

Rotary Club of Ann Arbor

Policies and Guidelines

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If you know of others that should be included on this list, please forward them to John White at administrator@annarborrotary.org and Downs Herold at secretary@annarborrotary.org.

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Policy on Policies

(Approved by the Board on 5/19/09)

INTRODUCTION

The Rotary Club of Ann Arbor with over 300 active members is one of the largest clubs in the Rotary family, and over 10% of the club's membership turns over on an annual basis. As a result it is a challenge to educate the membership in the many activities and "ways of doing business" that a club of this size involves.

The Club is led by a President who serves a one year term and is also a Club officer for the year preceding and the year after his or her presidency. The Club is governed by a Board whose non officer Directors serve two year terms. However, the work of the club is mainly executed by its numerous committees, currently over 30 in number, under the overall supervision of the Board.

Because of the considerable extent of the Club's activities and the regular cycling of the leadership, the Club is faced with the challenge of how to maintain the institutional knowledge regarding governance. The Club's incoming President is extensively trained in the overall aspects of Rotary via the District programs, but the governance issues unique to The Rotary Club of Ann Arbor have in some instances been handed down by word of mouth and in many cases have not been fully understood by the current leadership and Board members. What has been lacking is a systematic way to highlight the prior leadership's decisions and policies even with a full archive of extensive Board meeting minutes. As a result, the required task is to formalize a process to collect and publicize the policies necessary to operate the Club.

POLICY HIERARCHY AND OTHER REQUIREMENTS

The Rotary Club of Ann Arbor was chartered almost 100 years ago as part of what is now Rotary International, and as such the Club is currently part of Rotary District 6380. The overarching policies and other major requirements to be followed by the Club's Board come from RI and the District. Next in rank come the Club's Bylaws. All of the above are reasonably generic to any Rotary club. However, there are other governance decisions that are unique to The Rotary Club of Ann Arbor; and these are captured in the Club's policies, which can be established by either the Board or by individual committees.

Board generated policies apply either to issues affecting the Club as a whole or to issues administered by a committee but governed by a Board approved policy. Committees may also establish policies to govern their operations but which will not require Board approval. The Board in its sole discretion will determine which existing or proposed policies require Board approval.

The Board will establish one or more policies regarding the Club's budgeting process to establish the Club's annual revenue sources and planned expenditures, including individual committee budgets. In addition to the standing committees called for in the Club's Bylaws, the Board may also charter new committees and modify or revoke the charters of existing committees. Furthermore, the Board may establish whatever other policies it deems required to address questions or

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issues of importance to the well being and orderly operation of the Club. The Board will endeavor to carry out its policy making function in a manner that will minimize the need for formal policies and maintain flexibility in the Club's operations where practical.

POLICY ADMINISTRATION

The Club's Secretary will maintain an index of all known Club policies as issued by either the Board or any of the Club's committees. The index and copies of the policies will be available to the membership. It is the responsibility of each Board member to be familiar with and abide by each of the existing policies. Each Committee Chair is responsible for providing the Club Secretary a copy of any existing policy that applies to that committee's activities. Each committee will abide by all Club policies that apply to its activities.

From time to time the Board and/or individual committees may wish to amend or revoke existing policies or create new policies. The Board will do so in the course of its regular meetings and will document any such changes by revising the index and publishing the new policy documents. When a committee wishes to revise an existing policy or initiate a new policy regarding its work, it shall notify the Club Secretary and provide the Board with a copy of the proposed document. After its next regular meeting, the Board shall inform the Committee Chair whether the Board approves the document without comment or whether the Board requires further specific information or wishes to open a full discussion of the issues raised therein. When a full Board review is undertaken, the Board shall endeavor to reach its conclusions in a timely manner.

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Policy on Politics

(Approved by Board November 21, 2001)

No person who is a candidate, declared or otherwise, for political or judicial office may be invited or permitted to address the club about an election in which he/she is or may be a candidate. Upon recommendation of the Program Committee approved by the Board of Directors, all candidates running for a particular office may be invited to appear at a club meeting together in a debate or question-and-answer format moderated by a member of the club designated by the President. Similarly, no person may be invited or permitted to address the club either in support of or in opposition to any bond issue or ballot proposal; but upon recommendation of the Program Committee approved by the Board, official designated spokespersons for groups supporting and opposing such issues or proposals may appear together at a club meeting and state their groups' positions in a debate or question-and-answer format moderated by a club member designated by the President. Written material promoting or opposing political or judicial candidacies or supporting or opposing bond issues or ballot proposals may not be distributed at club meetings, nor should any member of the club use or permit others to use the club directory for mail, fax or e-mail distribution of such materials or for telephonic campaign solicitation.

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Fund Raising Policy

(Approved by Board of Directors November 20, 2002)

The Board of Directors reaffirms the Club's long-standing practice of raising funds for community and international service projects primarily through donations from Club members rather than routinely conducting external fund-raising activities as many other Rotary clubs do. However, because it may be difficult to achieve further significant growth in the Ann Arbor Rotary Endowment in this manner over the next few years, after recently concluding the five-year/million-dollar campaign, it may be appropriate to review this practice to the following extent.

The Board may approve one major external fund-raising project per year to benefit the Ann Arbor Rotary Endowment or a special project or appeal of The Rotary Foundation, on these conditions: that one member of the Club accepts primary responsibility for planning and executing such project; that before Board approval enough other members give firm commitments for participation in the project to provide reasonable assurance that it has broad support within the Club, will promote the goal of fellowship among members as well as service, and will be successful; that the costs and risks to the Club of sponsoring the project be carefully identified and found manageable and reasonably related to anticipated benefits; and that participation by any club member in any such project shall be voluntary. The Club shall not undertake, sponsor or participate in any external fund-raising project to benefit any other organization or cause.

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Policy on Internal Club & Endowment Financial Procedures, Establishment of Permanent Internal Financial Procedures Committee

(Approved by the Board on April 19, 2006, effective July 1, 2006)

An Internal Financial Procedures Committee is established as a permanent, standing committee, chaired by the club's immediate past president, with at least three additional members appointed by club board of directors, and the following procedures are adopted for the management, recording and oversight of the financial affairs of the Club and Ann Arbor Rotary Endowment: that all financial reports be dated and clearly labeled; that fiscal-year-end financial reports of the treasurers, supplemented by balance sheets, continue to be in the club's annual report, preparation of which is coordinated by immediate past president; that the specific procedures below be implemented July 1, 2006, with annual amendment of bank signature cards and investment account designations/restrictions each succeeding July 1, or as necessary at other times, to reflect changes of officers; and that the IFPC review compliance with these procedures quarterly and report results of such review to the club's Board of Directors.

For Club Operating Accounts:

- Club treasurer maintain possession of checkbook(s), registers and account statements.
- Two signatures required for *all* checks.
- Club treasurer will prepare checks and send or deliver with appropriate documentation for each payment to another club officer for second signature; other authorized signers will be president, president-elect and club secretary; treasurer will either deliver checks and accompanying document(s) to second signer at weekly meeting or monthly board meeting or mail c/o club administrator, whichever is more convenient, and retain file documentation for each payment; signed checks will be given to club administrator for mailing.
- Second copy of account statements will be provided to IFPC chair (immediate past president) and reviewed by him/her monthly.
- Club treasurer will present bank account reconciliations (copy of check register showing all checks paid and outstanding, reconciled to bank statements) to IFPC, or individual IFPC member(s) designated by the committee, for detailed review quarterly;

For Endowment Accounts:

- Endowment treasurer maintain possession of checkbook(s), registers and account statements.
- Two signatures required for *all* checks.
- Endowment treasurer will prepare checks and send or deliver with appropriate documentation for each payment to president or president-elect for second signature; treasurer will either deliver checks and accompanying documentation to second signer at weekly meeting or monthly board meeting or mail them c/o club administrator, whichever is more convenient, and retain file documentation for each payment; signed checks will be given to club administrator for mailing.
- Second copy of account statements will be provided to IFPC chair (immediate past president) and reviewed by him/her monthly.

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- Endowment treasurer will present bank account reconciliations (copy of check register showing all checks paid and outstanding, reconciled to bank statements) to IFPC, or individual IFPC member(s) designated by the committee, for detailed review quarterly;
- Continue existing procedures for Permanent Endowment investment trading *within the account*: on-line by the Endowment Treasurer or, as his/her back-up, the Investment Committee Chair; IFPC chair also should have on-line access to the Schwab and Merrill Lynch accounts.

Distribution of proceeds of sale of mutual fund holdings from the Merrill Lynch and Schwab accounts will be only to the Endowment's bank account (currently at Bank of Ann Arbor); it shall be the Endowment Treasurer's responsibility to assure that restrictive designations are in place for both accounts to assure compliance with this requirement.

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Budget Administration

(Approved by the Board of Directors, Sept. 17, 2008)

Basic Concepts:

1. The Club operates on a “Zero Based” budget system; that is, we start from scratch each year justifying each projected expense with NO CARRY OVER of unused funds from the prior year and no automatic reauthorization of the prior year’s budget.
2. The one permanent exception to the No Carryover rule is the STRIVE budget which is covered by a separate budget policy that has been approved by the Board and the STRIVE committee. It should be noted that there will also be periodic exceptions to the No Carryover rule for good and proper reasons, but these exceptions will be approved by the Board in advance. An example would be an approved international humanitarian project whose funding slips into the next budget year.
3. Once the budget for the new Rotary year has been approved by the Board, the monies approved in each line item in the budget may be spent for their intended purpose with no further Board consultation.
4. The person or Committee responsible for each line item in the budget may not exceed the approved amount either by actual expenditure or by commitment to future expenditures without prior Board approval.
5. If individuals or committees responsible for line items in the budget run into budgetary problems or wish to undertake unbudgeted work, they should consult with the Board at their earliest opportunity. The Board has the final say on any expenditure above the original approved budget.
6. The Club has two budgets, the Club Operating budget and the Club Community Service budget. These are independent budgets, funded from different sources; and funds are not interchangeable between these budgets.
7. The preparation of the Club’s budget for the upcoming Rotary year is the responsibility of the President Elect. He or she makes their budget presentation to the Board at the Planning Retreat which is normally conducted in conjunction with the regular Board meeting in May of each year.

Roles and Responsibilities:

1. The Club President is responsible for the financial health of the Club starting with the preparation of the budget as President Elect for his or her presidential year and extending through the overall administration of the approved budget throughout the presidential year.
2. The Board as a whole is responsible for the review and approval of the original budget for the year and for decisions on any proposed changes to the budget that may be requested during the course of the year.

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3. The Club Treasurer and the Club Endowment Treasurer assist the President Elect in the preparation of the budget for the upcoming year and compile the reports that tell the Board how the Club is performing financially from month to month as the year progresses.

4. Individual Directors gather budget data from the Committee Chairs under their oversight during the pre May budget preparation period. They monitor Committee budget performance throughout the year and inform the Board of any impending problems and act as a spokesperson as required for their Committees on budgetary matters.

5. Committee Chairs understand and comply with the Club's budgeting system and basic concepts. They carefully plan their Committee's budget for the year and strive to accomplish their objectives within the approved budget they are given for the year. They inform their responsible Director of any budgetary problems they foresee as soon as they become aware of a potential problem.

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Policy Regarding Members with Past Due Financial Obligations

(Approved by the Board of Directors on November 18, 2009)

Every year the Club's Board of Directors develops a budget based on anticipated revenues, which determines the levels of club activities and service projects that can be undertaken for the succeeding fiscal year.

The Club's principal sources of revenue are dues and the Community Service Assessment from individual members, the annual fundraiser(s) and market gains from the Club's Permanent Endowment.

It is incumbent on each member to be fiscally responsible and to meet his/her financial obligations by the due date. In some cases, such as the per capita assessments our Club owes to RI and District 6380, the timing is such that we must pay invoices in anticipation of reimbursement from our members. Thus, any delays stress the Club's cash flow as well as displaying a lack of consideration for the persons performing the processing.

Continued delinquency will result in the member's termination from the Club after the following course of action:

- As a part of the annual billing process, all members will be notified of the Board of Directors' policy on non-payment of per capita dues and other financial obligations to the Club.
- Reminder notices will be sent to members with delinquent unpaid financial obligations (dues or the Community Service Assessment) after 30 days (one month) and 60 days (two months) from the due date, by the Club Administrator over the signature of the Club's President.
- Personalized contacts by telephone, email or in person reminders by a designee of the Club's Board of Directors will be initiated after the second (60 day) reminder but before termination action is begun.
- Termination of members with an unpaid financial obligation will occur 90 days (three months) from the date of the member's delinquent status.
- The termination notification will be sent to the delinquent member's last known address on file with the Club by registered mail with a copy of the notification to the member's sponsor(s).

A member who deems their termination from the Club unjust under this policy must submit such protest in a written letter to the Club's Board of Directors within 21 days from the date of the termination letter.

Note: The Club recognizes that whether to maintain or discontinue membership in Rotary can be a difficult decision that may not be able to be made by the normal due dates. Thus, the member will be considered to be "in good standing" during the three month period above. As such, a resignation submitted during that period will qualify the member for immediate reinstatement in the future upon 1) a formal request to the board and 2) becoming current with all applicable financial obligations. In the case where a leave of absence will best address the member's situation, all financial obligations must be up to date before the board can approve one. These can be requested for up to six months at a time. In any case, the member should contact the Club in a timely manner to acknowledge the missed due date and provide a timetable for his/her decision. This contact can also be used to determine if a payment plan can help the member stay in the Club.

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Policy Concerning Solicitations at Club Meetings or Otherwise Directed at Club Members

(Approved by Board of Directors, March 18, 2009)

No member, speaker, guest or other person, group or organization shall sell products or tickets, solicit donations, or otherwise engage in overt fundraising activities directed at members of the Rotary Club of Ann Arbor at club meetings or by mail, e-mail or telephone solicitation using the membership list of the Rotary Club of Ann Arbor, except to raise funds for the Club itself, the Ann Arbor Rotary Endowment, or The Rotary Foundation or for events, causes or fundraising drives sponsored or officially sanctioned by the Club itself. The Rotary Shares Table can be used to make available for interested members, information regarding non-Rotary related activities, publications and/or products. Such materials should not be placed on the luncheon tables or individually distributed at meetings. Exceptions to this Policy may be made from time to time but only by majority action of the Club Board of Directors in response to written request from the person, group or organization seeking to engage in such activities.

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Duties and Responsibilities of Directors

Last Revised: 8/21/08

The leadership of the Rotary Club of Ann Arbor is organized into three levels; Officers, Directors and Committee Chairs. Officers and Directors comprise the Board of Directors.

There are a total of six Directors. Each serves a two-year term beginning with the start of the program year. Three are elected each year. The selections are made by the Nominating Committee, confirmed with the selectee and finalized at the Club Assembly. This document describes their general and specific duties and responsibilities.

General:

- Serve as the supervising/reporting director for each of the committees in the individual
- Recruit committee chairs and co-chairs.
- Function as an ex-officio member of each such committee.
- Serve as the liaison between such committees and Board of Directors.

Specific:

- Attend all Board of Directors meetings, reporting committee activities and needs, and be an informed voting participant in all Board decisions and other actions.
- Attend meetings of committees as necessary and appropriate to support and encourage their actions consistent with the club's strategic plan and Board directives and to keep the Board fully and accurately informed of committee activities and needs.
- Attend new member orientation programs and describe the mission and activities of committees in director's service area.
- Provide to committee chairs the names of members interested in serving on such
- Report the status and activities of each committee at the annual Club Assembly.
- Solicit budget requests from committee chairs as annual club operating and community service budgets are being prepared and forward them to president-elect and treasurers.
- Obtain yearly reports from committee chairs for the Club's Annual Report and forward them with, or as part of, the director's own service area report to the outgoing president.
- Provide for the president, club secretary and club administrator descriptions and dates of committee events for inclusion in weekly meeting agendas, annual calendar and the Harpoon.
- Prepare a document at the end of the term that can be used by the Club's officers and the director's successor to facilitate a smooth transition and rapid progress toward Club goals.

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Policy Regarding Designated Contributions

(Approved by the Board on May 19, 2009)

Club members, in addition to their dues, may make designated contributions to a club service project or other worthy Rotary cause provided that the Board approves the contribution as being in the best interest of the club. Examples of this type of gift are personal donations to the budget of an international humanitarian project, or funds to underwrite one or more of the club's scholarships on a one-time, unendowed, basis.

When the club actively solicits contributions to more than one beneficiary through a Board-approved fundraiser, a club member can designate that his or her contribution go to one or more of the specified beneficiaries rather than to all of them. Whenever a designated contribution is made to a beneficiary of a fundraiser, the contribution shall be considered to be part of the money raised by that year's fundraiser. There shall be no internal solicitation of monetary contributions by members for any club activity or project except through a Board-approved fundraiser.

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Proposed Procedures for Handling Community Service – Endowment Accounts

(November 15, 2005)

The following procedures should be adopted for the handling of the Community Service – endowment accounts. The current checking and savings accounts are maintained with the Bank of Ann Arbor and the endowment investment holdings are held by the local Charles Schwab office. The Club maintains an account with Merrill Lynch to facilitate the handling of gifts involving securities, primarily common stocks.

Handling Bank Statements and Broker Statements

- Duplicate statements should be sent, one to the Endowment Treasurer (at their home) and one to the Club Administrator (through the Club address)
- Club Administrator is to reconcile bank statement and assure Board of reconciliation; Endowment Treasurer will also reconcile account.
- Schwab and Merrill Lynch accounts will be mailed to only one address; the Endowment Treasurer receives those statements

On-Line Account Access, including monthly statements

- Bank of Ann Arbor for checking and savings: Endowment Treasurer
- Schwab: Endowment Treasurer and Chair of Investment Sub-Committee
- Merrill Lynch: Endowment Treasurer and Chair of Investment Sub-Committee

Issuance of Checks

- Endowment Treasurer is to issue check for items incorporated in budget or specific Board action
- Request for check issuance should be accompanied by appropriate invoice, and where possible, authorized by Director or Committee Chair responsible for expenditure request.

Purchase\investment in money market instruments for Community Service account

- Investment\purchase should not exceed \$30,000; funds in excess should be considered for the permanent endowment account
- Bank holding checking and savings account relationship should be used
- Endowment Treasurer is to monitor the local market rates offered for comparable instruments and if there is more than a .25% variance for the same maturity, Endowment Treasurer is authorized to invest\purchase other bank money market instrument.

Signatures for checking and savings accounts and Investment Account

- The Rotary Endowment Treasurer, Rotary President and Rotary President-Elect are the authorized account signers for both the checking and savings accounts.
- The Schwab and Merrill Lynch account authorized signers are the Endowment Treasurer and Chair of Investment Sub-Committee

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Endowment Investment Policy Statement

(Approved by the Endowment Trustees on 5/20/09)

Process and Objectives:

1. Provide annual distributions which support the “service above self” philosophy of Rotary. Current policy is that the distribution amounts to 4.25% of the Permanent Endowment’s market value each year. The distribution amount is based on a 12-quarter trailing average of the market values at the end of each quarter.
2. The disbursement policy and decision-making about allocation of funds disbursed to support worthy organizations and their missions are vested in the Board of Directors of the Ann Arbor Rotary Club, subject to annual review and affirmation by that Board.
3. The long-term investment strategy of the Endowment is to preserve principal in real dollars. Assuming an inflation rate of 3% and an annual distribution rate of 4.25%, the minimum investment total return should approximate 7.25%.
4. The Club’s fiscal year ends June 30. To support the budgeting process for the new fiscal year beginning July 1, the annual distribution is calculated as of March 31. At some point in the future, depending on resources available, the Endowment may need to purchase certain services currently provided without charge by Trustees serving as Investment Sub-committee members.
5. The Endowment Trustees utilize the five asset classes listed below to obtain investment performance in line with the following fixed allocation target percentages and index "benchmarks" over a 5 year or greater time horizon:
 - 40% Large capitalization equity (S&P 500)
 - 10% Mid capitalization equity (S&P 400 Mid Cap Index)
 - 5% Small capitalization equity (Russell 2000)
 - 30% International equity (MSCI EAFE Index)
 - 15% Fixed Income (Lehman Brothers Aggregate Bond)

Policies:

1. Use mutual funds or exchange traded funds for investment management.
2. If individual issue securities are donated in-kind to Endowment, they will be sold as soon as administratively feasible. Acceptance of other investments, i.e., Real Estate, closely-held business interests, etc. are covered by a separate Ann Arbor Rotary Endowment “Gift Acceptance” Policy.
3. Maintain prudent diversification between asset classes and equity styles. The range and target allocations of the five asset classes plus cash are shown on the next page. The minimum percentage allocation to an asset class that must be indexed is also shown (all allocations are expressed as percentages of total endowment).
4. The Investment Sub-committee meets and reports performance quarterly to the Board of Trustees, making any recommendations for rebalancing the portfolio at that time.
5. Rebalancing may occur when actual versus target allocations vary by 5%, and should occur when asset class range limits have been reached or exceeded.
6. Indexed Funds’ investment objectives are defined by benchmark indexes (S&P 500, etc.) given in the Objectives section above.

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7. Index Funds or Exchange Traded Funds may be utilized for specific style exposure (“growth” or “value”) within an asset class, but shall not reduce Minimum Indexed allocations specified in the Asset Allocation Guidelines referred to in Policy item #3. Therefore, these style specific index exposures are considered “actively managed”, not indexed.
8. The number of “actively managed” funds within an asset class should not exceed four funds.
9. Morningstar’s “style box” data will be utilized for Asset Class and Style classifications analysis purposes.
10. Changes to this INVESTMENT POLICY STATEMENT must be ratified by 75% of Ann Arbor Rotary Endowment Board of Trustees (currently 7 out of 9 Trustees) and affirmed by the Board of Directors of the Ann Arbor Rotary Club.

Asset Allocation Guidelines

	Range	Target	Indexed Minimum
Equities			
Large Capitalization	30 -- 50.0%	40.0%	
Value	5 -- 15.0%	10.0%	
Growth	5 -- 15.0%	10.0%	
Blend	10 -- 30.0%	20.0%	16%
Mid Capitalization	7 -- 13.0%	10.0%	
Value	0 -- 3.0%	2.0%	
Growth	0 -- 3.0%	2.0%	
Blend	5 -- 10.0%	6.0%	4%
Small Capitalization	2.5 -- 7.5%	5.0%	
Value	0 -- 2.0%	1.0%	
Growth	0 -- 2.0%	1.0%	
Blend	2 -- 5.0%	3.0%	2%
International	20 -- 40.0%	30.0%	
Developed	20 -- 40.0%	25.0%	12%
Emerging	0 -- 10.0%	5.0%	
Fixed Income	10 -- 20.0%	15.0%	6%
Cash	0 -- 5.0%	<u>0.0%</u>	<u>0%</u>

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Guidelines for Speakers

(Revised April 21, 2004)

The Ann Arbor Rotary Club Program Committee is an active group of about 20 members who meet monthly to oversee and schedule some 45 weekly programs during the calendar year. The Committee seeks and welcomes suggestions of the membership via completion of the form on the reverse side of this memorandum

A large measure of member satisfaction (and dissatisfaction) with the Club is based on the programs presented at the weekly luncheons. This represents a special challenge due to the size of the Club; the diversity and sophistication of the members; and other factors.

The Committee seeks suggestions for presenters on a variety of subjects and issues, with both members and non-members as potential candidates. There are two major limitations which Rotary has traditionally observed. (1) No person who is a candidate for political office may be invited or permitted to address the Club; and (2) no member, speaker, guest or other person or organization shall sell products, tickets, solicit donations or otherwise engage in overt fund raising activities directed to Club members.

Suggestions submitted via this form fully completed are presented for consideration by the Committee at monthly meetings. The Committee maintains an extensive list of presenter candidates from which priorities are discussed and reviewed. Due to the busy schedules of most presenter candidates, the Committee customarily sets a calendar of programs over a period of several weeks in advance. Firm dates for future programs may be confirmed only by the Committee Chair, Milan Marich. It goes without saying that no recommender should make any commitment to a candidate until notified of favorable action by the Committee.

Generally speaking, presenter candidates are presumed to be qualified and well informed individuals within their sphere of expertise. On the other hand, presenting skills may vary widely depending on experience and other factors. Members suggesting candidates should take the factor of presenting skills as a significant element in making the recommendation.

Sometimes a speaking opportunity request comes to the attention of the Committee directly from a volunteer presenter. In general, the Committee prefers to generate presenter candidates submitted by Club members rather than from external self-nominated individuals. Candidates who have delivered presentations on past occasions remain eligible for consideration to future invitations.

Any questions or comments relative to the Program Committee guidelines stated above should be directed to Mike Marich, Chair of the committee.

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Sharing Non-Rotary Information with the Club Membership: Rotary Shares Table, Meeting Announcements, Harpoon Articles, Club Website

(Approved by Board of Directors, March 18, 2009)

The Rotary Shares Table is for Rotarians use to make available for interested members information regarding non-Rotary related activities, publications and/or products. Rotarians' material is welcome at the Rotary Shares Table but should not be accompanied by said Rotarian or a representative of another organization. Non-Rotary materials are not to be placed on the luncheon tables or individually distributed at meetings. The President will frequently remind members to check the Shares Table for information of interest and the table will also be used to collect signatures for Rotary Cares Committee cards being sent to members. Members who place information on the Shares table are responsible for collecting any that remains. Items/material not retrieved from the Shares table will be disposed of at the discretion of the Sgt at Arms.

Requests to have mention of non-Rotary information at meetings, and/or notices placed in the Harpoon and/or website should be made in writing and presented to the President or Secretary at least a week prior to when the announcement or article should appear.

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Attendance Policy

(Approved by the Board on August 22, 2001)

- 1) Weekly fellowship is an important element of Rotary Membership.
 - 2) Members should strive to attend as many of our Club's meetings as possible.
 - 3) Our Club is required to maintain a minimum 60% attendance average by its unexcused members.
 - 4) Members who are temporarily unable to attend meetings may apply to the Board in writing for "Temporary Excused Status" (now known as a "Leave of Absence"). The letter should explain the circumstances involved and the length of time (from 3 weeks to 6 months) the member will require. A member may apply for an extension if needed. For members granted "Temporary Excused Status," attendance and absences are not included in our Club's monthly attendance report to the District.
 - 5) Members whose years of age and years in Rotary combined total over 85 may apply in writing for "Permanent Excused Status" (now known as "Active-Exempt"). For members in this category, attendance and absences are not included in our Club's monthly attendance report.
 - 6) Members temporarily excused or permanently excused from attendance requirements are not relieved from their obligation to pay dues and assessments.
 - 7) Members can obtain attendance credit for a missed meeting by reporting their attendance at another Rotary Club's meeting to our Club Secretary. The make-up must occur within 14 days of the missed meeting, prior to or following the date of the missed meeting.
 - 8) Members are also able to obtain attendance credit for regular weekly meetings in the following ways:
 - a. By attending a regularly scheduled meeting of one of the Club's committees. The Chair of the committee will supply the Club secretary in writing, the names of those members in attendance at the meeting.
 - b. By attending the District Conference.
 - c. By attending a District Committee Meeting.
 - d. By attending a Rotary International Convention or Regional Meeting.
 - e. By attending a monthly Club Board Meeting.
 - f. By attending a Club, District or International function which our Board has approved to qualify for attendance credit.
- In cases other than Club Committee meetings, it is the responsibility of the members to report their attendance in writing to the Club Secretary in order to obtain attendance credit.
- 9) Every six months a listing of members and their attendance percentage, including make-ups and other attendance credits, will be published in the Harpoon.
 - 10) Unexcused members who do not have a 50% attendance average will be contacted by a Board Member to discuss the problem.
 - 11) Unexcused members who fail to attain a 50% average for two or more consecutive six month periods will be asked if they wish to continue their Membership in Rotary.
 - 12) The Board, at its discretion, may vote to terminate the membership of a member who fails to consistently attend meetings without having a legitimate and reasonable explanation. Under the revised Rotary International bylaws, the Board is no longer mandated to automatically terminate a member's membership in Rotary for failure to meet attendance requirements.

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Guidelines for Membership in the Rotary Club of Ann Arbor

October 2003 (with minor updates in September 2007)

Our Standard of Membership

An association of some 30,000 autonomous clubs in more than 160 countries, Rotary International is one of the world's largest service organizations. The goal for a club's membership is an up-to-date and progressive representation of the community's business, vocational and professional interests. Members of Rotary are part of a diverse group of leaders working to address various community and international service needs and to promote peace and understanding throughout the world. We need new members to infuse our club with new ideas, energy and enthusiasm. Our members are our most important asset. They are the force that allows Rotary to carry out its humanitarian efforts and achieve its mission.

The Rotary Club of Ann Arbor has a rich and proud tradition of quality and enthusiastic members who have enabled our Rotary club to thrive and achieve remarkable success in supporting community and Rotary International causes. Our goal is to have a vital and diverse club with individuals who are proven leaders and professionals in our community, demonstrating professional growth, leadership and "service above self", and who have the interest and ability to support our club and its projects. Your Membership Development Committee and your Board of Directors are committed to a continuation of that tradition for the good of all those we serve.

In order to assure that potential candidates for membership and their sponsors are fully aware of and prepared to accept the responsibilities of club membership, each club member who is considering proposing an individual for membership is urged to be familiar with and support our standard and this process for the recruitment of new members.

Qualifications

Candidates for membership must:

- hold – or be retired from – a position of proven leadership or professional stature in the public or private sector;
- demonstrate volunteer service commitment to the community or chosen field of endeavor
- have the availability and the willingness to meet the club's attendance and community project participation requirements;
- live or work within the Ann Arbor area

Benefits and Responsibilities of Membership

- Rotary membership provides the opportunity to:
- be connected to our community;
- work with fellow Rotarians to address community needs;
- associate with other community leaders and professionals;
- Apply leadership skills and experiences for the advancement of the club's mission

Rotary club membership carries with it certain responsibilities:

- Members are expected to attend weekly programs of the club. Opportunities to make up attendance include attending a regular meeting of another Rotary club, attending various

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other Rotary committee meetings, or attending a club service project authorized by the club Board of Directors.

- Members are required to help meet the financial obligations of the club through annual dues (\$255 in Rotary year 2009-2010) and mandatory community service contributions (\$170 in calendar year 2010), and are expected to contribute voluntarily, but generously, to the Ann Arbor Rotary Endowment and the Annual Fund of the Rotary Foundation of Rotary International. There is a one time \$40 initiation fee for new members.
- Members are expected to participate in or otherwise support local or international activities or projects of Rotary.
- The club encourages members to aspire to leadership or committee roles within the club.

Membership Proposal Process

The Membership Development Committee is a standing committee of the club, made up of a representative cross-section of members, whose charge is to receive and review Proposals for Membership and make recommendations regarding those Proposals to the club Board of Directors for approval and invitation into membership.

The Membership Development Committee (MDC) and the Board of Directors of the Rotary Club of Ann Arbor are committed to the recruitment of quality and committed members, who are leaders in the community, and to their retention. To assist our club in achieving this goal, members who are considering an individual for possible invitation into the club are asked to contact the current MDC chairperson(s) to talk about the opportunity for sponsoring a successful candidate into club membership. These chairperson or committee members can assist the prospective sponsor with a brief review of the Standard of Membership and qualifications of the prospective member.

A person being considered for membership should be invited by the prospective sponsor to attend one or more club meetings to learn more about Rotary. Members are urged to refrain from referring to a guest or nominee as a “future member” until the Board of Directors has acted on a nomination, as nominees are subject to review until that time. If through conversations with the individual about the qualifications and responsibilities of club membership, the prospective sponsor believes that the individual meets the Standard of Membership, he/she is to complete and submit a Proposal for Membership Candidate Nomination Form, along with the accompanying checklist.

A new member nomination form can be obtained from the website at www.annarborrotary.org, from the badge board or from the Co-chairs of the Membership Development Committee (Charlie Crone and Todd Kephart in 2009-2010), submitted back to them when complete, and will be considered in a future new member class cycle. New member classes are inducted three times a year on a schedule which is announced by the Membership Development Committee, generally March, July and November.

Once the Board of Directors has acted, the member/sponsor will be contacted to notify the individual of the Board’s action and arrange to participate with the inductee in the new member induction process. This process includes announcements of candidates, orientation and new mem-

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ber induction at a regularly scheduled club meeting. If the candidate is not accepted, the Committee will inform the sponsor as to the reasons. The sponsor may then request to meet with the Committee if he/she believes reconsideration is warranted.

Role of the Member as Mentor/Sponsor

Mentoring of the new member is a critical factor in successful member participation and retention. A member who is considering being a sponsor must also be willing to be a mentor, in order to help assure that the new member's club experience is rewarding and that the club's goals and mission are supported by the development of a strong, vital and committed membership.

Among the mentor/sponsor's responsibilities are:

- Assure that the individual being considered meets the Standard of Membership and is likely to meet the responsibilities of a member of the club
- Sponsor only an individual that the sponsor feels he/she can fully support for membership
- Act as a mentor to the new member for the first year of membership, beginning with the day of orientation/ induction, to help the new member:
- meet and develop acquaintances with fellow members
- secure information about club activities and projects
- become involved in areas of interest, leading to sharing of talents and skills for the club's benefit

New Member Orientation

New member orientation is conducted on the morning of the scheduled induction of the new member into the club at the Noon regular meeting. Orientation consists of an overview of the history and culture of Rotary and of the responsibilities and opportunities for members of the Rotary Club of Ann Arbor. Orientation is very important to the new member and attendance is strongly encouraged.

Policy on Membership Transfer or Re-Instatement

The club has no special policy or procedure for the invitation or approval of individuals who wish to transfer from another Rotary club. Those club members who are interested in assisting an individual in this circumstance are asked to follow the club practice for new member consideration and proposal. Reinstatement of previous members of the Rotary Club of Ann Arbor is at the discretion of the Board of Directors and such requests should be referred through the Membership Development Committee.

Rev./Approved 10/03/B.O.D. (Updated in July 2009 to include the latest dollar amounts for dues, CSA and initiation fee and chairmanship of the Membership Development Committee)

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Policy Concerning Emeritus Status

(Approved by Board of Directors, March 18, 2009)

'Emeritus' membership status is available to our most senior club members based on the following criteria- eighty years of age and twenty years of Rotary service. This status should be reserved for members intending to resign from the Club for health or financial reasons. Recommendations for 'Emeritus' status will come from the Rotary Cares Committee to the Board for approval. The award of 'Emeritus' membership shall be recognized at a regular weekly meeting and will celebrate the members' long held connection with and support of Rotary and our club. 'Emeritus' status does not come with any requirements for either attendance or dues. If the Rotarian wishes the Club will provide a subscription to the Rotarian magazine at the Club's expense.

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Rotary Cares Committee Description

(Approved by Board of Directors, March 18, 2009)

The Rotary Cares Committee will evaluate and monitor our more senior Rotary membership to assess issues such as, but not limited to, transportation to meetings, help with meals at weekly meetings, assigning greeters at the downstairs door of the Union for 'senior drop-off', finding drivers for Senior Rotarians and scheduling them, sending cards signed by the general membership and calling to check on Rotarians with health-related issues. Lastly, they will proactively evaluate members to be considered for 'Emeritus' status and make recommendations to the Board on a periodic basis.

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Archival Policy

(draft of September 12, 2008)

Purpose:

The Rotary Club of Ann Arbor deposits materials in the Bentley Historical Library which document its history, scope and activities so that Club members, community members and interested researchers can access documentation of the Club.

Records Deposited:

The Club retains and deposits, in paper and/or digital format:

Annual Report

Board Minutes

Certificates, commendations, awards

Harpoon, weekly newsletter

Member Directory

Selected Correspondence

Special Programs and Committee materials as appropriate

Strategic Plans

Visual material

Time of Deposit:

Records will be deposited annually within six months of the close of the Club's year.

Responsible Position:

The Club's Archivist works with the Club's officers and Club Administrator to assure compliance with the Archival Policy and timely deposit of the materials.

Note:

Club Website: parts of the Rotary Club of Ann Arbor's website (<http://www.annarborrotary.org>) are archived in the Internet Archive's "Wayback Machine" (<http://www.archive.org>).

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Proposed Charter - International Outreach Committee

(1/18/06)

In the area of International Service one of the most rewarding experiences an Ann Arbor Rotary Club member can have is to travel to a Rotary location outside the United States and participate directly in Rotary activities there. This is the best way to understand the full scope and value of the Rotary movement. Numerous ways exist for our members to undertake international travel, but there is currently no organized way to publicize and facilitate these opportunities to the members. Since international travel is a major commitment and requires advanced planning, it is recommended that a coordinating committee be established to provide this help to our membership. The existing Sister Club committee, which recently completed reciprocal visits with two clubs from India, is ideally suited to assume this function. It is proposed that they continue their work under a new name and broader charter. The new International Outreach Committee will undertake to:

1. To maintain and cultivate the current Sister/Twin Club relationships with Pune Central and Bangalore Midtown Rotary Clubs in India and from time to time to initiate such new Sister Club relationships as are beneficial to our Rotary Club and are approved by our Club's Board of Directors
2. To encourage and facilitate traveling of our Rotary Club members and families to other countries by participating in club-to-club and district-to-district Friendship Exchanges.
3. To provide opportunities for our Rotary Club members to host Rotarians and their families from Rotary Clubs in other countries through Friendship Exchanges and other Rotary activities.
4. To assume the responsibilities of the Group Study Exchange Committee as a part of the International Outreach Committee. This includes working with the District GSE Committee and other district Rotary clubs.
5. To provide a focal point in our Rotary Club for invitations and opportunities to visit or participate in Rotary service projects, education programs and conferences in other countries, e.g., NIDs, Rotary International Conferences, etc. Identify Rotary Foundation funding, where available, such as Individual Grants to subsidize travel to Rotary countries for up to 60 days for qualified international humanitarian service.
6. To collaborate with other Ann Arbor Rotary Club Committees in the International Service area where this is appropriate and beneficial. These include: International Humanitarian Service Projects Committee, Ambassadorial Scholars Committee (Incoming), Youth Study Exchange Committee and others.
7. To help publicize the above activities and opportunities to the membership by whatever means are available within the Club.

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Statement of Conduct for Working with Youth^{1,2,3}

(Approved by the Board on June 17, 2009)

Consistent with our belief that all things Rotarians say and do should be fair and beneficial to all concerned, the Rotary Club of Ann Arbor is committed to creating and maintaining the safest possible environment for all participants in club activities. In particular we pledge to safeguard to the fullest extent possible the safety of all young people with whom members interact in club programs and projects, and to prevent physical, verbal, sexual or mental abuse of all such young people. Therefore all club members shall abide by the following policies and guidelines in all their interactions with children and youth in connection with club programs and projects. *The safety and well-being of our youth should always be the first priority.*

Rotary Tutors & Other Involvement with Children:

In the mutual interest of protecting children against abuse and protecting club member volunteers from unjustified accusations, no member volunteer shall be alone with a single child or group of children where they cannot be observed by others --- except when necessary, such as in tutoring and transporting or in other club sanctioned youth activities.

Members shall abide with any and all rules of the school.

Members involved in projects with children shall never leave a child unsupervised.

Members shall not abuse children in any way, including but not limited to:

- Physical abuse – do not strike, spank, shake or slap
- Verbal abuse – do not humiliate, degrade or threaten
- Sexual abuse – do not inappropriately touch or use inappropriate language
- Mental abuse – do not shame, withhold love or respect, or be cruel in any way.

Treat all children respectfully, equally and with humane consideration regardless of gender, race, religion, ethnicity, sexual orientation or cultural background.

Use positive techniques of guidance, including redirection, positive reinforcement and encouragement; avoid competition, comparison or criticism; and establish and maintain age-appropriate expectations and environments that minimize need for discipline.

Do not smoke, use smokeless tobacco products, or use, possess or be under the influence of alcohol or illegal drugs in the presence of children.

Do not use profane language, tell inappropriate jokes, share intimate personal life details or engage in any kind of harassment in the presence of children or their parents.

Always be a positive role model for children with an attitude of respect, dignity, loyalty, patience, courtesy, tact and maturity.

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If a club member observes any activity by another club member or other adult involved in a club program or project with children that he/she believes may violate this policy, he/she shall promptly report it (See Club resolution procedures).

Club or Rotary International programs involving young people, including Junior Rotarians, STRIVE, RYLA, Rotary Youth Exchange, Rotaract, Interact, Ambassadorial Scholars:

Treat all young people respectfully, equally and with humane consideration regardless of age, gender, race, religion, ethnicity, sexual orientation, or cultural background.

Do not smoke, use smokeless tobacco products, or use, possess or be under the influence of alcohol or illegal drugs in the presence of young people.

Do not use profane language, tell inappropriate jokes, share intimate personal life details or engage in any kind of harassment against young people.

Always be a positive role model for young people with an attitude of respect, dignity, loyalty, patience, courtesy, tact and maturity.

Do not engage in any kind of sexual interaction with young people, including but not limited to: *Sexual Abuse*, such as engaging in a sexual act or forcing or encouraging the young person to engage in such an act either alone or with another person of any age and whether of the same or opposite sex, inappropriately touching a young person, indecently exposing oneself to or in the company of a young person, or showing a young person sexually explicit or pornographic material; and *Sexual Harassment*, such as making a sexual advance toward a young person, requesting sexual favors, inappropriate touching, obscene or suggestive comments or gestures, displaying sexually suggestive objects, pictures or drawings, comments or gossip about one's own or the young person's sexual activities, attitudes, preferences, deficiencies or prowess, dirty jokes or other oral or written references to sexual conduct generally, or verbal abuse of a sexual nature.

If a club member observes any activity by another club member or other adult involved in a club program or project with young people that he/she believes may violate this policy, he/she shall promptly report it (See Club resolution procedures).

Each member of the club who has contact with youth is required to read this statement of conduct annually and sign an agreement to that effect. The signed agreements will be kept and filed by the club administrator. The signed agreements will be kept filed for two years.

Club Resolution Procedures:

Stage 1: Initiating the Resolution Process.

Reports of violations of this policy shall be made to the club president or other club official(s) as designated by the president or the club Board of Directors to receive such reports and

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cooperate fully in a timely manner and in any investigation of such activity by club, school or law enforcement officials. *All allegations must be reported, in writing, within two weeks after the incident(s) alleged in the complaint.*

Stage 2: Resolution Procedures.

The club president, or designees, will meet with the accused individual to explain the complaint and the resolution process. The accused individual(s) will have the opportunity to ask questions and make a statement.

Stage 3: Acceptance of Responsibility.

The accused individual(s) may simply accept responsibility for the allegations and accept the sanctions chosen by the club president as endorsed by the club board of directors.

Stage 3: Sanctions.

Formal Reprimand: A formal notice that the club policies on protecting the safety of youth have been violated.

Disciplinary Probation: A designated period of time during which the individual is not in good standing with the club.

Suspension: Separation from the club for a specified period of time.

Expulsion: Permanent separation from the club.

Stage 4: Concurrent Legal Proceedings.

If accused individual(s) is likely to or is undergoing civil or criminal action for the same allegations which form the basis of a complaint under this club policy, the club or accused individual(s) may choose to delay a club resolution until the external civil or criminal proceedings are concluded.

¹ The above described Club guidelines and procedures is intended to comply with and meet the spirit of the "Statement of Conduct for Working with Youth" [as adopted by the Rotary International Board of Governors, 2002 November] which reads "Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact."

² In that this "Statement" would apply also to conduct observed by club members but committed by individuals who are not members of the club, the resolution procedures and possible sanctions pertain only to club members.

³ This "Statement" of Club guidelines *and procedures on* conduct for working with youth shall be reviewed, reaffirmed or revised as necessary each year or at other intervals as may be needed by the club Board of Directors or its duly constituted designates. *Any modifications of significant note shall be reported to the club membership in a timely fashion.*

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STRIVE Scholarship Budgeting Policy

(Approved by the Board on November 18, 2009)

- 1) The Board (and the Club membership) strongly support the STRIVE Scholarship program, the STRIVE committee and their work. To the extent that resources are available, the Board normally will support any new STRIVE request, but as with all Ann Arbor Rotary committees, STRIVE must receive Board approval before making any financial commitment and may not make commitments beyond its approved budget amount in any year without supplemental advance approval by the Board.
- 2) The Club currently budgets in May/June for all expenditures or commitments to be made in the new Rotary year starting on July 1 after the new budget is established. Therefore the STRIVE budget passed in June of any year will fund scholarship awards to be made the following May and related expenses (e.g., awards banquet costs) in the budget year in which those awards are announced.
- 3) The Board understands that STRIVE Scholarship awards made in May are not actually utilized until the following academic year, and in cases of deferred awards possibly not until the second subsequent academic year. Thus funds committed for any group of STRIVE Scholarship winners must be escrowed or otherwise reserved until those awardees have exhausted all options open to them under approved STRIVE policies.
- 4) The only students who may have claims on unused STRIVE funds are those to whom the scholarships associated with the funding in any given year were awarded *and those eligible for continued payment of tuition, books and/or student fees in the immediately following year as either a deferral, an unused balance of an original award or second-year supplemental funding (see Paragraph 5 below)*. An individual account will be maintained for each student until the student has no more options under STRIVE policies to utilize the funds. After all claims are exhausted by the student, any portion of the funds associated with his/her scholarship that have not been used will become part of the fund balance in the Community Service budget subject to general Club use at Board direction.
- 5) *It is intended that students awarded STRIVE scholarships in May will utilize the full amount of the award for tuition, books and student fees associated with coursework at WCC in the immediately succeeding academic year. But because students' personal and academic situations vary greatly and may not always permit this intention to be fulfilled, the use of STRIVE scholarship awards may be deferred to or continued in a second year immediately after the one for which the scholarship originally was awarded in any one or a combination of these three cases: a) use of an award may be deferred in its entirety for one academic year if the student makes a written request for deferral under established STRIVE procedures; b) if a student enrolls in and successfully completes courses at WCC during the year for which a scholarship originally was awarded, but does not use all funds awarded, the unused balance may be applied to tuition, books and fees for additional coursework during the immediately succeeding academic year; c) although it is expected that STRIVE scholarship awardees who use their entire award while successfully completing a first year at WCC will find other funding for continued studies, additional second-year support may be provided to such awardees who cannot obtain sufficient funding from other sources for their continued WCC coursework, but such supplemental awards will be separate*

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scholarships paid from (and available only to the extent of) funds budgeted for STRIVE in a given budget/academic year but not expected to be used that year as regular first-year scholarships or second-year funding as described in a) and b) above.

- 6)** *For the purposes of Paragraph 5(b) and (c) above, successful completion means that the student received a passing grade in each class completed during the year for which the scholarship originally was awarded and did not withdraw from more than one class for which he/she registered.*
- 7)** *To properly fund the May 2008 STRIVE scholarship winners, certain one-time actions were taken by the Board. All STRIVE funding from budget years prior to 2007-08 that was not used in those years but still was allocated to STRIVE in the 2007-08 financial reports of the Ann Arbor Rotary Endowment, along with an unused portion of the 2007-08 STRIVE budget, was used to fund scholarships awarded in May 2008. The balance of unused 2007-08 STRIVE funding not so allocated for 2008-09 was added to the Community Service fund balance to support other Community Service work in 2008-09.*

June 23, 2008; revised September 2009