



Rotary Club
of
Vashon Island
service above self

POLICIES & PROCUEURES OF VASHON ISLAND ROTARY CLUB

WHAT IS ROTARY?

Rotary is an organization of service-minded men and women united worldwide to conduct humanitarian service, encourage high ethical standards in all vocations and in our personal lives, and help build goodwill and peace in the world.

WHAT IS OUR ROTARY INTERNATIONAL VISION?

Together, we see a world where people unite and take action to create lasting change - across the globe, in our communities, and in ourselves.

THE BASICS ABOUT ROTARY TO WHICH OUR CLUB SUBSCRIBES

HISTORY AND CONNECTION TO OUR SPONSORING CLUB

The Vashon Island Rotary Club was chartered inn 1986 with assistance from the members of the West Seattle Club. While there is no requirement of allegiance between the two clubs, West Seattle and our club are occasionally supportive of each other's service projects and fund raising.

OUR GUIDING PRINCIPLES

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

FIRST. The development of acquaintance and friendship as an opportunity for service;

SECOND. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to service society;

THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

FIVE AVENUES OF SERVICE – Members are encouraged to become involved in one or more aspects of the club and its service projects:

CLUB Service – *Focuses on making our club strong. A thriving club is anchored by strong relationships and an active membership development plan.*

COMMUNITY Service – *Encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest.*

INTERNATIONAL Service – *Exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering in international projects, seeking partners, and more.*

VOCATIONAL Service – *Calls on every Rotarian to work with integrity and to contribute their expertise to the problems and needs of society.*

NEW GENERATIONS – *Focuses on engaging youth and young professionals through leadership development programs, such as Rotaract and Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.*

FOUR-WAY TEST – the basis of things we think, say and do in Rotary and in our professional and personal lives:

- *Is it the truth?
- *Is it fair to all concerned?
- *Will it build goodwill and better friendships?
- *Will it be beneficial to all concerned?

MOTTO: *Service Above Self*

Rotarians put service ahead of their own interests. It means we serve even when it is inconvenient or costly. Although some non-members may believe that Rotary is a club for business promotion, it is in fact devoted to find effective, significant and lasting ways to serve the community and the world through the avenues of service above.

CODE OF CONDUCT:

As a Rotarian, I will:

- 1) Act with Integrity and high ethical standards in my personal and professional life,
- 2) Deal fairly with others and treat them and their occupations with respect,
- 3) Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
- 4) Avoid behavior that reflects adversely on Rotary or other Rotarians
- 5) Help maintain a harassment-free environment in Rotary meetings, events and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment.

THE ROTARY FISCAL YEAR

Rotary's finances and leadership, worldwide, observe a July 1 through June 30 year. Vashon Rotary follows this schedule.

CLUB CULTURE and LEADERSHIP

MEMBERSHIP

Membership can be by invitation and the sponsorship by one or more current members, or referred to us from another club or from Rotary International.

Prospective members are encouraged to:

1. Visit meetings of the club meetings in person or on Zoom twice, to get a good feel for our club culture.
2. Submit an application form (attached) indicating their reasons for wanting to join and their background in service and community activities

The club's application review process is:

1. If a Rotarian member invited this prospect, or if the Membership chair received notice of interest from Rotary International, or our website or social media, he/she assures that prospect's application is complete, and they submit it to the club membership for review, concern and comment over email, Zoom or in person.
2. If there are any negative concerns, an ad-hoc committee comprised of the Membership Chair, President and Immediate Past President will determine if the concerns have merit or can be resolved. If this committee cannot resolve the concerns, the President will bring the issue before the club's Board of Directors for a final decision.
3. When the prospect is approved for membership, the Membership Chair orders new member materials (certificate, badge, information about the club, etc.). The Rotarian who invited the prospect, or a member of the Membership Committee will schedule an official welcoming ceremony with the Program Committee, and mentors the new member through the first few months of membership so they quickly get acquainted with the club, our vision and service projects.

LEADERSHIP

The strategic direction of our club and the choices of Community Based and International Service Projects and Fund Raisers are determined by the entire membership each year, usually with the board and committees having responsibility for development of the details and priorities.

The Board is composed of the president, president elect, past president, treasurer, secretary, and Chairs/Directors of Committees. Board meetings are bimonthly, outside the normal meeting schedule.

SELECTING THE PRESIDENT

One month before the annual meeting, club members may nominate candidates for president, and a nominating committee will approach candidates for the job. Once the candidate accepts, the proposal for that president elect is brought to the full club for discussion and vote. The president elect then accepts nominations from the club for

Secretary, Treasurer, and Directors, approaches those members, and puts together his/her Board.

Vashon Rotary Club is chartered by Rotary International (RI), which requires that we adopt the standard Constitution for Rotary Clubs, insuring clubs globally are similarly structured. Each club, however, adopts it's own goals, culture, projects, membership categories and fee structures.

Each club adopts it's own By-laws; our newly revised document is attached for club member review.

MEMBERSHIP DIRECTORY

Every year, we print or email directories for our members. The membership lists are to be used only for club purposes. The roster is not to be used for business development, solicitations, etc., and should not be distributed outside the club.

SOURCES OF INFORMATION FOR MEMBERS

Club: Official club announcements are made in a weekly email from the club: IF YOU PREFER TEXT OR PHONE, PLEASE LET US KNOW!

Secretary. Our club website is www.vashonrotary.org and has current info for both members and the public. We do not publish a newsletter.

District 5030: www.rotarydistrict5030.org, and myrotary.org has information about the 50+ clubs in King and south Snohomish counties, plus events, trainings, administration, coordination and leadership at the district level.

Rotary International: www.rotary.org has information about clubs worldwide and has a wealth of resources for club administration, leadership and operations. Part of your dues covers a subscription to *The Rotarian* magazine, which will be mailed to you.

OPPORTUNITIES OF MEMBERSHIP

ATTENDANCE

The Vashon Island Rotary Club meets on most Thursdays 11:45 a.m. - 1 p.m. for an educational presentation, committee reports/meetings, Who am I talks and/or small group discussions. The purpose of our meetings is to deepen our friendships and collaborations, build our capacity to take action for lasting change. Lunch is optional.

THE SCHEDULE OF MEETINGS 2020-21 on [Zoom.us](https://zoom.us), or in person. Possible Location for 2021 to be decided.

Week #1: Presentation about our global climate, business community, Rotary project, or a nonprofit, coordinated by the Program Committee

Week #2: Committee Reports, and/or problem solving discussion lead by Committee Chair. If a Committee Chair needs that discussion time from club members, she/he coordinates that with the Program Committee. This is the time for Committees to make action-based recommendations to the full club.

Week #3: Every other month, Community Service Week: at the Food Bank, Vashon Seed Project, Vashon Community Care Center, VM Land Trust tree planting, etc. Projects will be coordinated/announced by the Community Service Committee. The purpose is to build friendships among Rotarians and relationships in our community, to create projects with lasting change.

Alternate Week #3: Rotary focus: Do we need an all club VOTE on a project from week #2? Are we making progress on our goals in membership? Fund raising? Club culture? Member leadership development? Collaborations in our community? Do we need to review a new District Project or International Project? Has anyone visited another club? A Training? Learned something new about our budget or finances? Are we being transparent, inclusive, encouraging?

Week #4: Who Am I talks from Rotary members (What's new? What are your dreams, hopes, or worries?) OR 115 year Rotary History/The Rotary Foundation talk, followed by small group discussions. The purpose is to build friendships and appreciation for Rotary and the opportunities it provides.

PARTICIPATION

Four areas of participation are encouraged, and important:

1. Attendance at club meetings, physically or on [Zoom.us](https://zoom.us), as often as possible
2. Committees and projects: serve on at least one committee or project
3. Membership development: helping us grow by inviting and proposing new members who can uphold the Principles of Rotary
4. Fund raising: Act to support our various fund raising projects.

WHO AM I? TALKS

Every member will be invited to address the club to describe their background, and tell us something about themselves. Our program committee is responsible for setting up these talks and coaching new members on how to approach this public speaking challenge. In 2020 - 21, you can be funded by Rotary District 5030 to take the Toastmaster's Public Speaking Training to support your career and leadership potential in Rotary.

DUES AND MEETING COSTS

Club dues are billed quarterly, currently \$140 per quarter, but may change due to Corona Virus with no in person meetings or meals until Phase 3 or 4 notifications. A weekly meal is optional except when there is a "fifth Thursday" in a month when we may meet socially.

PIN AND NAME BADGE

Each member is provided with a Rotary lapel pin to wear freely. A name badge is provided for meetings.

CONTRIBUTIONS TO VASHON ROTARY FOUNDATION & ROTARY INTERNATIONAL

Members are made aware, but not pressured, to give to The Rotary Foundation and Vashon Island Rotary Foundation. The club's Foundation Committee is responsible for presenting information and giving opportunities.

OTHER VOLUNTARY CONTRIBUTIONS

Happy Bucks are optional contributions for an announcement, brag, etc. of a personal nature; it can be related to Rotary or not. All monies from Happy Bucks go into the club's general income that supports our activities and projects. Each meeting concludes with a brief "Happy Bucks" time for those who wish to participate.

Birthdays, anniversaries and other landmark events are often cause for a member's contribution to the Rotary Foundation, the Vashon Rotary Foundation, the club or a charity/cause of your choice.

SOCIAL EVENTS

While optional, our club's social events are fun, often centered around food. Some events are purely parties, others are more business oriented and called Firesides. We endeavor to build lifelong friendships. Spouses and families are often included. Events are sometimes at our own expense or potluck, and sometimes are covered out of the club treasury.

PROGRAMS and PROJECTS

Each year, the club selects service projects to support and conduct. Members with projects ideas and/or insights about community needs (locally or globally) are encouraged to discuss their ideas with the appropriate committee that will help frame the project in the context of other club goals.

These projects can involve funding from the club, work by our members, or both. A few projects tend to recur, such as our support of the Vashon Food Bank and serving a meal to the needy once each quarter; other projects are new and different each year.

COMMUNITY SERVICE

"Community service" encompasses everything the Vashon Rotary Club does for our local and regional community (with the exception of projects listed under Youth). It includes contributions of labor, time, and money.

Range of Community Service Projects with Recent Examples

Our "community service" projects or activities can be placed in the following categories:

Community Service through Labor and Time:

Things that we build: (for example, security fence for Food Bank; parking area and improved trailhead for Shingle Mill Trail; assembling/installing Ikea kitchen cabinets for the Land Trust's Kneeshaw House)

Things that we repair or maintain or upgrade: (for example, repairs and maintenance on the Senior Center; installing insulation in Mukai House)

Activities that happen through our donation of time: (for example, Music Mends Minds, blood drive, Wednesday Night Dinner; tree planting for Land Trust)

Community Service Through Monetary Grants or Donations

Things that we buy and give to recipients: (for example, dictionaries to third graders; shop power tools for Veterans Retreat Center; safe phones for domestic abuse victims through DOVE)

Events/activities that we support with our money and our presence: (for example, Home2Vashon for Youth and Family Services; "Green Pages" in Beachcomber for Whole Vashon Project)

Donations made through spontaneous contribution at club meetings: (for example, first Thursday contributions to Food Bank or Care Center; weekly collections for Alzheimer's research)

One-time donations to individuals or organizations approved by appropriate boards (for example, Covid-19 crisis grants to Senior Center for delivery of meals and to Seed Bank project for food security)

For a complete list of all our Community Service Projects, 2015-2019, see our website.

INTERNATIONAL SERVICE

"International Service" encompasses actions taken to expand Rotary's humanitarian reach around the globe and to promote world understanding and peace.

In this area, Rotarians strive for the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

International Service Projects are designed to meet the humanitarian needs of people in many lands, with particular emphasis on the most underprivileged children and families in developing countries.

Through International Service programs, Rotarians provide millions in funds and donations-in-kind each year.

There is no one-way to carry out an International Service project. When it comes to implementing a project, creativity and imagination are the keys to success. Projects may be as diverse as assisting in a donkey-breeding program in order to provide a less expensive means of farming to helping build a medical complex that will serve more than 25,000 people or to drilling potable water wells for entire villages.

Rotary International encourages Rotary clubs to develop projects that address priority needs identified by the communities they serve, to help people help themselves, and to ensure projects are environmentally sustainable.

Range of International Service Projects with Recent Examples

Our "international service" projects or activities can be placed in the following categories:

International Service through Leading on a Global Grants:

Vashon Rotary being a Lead Club: When the club becomes a lead on a Global Grant Project there will need to be a committee of 3 current club members established. Their responsibility will be to oversee all aspects of the project as explained in the Rotary Grants Terms and Conditions (for example, A Drop Of Milk project in Myanmar & Clean Water Project in Guatemala)

International Service through Partnering on a Global Grants:

Vashon Rotary being a Partner Club: Other Rotary clubs will ask the club if they would be willing to partner with them on global grants that they are leading on. This is a financial commitment from our club and would be decided upon by the international service committee and then approved by the club. (for example, Sanitation projects in Ethiopia with South Lake Union Rotary Club & Hospital Project in Uganda with Ballard Rotary Club).

YOUTH SERVICE

Rotary has a long history of working with Youth, from providing scholarships, encouraging youth leadership and student exchange programs, to sponsoring youth-based service clubs. Youth Service is one of Rotary's five official Avenues of Service.

Range of Youth Service Projects with Recent Examples

Our "youth service" projects or activities are ways that the Rotary Club has given back to the younger generations:

For example, provided college scholarships to 6 Vashon graduating seniors, provided dictionaries to every third grader at Chautauqua Elementary School for the past several years, helped re-establish Vashon College as a not-for-profit organization, established "Learn-to-Earn" for teens and young adults with disabilities to learn job skills with close support and mentoring from adult job coaches, annually sponsor several summer exchange students on/off Vashon, annually sponsor one or more year-long exchange students, support of Interact, the High School service club of Rotary.

SERVICE PROJECTS DESCRIPTIONS

Proposals for community, international, or youth service projects are routed first through the Chair of the Service Committee that it falls within. Proposals can come either internally from club members, externally from Vashon non-profits, or as partnership proposals from another Rotary club.

Labor Only Request – Community Service

Proposals for labor-only projects are constrained only by the availability of Rotarians willing to do the work and possessing the appropriate skills. The Community Service Committee can bring such requests directly to the club at any time to ascertain enthusiasm and willingness.

- See Community Service Partnership Proposal Form

Direct Funding Request – Community Service

Proposals for funding-only projects are constrained only by the amount of requested funds from the Rotary and would typically be under \$5,000 but could be more if necessary

- See Community Service Partnership Proposal Form

District Grants / Signature Local Service Projects

A typical Rotary year includes a number of small service projects. However, the club also hopes each year to do at least one major community service project if Rotarian time, labor, and funding are available. With a large enough budget these project would be

considered a District Grant and would follow the Rotary Terms & Conditions. A District Grant can also be used to fund an international project and in this case would be handled by the International Service Chair. These grants can have other Rotary clubs partner with Vashon Rotary club in order to receive more matching funds from the 5030 district fund. The maximum amount that can be matched by the 5030 district can be found at the following link since it varies from year to year depending on District funds available. Please refer to the following link for more information: <https://5030grants.com/district-grants>
- See VRC District Grant Proposal Form

Criteria for a Successful Signature Service Project / District Grant (budget under \$30,000)

Community Service:

- Initiated by suggestions from club members, from proposals submitted by local non-profits, or from other Rotary clubs for possible district grant partnership projects
- Chosen through a Rotary Club process that insures wide-spread buy-in of Rotarians
- Involves many Rotarians as a whole-club project
- Is fun—helps build Rotarian fellowship and community
- Makes a lasting contribution to the Vashon community through partnership with cooperating organization
- Is newsworthy—gets a story in the Beachcomber
- If possible, leaves a Rotary Wheel on some visible project.
- *Special attention to possible district & global grants:* As proposals are being gathered, the Community Service Committee determines proposals that might be eligible for district grants, prepares to vet such projects quickly, and, if the project is approved, submit a grant proposal to the district.

International Service:

- Initiated by suggestions from club members, from proposals submitted by local non-profits, or from other Rotary clubs for possible district grant partnership projects
- Support local and international projects, scholarships, vocational training teams, and related travel
- May fund scholar and vocational training team orientation and grant management seminars
- May pay for travel to and participation in Rotary project fairs to help clubs and districts find partners
- Fund projects and activities both in countries where Rotary has clubs and in areas where we do not, and in geographic areas where permitted by law and in accordance with Foundation policies.

Global Grants

When a project has a budget over \$30,000 it is automatically considered a Global Grant through Rotary International, whether it is an international or local project. These projects utilize matching funds from the 5030 District and The Rotary Foundation (TRF). Please refer to the Terms and Conditions for Rotary Foundation District Grants and Global Grants and other resources here: <https://5030grants.com/global-grants>

- See VRC Global Grant Proposal form

Criteria for a Successful Signature Service Project / District Grant (budget \$30,000 or over)

- Support activities that align with one or more of Rotary's six areas of focus. These activities include humanitarian projects, international scholarships to fund graduate-level coursework or research for one to four academic years, and/or vocational training teams that address a humanitarian need by providing professional training.
- Benefit communities in countries and geographical areas where Rotary has clubs
- Are based on the needs of the community where a project will be carried out. Any club or district that applies for a global grant to support a humanitarian project or a vocational training team needs to conduct a community assessment and design the project with the host community in response to the results. Sponsors must also include the results in the grant application.
- Are sponsored by at least one Rotary club or district in the country where the grant project will take place (the primary host sponsor) and one or more outside that country (the primary international sponsor). We may make exceptions for projects in countries where Rotary doesn't have clubs but where Rotary International's Board is actively pursuing extension.
- Are *sustainable*. Communities where a project is carried out must be able to address their own needs after the Rotary club or district has completed its work.
- Are measurable. Sponsors select standard measures from the Global Grant Monitoring and Evaluation Plan Supplement, and may add their own measurements.
- May be used to build infrastructure, such as toilet blocks and sanitation systems; access roads; dams; bridges; storage units; fences and security systems; water or irrigation systems; and greenhouses. If your project will access groundwater, you need to have done a hydrogeological survey. The cost of that can be included in the grant budget.
- Support international travel for up to two people as part of a humanitarian project. These people provide training or implement the project if the local Rotary club confirms that those skills aren't readily available locally.

Emergency Requests or Late Requests

Occasionally, Rotary may choose to fund requests during emergencies or after the in-gathering period has ended. Such requests should go first to the club president who, in consultation with appropriate committee chairs or the board, will decide whether funds are available in the club budget. If not, the proposal request can be forwarded to the Foundation for possible approval. The club president should indicate to the Foundation the degree of club support for the proposal.

SERVICE PROJECTS PLANNING AND PROCEDURES

Requests that require Rotary funds need more intentional planning as detailed in the following schedule:

- *Budget planning.* At the beginning of each Rotary year, the Community, International & Youth Service Chairs meet with the new president (who is in consultation with the club and foundation treasurers) to propose a budget for the

year's service projects. The club board approves this budget as early as possible in the Rotary year.

- *Gathering of proposals.* The Service Chairs begin gathering ideas for the year's projects with announced starting and end dates for submission of proposals (generally a 2-3 month period). At the beginning of this period, the Service Chairs ask all club members to submit project ideas.
 - *Community Service Chair:* sends a short email message to Vashon non-profits inviting them to submit a proposal by completing the "Community Service Partnership Proposal" form shown later in this document.
 - *International Service Chair:* Attends International Service Chair (ISC) annual meeting to gather information about global grants requesting club partners or leads as well as network with other ISC Chairs in the district.
- *Vetting of proposals.* Once the in-gathering period closes, the Service Chairs meet with their committees to vet the proposals and to rank order them in light of available funding and willing Rotarian labor. The committees at this time may seek advice from the club board or the club as a whole through preliminary discussions and trial votes.
- *Decision-making at an all-club meeting.* The Service Chairs present their recommendation and rank ordering of proposals to the club for ratification or modification. Generally, these meetings should occur in October or November so that the rest of the Rotary year can be devoted to doing the projects. The club president, in consultation with club and foundation treasurers, then decides how the costs for the chosen community service projects are to be allocated to the club or the foundation for funding.
- *Doing the projects.* Once the year's projects are selected, the
 - *Community Service Committee* should schedule projects that require Rotary labor. Often the Committee asks a Rotarian with appropriate skills to be the coordinator-in-charge for the project. They will also decide upon a committee of club members whom would lead on a district grant once there was one approved by the club.
 - *International Service Committee* will select committees for global grants that the club is leading on and communicate with other international service chairs of clubs that are leading on a global grant that we're partnered with.

FUND RAISING

Like most service organizations, we raise funds in a variety of ways, and all involve volunteer time from our members. Some examples:

- Member contributions (cash and in-kind) to the club and to Vashon Island Rotary Foundation
- Contributions from individuals and businesses in the community (occasionally cash; usually gifts in-kind or assistance with fund raisers), or Our Mayberry

- Special events: Concerts like Blues and Brews (2019), an online event (2020), Strawberry Festival Booth sales
- Product sales: shortcake, festival buttons/pins, tickets for the high school play, hats, aprons
- Business sponsorships for selected events, usually our fund raisers •

VASHON ISLAND ROTARY FOUNDATION

In order to correctly handle charitable contributions, our club has a separate not-for-profit Foundation established as a 501c3 with the IRS. Contributions to the foundation are either for the service fund or scholarship fund. Donors can designate a particular Rotary project if they wish. Vashon Rotary Club will conduct a number of fundraisers for the Foundation, designating in advance how the proceeds will support a project, organization or special fund.

The foundation gives student scholarships and small grants to qualified organizations on an ongoing basis. Sometimes these grants are connected to volunteer service done by club members, and sometimes the grants are for separate projects. A Board of Directors governs the Vashon Rotary Foundation, separate from the operation of the Vashon Rotary Club. All past club Presidents who are still active club members serve on that board.