

**Standing Rules
of the
Grand Junction Horizon Sunrise Rotary Club
(Implemented January 6, 2015; Revised August 16, 2015; Revised August 2, 2016)**

Article 1 Definitions

1. Grand Junction Horizon Sunrise Rotary Club (HSR).
2. Board: The Board of Directors elected by this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club in good standing.
5. Quorum: One-third of the club membership; a majority of directors for the Board.
6. RI: Rotary International.
7. Fiscal Year: The 12-month period that begins on 1 July.
8. Bylaws: Bylaws established for the club consistent with the objectives and requirements of Rotary International.
9. Honorary Member: Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause.
10. Standing Rules: Outline the procedures for the club with specific implementation details that are not included in the Bylaws and must not conflict with the Bylaws. Standing Rules are a Board document. Unlike Bylaws which can be changed only by membership, Standing Rules can be changed more easily, by a majority vote of the Board at a regularly scheduled board meeting.

Article 2 Membership

1. The Board delegates the evaluation of applicants to the Membership Chair.
2. Process of Membership—Potential member attends three meetings at no charge. At or after the third meeting, potential members may receive an application for membership. The potential member then submits a completed application for membership along with an application fee of \$50.00. The Membership Committee will conduct an interview with the potential member. Should the member not be accepted into the club, the application fee shall be returned. The Membership Chair shall present the potential member to the Board for a vote. If approved, the Membership Committee will inform the new member of their acceptance into club.
3. After the three meetings, the prospective member may attend meetings until inducted but will incur breakfast charges while application is being processed.
4. Paul Harris Fellow—HSR will assist with ½ cost for any member in good standing towards achieving their first Paul Harris Fellow (PHF). Matching donations of 500 PHF points are applied towards a member's first PHF only. The club will not contribute toward subsequent PHFs. The club will not contribute funds toward any PHF if a member has already achieved this status regardless of how it occurred.

Article 3 Committees

1. The President Elect is responsible for working with club members to determine the committees for his/her year of presidency. The President Elect is also responsible for appointing chair and co-chairs to each committee.
 - This club shall include the following committees at a minimum:
 - Fundraising
 - Membership (growth of and maintaining current members)
 - Public Relations
 - Rotary Foundation
 - Service Projects

2. The Membership committee shall be responsible for retaining new members as well as seeking new members.

Article 4 Costs Associated with Meals and Special Events

1. Members are responsible for the cost of their own meals; such to be determined by the Board. Meals include breakfast during regular club meetings; Holiday Party; Charter Night, and other events as approved by the Board and membership.
2. Members are responsible for the cost of meals for guests they bring to club meetings and events. If the meal is not paid for at the time of the meeting or event, the member will be billed for the meal in the quarterly dues invoice.
3. Program guests (i.e., speakers) shall be provided breakfast at no charge. Speakers are allowed one guest at no charge to them. Costs for meals for program speakers and their guest shall be the responsibility of HSR.
4. Prospective members are not charged for the cost of their meals for their first 3 visits (based upon our requirement that they are to attend our meetings 3 times prior to joining).
5. Any guest that is not a prospective member is charged for breakfast. This includes visiting Rotarians. Payment for the meal will be collected during the meeting or event, or will be billed to the Rotarian.
6. President Elects and President Elect-Nominees (PEN) are encouraged to attend District Conferences and Assemblies. Assemblies and the fees to attend these events will be paid by HSR.
7. President Elects are required to attend President Elect Training Seminar (PETS) held in late February or early March and one of two District Training Assemblies held in late April or early May. Lodging fees for the President Elect are paid through district dues and the PEN lodging fees are the responsibility of HSR.

Article 5 Leave of Absence

1. Upon request, a Rotary leave of absence (LOA) is provided for a period of time, not to exceed 6 months, when a Rotarian is unable to attend meetings but desires to remain a member of the club and continue to pay Rotary dues.
2. A LOA can be requested by submitting a written request to the club Secretary.
3. A LOA can be for a specified period of time of a minimum of 3 months and up to a maximum of 6 months. After that time the member may return or resign active membership from Rotary.
4. If a person chooses to resign, that person is eligible to apply for membership to HSR at a later date. The \$50 application fee may be required for re-application.
5. Rotary International and District 5470 dues will be billed on the normal billing cycle and are expected to be paid during the LOA. This is \$54.00/quarter. There is no charge for meals during a LOA.
6. A member must be in good financial standing with HSR in order to be granted a LOA.
7. If quarterly dues are not paid, the member will automatically be removed as an active member of HSR.
8. Those members in good standing with the club and having perfect attendance at the time of their LOA request may still attain perfect attendance during that Rotary year. Essentially the member's attendance record would "freeze."
9. If a current club member in good standing is elected to a position of District Governor or higher, that person shall receive perfect attendance during that year of service.

Article 6 Finance

1. The current club President and President Elect have check writing/approval authority.
2. Within 5 business days before/after the change in fiscal year, check writing/approval authority shall change from the outgoing president and president elect to the new President Elect (President) and President Elect-Nominee (President Elect).

3. The Board shall review membership accounts (those outstanding) on a monthly basis.
4. The Treasurer shall maintain all financial records necessary for accurate and timely completion of the year-end Federal tax form.

Article 7 Membership Dues

1. Members are invoiced for club dues, meals, and other miscellaneous costs the member may incur on a quarterly basis.
2. Payment of membership dues are expected to be received within 30 days of receipt of an invoice.
3. Collection activities shall commence after non-payment of one quarter of dues. The member must pay in full within 30 days or contact a Board member to set up a payment plan
4. After 4 months of non-payment, the member will be terminated from HSR.

Article 8 General

5. The President and PEN must attend PETS, usually held in Denver each year. HSR will reimburse reasonable travel costs for the President and PEN to attend PETS training.
6. Charter Night is held each year in June to honor the outgoing club President and welcome the incoming President.
7. If possible, terms of the club Secretary and Treasurer shall be staggered to avoid both persons serving as new directors. Staggering these terms shall be to the benefit of the club for continuity.
8. Members having been in the club less than 1 calendar year are not eligible for perfect attendance.
9. In general those running for elected office are not to be invited as speakers for weekly programs.
10. Resignation from HSR shall be provided to a Board member in writing.