



**ROTARY MEANS  
BUSINESS  
FELLOWSHIP**

# Rotary Means Business Fellowship

## Policies and Procedures

[illegible]



# Rotary Means Business Fellowship

## Policies and Procedures



## Contents

Article I.	About Rotary Means Business	
A.	Introduction	4
B.	Vision Statement	4
C.	Mission and Purpose	4
D.	Ethics	4
E.	Profit	4
F.	Name and Initial Reference	4
Article II.	Members	
A.	Membership in the Fellowship	5
B.	Member Behavior	5
Article III.	Chapters	
A.	Chapter Authorization	6
B.	Chapter Operation	6
C.	Membership in Chapters	7
Article IV.	Finance and Dues	
A.	Fiscal Decisions	8
B.	Fiscal Year	8
C.	Dues Amount	8
D.	Payment Dues Date	8
E.	Past Due Dues	8
F.	Rotary International Convention Attendance Subsidy Policy	9
G.	Regional RMB Event Subsidy Policy	10
H.	Director Expense Reimbursement Policy	11
I.	Subsidy Requests Not in the Budget	11
Article V.	Board of Directors	
A.	Qualification to Serve	12
B.	Regional Representation	12
C.	Officer and Director Job Descriptions	13
D.	Attendance at Board Meetings	16
E.	Attendance at International Convention	16
Article VI.	Committees	
A.	List of Committees	17
B.(+)	Committee Details	17



# Rotary Means Business Fellowship

## Policies and Procedures



Article VII. Elections	
A. Nomination and Election Schedule	19
B. Voting Procedure	19
C. Violations of Election Guidelines	19
D. Election Procedures for Regional Representation	20
E. Rotary Means Business Election Guidelines	21
Article VIII. Logo	
A. Logo Usage Guidelines	22
Article IX. Promotion and Communication	
A. Internet Presence	23
B. Communication	23
Article X. Discipline	
A. Candidates	24
B. Members	24
C. Chapter Leaders	24
D. Directors	24
Article XI. Resources	
A. RMBF By-Laws	25
B. RMBF Guide to Forming a Local Chapter	25
C. Specific Questions	25
D. Fellowship Contact Information	25
Article XII. Legal Matters	
A. Name	26
B. Logo	26
C. Arbitration	26
D. Chapters Not Agents of Rotary	26
E. Chapters Not Agents of the Fellowship	26
F. Effective Date	26
Style Guidelines -- Formatting Information (temporary page)	27
Will be deleted once document is completed.	



# Rotary Means Business Fellowship

## Policies and Procedures



## Article I: About Rotary Means Business

### A. Introduction

Every organization has its own culture. As the organization grows and matures, one of the best ways to help maintain a consistent culture is to create a written set of Policies and Procedures. These RMBF Policies and Procedures are intended to help guide members as to what activities are permitted, encouraged, discouraged, and prohibited.

Some of this information is also available in the Rotary Means Business Fellowship Guide to Forming a Local Chapter, which is available on request. While the Guide is designed as an informational document only, these Policies and Procedures are part of the governing documents of the Rotary Means Business Fellowship.

These Policies are effective as of the cover date of this document, and may be updated at any time by the Rotary Means Business Fellowship Board of Directors

For further information or if you require clarification, please refer to our website: [www.RotaryMeansBusiness.org](http://www.RotaryMeansBusiness.org). Or you may also contact the Fellowship or any member of the Leadership Team. Please see the Resources page.

### B. Vision Statement

The Rotary Means Business Fellowship will be the driving force to make Business an essential component of Rotary along with Service and Good Fellowship as it was at Rotary's founding.

### C. Mission and Purpose

The purpose of the Rotary Means Business Fellowship is to support the success of fellow Rotarians by doing business with them and referring others to them in order to build stronger businesses, communities, members, Foundation, clubs and ultimately Rotary.

### D. Ethics

Members of the Rotary Means Business Fellowship are expected to engage in ethical behavior in all interactions with other Rotarians and the general public. Documented unethical behavior can be grounds for termination of membership.

### E. No Profit

No officer or member may profit from his or her official actions of the Rotary Means Business Fellowship. It is not prohibited to engage in ethical business transactions with fellow members or the Fellowship, in which a legitimate profit may be earned for providing a product or service.

### F. Name and Initial Reference

Throughout this document, and other Rotary Means Business Fellowship documents and collateral material, as well as electronic communication, the Rotary Means Business Fellowship may also be referred to as "Rotary Means Business," "RMB," or "RMBF."



# Rotary Means Business Fellowship

## Policies and Procedures



## Article II. Members

### A. Membership in the Fellowship

- (1) The Rotary Means Business Fellowship is required by Rotary International to accept all individuals for membership in the Fellowship. Membership categories are as shown.
  - (a) Full Member: Rotarian in good standing. Full member has full rights, including membership in chapters, ability to register on the website, voting on Fellowship business, and showing their RMBF membership on personal and business correspondence. Full members must pay lifetime dues or continue to pay annual dues to remain a full member of the Rotary Means Business Fellowship.
  - (b) Honorary Member: An individual, Rotarian or not, who has provided substantial benefit to the Rotary Means Business Fellowship and/or to chapters or individual RMBians. Honorary members may show their honorary membership on personal or business correspondence, and are not required to pay dues. Honorary members may not vote on Fellowship business.
  - (c) Associate members have limited rights. They may join as annual members, but may not become lifetime members until they join Rotary. They may not show their RMBF membership on personal or business correspondence. They may not vote on Fellowship business. Chapters are not required to accept associate members as chapter members.
- (2) In order to remain a Full Member in good standing of the Rotary Means Business Fellowship, a member must pay a one-time lifetime membership or continue to pay annual dues in a timely manner. In order to remain an Associate Member in good standing of the Rotary Means Business Fellowship, a member must continue to pay annual dues in a timely manner.
- (3) Members must also abide by the Rotary International Code of Policies, the Rotary Means Business By-Laws, and the Rotary Means Business Policies and Procedures.
- (4) This section is effective when the By-Laws approved on June 18, 2024 come into effect.

### B. Member Behavior

- (1) Members of the Rotary Means Business Fellowship are expected to honor Rotary International's Four-Way Test as a guide for all behavior connected with RMB.
- (2) Abusive behavior, breach of confidentiality, or unethical behavior will not be tolerated within the Rotary Means Business Fellowship. See Rotary Means Business Fellowship By-Laws, Article X for more details on the Rotary Means Business Fellowship's Anti-Harassment Policy.
- (3) Violation of any RMB governing document, including but not limited to the By-Laws and these Policies and Procedures, violation of any Rotary International policy, or any unacceptable behavior as determined by the Board of Directors may result in the offending member being subject to disciplinary action. See the chapter "Discipline" for potential penalties that may be imposed as a result of unacceptable behavior.



## Policies and Procedures

### Article III. Chapters

#### A. Chapter Authorization

- (1) Rotarians wishing to launch a local RMB chapter must meet all requirements in order for a local chapter to be approved. The minimum requirements include: chapter founder must be a lifetime member of RMB, and the application for chapter authorization must be submitted using the method currently employed by the Rotary Means Business Fellowship. Other requirements may be added by the Board from time to time.
- (2) When deciding whether to approve new local chapters, the leadership of RMB will take into consideration the impact of the new chapter on existing chapters. RMB may consult with the leadership of nearby chapters to determine if an additional chapter will complement or compete against the existing chapter.
- (3) Where it is determined that an additional chapter will not cause harm to existing chapters, especially in larger urban areas, multiple chapters may be authorized. The decision to approve or deny additional chapters shall rest solely with the leadership of the Rotary Means Business Fellowship.
- (4) Local chapter charters may be revoked for cause by the Rotary Means Business Fellowship. Causes for revocation may include, but are not limited to: Failure to meet or engage in activity for an extended period of time, failure to pay annual dues to the RMBF, failure to submit requested reports, adoption of policies contrary to RMB policies, unethical behavior by chapter leadership, or toleration of unethical behavior by its member(s.)

#### B. Chapter Operation

- (1) Local RMB chapters may choose from a variety of sponsorship/management styles. Some chapters are sponsored by a single Rotary Club. Other chapters may be sponsored by a group of aligned clubs or by a Rotary District. Our "Guide to Forming a Local Chapter" contains details of these options.
- (2) Chapters are required to pay their annual dues at the time scheduled, and in the amount designated for that year.
- (3) The Rotary Means Business Fellowship may require that local chapters submit an annual report detailing requested information. The information requested may change, but will usually include annual membership or attendance, meeting location, leadership names and contact information, and a financial report.



## Policies and Procedures

### C. Membership in Chapters

- (1) The RMB Fellowship believes that local Rotary Means Business chapters can be excellent recruitment and retention tools for Rotary Clubs. As such, the Fellowship encourages local chapters to welcome the attendance of potential Rotarians on a limited basis. However, some local chapters see RMB primarily as a benefit of Rotary membership, and limit attendance to Rotarians only. The Fellowship allows local chapters wide latitude to set their attendance policies.
- (2) The RMB Fellowship's policy is to discourage but not prohibit local chapters from creating memberships. Local memberships can confuse members and discourage them from joining the RMB Fellowship.
- (3) If a local chapters insists on developing membership rolls, the criteria for membership is set out in Rotary International's Code of Policies. Those rules effective for the Rotary Means Business Fellowship as of 1 January, 2027, -allow both Rotarians and non-Rotarians to join Rotary Fellowships. A detail to those rules also allows the Rotary Means Business Fellowships to adopt more focused membership guidelines that are in line with the Fellowship's values. As such, the Rotary Means Business Fellowship has created categories of membership (see Article II, Section A) which give the Fellowship and chapters more flexibility in the membership status of non-Rotarians.
- (4) Chapters have full discretion whether to allow dual membership (membership in more than one chapter).
- (5) The Rotary Means Business Fellowship policies prohibit both the Fellowship and all local Rotary Means Business chapters from limiting attendance or membership based on the attendee's or member's vocation or profession.
- (6) Individuals whose membership in the Rotary Means Business Fellowship have been terminated for cause may not join local chapters, or participate in any Rotary Means Business activity.
- (7) Since Rotary International's Code of Policies is updated periodically, the leadership of the local chapter should download and review the current Rotary International Code of Policies to ensure that their membership policies comply with Rotary International's Code of Policies.





## Policies and Procedures

### Article IV. Finance and Dues

#### A. General Financial Decisions

- (1) The Board of Directors shall be responsible for all significant financial decisions, including, but not limited to: fiscal year, amount of dues, renewal dates, charges, fees, and budgeting. Daily financial operation, and some fiscal decisions may be delegated to the appropriate officer or director by the Chair or Board of Directors.
- (2) The Chair shall have wide latitude for day-to-day spending. The chair may commit, without prior Board approval, the following:
  - (a) individual items: 2% of Fellowship assets, or \$1,000, whichever is less.
  - (b) cumulative items: 10% of Fellowship assets, or \$5,000, whichever is less.
- (3) As noted in Article V, Section E, the Chair has full discretion regarding costs to support attendance at the annual Rotary International Convention

#### B. Fiscal Year

The fiscal year of the Rotary Means Business Fellowship shall be the same as the Rotary year; 1 July through 30 June of each year.

#### C. Dues Amounts

The RMB Fellowship has three categories of dues: Lifetime Individual Annual Individual, and Annual Chapter. The dues amount shall be set by the Board of Directors, and shall remain in effect until changed by the Board of Directors. The Board may add, delete, or adjust categories and dues amounts at any time. Effective 1 July, 2021, the dues are set as follows: Lifetime Individual: \$100 USD - Annual Individual: \$25 USD - Annual Chapter: \$50.

#### D. Payment Due Date

Annual Individual and Chapter Dues shall be considered past due if not received by July 31 of each year.

#### E. Past Due Annual Dues

The Board of the RMBF may determine any action to take when individual's or chapter's annual dues are not timely paid. At the Board's discretion, such action may include a late fee, membership or chapter charter suspension or termination, or any other action the Board deems appropriate.





## Policies and Procedures

### F. Rotary International Convention Attendance Subsidy Policy

- (1) At the first Board meeting of the Rotary year (usually held in July) the Board may approve a budget, which should have specific line items for subsidies to be offered to Directors.
- (2) No later than thirty days prior to the October Board meeting, Directors who wish to attend must submit cost estimate to the Reimbursement Committee for round-trip travel to convention (air or ground transport). Directors also indicate their intention to attend entire convention or only act at workers at the booth. One of the attendees may be named "Team Leader" by the Chair, whether or not the Chair chooses to attend.
- (3) After all requests are submitted, and no later than 5 days prior to the October Board meeting, the Reimbursement Committee recommends to the Board the amount of reimbursement to provide to each Director. The maximum reimbursement for these two items will be 100% of the transportation cost for the Director only, and not for any companion, as well as 50% of complete convention attendance fee. Should the Director not wish to engage in full participation of the Convention, but only work at the booth, the Fellowship will pay directly to Rotary International 100% of the attendance costs of booth workers.
- (4) After the initial reimbursements are calculated, the Reimbursement Committee then recommends any additional funding for Convention attendees.
- (5) The Board of Directors votes at the October meeting to approve the final budget for all reimbursements, excluding all direct costs to the Fellowship for obtaining a booth, support equipment and/or services, and booth-only attendees.
- (6) The appointed Team Leader may receive reasonable increased funding for attending, as requested by the Chair.
- (7) After the additional funding is assigned to the team leader, any additional funding available will be distributed equally to all Directors attending the Convention and working at the booth, as a "per diem" reimbursement allowance.
- (8) Per diem can be used for local transport, lodging, food, and necessary expenses for the director only. Per diem can not be used for attendance at social events, or expenses for a non-Director companion traveling with the Director.
- (9) Approved per diem reimbursement request to be submitted, in writing, to the Treasurer within 45 days after the Convention. Treasurer reserves the right to request back-up documentation.
- (10) Qualified per diem reimbursement to be provided within 30 days of request submittal.
- (11) Direct expenses by the Fellowship to provide a booth at the House of Friendship are not included in this policy. Direct costs, including any booth rent, equipment or services provided to run the booth, printing or signage, may be approved by the Chair or his/her appointee at his or her discretion.
- (12) This reimbursement policy is effective for conventions beginning with the 2025 convention in Calgary, Canada. All previous reimbursements are not subject to these restrictions and are declared valid.



## Policies and Procedures

### G. Regional RMB Event Subsidy Policy

- (1) At the first Board meeting of the Rotary year (usually held in July) the Board may approve a budget, which should have specific line items for various subsidies to be offered to organizers of regional RMB meetings or Conclaves. Said for simplicity, regional meetings will be referred to as Conclaves in this section..
- (2) Rotary regions (Districts, chapters, geographic areas, etc.) may propose to present Conclaves, in order to further the success of Rotary Means Business, or to provide services to existing RMBF members and chapters. The event must further the mission of the Rotary Means Business Fellowship.
- (3) Criteria for qualification at a Conclave include, at a minimum:
  - (a) Wide distribution (preferably international) of invitations
  - (b) Any qualified member of the Rotary Means Business Fellowship may attend
  - (c) Held at a venue not controlled by a member of Rotary Means Business
  - (d) No other Conclaves in the region (as defined by the RMBF Director's area of responsibility) for 10 months prior or planned for fewer than 10 months in the future.
  - (d) Approval by the Rotary Means Business Fellowship Board of Directors
  - (e) The Board may, at its discretion, define additional qualifications.
- (4) Once the event is scheduled, the organizing committee may submit to the Rotary Means Business Fellowship a request for subsidy. The committee must present copies of all advertising materials, as well as proposed expenses.
- (5) Qualified expenses can include:
  - (a) Advertising and marketing
  - (b) Honorarium and/or expenses for Keynote or Guest Speakers
  - (c) Specific software subscriptions to assist in presenting the event
  - (d) Venue rental
  - (e) Supporting equipment rental or purchase
  - (f) Disposable or distributable material specifically for use or distribution at the event
  - (g) The Board may, at its discretion, add or delete qualified expenses.
- (6) Qualified expenses can not include:
  - (a) Subsidy or payment to any individual person who is a member of the host committee, chapter, or district
  - (b) Food and beverage
  - (c) Distribution of any items which also has advertising on it
  - (d) The Board may, at its discretion, add or delete non-qualified expenses.
- (7) Requests for subsidy payments may be submitted no earlier than 30 days prior to the beginning of the event and no later than 45 days after the conclusion of the event. Documentation must be provided at the time subsidy payments are requested.
- (8) Reimbursements for Regional RMB Events should be fairly distributed among all regions. The Board may, at its discretion, not approve additional reimbursement for any region which dominates the reimbursement requests until other regions have held events and been reimbursed.



# Rotary Means **Business** Fellowship

## Policies and Procedures



- (9) At least one Director from the region presenting the event must approve of the subsidy prior to the request being submitted to the full Board.
- (10) This subsidy policy is effective for regional RMB events or Conclaves occurring after 1 July, 2024. All previous subsidies are not subject to these restrictions and are declared valid.

## **H. Director Expense Reimbursement Policy**

- (1) At the first Board meeting of the Rotary year (usually held in July) the Board may approve a budget, which should have specific line items for various subsidies to be offered to Directors.
- (2) Directors will incur various costs, usually relatively small, in discharging their duties. Small everyday expenses are generally not reimbursable by the Fellowship. Significant, extraordinary expenses may qualify for partial or full reimbursement. The procedure to receive reimbursement is as follows:
  - (a) Submit a request to the Reimbursement Committee in advance of the expenditure
  - (b) Include the specific amount and vendor to the Reimbursement Committee
  - (c) Provide the reason for the necessity to be reimbursed for expending the funds.
- (3) Depending on the amount requested, the Reimbursement Committee will either authorize the reimbursement and direct the Treasurer to provide the reimbursement, or recommend to the full Board to approve the reimbursement.
- (4) This reimbursement policy is effective on 1 July, 2024. All previous reimbursements are not subject to these restrictions and are declared valid

## **I. Subsidy Requests Not in the Budget**

- (1) It is understood that unpredictable situations may arise after the budget has been set. Requests for unbudgeted subsidies, whether for convention attendance, regional event, or other Director expenses, may be submitted to the Board.
- (2) Any non-budgeted subsidy must be approved by the Board on a roll-call vote. Any Director who would benefit from the subsidy must recuse himself / herself from the roll-call vote.



# Rotary Means Business Fellowship

## Policies and Procedures



## Article V. Board of Directors

### A. Qualification to Serve

Lifetime member with at least one year of paid membership in the Rotary Means Business Fellowship

Lives or works in a region up for election

No disciplinary actions by Rotary International, any Rotary Club, the Rotary Means Business Fellowship, or any Rotary Means Business chapter in the past 5 years.

### B. Regional Representation

- (1) Each director represents a region of the world. Representation is based on approximately the percentage of active chapters in each region. Periodically, but no less frequently than every three years, the percentages are analyzed, and the assignment of Directors may be adjusted. In order to represent a region, the director must reside in that region. No region may occupy a majority of the Board, which means, for example, in a Board of Directors with 11 members, no region may occupy more than 5 seats.

- (2) As of 2021, the Directors' regions are as follows:

4 Directors - Asia

3 Directors - North and Central America

1 Director - South America

1 Director - Europe

1 Director - Australia-New Zealand

1 At Large Director - no geographic designation (not North America or Asia)

- (3) The specific Director assignments are as follows:

<u>Seat</u>	<u>Regional Assignment</u>	<u>Region</u>	<u>Term Ends</u>
Director 1	North and Central America	#1	2021
Director 2	North and Central America	#1	2022
Director 3	North and Central America	#1	2021
Director 4	South America	#2	2022
Director 5	at large*	#3	2021
Director 6	Europe	#4	2022
Director 7	Australia-New Zealand	#5	2021
Director 8	Asia	#6	2022
Director 9	Asia	#6	2021
Director 10	Asia	#6	2022
Director 11	Asia	#6	2021

\*Any region represented by more than one Director (currently North American and Asia) may not fill the "at large" seat. Candidates from any other area may fill the seat.

- (4) The Board is authorized to reassign Directors in appropriate situations, and in compliance with the other provisions as set forth in Article V.



## Policies and Procedures

### C. Officer and Director Job Description

Officer responsibilities are defined in the Rotary Means Business Fellowship By-Laws. Certain responsibilities rest with non-officer Directors. In general, whether an officer or not, RMB Fellowship Directors should attend all meetings possible, provide advice/input/counsel regarding issues discussed, volunteer for committee work as appropriate and needed, and work for the strengthening and expanding of the RMB Fellowship overall and within regional/geographic areas.

Some duties and responsibilities of Officers are outlined in the Fellowship By-Laws. Additional details on specific responsibilities are outlined below.

#### Chair

- ☐ Promote the RMB Fellowship as opportunities arise\*
- ☐ Represent the Fellowship in Rotary International, and to the public
- ☐ Motivate and encourage Directors and chapter leaders
- ☐ Schedule and lead Board meetings. and create agendas for those meetings
- ☐ Oversee Fellowship fiscal situation
- ☐ Oversee Board Committees as an ad hoc member of the committees
- ☐ Propose modifications to Fellowship governing documents\* (By-Laws and Policies)
- ☐ Maintain current information in Guide to Forming a Chapter document\*
- ☐ Oversee and manage elections (see Article VII)\*
- ☐ Dispute resolution\*
- ☐ Apply for RMB booth at annual RI Convention\*
- ☐ Attend or delegate attendance in RMB booth at annual RI Conventions\*
- ☐ Approve chapters (sometimes in consultation with Directors)
- ☐ Send out charter certificates\*
- ☐ Maintain roster of chapters with contact information\*
  - Primary: chapter number & name, leader name, cell phone, chapter email
  - Secondary: date chartered, Rotary District and location
- ☐ Attend regional meetings where possible (Zoom) and often make presentations\*
- ☐ Act as primary contact for inquiries
- ☐ Receive copies of all communications to [info@rotarymeansbusiness.org](mailto:info@rotarymeansbusiness.org).
  - Handle or delegate as appropriate\*
- ☐ Receive copies of all communications to [webmaster@rotarymeansbusiness.org](mailto:webmaster@rotarymeansbusiness.org).
  - Handle non-technical inquiries\*
- ☐ Monitor website messages and respond or delegate as appropriate\*
- ☐ Interact with webmaster to keep website updated\* (especially chapter finder)
- ☐ Provide required reporting to Rotary International in a timely manner\*

\*Asterisked items may be delegated, at the Chair's discretion



# Rotary Means Business Fellowship

## Policies and Procedures



### Vice Chair

- ☐ Serve as Chair in the absence of the Chair, or at his/her request
- ☐ Assist the Chair in fulfilling his/her responsibilities
- ☐ Promote and support membership growth

### Secretary

- ☐ Record and archive minutes at Board meetings
- ☐ Provide correspondence at the direction of the Chair, and as necessary
- ☐ Prepare and/or sign documents as appropriate
- ☐ Maintain archive of financial reports
- ☐ Maintain archive of other Fellowship documents

### Treasurer

- ☐ Maintain accurate financial records
- ☐ Develop and track an annual budget if requested by the Chair or Board
- ☐ Track dues and other income
- ☐ Collect annual dues (both individual and chapter) as necessary
- ☐ Reconcile monthly bank and quarterly PayPal statements
- ☐ Pay invoices and expenses of the Fellowship when approved by the Board
- ☐ Timely file governmental reports and pay fees/taxes as required
- ☐ Provide financial reports at Board meetings
- ☐ Provide financial reports at other times as requested

### Chair Emeritus

- ☐ Honorary position for former Fellowship Chairs
- ☐ Continue to promote Rotary Means Business
- ☐ Provide historical resources and perspective
- ☐ Chair Emeritus may also concurrently serve as any other officer except Chair
- ☐ Chair Emeritus is non-voting unless serving as an active Director

\*\*Archives may be maintained on the Fellowship website. If physical copies are maintained, scans of the physical copies should be maintained on the "cloud."

**<<<additional duties may be added at any time by the Board>>>**



# Rotary Means Business Fellowship

## Policies and Procedures



### all **Directors** (individually)

- ☐ Attend Board meetings
- ☐ Volunteer for Fellowship projects, activities and committees
- ☐ Propose modifications to Fellowship governing documents (By-Laws and Policies)
- ☐ Attend regional meetings where possible (Zoom) and often make presentations
- ☐ Promote and support members and chapters in their areas of responsibility
- ☐ Assist local members and chapters when requested or assigned

### all **Directors** (as a Board)

- ☐ Strategy
  - Develop and oversee implementation of RMB strategy
  - Grow RMB globally (*suggested, not approved: and extend to non-Rotarians*)
  - Set an example using the 4-Way Test
  - Show non-Rotarians the benefits of membership, through networking
- ☐ Governance
  - Ensure fair Policies are designed & implemented reflecting the 4-Way Test
  - Approve chapter charters and close inactive chapters
  - Ensure all chapters adhere to all Rotary International policies
- ☐ Chapter and Membership Development
  - Support members or groups wishing to launch RMB chapters
  - Maintain contact and offer support and guidance to all chapters
  - Assist in mediating any conflict between or among chapters
  - Promote membership at RI International Convention and within Zones
- ☐ Marketing
  - Ensure all Rotary Branding policies are followed by all chapters
  - Develop and maintain a robust international website
  - Encourage the support and sharing of ideas and networks among chapters
  - Promote RMB to both Rotarians and the general public

<<<additional duties may be added at any time by the Board>>>





# Rotary Means Business Fellowship

## Policies and Procedures



### D. Attendance at Board meetings

- (1) All Directors are expected to attend regularly scheduled Board meetings. Directors with excess unexcused absences may be subject to removal from office, or other actions approved by the remainder of the Board.
- (2) All RMB Board of Directors' meetings are open to any member of the Rotary Means Business Fellowship in good standing. Simply send an email to [Chair@RotaryMeansBusiness.org](mailto:Chair@RotaryMeansBusiness.org) to request an invitation to the meeting. A Forum is provided at the beginning of the meeting for guests to make comments or ask questions. At the conclusion of the Forum, guests are asked to observe silently. Interruptions by guests may be grounds to be dismissed from the meeting.

### E. Reimbursement for Attendance at Convention

- (1) The Chair or his/her appointee is expected to attend the annual Rotary International Convention in order to promote the Rotary Means Business Fellowship. The promotion may include his/her presence at a booth in the House of Friendship, participation in seminars or panels, or other promotional activities.
- (2) The RMB Fellowship shall reimburse the Chair or his/her appointee according to the policies outlined in Article IV, section F.
- (3) The Chair or appointee may also designate additional Directors to attend the Rotary International Convention to assist in promoting the RMB Fellowship. The additional attendees may also be reimbursed for their Convention according to the policies outlined in Article IV, section F.



## Policies and Procedures

### Article VI: Committees

#### A. List of Committees

- ☐ Finance and Budget Committee
- ☐ It and Technology Committee
- ☐ Membership Development
- ☐ Member Services
- ☐ Communication
- ☐ Dispute Resolution
- ☐ Rotary International Liaison
- ☐ Mentoring
- ☐ Rotary International Convention
- ☐ Reimbursement Committee

Not all committees listed here may be active at all times. Some may convene only when needed. Additional committee may be created, and members appointed, at any time by a majority vote of the RMBF Board of Directors.

**<<<<Committees may be added or subtracted by the Board at any time>>>>**

#### B. Committee Details

The RMBF Board of Directors will define the membership, responsibilities and resources available to each committee when that committee is approved.

(1) Finance and Budget Committee

The Finance and Budget Committee shall consist of the Chair, the Treasurer, and between one and three additional Directors. Its task is to oversee and audit income, expenditures, bank accounts, and other financial instruments, such as PayPal, Stripe, etc. This committee may also develop and recommend a budget for the upcoming fiscal year, upon request by the Chair or by a majority of the Board.

(2) IT and Technology Committee

The IT and Technology committee shall oversee all the Fellowship's technology services, including websites, apps, management software, presentation and communication software and Fellowship-owned technological hardware.

(3) Membership Development

The Membership Committee develops and executes programs designed to recruit and retain membership in the Fellowship. Committee activities could include setting up a booth in the House of Friendship at International Conventions, at Zone Institutes and at District Conferences and other Rotary gatherings wherever appropriate and permitted. It would also work closely with Chapters to find best practices for developing new members at the Chapter level. Member retention would focus on adding value by having frequent and effective networking events, making sure members are aware of the member services available to them regarding mentoring and sharing ideas and the power of being part of an international business fellowship.



# Rotary Means Business Fellowship

## Policies and Procedures



(4) Member Services

Responsibilities for this committee include proposing and implementing services which create value for members of the Fellowship.

(5) Communication

Responsibilities for the Communication Committee would include creating and editing periodic communications with members, including, but not limited to:

- ☐ Quarterly Newsletter
- ☐ Content for website
- ☐ Content for WhatsApp
- ☐ Other communication or content as directed by the Chair or the Board of Directors

(6) Dispute Resolution

The Dispute Resolution Committee may be formed by the Board when disputes arise that are not easily resolved by the Board. The committee will solicit and evaluate information from all parties to a dispute. The committee shall be charged with making a recommendation to the Board, with the Board making the final decision.

(7) Rotary International Liaison

Normally, the Chair will be the key liaison with Rotary International. When communication and responsibilities regarding working with Rotary International exceed the capacity or skills of the Chair, the Chair may appoint a Director or Directors to serve on the Rotary Liaison committee

(8) Mentoring

The Mentoring committee shall create and oversee the Fellowship Mentoring activities and may recommend improvements or adjustments to the Mentoring program. As directed by the Board, the committee may also implement such changes.

(9) Rotary International Convention

This committee will be appointed annually. It will be chaired by the person who has volunteered to lead the RMBF contingent attending the annual Rotary International Convention.

(10) Reimbursement Committee

- (a) A Reimbursement Committee shall be appointed by the Chair. Committee to be chaired by the Treasurer, and shall contain up to 4 additional Directors members.
- (b) At the beginning of each fiscal year, the Reimbursement Committee shall be given guidelines as to which reimbursement requests can be directly approved by the committee, and which reimbursement requests require approval of the full Board of Directors.
- (c) The Reimbursement Committee shall receive and review all requests for reimbursement by Directors or by Regional RMB Event committees, and recommend approval, denial, or modification of the reimbursement requests.
- (d) The Reimbursement Committee may be tasked with additional duties as determined necessary by the Chair or by the Board of Directors.



# Rotary Means Business Fellowship

## Policies and Procedures



## Article VII. Elections

### A. Nomination and Election Schedule

- (1) During April, any person may nominate another member in good standing or may nominate himself, herself, or themselves. The member nominated must agree in writing to be nominated and to serve if elected. Candidates may submit a nomination with a statement of qualification not exceeding 300 words no later than May 1.
- (2) During the first full week of May, the Board shall circulate a list of candidates and their statement of qualifications. Voting shall open the date of such circulation, and voting shall close on the last Friday of May
- (3) The results of the election shall be announced no later than June 15.
- (4) The above dates may be changed by the Board in any year the dates coincide or conflict with Rotary International's annual convention.

### B. Voting Procedure

- (1) The basic voting procedure is outlined in the By-Laws. Voting may be via email, or electronically as the electronic process was permanently approved by the Board of Directors on 9 May, 2024.
- (2) Ballots shall be submitted to [election@RotaryMeansBusiness.org](mailto:election@RotaryMeansBusiness.org) or to [elections@RotaryMeansBusiness.org](mailto:elections@RotaryMeansBusiness.org), or to any email address indicated by the election Chair.

### C. Violations of Election Guidelines

- (1) Should any violation of Election Guidelines be alleged by any party, whether RMBF member or not, the violation will be investigated by the individual or individuals who managed the election in which the alleged violation occurred. The election manager may engage two more individuals, one of whom should be a Chair Emeritus, and neither of whom should have been candidates in the most recent election.

The manager or committee shall investigate said accusations, and if the accusations are against an individual or individuals, shall accept comments or explanations from the accused.

After considering all evidence, the manager or committee shall make a recommendation as to the veracity of the accusation and recommend any actions or disciplines as a result. The Board shall then vote to accept, modify, or reject the recommendations.

- (2) If the accused is a current member of the Board, he or she may not serve on the committee, nor may he or she vote on the resolution.



## Policies and Procedures

### D. Election Procedures for Regional Representation

- (1) Each candidate must disclose his, her, or their residence and primary location of employment, in order to compete for a particular seat or set of seats. The RMBF Board of Directors shall determine, at its absolute discretion, the proper assignment of a candidate to a region.
- (2) Incumbent Directors were originally elected at large. In 2021, Regional Representation was introduced.
- (3) The election process will proceed as illustrated in the next paragraph where a region occupies multiple seats (using Asia Directors as an example)
- (4) Assuming two incumbents run for re-election, and three candidates from Asia run for office, the two qualified incumbents or candidates who receive the highest number of votes for an Asian candidate will be declared winners. Since Directors can only serve in the region they are assigned, a candidate from Asia can not be elected to serve another region, even if they receive more votes than candidates for another region.
- (5) The election process will proceed as illustrated in the next paragraph where a region occupies a single seats (using At Large and Australia-New Zealand Directors as an example)
- (6) Assuming the incumbents for each of the seats run for re-election. Assume there is one candidate from Europe and two candidates from Australia or New Zealand running for Director #5. (The European candidate can't run for the European seat, as that seat is not being contested in this election.) For the Australia-New Zealand seat, the votes for the incumbent and both Australia-New Zealand candidates will be compared. The candidate or incumbent with the most votes is seated as Director #7.
- (7) Since the rules allow At Large candidates from any region that does not have more than one seat available, the candidates from Europe and Australia-New Zealand are also qualified to compete for the At Large seat. After the winner of the Australia-New Zealand seat is determined, the votes for the unelected candidates from Australia-New Zealand, the candidate from Europe, and the incumbent occupying the At Large seat are then compared. The qualified candidate or incumbent achieving the highest number of votes elected to serve as Director #5, representing At Large, not their home district.

*(adjusted to reflect results of 2021 election)*



# Rotary Means Business Fellowship

## Policies and Procedures



### E. Rotary Means Business Election Guidelines

*(These Guidelines are based on Rotary Code of Policies #17.040.1. Guidelines for District-Level Elections and #26.090.5. Rules Regarding Campaigning, Canvassing and Electioneering)*

(1) Rotarians and all candidates shall

- (a) Learn and follow both the spirit and the letter of RMB's election guidelines
- (b) Not undertake personal initiatives to gain visibility, personal recognition, or favor
- (c) Not respond in kind to another candidate's improper activities
- (d) Not communicate with or visit chapters during the election period, except to fulfill necessary functions.

(2) It is a fundamental principle in Rotary Means Business that the best-qualified candidate should be selected for service in RMB's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited under the RMB Fellowship Election Guidelines.

(3) The following rules shall be followed concerning campaigning, canvassing and electioneering for any Rotarian considering election to the Board of Directors of the Rotary Means Business Fellowship.

(a) Rotarians should at all times conform to the prohibitions of the RMB Fellowship Election Guidelines concerning campaigning, canvassing or electioneering. All Rotarians should observe both the letter and the spirit of the bylaws and refrain from any activity whose purpose or effect is to influence others by promoting or soliciting support for a candidate's or another Rotarian's candidacy. Such activity is repugnant to the spirit of the bylaws and the principles of Rotary and will be grounds for disqualification of a candidate.

(b) Candidates should not encourage non-members of the Rotary Means Business Fellowship to vote in the election, nor to support or oppose any candidate.

(c) Campaigning, canvassing or electioneering is any action seeking to promote, attack, support, or oppose a candidate, either directly or indirectly, in any medium, including, but not limited to, any action seeking votes, requesting support in a forthcoming election, distribution of literature or promotional materials or other overt actions intended to promote one's candidacy for an elected RMB Fellowship office.

(d) Candidates may provide their Statement of Qualifications to the RMBF election officer when requested. The statements of all candidates who have submitted a Statement of Qualifications will be distributed with the ballots. This Statement of Qualifications is NOT considered electioneering.

(e) The periods of candidacy for elective office begin when individual Rotarians begin to give serious consideration to submitting their names for a position covered by the RI rules for nominations and elections. Commencing at that time, candidates should be particularly careful to avoid any actions designed to publicize their names or achievements, to call attention to the applicable nominations or elections, or to give candidates an unfair advantage over other candidates for the same position.

(f) Should a candidate become aware of any campaigning or electioneering activities which are undertaken on the candidate's behalf, the candidate shall immediately and in writing express disapproval to all concerned and instruct them to terminate such activity.

(g) Nothing in these guidelines should be construed as to prevent Directors from fulfilling their duties during the election period. Directors may attend meetings or events, either in person or via electronic means to perform duties that are regularly a part of their responsibilities. Directors who are also candidates must be careful to refrain from any activity that could appear to be campaigning or electioneering.





# Rotary Means Business Fellowship

## Policies and Procedures



## Article VIII. Logo and Branding

This section has been replaced by the document:

**“Rotary Means Business Fellowship Brand Identity Guidelines V01 2023”**

Please refer to this document for all Logo and Branding info

Historical Logo information is included here for reference

### A. Original RMB Fellowship Logos *(no longer approved)*



pre-Fellowship logo

The Rotary Means Business logo was developed in 2011. At that time, RMB was a local group based in Northern California, so the word “Fellowship” was not included.



original logo with words



original logo with initials

The logos shown here were approved in 2014, shortly after the Rotary Means Business Fellowship was approved. At the time of approval, Rotary International's Master Branding guideline was in flux. A few months after the logos were approved, Rotary International adopted new Master Branding guidelines. The RMB Fellowship was allowed to continue using the original logo until 2020, when Rotary International asked all Fellowship to bring their logos into compliance with the new Rotary International Master Branding guidelines. You may see vintage documents, lapel pins, clothing, etc. with the original RMB logo, but the original RMB logo is no longer authorized to be produced, included in new designs, or sold.

“This information is provided for historical purposes only. Refer to the document titled “ Rotary Means Business Fellowship Brand Identity Guidelines.” for current branding guidelines.





## Policies and Procedures

### Article IX. Promotion and Communication

#### A. Internet Presence

- (1) The Rotary Means Business Fellowship maintains both a Facebook page and a LinkedIn Group, each named “Rotary Means Business Fellowship.” Many Chapters have Facebook and/or LinkedIn pages or groups. The suggested naming convention is outlined earlier in this document. The same naming conventions should be used for chapter websites and chapter pages or groups on social media sites. Please remember that Rotary International Codes and Policies do not allow any RMB organization or Chapter to use the words “Rotary Means Business” without a modifier.
- (2) The only exception, which was specifically allowed by Rotary International, is the RMB Fellowship website. The RMB Fellowship owns the URLs and maintains the websites: RotaryMeansBusiness.org, .com, and .net. Local Chapters may wish to create pages or groups on the master website, or create their own website and link it to the Fellowship website. Creating these groups or forums on the RMB Fellowship website will usually require permission and assistance from the RMB Fellowship webmaster.
- (3) Chapters and individuals are prohibited from using or promoting any URL with the words “rotarymeansbusiness,” “rotarymeansbusinessfellowship,” “RMB,” or “RMBF” without a local modifier.

#### B. Communication

- (1) Regular communication is critical to the success of your local Rotary Means Business Chapter. At the least, RMB chapters should maintain email lists or other communication methods, which can be used for announcements, and for communication among members between the chapter meetings. Some Chapters use the email list to request referrals for specific tasks or skills. The RMB NorCal group has for years maintained an email list for exchanging referrals and other information.
- (2) WhatsApp has become an important method of communication for many in the Rotary Means Business Fellowship. It is likely that other applications and methods may become popular or useful in the future. The Rotary Means Business Fellowship supports members and chapters using whatever communication methods work best in their area and culture.

<<this section could be fleshed out>>



# Rotary Means Business Fellowship

## Policies and Procedures



## Article X. Discipline

### A. Candidates

Candidates or incumbents who violate the Election Guidelines may be subject to disciplinary action as approved by the Board of Directors. Depending on the violation, discipline could include, but is not limited to:

1. Questionable votes not being counted
2. Disqualification from the election
3. Disqualification from future elections with a date for requalification
4. Permanent disqualification from elections
5. Termination of membership in the Rotary Means Business Fellowship

### B. Members

Members of the Rotary Means Business Fellowship who violate member behavior guidelines may be subject to disciplinary action, including, but not limited to:

1. Censure
2. Restriction from activities in the Fellowship
3. Disqualification from serving in the leadership of the Fellowship
4. Suspension from membership in the Fellowship
5. Termination of membership in, and/or expulsion from, the Rotary Means Business Fellowship

### C. Chapter Leaders

Rotary Means Business Fellowship Chapter Leaders who violate member behavior guidelines may be subject to disciplinary action listed for members. In addition, Chapter Leaders may also be subject to:

1. Temporary suspension from serving as leadership in any local chapter
2. Permanent disqualification from serving as leadership in any local chapter

### D. Directors

Rotary Means Business Fellowship Directors and Officers are held to the highest standard of conduct. RMB Directors who violate member behavior guidelines, or who are found to have violated expected norms may be subject to actions specific to directors, in addition disciplinary action listed for members. This action might include, but are not limited to:

1. Suspension from serving as a Director or Officer in the Rotary Means Business Fellowship
2. Permanent disqualification from serving as a Director or Officer in the Rotary Means Business Fellowship.



# Rotary Means Business Fellowship

## Policies and Procedures



## Article XI. Resources

### A. RMBF By-Laws

The By-Laws of the Rotary Means Business Fellowship are available upon request.

### B. RMBF Guide to Forming a Local Chapter

The RMBF Guide to Forming a Local Chapter is available upon request

### C. Specific Questions

Please contact the Fellowship using the contact information below.

### D. Fellowship Contact Information

#### 1. Email

general in-box  
chairperson  
webmaster  
directors

[info@RotaryMeansBusiness.org](mailto:info@RotaryMeansBusiness.org)

[Chair@RotaryMeansBusiness.org](mailto:Chair@RotaryMeansBusiness.org)

[webmaster@RotaryMeansBusiness.org](mailto:webmaster@RotaryMeansBusiness.org)

<<Please see the website for individual director contact info>>

#### 2. Mailing Address (also legal address for service)

P.O. Box 95, Santa Rosa, CA, 95402-0095, USA



## Policies and Procedures

### Article XII. Legal Matters

#### A. Name

Rotary International owns the name "Rotary Means Business," and the initials "RMB" when used to imply the abbreviation of "Rotary Means Business." Rotary International has granted the Rotary Means Business Fellowship revocable permission to use the name "Rotary Means Business" and the initials "RMB." The Rotary Means Business Fellowship may grant the revocable permission to use the name "Rotary Means Business" and the initials "RMB" only to dues-paying affiliated Chapters. Individual, non-affiliated Rotary business networking groups may not use the name "Rotary Means Business" or the initials "RMB." Any use of the name "Rotary Means Business" must follow the By-Laws of RMBF, and the Codes and Policies of both Rotary International and the Rotary Means Business Fellowship.

#### B. Logo

The Rotary Means Business Fellowship owns the Rotary Means Business logo including the words and/or initials, and the distinctive shape of the logos. Use of the logos, or any logo of similar shape intended to imply connection to the Rotary Means Business Fellowship, without the express permission of the Rotary Means Business Fellowship, is strictly prohibited.

#### C. Arbitration

In the event of any dispute or disagreement arising out of or in connection with the Rotary Means Business Fellowship, the parties agree to first attempt to resolve the matter through good faith negotiation. If the matter cannot be resolved through negotiation, the parties agree to submit the dispute to binding arbitration in accordance with the rules of the American Arbitration Association. The arbitration shall take place in Santa Rosa, California, USA, and the decision of the arbitrator(s) shall be final and binding on all parties. Each party shall bear their own costs associated with the arbitration, unless otherwise determined by the arbitrator(s).

#### D. Chapters Not Agents of Rotary

Local Chapters of the RMB Fellowship must clearly indicate that they are not an agency of, nor are they controlled by, Rotary International.

Per Article 42.010.14 of the Rotary Code of Policies, a local RMB Chapter desiring to request the cooperation of Districts, Clubs or Rotarians outside of its own membership in connection with any matter whatsoever, by any means, including telemarketing, must first submit its purpose and plans to the governor or governors of the involved area and secure his, her, or their approval.

No local Chapter of the RMB Fellowship shall solicit financial assistance or participation in commercial ventures from any Rotary District or Club or from individual Rotarians other than its own members unless and until it first secures authorization from the District leadership. No Chapter of the RMB Fellowship shall solicit funds on websites, with the exception of membership dues.

#### E. Chapters Not an Agent of the Fellowship

While local RMB chapters must register and pay annual dues in order to receive permission to use the Rotary Means Business name and logo, all local RMB chapters are independent entities. Local chapters are not an agency of, nor are they controlled by the Rotary Means Business Fellowship.

#### F. Effective Date

Except where indicated otherwise, these Policies are in effect as of the date of approval by the Board. as indicated on the cover sheet of this document.



# Rotary Means **Business** Fellowship

## Policies and Procedures



### Style Guidelines

~~~~~		
^^	(Temporary info for formatting. Will delete from final copy)	^^
^^		^^
^^	Font: Cover and header	Calibri Bold
^^	Font: Document	Arial
^^		^^
^^	Chapter headlines	<b>24 Bold</b>
^^	Section headlines	<b>20 regular, occasionally bold</b>
^^	copy (mostly)	12 regular
^^	copy (to fit onto page)	11 or 10 regular
^^	<i>wording added</i>	<i>italics, blue</i>
^^	<del>wording deleted</del>	<del>strike-out, orange</del>
^^	copy in process, notes	<b>&lt;&lt;12 or 10 italic bold, red, with arrows&gt;&gt;</b>
^^		^^
~~~~~		