

Handbook



Rotary Club of Alexandria Handbook

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Club Structure

Committees are established by the Board of Directors in accordance with the Club Leadership Plan to meet the service needs of the Club and based on the Club's Constitution and By-Laws. Committee responsibilities are set forth by the Board of Directors and delineated in this Handbook. The President nominates committee chairpersons for the Rotary Club year. The Board of Directors must approve committee chairpersons. Committees will serve under an officer or one of the Club's Directors. Committee chairpersons are encouraged to select an assistant chairperson to facilitate committee work and to ensure committee leadership continuity. Subcommittees may be established as necessary for specific projects and tasks. The primary responsibilities of every chairperson are to achieve the committee's goals and to train committee members for future leadership roles.

Committees

Attendance Committee

Responsibilities: The Attendance Committee, under Group C Club Membership, recognizes members who achieve annual perfect attendance. The Attendance Committee will be apprised monthly by the Club Secretary (or Asst. Secretary for Attendance) of the names of members who achieve annual perfect attendance that month. The designated Attendance Committee member will recognize the member by presenting the member with an appropriate citation. The Club Secretary will also each month at the scheduled Board meeting apprise the Attendance Committee when a member does not meet attendance requirements as set forth in the Constitution. After discussion with the delinquent member the Attendance chairperson will make a recommendation regarding disposition to the Board of Directors via the Club Secretary. This committee is assigned to Group C, Club Membership

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is four (4).

Birthday Committee

Responsibilities: The Birthday Committee promotes good fellowship and a sense of community by the recognition of each Rotarian's birthday in the month of the member's birth. The recognition may include humorous quotes, anecdotes, poems, and biographical sketches related to the member. In all cases the recognition should be brief, in good taste and not embarrassing. Birthday celebrations are typically scheduled for the 2nd and 4th Tuesday of the month. This committee is assigned to Group B Club Service

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is fifteen (15).

Boy Scouts Committee

Responsibilities: The Boy Scout Committee, under Group F Service Projects – International, is a partnership between the Colonial District of Alexandria, local Scout members and our Rotary Club. Each year we sponsor the "Good Scout" award luncheon to honor a Rotarian with the Rotary International Cliff Dochterman award. The award recognizes a member of the club that has provided dedicated service to the community, has shown leadership and who acts as a role model for our youth. We also recognize Eagle Scouts from the local High Schools and promote

the Scouting program in general within our club youth programming and outreach efforts. The Alexandria Rotary Club has a long history of supporting the Boy Scouts all the way back to the 1960's and our 4-way test is very similar to the Scout Law of being Trustworthy, Loyal, Helpful, Courteous and Kind to others.

Club Owned Assets Held By The Committee: None

Membership: A chair and such others as the chair may deem appropriate

Bulletin Committee

Responsibilities: This committee shall, through the publication of a weekly bulletin, stimulate interest, 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. This Committee is assigned to Group D, Public Image. Additional responsibilities of the Bulletin Committee are to:

1. Keep the membership informed through a weekly printed and web based bulletin.
2. Ensure the weekly bulletin is placed in the Club Website.
3. Coordinate with other committees and the President to ascertain what information needs to be placed in the weekly bulletin.
4. Maintain the Club calendar and keep membership informed of upcoming events.
5. Provide to and fine-tune with the President the weekly Program that the President uses to chair the weekly meeting.

Club owned assets held by the Committee: Copy of Microsoft Office Publisher software used to prepare and publish the bulletin. Copies used by the Editor, Assistant Editor, and Publisher of the Bulletin.

Membership: The desired minimum number of Rotarians to be assigned to this committee is five (5).

Chaplain Committee

Responsibilities: The Chaplain Committee is assigned five basic responsibilities under Group B, Club

Service:

1. Provide a member to say grace at each function when tasked.
2. Provide a member to say grace at each luncheon meeting.
3. Keep abreast of ill members or members who have passed away and have a committee member call, visit, and/or send a note expressing the concern of the Club and share the information with the person doing the invocation. Keep the Group B director informed of actions taken. Timely notification of the director is desirable so that the Membership can be kept aware.
4. Make arrangements with the Secretary to have flowers or other appropriate form of sympathy delivered to the spouse or his/her surviving immediate next of kin.
5. Arrange for the presentation of the deceased member's Rotary badge to the next of kin.

Club owned assets held by the Committee: None

Membership: The desired minimum number of Rotarians to be assigned to this committee is 15.

Club Nominating/Awards Committee

Responsibilities: The Club Nominating/Awards Committee, assigned to Group A, Club Administration, is responsible for selecting a slate of officers for the following Rotary year. The slate shall be presented to Club membership in accordance with the Constitution and By-Laws for a final vote.

The committee is also responsible for selecting the Rotarian(s) of the Year and The Distinguished Rotarian of the Year at a time scheduled by the Club President (Typically Charter Night). Once the selections are made the committee chairperson shall notify the Club Secretary who will order the appropriate award hardware.

The committee shall decide if it will recommend a Five Avenues of Service Award, Citizen of the Year Award, or other similar awards, for approval by the Club President. Timely submittal of the recommendation to Rotary International is the responsibility of the committee.

The committee is also responsible for the timely submission of the Club's applications for District Awards and Presidential Citations.

The committee serves as the liaison between the District and the Alexandria Rotary Club. It ensures appropriate attendance at District functions, which require Club representation, and encourages Club members to participate in appropriate District events and training such as PETS, RLI, etc., and specifically will encourage attendance by Club members for whom leadership training would be timely and appropriate.

The Committee also responds to the Club President for other selections as he/she may require.

Club Owned Assets Held By The Committee: None

Membership: The members of this committee are the five immediate past Presidents. The Immediate Past President, and the President chair the committee and President Elect serve as ex officio members.

Community Projects Committee

Responsibilities: The responsibilities of the Community Projects Committee, functioning under Group E, Service Projects – Community, are as follows:

1. Organizing and managing projects, as approved by the Board of Directors, for the purpose of raising money in support of the Alexandria Rotary Foundation and other charity groups, providing service to the community and fellowship for members. Examples of projects include Christmas Gifts for needy elderly at Senior Citizen homes such as Lady and Annie B Rose House, and Salvation Army Bell Ringing. The selection of projects will be made in coordination with the Contributions Committee.
2. The committee may solicit requests from local charities and non-profit organizations to establish partnerships for the purpose of fundraising. A portion of the proceeds will be used to support the Alexandria Rotary Foundation.

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is twenty (20).

Contributions Committee

Responsibilities: Working under the purview of Group G, Foundation, the Club provides grants to non-profit organizations that provide services to the City of Alexandria's children, seniors, and others in need. Each year, the Contributions Committee makes recommendations to the Board of Directors regarding criteria, grant recipients, and the amount of each grant.

The Committee notifies organizations about the grant process and deadlines, and publicizes the application process. The Committee meets to review the applications, usually in March/April before making recommendations to the Board by the May Board Meeting. Committee members review all applications. In addition, each member is assigned specific applications and organizations to review in depth and to contact for more information if necessary.

All grants are funded through the Club and the Alexandria Rotary Club Foundation, paid by the Treasurer after approval by the Board of Directors, and distributed not later than the end of each Rotary year. Most of the funds come from the proceeds of the Club's annual fundraiser, The Taste for Giving. The grants are distributed to recipients at an annual luncheon during the regular Club meeting. (typically end May to Mid June so as to make sure the President is available/not away for the R.I. annual conference.)

The Contributions Committee works closely with the Board of the Alexandria Day Nursery and Children's Home to gain maximum benefit for the contributions of both organizations and to avoid duplication of grants. It is desirable to have at least 2 members of the AND&CH Board of Directors serve on the Contributions Committee at all times in order to provide clarity to the respective organizations' award process.

Club owned assets held by the Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is fifteen (15). The Committee Chair serves no more than three consecutive years in his/her position.

Directory / Handbook Committee

Responsibilities: Under the purview of Group D, Public Image, the responsibilities of the Directory/ Handbook Committee are to:

1. Compile and publish annually a printed and up-to-date Club Directory and Handbook for distribution to Club members at the beginning of each club year;
2. Maintain and regularly update the Directory and Handbook on the Club's website
3. Obtain from Assistant Secretary updated member information on a regular basis for inclusion in next printed Directory/Handbook and the website version of the Directory/ Handbook
4. Ensure that all members receive a copy of the Directory and Handbook at the beginning of the Rotary year.
5. Ensure that all new members receive a new Directory and Handbook when they join our Club. (Note: this is done through the Asst. Secretary and included in the new member welcome package)

Club owned assets held by the Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is ten (10).

Fellowship Committee

Responsibilities: The Fellowship- Committee is the front door of our Club and as such presents our Club to all. As part of Group B, Club Service, the responsibilities of the Fellowship Committee are as follows:

1. Set up the welcome table. Staff the Welcome table with at least one, but preferably two Greeters, Greet all guests, speakers, members and visiting Rotarians at each Club function and guide visitors to the Registration Table
2. Have Club badges available for members before functions and collect them after functions. Regularly maintain/update the badge box.

3. Administratively receive all guests and visiting Rotarians with the forms required and accept payment for participation in functions. Provide visiting Rotarians with proof of make up. Provide copies of completed forms to the Club Sergeant-at-Arms at the function for announcement and provide the forms to the Club Bulletin Editor for recording. Provide monies collected with record of payee to the Club Treasurer.
4. Ensure that the three Fellowship tables with all equipment are set before each Club function and are removed and stored after each function.
5. Provide several committee members at each event to act as greeters. It is preferred that new members be included in this task in order for them to meet members and for older members to meet them. New members are required to report early and stand out front for a month. It is desirable for the new member sponsor (or a committee member) to assist the new member in this task and introduce him/her to the members and vice versa
6. Sell raffle tickets, collect the monies, determine the monies allocations, and submit the raffle tickets to the President-elect position for the drawings.
7. Create banners when sufficient exchange flags are obtained.
8. Ensure that Club banners and flags are in place before and removed after Club functions.
9. Ensure a steady supply of Jefferson Cups and Club banners
10. Oversee menu and liaise with the caterer to ensure satisfactory menu and service; coordinate with the Special Events Committee when it is responsible for a luncheon function
11. Assist the Sergeant-at Arms and other Club officers to ensure a smoothly functioning meeting.
12. Prepare easel located outside meeting room showing raffle amount and menu of the day.
13. Have a Polio Plus Jar out at the welcome table
14. Make sure computer, screen, and projector are available if needed and coordinate the use of it with the day's speaker Ensure the microphones are in working condition and provide a roving microphone for the Q&A session at the end of the speaker program.

Club owned assets held by the Committee: All administrative forms for visitors and guests. Member name, tags, raffle paraphernalia, speaker announcement board, banners, flags, gavel, and bell, computer, Jefferson cups and George Washington Wills.

Membership: The desired minimum number of Rotarians to be assigned to this committee is thirty-six (36) and shall include all new members who have not served on this committee until the New Member's Red Badge process has been completed

Finance Committee

Responsibilities: The Finance Committee, part of Group A, Club Administration, is assigned the responsibility to provide fiscal oversight over the following Club financial activities:

1. The Finance Committee Chair, working with the President Elect and the Treasurer, will (typically in June) prepare recommended Club and Club Foundation budgets for the upcoming year.
2. The newly elected President should submit those budgets for approval by the incoming Board at their first official Board meeting.
3. The approved Club and Club Foundation budgets should be posted in the Members-only section of the Club's website.
4. Regularly review the Club Treasurer's reports and the Foundation's reports and provide an updated status report of all Club accounts and an Actual vs. Budget comparison to the Board of Directors on a quarterly basis.

5. Continuously review the Club's investment strategy and direct allocations.

Club owned assets held by the Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is five (5). One committee member shall be designated as the Club's financial advisor. The Club's designated financial advisor shall serve this committee as the committee directs.

Fundraising Committee

Responsibilities: The Fundraising Committee, under the auspices of Group F, Foundation, is charged with leadership for raising contributed funds on behalf of the Club through encouragement of personal contribution by Club members to:

1. The Rotary International Foundation (RI Foundation) at levels including
 - Every Rotarian Every Year (EREY) – a minimum of \$10 per Rotary year
 - Sustaining Paul Harris Fellows minimum of \$100 per Rotary year with the intent of achieving Paul Harris Fellowship (\$1,000). It is desirable, to the extent the donor is able to make donations over time, to achieve multiple Paul Harris status. Ultimately, sustaining donations can lead up to Major Donor status (\$10,000 and above)
 - Paul Harris Society. This category seeks annual contributions by each Paul Harris Society Member (to the extent he or she is able) in the amount of \$1,000

Club member contributions are retained by the RI Foundation for three years, at which time 50% of the amount contributed is returned to the Club's District (District 7610) which disburses the funds as grants in response to grant proposal submitted by the various clubs in the District.

2. The Alexandria Rotary Club Foundation (Club Foundation)
 - Club member contributions to the Club Foundation provide the funds used for grants made by the Club to Alexandria area non-profit organizations and/or local community projects or international projects undertaken by the Club. Grant purposes, amounts and recipients are determined by the Contributions Committee in accordance with guidelines established by the Club, the District Governor and the objectives of Rotary International.
 - The Chair must be a contributor to both the RI Foundation, preferably at the Paul Harris level, and the Club Foundation at a level of at least \$100. The Chair shall make periodic presentations to the Club in cooperation and coordination with the Club Leadership. The Committee is responsible for designing collateral materials as may be appropriate to delivering the fund development messages.

Club owned assets held by the Committee: None.

Membership: Membership on the Committee may consist of only the Chair, but may be expanded to as many as five members.

Historical Committee

Responsibilities: The responsibilities of the Historical Committee, under the purview of Group B, Club Service, are as follows:

1. Secure, maintain and catalogue historical material and memorabilia.
2. Provide historical information for inclusion in Directory, Bulletin and on the Club WEB site.
3. Prepare historical material for anniversary celebrations and other Club functions.

Club owned assets held by the Committee: All historical records and memorabilia (including those records which may, from time to time, be stored in rented storage space).

Membership: The desired minimum number of Rotarians to be assigned to this committee is five (5).

International Fellowship Committee

RESPONSIBILITIES: The responsibilities of the International Fellowship Committee under Group, F Service Projects - International, are as follows:

1. Educate committee and Club membership to become more knowledgeable of International Fellowship programs.
2. Serve as Club focal point in coordinating International Fellowship programs with local Rotary Clubs and District 7610.
3. Promote vocational, leisure, and cultural enrichment activities and home hosting opportunities within Club for International visitors.
4. Canvas Club membership to identify candidates for the GSE Outbound Program.
5. Provide leadership and coordinate the hosting of the Group Study exchange (GSE) programs.
6. Provide leadership for and coordinate hosting of Open World Program teams.

Club Owned Assets Held by the Committee: None

Membership: The desired minimum number of Rotarians to be assigned to this Committee is ten (10).

International Projects/R.I. Grants Committee

Responsibilities: The responsibilities of the International Projects/RI Grants Committee under Group, F Service Projects, are as follows:

1. Inform the Alexandria Rotarians as to the functions and purposes of the International Projects Committee.
2. Promote participation by the Alexandria Rotary Club and its individual members in identifying International Projects.
3. Inform the Alexandria Rotarians as to the functions and purposes of the International Projects Committee.
4. Promote participation by the Alexandria Rotary Club and its individual members in identifying International Projects.
5. Mentor committee members to be knowledgeable about District requirements regarding International Project applications, to include Individual Grants, Matching Grants, and other World Community Service Project opportunities.
6. Follow RI's guidelines for our international projects each of our projects should fall under at least one of the following areas:
 - Peace and conflict prevention/resolution
 - Disease prevention and treatment
 - Water and sanitation
 - Maternal and child health
 - Basic education and literacy
 - Economic and community development
7. Organize, apply for grants and manage projects, as approved by the Board of Directors, for the purposes of addressing International areas of need as identified by Rotary International as well as the Alexandria Rotary Club.

8. In administering International projects, look for opportunities to undertake other beneficial projects as they may arise.
9. Inter-relate with the District, other local Rotary Clubs and International Rotary Clubs to participate in joint projects and to maximize resources provided to International Projects.
10. Coordinating international projects, such as disaster relief, when assigned.

Club Owned Assets Held by the Committee: None

Membership: The number of Rotarians to be assigned to this Committee is at least eight (8), preferably more.

Media Relations Committee

Responsibilities: The Media Relations Committee, operating under Group D Public Image, is assigned the responsibility to cover all Club events and where appropriate, write Articles and take photographs, and submit them to local press activities for publication. The objective is to publicize Club events to educate the public of our good deeds and interesting weekly programs and to attract local potential Club members. This committee will forward all press submittals to the District Secretary to keep the District apprised of our events. Current District rules prescribe this is done by the 15th of the month in order to potentially make publication in the following month's district newsletter. Submittals should also be forwarded to Rotary International when that is deemed warranted and useful.

It is desired that a member of this committee attend meetings of the Board of Directors.

Club Owned Assets Held By The Committee: 35mm and a digital camera.

Membership: The desired minimum number of Rotarians to be assigned to this committee is seven (7).

Membership Committee

Responsibilities: Assigned to Group C, Club Membership, the responsibilities of the Membership Committee are as follows:

1. Seek outstanding community members and encourage them to become members of Alexandria Rotary. Strive to meet and encourage all Club members to achieve membership goals of the Club. Ensure Constitutional requisites for membership (See App.1) are met, and approval of the Membership Committee has been obtained, before extending the invitation for an individual to be considered. Administratively assign eligible classification and once all administrative requirements are completed, submit the application to the Club Secretary for forwarding to the Board of Directors. Once the application is acted upon ensure the prospective member and his/her sponsor is notified of the Board's decision.
2. Ensure a new member package and when eligible, a blue badge, are available in a timely manner and that it is presented to the new member by the President.
3. A member of the Committee should get to know each applicant and clearly educate him/her what being a Rotarian means and what being a member of this Club means.
4. An application is completed by a prospective member and preferably an existing Club member as his/her sponsor. A copy of the application is provided to the Secretary as well as the Chairman of the Membership Committee.
5. The Chairman typically makes sure the prospective member attends at least 2 luncheons (the 1st and/or 2nd are generally paid for by the Club - afterwards the prospective member is welcome to continue to attend as a paying guest at the prevailing guest fee rate.).
6. The Committee meets every 3rd Tuesday of the month to review any applications. If the candidate is approved by the committee,, the candidate is immediately "Posted" by the

Asst. Secretary by blast e-mail to the general membership for 7 days. Following no objection to the member or his/her proposed classification (as determined by the Assistant Secretary) the candidate's application is submitted to the Board either at its first available Board Meeting, or by E-mail Board Vote (at the discretion of the President). Board E-mail vote is only done if an applicant has fallen "between a timing crack" so as to not have to wait for the next month's Board meeting.

7. Once a candidate is approved by the Board, the Asst. Sec. prepares the welcome packet with Red Badge and the member is welcomed and integrated into the Club. The admission fee is \$150 of which \$100 is donated by the Club to make the new member an immediate Sustaining Paul Harris Fellow. The new member is also billed forward for regular dues – pro-rata as of his/her first day of admission.
8. In the case of a transferring Rotarian, RI prohibits the charging of an admission fee to a legitimate active transfer. A transfer needs to produce a letter of Good Standing from his/her present Club

Club owned assets held by the Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is twelve (12). At least 5 past Presidents should serve on this committee, with a past President serving as Chair.

Music Committee

Responsibilities: The Music Committee, assigned to Group B, Club Service, is made up of Rotarians who enjoy association in music and in sharing music skills with each other. The committee members practice as often as they desire or is practical and occasionally play for the Club at a weekly meeting. The committee plays at Club special functions such as Charter Night, Christmas luncheon, etc. The committee also plays at District events, often playing at the annual District conference.

The committee also acts as an ambassador of Rotary goodwill by playing at non-Rotary functions such as concerts for Goodwin House and other organizations.

Club Owned Assets Held By The Committee: Drums and music stands.

Membership: The desired minimum number of Rotarians to be assigned to this committee is unlimited. Any member qualified and desiring to be a Rotary rooster may become a committee member.

Newscast Committee

Responsibilities: Assigned to Group D, Public Image, the responsibilities of the Newscast Committee are to provide the status of the day's stock market results, and local, national and international news that would be of interest to members. Highlight news items involving a member. Provide impromptu humor and gems of interest. Provide a general weather outlook and finish by stating "Remember, ladies and gentlemen, the Four Way Test of things we think, say, and do works to expand and enhance the Golden Rule. This is _____, your Rotarian newscaster, reporting." The material broadcast should preferably be of general and unbiased interest and devoid of what could be interpreted as offensive or politically motivated.

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is five

Orientation Committee

Responsibilities: Assigned to Group C, Club Membership, the responsibilities of the Orientation Committee are:

1. Plan, schedule, and conduct four Fireside Meetings each Rotary year.

2. Orient new members on the history, expectations and purpose of Rotary International and the Rotary Club of Alexandria.
3. Orient new members and their mentors on their responsibilities.
4. Provide new members with a copy of the Rotary Club of Alexandria Directory and Handbook and encourage them to review the Handbook.
5. Educate new members on how to use the Club Website and if need be update their own profile on it.
6. Within 30 days of admitting a new member meet with the new member, sponsor, and/or mentor to discuss and agree upon a plan focused upon the new member's responsibilities and growth within the club.
7. Assume responsibility for the mentor program described blow. At least twice each Rotary year brief the membership on the roles and responsibilities of sponsors/mentors.
8. Assign a regular Club member as mentor to the new member as soon as possible after the member's application is approved. Whenever possible, the mentor should be the sponsor. Regularly liaise with the Treasurer and Asst. Secretary for attendance to determine when new members leave the Club prematurely or have difficulty meeting expectations of attendance, financial responsibility or service to the Club. Notify sponsors/mentors of new members who have the above-mentioned problems.
9. Conduct an exit interview of every individual who leaves the Club and submit a copy to your Director for Board review.
10. Oversee the implementation of the Club Mentoring Program as follows:
 - Assigned mentors shall:
 - Ensure that the new member is fully aware of the benefits and responsibilities of membership, including attendance expectations, financial commitments, and service commitments.
 - Accompany the new member to all Rotary functions until the new member has earned the blue badge.
 - Encourage and assist the new member through the red badge process to minimize the time before the blue badge is earned.
 - Encourage a new member to meet obligations should the new member fall behind in attendance or become delinquent in dues payment.
 - Encourage the new member to abide by the Rotary Four Way Test.
 - Be available to the new member whenever the new member has questions.

Club owned assets held by the Committee: Orientation videotapes and Rotary pamphlets.

Membership: The desired minimum number of Rotarians to be assigned to this committee is eight (8) and should include at least 2 recent Past Presidents, preferably more.

Photography Committee

Responsibilities: This committee, operating under Group D Public Image, is responsible for chronicling all club meetings and events through photography. All photographs must be in jpeg or PDF format. The photographs will be forwarded weekly to the Web Committee for inclusion on the club website and/or the club's social media site. In addition, the Media Relations Committee for club press releases and/or news articles can utilize the photographs.

Club Assets held by the Committee: None

Membership: Four to six members.

Program Committee

Responsibilities: The Program Committee, assigned to Group A, Club Administration, is responsible for securing speakers for weekly meetings for which no special event is scheduled. The following criteria should generally guide the selection of speakers or programs:

- Strive to find speakers who have a universal and balanced appeal to all members
- Invite speakers who possess some local or national reputation
- Do not offer to pay honorariums except with specific Board approval

Do not have a self-serving or what could reasonably be interpreted as an extreme agenda or try to market goods or services to the Club or membership

Committee members will normally serve for a month and introduce invited speakers. The monthly chair needs to make arrangements with the speaker as to when to arrive, speak no more than 25 minutes, leave 5 minutes for Q&E. Also needs to “host” the speaker, introduce him/her to the President and S@A and make him/her feel welcome at the meeting and sit next to the speaker on the dais.

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is fifteen (15).

RI Foundation Committee

Responsibilities: Assigned to Group, G. Foundation, the responsibilities of the RI Foundation Committee are as follows:

1. Inform Club members as to the functions and purposes of the Alexandria and Rotary International Foundations.
2. Promote participation by Club members in the programs and activities of the Alexandria Rotary Foundation, which is a charitable foundation that is (a) exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, (b) controlled by the Club, and (c) organized and operated for the purpose of conducting charitable and educational activities for the benefit of the citizens of Alexandria and other causes designated by the Board of Directors from time to time.
3. Inter-relate with the Rotary International Foundation to assist in the development of the Annual Programs Fund, Enhanced Programs Fund, Challenge Gifts and Permanent Fund Goals. Please check against current RI directives as to description
4. Encourage members who are Paul Harris Fellows to continue giving to the Rotary Foundation and work up to successive PH + status. Encourage all members to be Paul Harris Sustaining members each year (currently \$100 per Rotary year). Strive for 100% “Every Rotarian Every Year” (EREY) participation.
5. Provide the membership of the Club with at least a minimum semi annual financial disclosure of all income received and disbursements made by the Foundation.
6. Monitor the activities of the Foundation to ensure that it is always operated for charitable and educational purposes within the scope of its tax-exempt status and advise the Board of any issues or problems in this regard.

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is six (6), and should include at least 2 recent Past Presidents.

Scholarship Committee

Responsibilities: The Scholarship Committee part of Group E, Service Projects - Community, is assigned the responsibility to:

1. Seek, interview and recommend qualified candidates from Alexandria for the Rotary Foundation Ambassadorial Scholarship and Conflict Resolution Scholarship. The Foundation allocates funds to each district and then the District determines the categories in which it will award scholarships for a given year.
2. This committee should advise the Vocational Committee on the award of scholarships for post-secondary education of local high school graduates.
3. Invite the awardees to a luncheon to tell the membership about their experience once completed .

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is seven (7).

Sergeant at Arms Committee

The Sergeant at Arms Committee is comprised of seven members, all of whom are Past Presidents of the Club. Collectively, they form the Club's corporate memory. The Chairman is the Sergeant at Arms who is elected annually by the Club. Six other Past Presidents whom he/she designates support him/her. Usually the S@A performs his/her duties at each Club meeting. In his/her absence, one of the other Committee members is nominated to act in his/her place. This Committee is assigned to Group A – Club Administration.

Responsibilities: The primary role of the S@A is to help maintain an orderly, dignified, and effective Rotary club meeting, one that will make the right kind of impression on club visitors and guests. The S@A is constantly on the alert to prevent any occurrence that might detract from the dignity and prestige associated with Rotary clubs. The Sergeant at Arms also coordinates with and assists the President in running the regular meetings. He ensures that everything is ready for an on-time start and that those members making the Invocation and the Pledge of Allegiance are ready so that there are no hold ups when the meeting begins.

Specifically the S@A is responsible for the Club's protocol and ceremonial activities. His/her prime public duty at regular meetings is to introduce all guests and visiting Rotarians. Annually, he/she organizes and presides over the change of command ceremonies when the new President, Officers and Board members are installed. He/she also imparts knowledge and information on Rotary to new members at Fireside Chats.

Club Owned Assets Held By The Committee: The Committee requires no budget and holds no tangible assets apart from draft scripts for the installation ceremonies,

Membership: The desired minimum is seven members nominated by the Chairman (Sergeant at Arms), all of whom must be Past Presidents.

Special Events Committee

Responsibilities: The responsibilities of the Special Events Committee, which functions as part of Group B, Club Service, are to plan and coordinate special events for the Club. Special events include Charter Night/Annual Fundraising, Parent/Child Luncheon, the Holiday Luncheon, and other events as determined by the Board of Directors.

The committee is responsible for developing an event budget, event date, program format, publicity, menus, reservations, and location, and the Committee should try to reasonably provide a separate budget line item for these events in time for the development of the Club Budget, before July 1

The committee Chairperson is the liaison for the event and the Board.

Club Owned Assets Held By The Committee: None.

Membership: The number of Rotarians assigned to this Committee is seven or more.

Sports Committee

Responsibilities: Assigned to Group, F , Service Projects - International, the Sports Committee is assigned the responsibility to plan and coordinate sporting events, such as an annual golf tournament and projects such as a 5K run and walk. These events may be within the Alexandria Club or with other Clubs. Each year the committee should plan at least one sports related outing for our Club, such as attending a basketball, baseball, or other sporting event. The event is one in which the Rotarians attend or sponsor others to attend. The committee aims to sponsor a little league baseball team in Alexandria yearly.

In addition to participation in events, other events may include:

- Sponsorship of an “Alexandria Rotary Club” Little League team or other sports teams (the coach and player representative should be invited to a club meeting).
- Sponsor or promote other organizations through sports related activities.
- Coordinate with Program Committee for sports related speakers.
- Organize club sports themed events (example: March Madness pool, etc)
- Recognition of local high school athletes at club meetings.

Club Owned Assets Held By The Committee: None

Membership: The number of Rotarians assigned to this Committee is seven or more.

Taste for Giving Committee

Responsibilities: The Taste for Giving Committee, under Group E Service Projects – Community, organizes the annual Taste for giving event held in the fall. This event is the signature event and major fundraiser for the Alexandria Rotary Foundation. The proceeds of the event are awarded to Alexandria nonprofit organizations each year. The Taste for Giving Committee is made up of Rotary Club of Alexandria members. The Committee chair shall delegate responsibilities amongst the Committee members for fundraising, soliciting restaurant participation, solicit auction donations, volunteers and contracting for site and various service providers for a successful event.

Club Owned Assets Held By The Committee: None.

Membership: The committee is staffed by a core group of members but membership in the committee is open to the entire club. The core members will be responsible for fund raising, soliciting restaurant and winery participation, solicit auction donations , volunteer recruitment and assignments at event, site set up and logistics, event program, registration, and publicity.

Vocational Committee

Responsibilities: Under the auspices of Group E, Service Projects - Community, the Vocational Committee has the responsibility to encourage high school students who are interested in advancing their vocational skills

This committee works with the Vocational Education departments of Alexandria and Fairfax County schools to provide expertise and mentoring to students in the preparation for entering the work force.

This committee also is responsible for activities that spotlight the vocations of Rotarians, provide programs during Vocation Month, encourage high ethical standards in business and profession,

to recognize the worthiness of all occupations and dignify each Rotarian's occupation as an opportunity to serve society. (Second Object of Rotary)

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is five (5).

Web Committee

Responsibilities: The responsibilities of the Web Committee, functioning as part of Group D, Public Image, are as follows:

1. Develop and maintain the Club's WEB site and provide periodic website tutorials to the membership at least twice a year.
2. Provide the creators of the Club budget with an expected cost line item to have the Website on line
3. Assign or help members implement user passwords for member access to "Member Only" portion of the WEB site.
4. Make recommendations regarding use of hardware and software and related web service vehicles for the Club.
5. Informing members on the use, updating and management of information technology for the benefit of the Club.
6. Work with Assistant Secretary and Directory Committee to maintain accurate member information on the club website .

Club Owned Assets Held By The Committee: Any computer hardware and software owned by the Club.

Membership: The number of Rotarians to be assigned to this committee is up to ten (10).

Youth Committee

Responsibilities: Under Group E, Service Projects – Community, the responsibilities of the Youth Programs Committee are as follows:

1. Work with the public schools in the City of Alexandria to identify specific programs in which the Rotary Club can assist the school system.
2. Continue our long-term commitment to the T.C. William High School STEP (Secondary Training and Education Program).
3. Responsible for all Youth Service activities, such as Rotary Youth Exchange, RYLA, Rotaract and InterAct.
4. Responsible for the formation and oversight of one or more InterAct Clubs with local high schools
5. Recognize students and teachers who have made outstanding contributions in the area of volunteerism, and conduct a monthly recognition presentation to an outstanding student and/or teacher.
6. Coordinate student award programs with the District, such as speech, essay, and music contests.

Club Owned Assets Held By The Committee: None.

Membership: The desired minimum number of Rotarians to be assigned to this committee is ten (10).

Policies & Procedures of the Rotary Club of Alexandria

The following section includes Policies and Procedures for the Rotary Club of Alexandria, Virginia, the Alexandria Rotary (Club) Foundation, and the Alexandria Day Nursery and Children's Home, Inc.

Approval Dates

ACTION	DATE
Approved by the Board of Directors of the Rotary Club of Alexandria	April, 1997
Financial policies approved	July, 1997
Combined document with minor technical changes approved	December, 1997
Major changes made and approved by the Board of Directors	November, 2003
Major changes made and approved by the Board of Directors	March, 2006
Major changes made and approved by the Board of Directors	June, 2014

"To facilitate understanding, continuity, effectiveness, and efficiency" >>Treatment??<<

What Are These Policies? Their Purpose and Use?

The following is a summary of some of the operating and management policies that are observed by the Rotary Club of Alexandria, Virginia (the Club), and its two related organizations in which members of the Club are stakeholders. The related organizations are the Alexandria Rotary (Club) Foundation (the Foundation), and the Alexandria Day Nursery and Children's Home, Inc., (ADN&CH). The Club is tax-exempt under §501(c)(4) of the Internal Revenue Code of the United States. The Foundation is tax-exempt under §501(c)(3) of the Code, which covers charitable, educational, and scientific groups. ADN&CH is also tax-exempt under §501(c)(3).

The purpose of the summary is to facilitate and provide understanding, continuity, effectiveness and efficiency in operations of the Club, the Foundation, ADN&CH, and committees established by the Board from year to year. If it is determined that there is any conflict between these Policies and Procedures and the Articles of Incorporation/Constitution and/or the By-Laws of any of the three entities, the Articles/Constitution and the By-Laws shall prevail.

These guidelines are not intended to and do not replace or modify the existing Articles of Incorporation/Constitution or By-Laws of any of the three entities covered here. The same applies to Rotary International's Constitution and By-laws, and standard publications: Manual of Procedures; Club President's Workbook; Club Secretary's Manual; and Club Committee Manual. These guidelines should be considered supplemental explanation or clarifications as they relate to the general operating policies and procedures of the Rotary Club of Alexandria and its affiliates.

How Are Policies Determined? How Are They Promulgated?

The Club Board of Directors at one time or another has approved everything in this document. All members of the Board receive an updated copy to help them carry on their work with knowledge and understanding of accepted practices, including changes, if any, instituted during the preceding year. The document is also available on the Club's website.

This compilation of operating and management policies should be reviewed at least annually, with a view toward such updating and changes, if any, as may be necessary. Accordingly, before the last scheduled meeting of the Board each Club year (normally held during the month

of June), the President and the Secretary of the Club will review the approved minutes of the Board, the Foundation, and ADN&CH to date during the preceding Club year (July 1 through June 30) to determine if changes are in order. Any indicated additions, deletions, or changes will then be drafted and copies provided to:

1. Members of the current Board of Directors, who shall consider them for approval at their last scheduled meeting of the Rotary year;
2. After approval, to incoming Club, Foundation, and ADN&CH officers and directors;
3. All newly appointed committee chairpersons;
4. This document shall be distributed to all members as part of the annual Directory and Handbook, and will also be available for review by all Club members in the Member's Only Section of the Club's website. New members should be provided a hard copy of the document in the new member welcome packet.

How Are Policies and Procedures Implemented?

These policies and procedures are observed by all who are involved in the operation of the Club, the Foundation, and ADN&CH. They will be carefully reviewed annually at the orientation meetings of the incoming Club Board of Directors, the trustees of the Foundation (presently the same as the Club Board of Directors), and the Board of Directors of ADN&CH. Orientation should be conducted by the incoming President of the Club.

Some Important Considerations

The policies and practices of the Rotary Club of Alexandria, the Alexandria Rotary (Club) Foundation, and ADN&CH are subject to change from time to time to meet the demands of changing times and circumstances; revisions will be made as the need occurs, and as the Board's actions require.

The President and members of the Board of Directors of the Club welcome questions at all times, as well as suggestions for revisions or additions, at their discretion.

Club, Foundation, and ADN&CH Records: Custody and Repository

Experience has prompted the Board of Directors of the Alexandria Rotary Club to direct that necessary "official" corporate and financial documents shall be filed and stored in a secure, central location. Such documents and records include but are not limited to such items as the Constitution and By-Laws of the Rotary Club of Alexandria, Articles of Incorporation of Alexandria Rotary Foundation and of ADN&CH - and for all three entities (the Club, the Foundation, and ADN&CH) - membership records, copies of meetings minutes, annual reports to the State Corporation Commission, annual financial audit reports, annual Form 990 reports to the Internal Revenue Service, copies of such other documents as records of loans or grants to charitable groups organizations, and whatever else may be appropriate under existing law and recommended procedures in such matters.

The Club Secretary is responsible for the safekeeping of such records of the Rotary Club of Alexandria and its affiliates, the Alexandria Rotary (Club) Foundation and the Alexandria Day Nursery and Children's Home, Inc.

Access to such documents and records normally is restricted to the President, Secretary, and Treasurer of each of the three entities - the Club, the Foundation, and ADN&CH. Responsibility for security of the records lies with the President and Secretary of each of the three. The President and the Secretary of each have authority to grant access to such documents to others when access to such documents is necessary for the proper conduct of each entity.

Current working documents and papers of the Club, Foundation, and ADN&CH may be held in the custody of the respective Presidents, Secretaries, and Treasurers, but custody should be transferred to successor officers, filed, and stored as appropriate, preferably within 90-180 days of the end of each fiscal year.

The Rotary Club of Alexandria, What It Is, What It Does, How It Operates

As noted earlier, The Rotary Club of Alexandria operates as a not-for-profit corporation, tax-exempt under §501(c)(4) of the Internal Revenue Code (civic leagues or organizations). The tax-exemption of the Club comes under the group exemption of Rotary International. Although it is a non-profit corporation and is not taxable on its non-profit making activities, it is not a charitable entity, and contributions to it are not tax-deductible.

Founded in March 1928, the Club was chartered by and operates under the guidelines provided by Rotary International, headquartered in Evanston, Illinois. As required of all Rotary Clubs in the United States and its possessions, the Club must file a Form 990 by November each year since its yearly gross receipts average more than \$25,000. The Club is one of over 50 Clubs in District 7610 of Rotary International. It is by far the largest Club in the District, with over 120 members. It is responsible and reports annually to the District Governor, who is elected by the member Clubs of the District, and to Rotary International.

Membership in the Rotary Club of Alexandria is by invitation only, as in all Rotary Clubs. Qualifications for membership and procedures for nominating new members are found in the By-Laws of the Club, and are to be strictly observed.

Meetings of the Rotary Club of Alexandria

Regular meetings of the Club are scheduled each week of the year on Tuesday. Each meeting is called to order by the presiding officer (the President) at 12:15 p.m. at the meeting location authorized by the Board. In exceptional circumstances, the Board has authority to cancel a meeting for valid reasons. The Club By-Laws provide specific guidance for a meeting cancellation. Weekly attendance by each member is expected, and when absent for any reason, a member may “make up” by attending the meeting of another Rotary Club or by “online makeup” within two weeks in advance of or following the missed Alexandria Rotary Club meeting. The Constitution and By-Laws are very specific in the matter of absences and make-ups. A typical meeting of the Club includes (1) the Pledge of Allegiance; (2) an invocation; (3) luncheon; (4) such announcements as are necessary; and (5) a guest speaker or other informative program. Adjournment is 1:30 p.m.

The annual meeting of the Club should be held each Rotary year no later than the end of December, as provided for in the Club Constitution and By-Laws. Officers and directors for the next Rotary year, beginning July 1 next, are elected at that time. In addition, the annual Club financial report for the fiscal year ended the preceding June 30 will be rendered. At the same time, the annual meeting of the Foundation should be held, including especially a financial report for the Foundation for the fiscal year ended the preceding June 30. Finally, the annual meeting of the Club will be recessed, and the annual meeting of ADN&CH will be convened. At that time, the President of ADN&CH will render a financial report to the members of “the Corporation” known as ADN&CH (who are the members in good standing of the Rotary Club of Alexandria), and election of directors for vacancies to occur on the following June 30 will be held. (Please also see later information about ADN&CH organization and operation.)

The annual Club Assembly should be held no later than the end of January each year. At that time, status reports are presented covering all activities of the Club. Because there are so many committees involved, reports ordinarily may be collected, summarized, and presented by each member of the Board of Directors of the Club on behalf of and for all committees under his or her purview (see Organization and Operation of Club Committees, below). Other special meetings of the Club including the annual “Charter Night” meeting are held from time to time as the Board of Directors may decide.

Governance: How the Club Board Is Organized and Operates

Specific provisions for the election and responsibilities of the Club Board of Directors are found in the Constitution and in the By-Laws of the Rotary Club of Alexandria.

The Club is governed by a Board of Directors, which during its term of office has sole authority and responsibility for the Club, its operations, and activities. The Board is assisted by such committees formed pursuant to Article VII and VIII of the Club's Bylaws, and such ad hoc committees as the Board of Directors deems necessary. Members of the Board of Directors are elected annually by the members at the annual business meeting of the Club in December. They take office the following July 1 at the beginning of the next Rotary year. A Nominating Committee composed of the five most recent Presidents of the Club solicits input from Club members and prepares a slate of officers and directors each year for consideration and vote of the members at the annual Club meeting. The Nominating Committee is chaired by the immediate Club past President.

Officers include the President, who presides at all meetings of the Club and the Board of Directors. The President-elect, who will be installed as President the following July 1, assists the President at weekly meetings and chairs Group A- Club Service. The Vice President ordinarily will be moved up to the office President-Elect at the next election of officers, when a new Vice President will be elected. The Vice President chairs Group B Club Service. The Club Secretary is elected each year, and in the interest of continuity and convenience, may be reelected as often as desired. Similarly, the Club Treasurer is elected each year and for continuity and convenience also may be reelected as often as desired.

Five additional members of the Board of Directors are elected each year, and normally do not succeed themselves as directors (although one or more may be elected to be officers of the Club for the year following their service as directors). The immediate past President of the Club and the President of the Alexandria Day Nursery and Children's Home serve as ex officio voting members of the Board of Directors. The Sergeant-at-Arms is a voting officer of the Club, is elected annually by the Board of Directors within a week after their election (see Club By-Laws), meets with the Board of Directors (with vote), and for the sake of continuity may be reelected as often as desired.

Meetings of the Club and the Club Foundation Boards of Directors are held monthly as directed by the President. Board Meetings are open to all members who wish to attend. New members are required to attend at least one meeting of the Club Board of Directors as a part of their orientation and indoctrination.

If and when the Board is required to consider sensitive personal or financial matters, especially if they relate to individual member(s), the Club President may close the open Board meeting at his/her discretion to meet briefly and privately in executive session. The occasions for such private, executive sessions are expected to be unusual, few-and-far-between, and are never to be considered as regular or routine occurrences.

Expense Reimbursement for Club Officers and Board Members

Although no officer, Director, or member of the Rotary Club of Alexandria, the Club Foundation, and ADN&CH receives compensation of any kind for his or her services, provisions have been made for reimbursement of expenses of certain officers and members of the Club Board of Directors in connection with their attendance and participation in the annual Rotary International convention, the annual District Conference, or other District organized events as may be appropriate.

Travel Expenses of the President Elect for Rotary International Conventions

The Club has always deemed it important for the Club President-Elect to attend the annual Rotary International Convention, and for many years has reimbursed the President-Elect at least a portion of the expenses incident to attendance.

Reimbursement for reasonable and necessary travel expenses to the International Convention is authorized for the Club President-Elect and spouse. It is anticipated that the amount to be reimbursed will vary each year, subject to reasonable travel expenses for the site holding the International Convention. The amount shall be determined each year by the Treasurer, subject to approval by the Board of Directors.

Expense Reimbursement for Club Officers and Directors Attending District Conferences

In the interest of supporting and encouraging attendance at the annual Rotary District Conference when held outside metropolitan Northern Virginia, the Club may reimburse certain of the costs incurred by officers and Board members, according to the following schedule (note also Club member reimbursement for registration fees only):

“Early” registration fees	100% reimbursement for all officers and directors and Club members;
Lodging expense (not meals)	100% for the Club President and the Club Secretary; 75% for the President-Elect, Vice President, and the Treasurer;
Events (member only)	100% for the Club President and the Club Secretary, 75% for the President-elect, Vice President, and the Treasurer.

Since there normally are no additional expenses for a spouse/guest with respect to early registration fees and lodging expenses (not meals), they are encouraged to attend. Event expenses for spouses/guests are additional, and are not reimbursed. In the event of “no-shows,” full reimbursement by the member to the Club is expected.

Organization and Operation of Club Committees

The Club By-laws provide for the organization and operation of committees in general, although the Board of Directors from time to time may establish such new committees, ad hoc committees, and task forces as may be required for efficient operation of the Club. Similarly, the Board may abolish those committees which have outlived their usefulness, or when they have completed their assigned work. Descriptions of the scope of operation and responsibilities of all committees will be reviewed annually by the incoming Board of Directors, and updated as required.

Each committee is headed by a chairperson, who is responsible for the organization and operation of the group in his or her charge, according to and within such guidelines, operational and financial, as may be provided by the Board. Committees may make recommendations to the Board, but without specific authorization by the Board, may take no other action of any kind. A tried-and-true guideline through the years suggests that committees recommend; the Board decides and in turn directs committees and members with respect to how their (Board) decisions are to be implemented.

Alexandria Rotary Club committees are organized in seven groups: Groups A, the Club Administration group; Group B, composed of Club Service-related committees; Group C is composed of the Club Membership committees; Group D is composed of Public Image committees; Group E is composed of the Service Projects – Community committees; Group F is composed of the Service Projects – International committees; Group G is composed of the Foundation related committees. Each group is committed to the oversight of a member of the Board – President-Elect, Vice President, and each of the four Five Directors of the Club – who is responsible for submitting oral and written reports covering his/her committee activities at the monthly meetings of the Club Board of Directors. Because of the nature of their responsibilities, the Secretary and the Treasurer have no direct committee responsibilities, however, are expected to make monthly reports on membership and financial matters to the Board of Directors.

The Sergeant-at-Arms and the Immediate Past President are ordinarily invited to offer suggestions or comments at Club Board meetings, at the discretion of the Club President. In addition,

the editor of the Club Bulletin may also be invited to attend and offer suggestions or comments at monthly Club Board meetings.

Why the Role of the Club Finance Committee Is Unique

The Finance Committee of the Rotary Club of Alexandria warrants some special comment. It was authorized and first organized by the Club Board of Directors to serve in an expert, advisory capacity to (1) the Club, (2) the Club Foundation, and (3) ADN&CH.

They recommended that the chairperson of the Finance Committee should be a professional investment counselor, a Certified Public Accountant, or attorney. Other Committee members may also be from these or related professions. To provide continuity Finance Committee members normally serve for three-year, staggered terms (terms expire for three committee members each year). Finance Committee members may be reappointed.

The principal role of the Finance Committee is to serve in an advisory capacity to the Club Board of Directors, the Club Treasurer, the Club Foundation Treasurer and Board of Directors, and the President, Treasurer and Board of Directors of ADN&CH. The expert advice should cover such important areas as investment of reserve funds, general accounting practices, and unrelated business income taxation (UBIT) questions. To repeat, the Club Finance Committee acts only in an expert advisory capacity in the governance of the Club, the Foundation, and ADN&CH.

The Alexandria Rotary (Club) Foundation

The Alexandria Rotary (Club) Foundation is a not-for-profit organization operating under §501(c)(3) of the Internal Revenue Code (providing tax-exemption for charitable, educational, and scientific groups). The assistant general counsel of Rotary International has noted that the Foundation is “the non-profit organization under which the Alexandria Club is doing its charitable and/or fund raising work.” The parenthetical use of the word “Club” in the Foundation title is to avoid confusion of the Club Foundation with the Rotary International Foundation, in which all members of the Rotary Club of Alexandria participate and wholeheartedly support.

The Club Foundation expends a portion of its assets annually for educational and charitable purposes. It was incorporated in 1990 for the purpose of accumulating principal and spending income, and its primary function is to receive contributions, manage the functions of the Foundation, and distribute the income (primarily financial and administrative functions).

The primary source of income of the Club Foundation is the Club itself and its projects. The annual allocation of funds by the Club Foundation primarily is to projects recommended by the Alexandria Rotary Club. The Foundation also provides the opportunity to receive income from other sources both inside and outside the Club. These include bequests and contributions from non-member sources. Unlike contributions to the Rotary Club of Alexandria itself, contribution to the Club Foundation normally is tax-deductible. The Finance Committee of the Club advises the Foundation in its financial matters.

How the Alexandria Rotary (Club) Foundation Is Governed

The officers and directors of the Alexandria Rotary (Club) Foundation are the officers and directors of the Rotary Club of Alexandria.

Meetings and Reports of the Club Foundation

The annual meeting of the Alexandria Rotary (Club) Foundation is held at the same time as the annual meeting of the Rotary Club of Alexandria itself. At that time, the Foundation President will present to the members a financial report for the Foundation for the preceding fiscal year ended June 30. Financial reports of the Club Foundation will also be presented on a monthly basis to members of the Club (Foundation) Board of Directors at their regularly scheduled meetings.

Annual reports will be made as required to the State Corporation Commission of Virginia by the Foundation Secretary or the registered agent for the Foundation. The annual financial reports to the U.S. Internal Revenue Service (Forms 990) will be made by the end of November each year for the fiscal year ended June 30 preceding. Although the reports are the responsibility of the Foundation (Club) Board, they ordinarily are prepared and made on the Board's behalf by the Certified Public Accountant selected by the Board as auditor of the Foundation accounts.

Alexandria Day Nursery and Children's Home, Inc.

Like the Alexandria Rotary (Club) Foundation, the Alexandria Day Nursery and Children's Home, Inc., (ADN&CH) is also a not-for-profit, tax-exempt organization under §501(c)(3) of the Internal Revenue Code. It was sponsored and incorporated in 1930 by the members of the Rotary Club of Alexandria, and its affiliation with the Club has continued since then. The Articles of Incorporation of ADN&CH provide that "the members of the corporation shall be the current members in good standing of said Club."

For more than 25 years from 1931 to 1947, ADN&CH operated a day nursery and owned property at 411 Prince Street in Old Town Alexandria. Once these activities were no longer needed because of the availability of City-operated and other services, the corporation invested its assets and has used them and their income from time to time for carefully designated charitable activities. According to the amended (1966) Articles of ADN&CH, the charitable purposes for which it may use its funds are as follows:

To conduct or assist in conducting a day nursery or children's home for minors, to aid and assist minor children and young people to obtain medical support, medical or therapeutic treatment, education, special training or any other care and attention deemed necessary or advisable in each individual case, and to operate exclusively for charitable, literary and educational purposes.

A member of the AND&CH shall serve on the Board of Directors of the Club and report to the Board the finances and activities of AND&CH.

Operation and Governance of the Alexandria Day Nursery and Children's Home, Inc.

As noted above, members of ADN&CH, Inc., are the current members of the Rotary Club of Alexandria, Virginia. ADN&CH is governed by a Board of Directors composed of twelve (12) members of the Alexandria Rotary Club, who are elected annually, four at a time by the members of the corporation (the Club members) to serve staggered terms of three years each. At the expiration of their three-year terms, ADN&CH Board members may succeed themselves if so elected/. Officers of ADN&CH are a President and Treasurer, elected from among the Board members. According to the amended Articles of ADN&CH, the ADN&CH Board of Directors is authorized to expend and invest the funds of the corporation for the purposes of the corporation as such Board may deem proper. At the same time, ADN&CH is expected by the corporation (Club) members to earnestly seek the advice of the Finance Committee of the Alexandria Rotary Club, as noted earlier.

Meetings and Reports of "the Day Nursery and Children's Home"

The ADN&CH has authority to invest and expend its funds as it deems proper, "provided, however, that a financial report and statement of all receipts and disbursements shall be submitted to the members of the corporation (Alexandria Rotary Club members) at least annually."

The annual meeting of ADN&CH is held at the same time as the annual meeting of the Rotary Club of Alexandria, At that time, the ADN&CH President will make a financial report for ADN&CH to the Club members covering the preceding fiscal year ended June 30, as provided for in the ADN&CH Articles of Incorporation.

Condensed financial reports of ADN&CH may also be made available to members of the Club Board of Directors at their regularly scheduled monthly meetings. Such other meetings of the

ADN&CH Board of Directors as may be necessary to approve investment of available funds, approve expenditures as authorized by ADN&CH Articles of Incorporation, and for the conduct of such other business as may be necessary will be held from time to time on the call of the President of ADN&CH or by request of at least two-thirds (8) of the twelve-member ADN&CH Board of Directors.

Annual reports will be made as required to the State Corporation Commission of Virginia by the ADN&CH President or the registered agent for ADN&CH. The annual financial reports to the U.S. Internal Revenue Service (Forms 990) will be made by the end of November each year for the fiscal year ended June 30 preceding. Although the reports are the responsibility of the ADN&CH Board, they ordinarily are prepared and filed on such Board's behalf by the Certified Public Accountant selected as auditor of the ADN&CH accounts by the Club Board on behalf of the members (who are also the ADN&CH corporation members).

Election of Members of the Board of ADN&CH

The Articles of Incorporation of ADN&CH as most recently amended in 1966 require the members of the corporation (the members in good standing of the Alexandria Rotary Club) to elect the members of the ADN&CH Board of Directors. Experience through the years apparently suggests that a twelve-member Board works well for ADN&CH (it may be composed of as few as five and no more than fifteen members).

Accordingly, one-third of the members of the ADN&CH Board of Directors (four) will be elected annually at the annual business meeting of members of the Rotary Club of Alexandria. The annual meeting is held no later than the end of December each year.

Financial Management

These financial management policies are intended to guide the officers, Board of Directors, and members of the Rotary Club of Alexandria in the receipt, investment, accounting and expenditure of all funds. They were developed by the Club's Finance Committee (please see page 39 "Why the Role of the Club Finance Committee Is Unique"), and approved by the Club Board of Directors in July 1997.

As with all the policies in this document, if and when it is determined there is any conflict between these Policies and Procedures and the Articles of Incorporation/Constitution and/or the By-Laws of any of the three entities (the Club, the Club Foundation, and ADN&CH), the Articles/Constitution and the By-Laws shall prevail.

Reviewing the Organization of the Club, Club Foundation, and ADN&CH

The Board of Directors of the Club is responsible for overall financial management of all funds of the Club and the Club Foundation (the governing bodies of the two are currently the same). Officers and directors of the Club are delegated specific financial management duties and responsibilities necessary to carry out the functions of their assigned groups and committees. The Board of Directors of ADN&CH is responsible for overall financial management of ADN&CH funds, and is accountable at least annually to the members of the Club (the members of the ADN&CH corporation) for all receipts and expenditures.

As the Articles, Constitution/By-Laws and customs of the respective entities (the Club, Club Foundation, and ADN&CH) provide, the Treasurers of each are custodians of all funds under their control. In accordance with the policies established by their respective Boards, ONLY the Treasurers are authorized to open checking or savings accounts and disburse funds of the Club, Club Foundation, and ADN&CH. The Treasurers should be ex officio members of the Finance Committee. They are to be covered by a fidelity bond paid from the funds of the Club.

The Relationship Between the Club Finance Committee and ADN&CH

With respect to these financial management policies and the investment policies that follow, the unique authority and responsibility of the ADN&CH governing body (Board of Directors) are always respected. A brief review is helpful at this point.

The Board of Directors of ADN&CH is authorized by the amended Articles of ADN&CH “to expend and invest the funds of the corporation for the purposes of the organization as such Board may deem proper.” Those Articles continue, “provided, however, that a financial report and statement of all receipts and disbursements shall be submitted to the members of the corporation (Alexandria Rotary Club members) at least annually.” The authority and responsibility of the ADN&CH Board of Directors are fully understood by the corporation (Club) members and the Club Board.

The fiduciary responsibility of the ADN&CH Board is to the members of its corporate body, who are the members in good standing of the Rotary Club of Alexandria. Those Club members have at their disposal the professional financial management and investment expertise of the Club Finance Committee. It is not only logical but a matter of good business that the ADN&CH Board of Directors should utilize the financial management and investment advice available to the Club (the members of ADN&CH) and the Club Foundation.

Finally, observation of the approved financial management and investment policies delineated for the Club and the Club Foundation and utilization of the professional financial management and investment advisory expertise available to them does not compromise the ADN&CH Board’s authority “to expend and invest the funds of the corporation as such Board may deem proper.”

The Business of Budgeting

Prior to the start of each new Club year, the Treasurer(s) of the Club and the Foundation should provide the Board(s) with a worksheet containing financial data for the previous Club year’s actual expenditures, and the current year’s budget and year-to-date expenditures. Each officer and director responsible for a services group and appropriate committees should then provide a recommended budget for the upcoming year to the Treasurer(s) for consolidation and submission to the Board(s) for approval. Once approved, the budget(s) represent the annual spending plan. No expenditure not contained in the approved budget(s) may be made without specific approval of the Board(s). The budget/spending plan of ADN&CH is the responsibility of the ADN&CH Board of Directors.

General Fiscal Management

Accounts of the Club, the Club Foundation, and ADN&CH should be maintained on at least a modified accrual basis. The Treasurer(s) should develop a chart of accounts to define the revenue and expenditure objects for the various funds, assisted as necessary by the Finance Committee.

With the concurrence of their respective Board(s), the Treasurer(s) should establish all checking, savings or other financial accounts to secure the funds of the Club and its affiliates.

With the guidance and concurrence of their respective Board(s), the Treasurer(s) should establish custodial agreements with appropriate agents as necessary to secure the investments and other assets of the Club, the Club Foundation, and the ADN&CH.

As authorized by their respective Board(s), the Treasurer(s) of the respective entities should assure the establishment of necessary internal controls to assure proper receipt, accounting, and disbursements of all assets and funds. The Treasurer(s) should establish and enforce any necessary procedures governing cash disbursements.

Brokerage accounts may be established by the Treasurer(s) on behalf of their respective Boards of Directors for the purpose of investment of funds of the Club, the Club Foundation, and ADN&CH.

The appropriate Board of Directors has sole authority to obligate the funds of the Club, the Club Foundation, and ADN&CH respectively, based on the budgetary spending plans it adopted at the beginning of the Club year.

The Treasurer(s) should establish and oversee necessary procedures for receiving any goods and services and authorizing subsequent payment.

The Treasurer(s) should establish procedures to account for and inventory the property of their respective entities.

Financial Reporting (to Members and to the IRS)

If possible, the Treasurer(s) of the Club and the Club Foundation should provide their Board(s) three days prior to the monthly meeting(s) of the Board with a monthly financial statement covering all funds, to be approved at each of the monthly meetings of the Board(s) of Directors.

A simplified written annual report of the fund balances, receipts and expenditures for the year ended June 30 covering each of the three entities - the Rotary Club of Alexandria, the Alexandria Rotary (Club) Foundation, and the ADN&CH - will be provided to the members at the annual meeting (no later than the end of December January? each year).

The Board(s) of Directors of the Rotary Club of Alexandria, the Alexandria Rotary (Club) Foundation, and the ADN&CH will select a public accounting firm to assist with annual financial reviews and preparation of required reports to the members and appropriate government agencies.

The annual filings of (IRS) Forms 990 and 990-T for organizations exempt under Sections 501(c)(3) and 501(c)(4) of the Internal Revenue Code should be prepared by the public accounting firm selected to assist in preparation of annual financial reviews and reports.

Investment Policies of the Club, Club Foundation, ADN&CH

Generally Speaking, These Are the Investment Policies

All the Policies and Procedures contained in this document, and these Investment Policies in particular, are subject to change without notice. These policies respect the volatile nature of financial investments and recognize the fiduciary responsibilities of not-for-profit organizations' elected officers and Boards of Directors, including the Rotary Club of Alexandria and its affiliates, the Alexandria Rotary (Club) Foundation, and the Alexandria Day Nursery and Children's Home.

The Finance Committee has the responsibility to recommend a banker/broker to the Board(s) of Directors and monitoring compliance with the investment policy approved by the Board(s). If possible, practical, and prudent, the recommended banker/broker should be a member in good standing of the Club. The Board will engage the banker/broker to assist with implementation of the approved investment policy.

The general guidelines that follow should be recognized in the investment policy of the Rotary Club of Alexandria and its affiliates.

Rotary Club of Alexandria. Excess funds should be invested to maximize interest earned with minimal risk of loss of principal. Funds should be invested in savings, money market accounts and certificates of deposit. Equity securities are not to be used for short-term excess funds of the Club.

Alexandria Rotary (Club) Foundation. Funds should be identified as (a) short term (funds to be used within one [1] to three [3] years) and (b) funds deemed to be long term (more than three [3] years). Short-term funds should be invested in the same manner as the Club excess funds. Long-term funds should be invested in a conservative manner appropriate to not-for-profit

organizations. The investment goals and investment policy guidelines that should be observed by the designated banker/broker have been developed and approved by the Board(s) of Directors.

Alexandria Day Nursery & Children’s Home. Like the Club Foundation, ADN&CH is tax-exempt under Sec. 501(c)(3) of the Internal Revenue Code, which is applicable to charitable, scientific, and educational organizations. Therefore, the handling of investments for ADN&CH logically should be expected to be similar to that recommended for the Club Foundation. Available funds should be identified as short term (one to three years) and long term (more than three years), and investments should be made in a conservative manner.

Investment Goals

Assets should be invested with an expectation of achieving a reasonable rate of return.

Investments should be maintained in such a manner that the minimal total rate of return on average is not less than zero percent (0%) per year.

Investment Policy Guidelines

Assets are to be managed with a view toward achieving the rate of return described above under Investment Goals.

Emphasizing this consideration and the fiduciary responsibilities associated with management of the funds, there are certain characteristics that should be recognized as guidelines in formulating these investment policies, as well as in practice.

The investment horizon of the funds should be the next three (3) to five (5) year period.

ALLOCATION OF ASSETS	MAXIMUM
Cash equivalents	100%
Equities	50%
Fixed income	50%

Investment style – The banker/broker is expected to use variations in the equity ratio as a major means of obtaining consistency of performance as well as capital protection and current income. It is unlikely that the equity ratio will be maintained at the target level throughout a market cycle. Significant restructuring of the portfolio among industry groups with regard to equities and in maturity and/or quality averages with regard to debt securities may well be appropriate over various phases of the market cycle.

Types of securities (equities) – Equity securities mean common stocks or equivalents, mutual funds, American Depository Receipts, etc., plus issues convertible into common stock.

Types of securities (fixed income) – Fixed income securities mean marketable debt securities issued by either the U.S. Government, domestic corporations, domestic banks, other U.S. financial institutions, or mutual funds. All fixed income securities should be investment grade rated.

Diversification (equity) – The banker/broker should manage the equity portfolio so that an unexpected correction in the value of any one company or industry segment will not have a material negative impact on the portfolio.

Diversification (fixed income) – Except for U.S. Treasury and agency issues, the fixed income portion of the portfolio should contain no more than ten per cent (10%) of a given issue.

Money market instruments – Short-term money market instruments may represent a material portion of the portfolio. If commercial paper is used, it must be only the highest quality (A-1 or P-1). Savings accounts, if maintained, should be in local domestic banks.

Pooling – The equity, fixed income, and money market portions of the portfolio may employ commingled assets or be individually invested.

Mutual Funds – Mutual funds are an acceptable investment medium to be used for equities, fixed income or money market instruments.

Exclusions – The following categories of securities are not permissible for investment without the written approval of the Board(s) of Directors:

- a. Unregistered or restricted stock;
- b. Commodities, including gold or currency futures;
- c. Private placement debt, except as may be positioned in commingled funds;
- d. Real estate, either by direct purchase or by the use of commingled funds;
- e. Tax exempt securities;
- f. Options;
- g. Warrants;
- h. Margin buying;
- i. Short selling.

Communication and Reporting

The Finance Committee will meet with the banker/broker/asset manager at least twice a year to review the current allocation, results of portfolio and to review policy for any changes. It is the responsibility of the selected banker/broker/asset manager to provide reports one week prior to each scheduled review to permit the Finance Committee to evaluate compliance with this Investment Policy. The Finance Committee will report the results of each meeting to the Board(s) of Directors.

Implementation

All new monies invested for the Board(s) of Directors by their selected banker/broker/asset manager after the adoption of this Investment Policy should be conformed to the provisions of this statement of such Investment Policy. To the extent that the Board(s) may deliver to the banker/broker/asset manager, in cash or in kind, trust assets heretofore invested for them by other banker/brokers/, within one hundred eighty (180) days after the delivery of said prior assets by the Board(s), the entire portfolio managed by the banker/broker should conform in all respects to this statement of Investment Policy.

Appendix 1 - Constitutional Requisites for Membership

Constitution of the Rotary Club of Alexandria

Article VI Membership:

"Section 3 – **Active Membership.** A person possessing the qualifications set forth in Article V, Section 2 of the RI Constitution may be elected to active membership in this Club".

RI Constitution

A. Article V – Membership:

1. Section 2 – **Composition of Clubs**

- a. A club shall be composed of active Members who are adult persons of good character and good business and professional reputation.
 - i. Engaged as a proprietor, partner, corporate officer, or manager of any worthy and recognized business or profession; or
 - ii. Hold an important position in any branch or agency thereof and have executive capacity with discretionary authority; or
 - iii. Having retired from any position listed in sub-section (i) or (ii) of this sub-section; and having their places of business or residence located in the locality of the club or the surrounding area.
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RI Code of Policies

"Location of Business of Residence:"

Each active member of the club shall be or shall have been personally and actively engaged in the business or profession in which such person is classified in the club. Such person shall have a place of business or residence located in the locality of the club or the surrounding area. (RI Const. Art. V, Sec. 2; Std. Rotary Club Const. Art. VI, Sec. 3) 'Place of business' is understood to mean the establishment from which the active member or proposed active member normally administers business or professional responsibilities and activities. (Rotary Code of Policies- "RCP" 4.010.2) The references to "residence" in the constitutional documents is understood to mean the individual's principal place of residence. (RCP 4010.3). Manual of Procedure 2001, p 12.

Appendix 2 - The Rotary Gear

Affixed to the coat lapels of people in lands around the world is a wheel with six spokes, twenty-four cog ways and a keyway. It identifies the wearer as a Rotarian, one of more than 1,000,000 business and professional executives who belong to nearly 27,000 Rotary Clubs on six continents. (Update all of the above)

The basic design of the emblem, the wheel, dates back to 1905, the year the first Rotary Club was organized in Chicago, Illinois, U.S.A. Shortly after the formation of the Chicago Club, the members submitted recommendations based upon the wheel which they believed would best symbolize the character of the new organization.

Design ranged from simple buggy wheels to elaborate locomotive wheels. Some incorporated clouds into the design; one even superimposed a ribbon emblazoned with the inscription "Rotary Club." In 1910, when the National Association of Rotary Clubs was formed, they discovered almost as many designs as there were Clubs.

Prior to 1912 convention in Duluth, Minnesota, the national headquarters invited all Clubs to submit recommendations for an emblem based upon the wheel. Together, they selected a gear wheel in royal blue and gold as Rotary's official emblem. It survived untouched for only eight years.

Engineers quickly recognized that Rotary's new gear-like emblem was mechanically unsound; it could do no work because it lacked a keyway by which it could be locked to a shaft. Following several years of study, the Rotary emblem as we presently know it was adopted in 1923. The gear was no longer an idler, but was now capable of transmitting power to or from a shaft. The wheel had been "turned on," and it has been rolling ever since!