



## Club Policy

### I. GENERAL POLICY:

The strength and essence of a Rotary Club rests in its committees' programs and the joy of shared fellowship. To achieve its goals in these areas the club depends upon the personal commitment and dedicated participation of its Members.

Prospective members must be informed about the nature of Rotarian fellowship and Rotary's commitment to improvement of the community. They must also understand that the concept of "Service above Self" is more than a slogan; it is a call to action they will be expected to adopt.

The stated attendance goal for each Member of the Helsinki International Rotary Club should be nothing less than 100%. The Helsinki International Rotary Club is determined to ensure its compliance with the Rotary International goal of a minimum 60% annual attendance figure.

However, the Board of Directors recognizes that a fair and sensible policy governing attendance is necessary to ensure the proper functioning and future success of the club, taking into consideration the rather unique composition of the Helsinki International Rotary Club.

### II. SPECIFICS:

#### A. ATTENDANCE AT WEEKLY MEETINGS:

The Helsinki International Rotary Club meets weekly. Since the Board of Directors recognizes that Members may not always be able to attend the scheduled weekly meetings, the following alternatives are available:

##### 1. MAKE-UP CREDIT:

Full attendance credit is allowed for attendance at meetings or official club functions of any other Rotary Club. Members are strongly encouraged to take maximum advantage of this provision to share fellowship with other clubs and to familiarize these Rotarians with our club. Documentation of such attendance should be secured from the Secretary of the visited club and presented to the Club Secretary or the Sergeant-at-Arms at the earliest opportunity. Full credit is allowed if presented within four months from the make-up meeting.

##### 2. CREDIT FOR CLUB SERVICE:

Full attendance credit is awarded for participation in the following official activities of the club:

- a) Board of Directors Meetings
- b) Representing the Club at District, Regional, International or Rotaract Meetings



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- c) Attendance at a Club Forum or Club sponsored events
- d) Attendance at Club "Five for One" meetings
- e) Attendance at formal meetings of the committees or sub-committees, or the meetings of any ad hoc sub-committee formed by the Board of Directors to facilitate the operations of the club.
- f) The Official Host or Chairperson of the committee or sub-committee is responsible for informing the Club Secretary or the Sergeant-at-Arms of names of club Members attending such events by the next scheduled weekly club meeting.
- g) Any Member participating in an event directly contributing to the club or to the club's service goals may submit a request for credit toward attendance to the Board of Directors for consideration.

### **B. NON-ATTENDANCE AT CLUB-SPONSORED EVENTS**

The goal of the Helsinki International Rotary Club is to achieve a good fellowship in the club through high-level and interesting committees' programs. The committees are using a lot of time and resources in organizing parties, company visits and cultural events. Members are requested to register themselves to these activities. Members, who have registered but have not cancelled their attendance and don't show-up to the event, are responsible to pay to the club the club's out-of-pocket expenses or a fine specified by the Board of Directors. Members having a force majeure have not to pay if accepted by the Board of Directors.

### **C. MEMBERSHIP:**

The Helsinki International Rotary Club is composed of Finnish and non-Finnish Members from various classifications. The language of the club is English. The club has traditionally tried to maintain a balance of Finnish and non-Finnish Members. As an international club a particular membership goal is the active search for candidate members representing as many countries as possible and with established current activities or prior professional experience involving the international community. Since many of the non-Finnish Members are drawn from the diplomatic or business community and many Members are performing dynamic functions in their chosen professions, frequent transfers are a feature of our club. As a result, Member turnover is significantly higher than in more traditional Rotary Clubs. A dynamic Membership Development program is absolutely essential to the continued viability and success of the club. The Membership Development program shall consist of:

1. The Helsinki International Rotary Club actively seeks to identify prospective members through the assignment of current Members to a "Five-for-One" group. These groups of about five club Members meet under the leadership of an experienced Rotarian to discuss club membership requirements and to identify and consider individuals for potential membership. Individuals favourably considered by the Five-for-One group are invited to attend the club meetings under the sponsorship of a current Member. However, any active Member is



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encouraged to take the personal initiative to invite a promising candidate to attend club meetings. (See Flow Chart)

2. Once a prospective member has attended several weekly meetings the sponsor should complete a detailed membership proposal form and submit it to the Membership Committee (see membership proposal form attached). The sponsor should carefully consider this decision. A review of the Club Constitution, the Club Bylaws and Rotary Manual (available from the Secretary) is highly recommended as part of this consideration process. The sponsor should be convinced that the candidate being proposed is cognizant of the responsibilities of membership and is prepared to fulfil both the service and attendance requirements. Sponsors who elect to inform candidates that they are being considered for membership, should include a caution that membership is not automatic and may not be offered for a variety of reasons including club balance, size, composition, or classification duplication, in addition to suitability or desirability issues.
3. Following the election, the President shall arrange for the induction of the new Member; the club secretary shall issue a membership card and shall report the new Member to RI; and the Membership Committee shall provide appropriate literature for presentation at the induction and assign a Member to assist in the assimilation of the new Member. The sponsor should also be prepared to serve as a mentor for the new Member to assist him or her in more fully understanding and appreciating the meaning of Rotarian fellowship and service.
4. The deliberations, discussions and evaluation of prospective members by the Membership Committee, Board of Directors or the club are privileged information and **will not** be discussed or revealed to prospective members. Prospective members **will not** be informed of written objections to their proposed membership.

### **D. LEAVES OF ABSENCE:**

The Board of Directors recognizes that the demands of personal or professional life may dramatically impact even the most dedicated Rotarian's ability to fulfill attendance or service responsibilities. For this reason the Board of Directors will consider granting LEAVES OF ABSENCE (LOA) on a case-by-case basis to Members who are unable to attend club meetings or participate in club service programs. Members granted such LOAs will be excused from the previously stated attendance and participation provisions, provided they remain Members in good financial standing with the club. LOAs should be reserved for periods when Members have little or no possibility of accomplishing attendance credit as listed in paragraphs II.A.1 or II.A.2. LOAs are requested in writing to the Club President or the Club Secretary for consideration by the Board of Directors at the next monthly meeting. In cases of exceptional or compelling circumstances, the Board of Directors may grant an LOA to a Member who may otherwise be unable to make a timely request on his own behalf such as in the event of a sudden illness or accident.

1. Temporary LOA - Members may request that a temporary LOA be granted to cover a specific period identified by a beginning and ending date. The reason for the LOA must be clearly stated and some indication must be included as to why



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other alternative attendance credit possibilities are not viable options. Some examples of temporary LOAs include: short periods of travel in remote areas, short periods of intense professional activity, or periods of personal difficulties or illness. Temporary LOAs are not extended beyond the requested period, and are normally granted for periods of four weeks or more. Any Member having LOA shall not be included in the membership figure used to compute the club's attendance. The Member must be recorded as absent unless the Member has a make-up credit or a credit for a club service.

2. Extended LOA - Extended LOAs are intended to be granted to Members who have a strong desire to remain specifically associated with the Helsinki International Rotary Club, pay their club dues, but cannot attend club meetings. Examples of extended LOAs include: Members posted to remote locations without Rotary possibilities, Members posted abroad who will return to the International Club upon the conclusion of their tour, and Members who are posted abroad with little hope of returning to Finland, while they pursue local Rotary membership. Extended LOAs are normally granted for a maximum of a six-month period, but the Board will consider extensions, if the situation dictates.

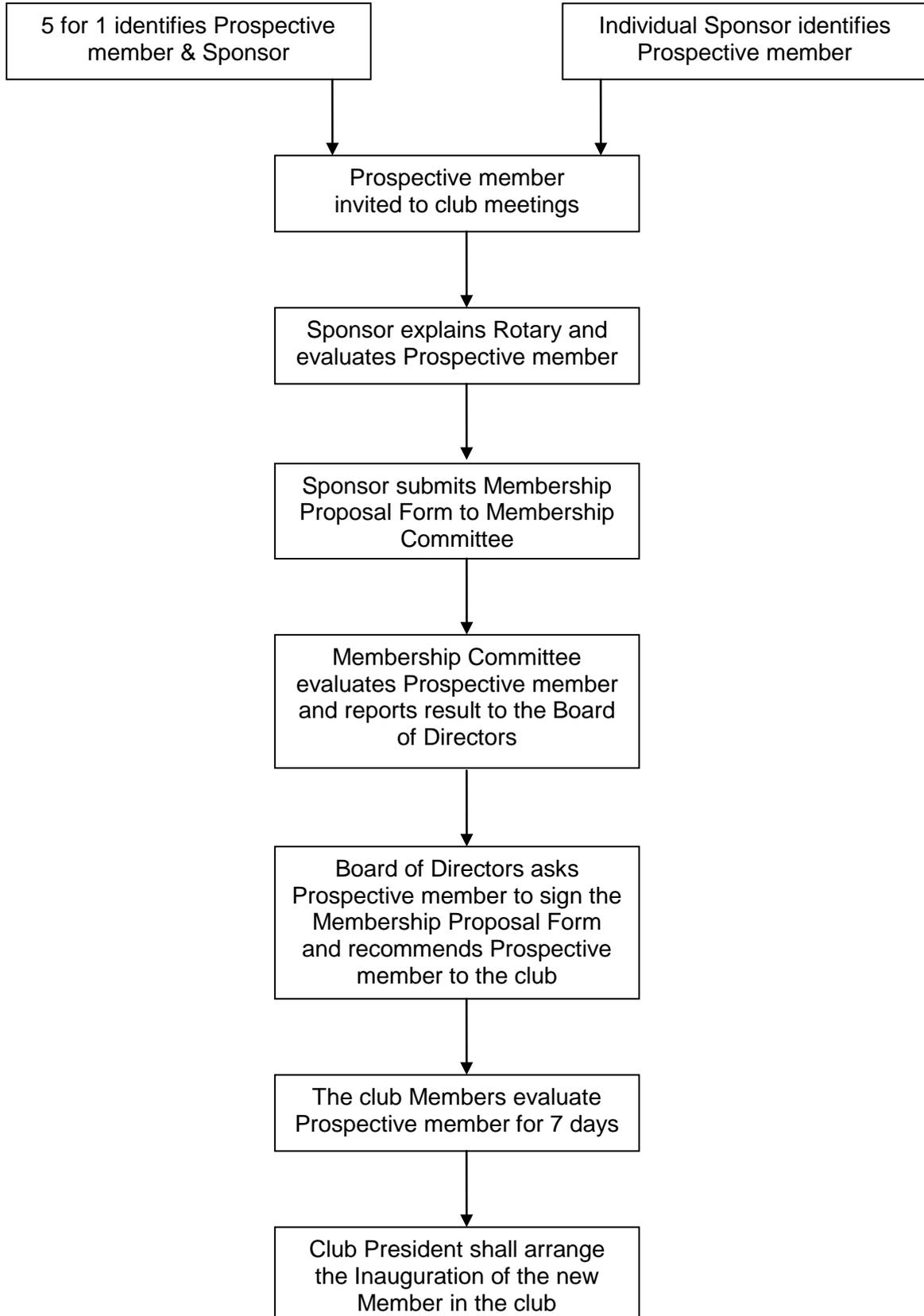
### **E. DURATION OF MEMBERSHIP:**

At the direction of the Board a membership of Member who does not remain in good financial standing, demonstrate marginal attendance or participatory levels, or exhibit conduct contrary to the goals of the club or Rotary International:

1. Will be counselled, by the sponsor (if possible) to take immediate action to improve the situation.
2. If sponsor counselling is not successful, the Board will instruct the Club Secretary to send a formal letter suggesting the Member seriously consider either correcting the situation or resigning from the club. The Member will be requested to respond, in writing, as to his decision in this matter.
3. If after receiving a letter from the Club Secretary the Member does not take substantive action to improve the situation, the Board by a majority vote can terminate the individual's membership. The Club Secretary will initiate notification actions in accordance with Article 10, Section 6 of the Club Constitution.



**CLUB MEMBERSHIP PROCESS FLOWCHART**





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### MEMBERSHIP PROPOSAL FORM

Sponsor's Name: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Work Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Profession/Specialties: \_\_\_\_\_

Employer: \_\_\_\_\_

Education: \_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_

Awards/Special Recognition: \_\_\_\_\_

\_\_\_\_\_

Family Members' Names: \_\_\_\_\_

Previous Rotarian? (Where & When): \_\_\_\_\_

\_\_\_\_\_

Membership in Other organizations: \_\_\_\_\_

\_\_\_\_\_

Hobbies/Other Skills: \_\_\_\_\_

\_\_\_\_\_

Sponsor's views of how the prospective member will contribute to the club:

\_\_\_\_\_

\_\_\_\_\_

Date and signature of Sponsor: \_\_\_\_\_

Date and signature of Candidate: \_\_\_\_\_



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### MEMBERSHIP PROPOSAL E-FORM

<b>Sponsor's Name:</b>			
<b>Candidate's Name:</b>			
<b>Date of Birth:</b>		<b>Nationality:</b>	
<b>Home Address:</b>			
<b>Home Phone:</b>		<b>Mobile:</b>	
<b>Work Address:</b>			
<b>Work phone:</b>		<b>Fax:</b>	
<b>E-mail Address:</b>			
<b>Profession/Specialties:</b>			
<b>Employer:</b>			
<b>Education:</b>			
<b>Work Experience:</b>			
<b>Awards/Special Recognition:</b>			
<b>Family Members' Names:</b>			
<b>Previous Rotarian? (Where &amp; When):</b>			
<b>Membership in Other organizations:</b>			
<b>Hobbies/Other Skills:</b>			
<b>Sponsor's views of how the prospective member will contribute to the club:</b>			
<b>Date:</b>	<b>Signature of Sponsor:</b>		
<b>Date:</b>	<b>Signature of Candidate:</b>		