



Rotary Club of Altoona GENERAL OPERATIONS MANUAL Standards for Board Members and Officers of the Club

Function:

The Rotary Club of Altoona is committed to providing quality leadership to the Club through and with its board members. This policy will delineate the criteria for members who desire to become members of the board as well as officers of the Club. The board of the Club is the governing body of the Club.

Title:

Standards/Criteria for Board Membership and Offices of the Board

Effective Date:

September 14, 2009

Policy:

All prospective board members will be screened prior to being proposed for the board to insure that the member is a club member in good standing of the Club.

Purpose:

The purpose of the Rotary Club of Altoona's standards for board members and officers of the Club is to:

- .Ensure the business of the Club is enacted according to the Four-Way Test and prudent business practices

Procedure:

Members proposed for membership are to comply with the Constitution and bylaws of the Rotary Club of Altoona and those standards set forth by Rotary International.

NOMINEES FOR BOARD MEMBERSHIP

Nominees for board membership should be members of the club for at least two years and have served as an active member on a major committee such as Rotary Radio Days, Career Fair, or Scholarship Committee or another appropriate major committee or project.

NOMINEES FOR CLUB OFFICERS

PRESIDENT

1. The nominee for President is to be a member in good standing of the Club.
2. The nominee shall have served on the board for at least two years.
3. The candidate shall have chaired a significant event in the life of the Club such as Career Fair, Scholarship Committee, Radio Days, or another major event as determined by the board.
4. The candidate or his/her representative will have attended one or more district conferences and/or international conventions.
5. The President is to attend the President-elect training seminar (as President-elect) and the district assembly.
6. The President should also have:
 - a. The ability to assume leadership of the club and possess the esteem and confidence of the members;
 - b. Sufficient time and be prepared to give the time and effort necessary to lead and carry out the work of the club;
 - c. Served in the club as a board member, a chair or one or more of the major committees, or club secretary; and
 - d. A working knowledge of the club's constitution and bylaws.

PRESIDENT-ELECT

1. The nominee for President-elect is to be a member in good standing and shall have served as the Vice President of the Club.
2. The candidate shall have chaired a significant event in the life of the Club during his/her service as Vice President.
3. The candidate or his/her representative will attend one or more district conferences and/or International conventions

VICE PRESIDENT

1. The Vice President candidate is to be a member in good standing and shall agree to chair a significant event in the life of the Club.

SECRETARY

1. The candidate for secretary is to be a member in good standing and shall agree to keep and report the attendance records of the Club.

TREASURER

1. The candidate for secretary is to be a member in good standing and shall agree to keep and report the financial records of the Club.

SERGEANT –AT- ARMS

1. The candidate for this position is to be a member in good standing and shall agree to fulfill the duties of the office as prescribed for such an office and other duties as may be prescribed by the President or the Board.

The club/s best interests are served by observing the principle of rotation in office. Club officers should not be encouraged or expected to hold office for two successive years. However, clubs may find it advantageous to elect an officer for a second and successive year or to re-elect a former officer of the Club.

Exceptions to the two year service standard will be evaluated by the nominating committee on a case-by-case basis. If a Rotarian has provided exemplary service to the Club yet has not been a member for two years, he/she will still be considered for board membership.

Elections are to be held at the annual meeting of the club no later than the last club meeting in December.

Any deviation to these standards will be considered by the board on an individual basis.