



The Rotary Club of Oviedo, FL

Standard Operating Procedure Manual

Containing Club Standard Operating Procedures

As specified in our Club Bylaws, Article: 15

Original

Effective 18 June, 2014

As established by our members and
the 2013-2014 Board of Directors.

President: Ron Jacobs;

Vice President: Parks Wilson; Secretary: Tracy Zanowick;

Treasurer: Todd Cluxton; Past-President: Harold Davis;

Directors: Jeffery Campbell, Jim Morical, Alex Sacharoff, Carl Wolary

Prepared by Carl Wolary

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Note: For documentation consistency, tracking and attribution, it is suggested that the Table of Contents (TOC) for the Standard Operating Procedure Manual (SOPM) be maintained as follows:

As new SOP's are added to the SOPM, they should be added to the TOC in numerical order, citing the title, approval date, and SOPM page number, as shown by the first three SOP's above. If an existing SOP is revised, it should be removed and replaced by the new SOP revision, keeping the original SOP number, and its TOC listing be emended to show the new approval date. If an existing SOP is rescinded, it should be removed from the SOPM and the action and date so noted in the TOC.

SOP 1: Leave of Absence (18 June 2014)

Section 1 - The member must complete Part 1 of the Request for Leave of Absence form (RCO/L1), setting forth good and sufficient reason for the leave request, estimated duration of the leave, and submit the form to the secretary. The secretary shall notify the president upon receipt and submit the form to the board for consideration at the next regular board meeting or special board meeting called by the president. The secretary will maintain the form on file.

Section 2 - A leave of absence not to exceed six months, may be granted by the board for the time specified, excusing the member from attending the meetings of the club for a specified length of time. The president shall notify the member of the board decision.

Section 3 - Missed meetings while on leave do not put the member in attendance jeopardy, however the member is encouraged to make up when possible, as each absence while on leave is considered an absence for club attendance reports to District and RI and any make-up lessens that negative impact to the club. The member may make up by attending a club meeting, club function (if board-approved as a make-up), or a meeting of another Rotary club, including on-line e-clubs. Any make-up during the leave should be reported by the member to the secretary.

Section 4 - The member granted the leave shall continue to pay dues while on leave of absence to cover such items as club, District, and RI expenses and dues, including the magazine subscription. All leave of absence requirements met, the member remains in good standing with the club while on leave.

Section 5 - The member may return to active service prior to the leave period ending, by completing Part 2 of their Leave of Absence form (Return), maintained by the secretary. The secretary shall notify the president upon receipt, who will inform the board of the member's return. The secretary shall enter on the leave form the number of weeks absent while on leave and provide the treasurer with a copy of the leave form for a record of future dues credit, and maintain the original form on file. No board action is required for the return from leave.

Section 6 - The member granted the leave will maintain their original Rotary service date.

Section 7 - All perfect attendance time earned prior to the start of the leave of absence will be suspended during the leave, and perfect attendance time will continue upon returning from leave. For example, a member with perfect attendance of 5 years, 2 months at the effective date of the leave, will upon the effective date of their return, have 5 years 2 months of perfect attendance.

Section 8 - If the member fails to return to the club as an active member prior to the leave period ending, or fails to request a new leave prior to the original leave period ending, or fails to pay dues while on leave, the member is subject to immediate termination by the board.

Section 9 - A member may request a leave extension of up to an additional six months. If the board approves the extension, all above sections apply to the new extended leave. The member may be granted no more than twelve consecutive months for a leave of absence including the extension.

Section 10 - If the approved leave overlaps two Rotary years, the new administration shall accept the leave granted by the previous administration.

Section 11 - At the discretion of the board, if a member is incapacitated or otherwise unable to follow the above procedures either to request or extend a leave, the board may place the member on leave until the member is able to comply with this section. With board approval, the secretary shall complete the leave form for the incapacitated member and the president shall initial it.

 RJ 6/18/2014
President Initials Date

Form RCO/L1: Request for Leave of Absence (18 June 2014)

**The Rotary Club of Oviedo
Request for Leave of Absence**

PART 1: REQUEST

Member Name: _____ Date: _____

Purpose of leave: _____

Requested leave start date: _____ Estimated return date: _____

Estimated length of leave (maximum of six months): _____

I understand that if this leave is granted, I must continue to pay membership dues to keep my club, District and RI expenses/dues current including the Rotarian magazine subscription. I further understand that I remain a member in good standing, that my original Rotary service date is unaffected, that I may attend club meetings or club events while on leave, and that my absences do not place me in attendance jeopardy, and that while on leave I am ineligible for perfect attendance.

If my situation prevents my return within the time granted by this leave of absence, I understand that I must complete a new leave of absence request (maximum of six additional months).

I understand that I may return from leave at any time by notifying the secretary and completing Part 2 of this form.

Member Signature: _____ Date: _____

Received by Secretary: (Initial) _____ Date: _____

Board Review Date: _____ Board approval: Yes _____ No: _____

President's Signature for the Board: _____

The President shall notify the member of the Board decision. Date: _____

The Secretary shall maintain this Leave of Absence form on file.

PART 2: RETURN

Member Name: _____ Date: _____

I am returning from Leave of Absence effective: _____ Date: _____

Signature: _____

Received by the Secretary (initials) _____ Date: _____

The Secretary shall notify the Board of the member's return: Date: _____

Total meetings missed while on leave: _____ Secretary (initials): _____

The Secretary shall provide the Treasurer with a copy of this form for future meal credits:

Treasurer (initials): _____

Form RCO/ L1

SOP 2: Club Meeting Order of Business (18 June 2014)

Meeting called to order: 7:30am
Opening song; Pledge of Allegiance; Prayer
Member singing; as determined by the song leader
Introduction of guests and visitors
Correspondence; announcements; Rotary Information
Committee reports, if any
Any unfinished business
Any new business
Sergeant-at-arms activities
Ticket Drawing
Scooters
Program
Four-Way Test recitation by members
Adjournment: 8:30am

Note: The president may change the order of business.

 rsj 6/18/2014
President Initials Date

SOP 3: Time Capsule (18 June 2014)

Section 1 - The Rotary Club of Oviedo in December, 2012, buried a 50 year time capsule on the Lawton House grounds, to be opened by this club in December, 2062.

Section 2 - As the next fifty years are unforeseeable, the unusual step of enshrining this request as a SOP is being made so that, over the years, club officers, directors, and members remain cognizant of the Time Capsule, tend it, and successfully meet the Time Capsule opening target in 2062. It is further requested that this one SOP remain a permanent part of our SOP regardless of other revisions proper or necessary over the years.

Section 3 - Each year the president shall appoint a time capsule committee who will from time to time check the time capsule site to ensure it is properly maintained and a fitting representation of our Rotary club, tend the site if necessary, and stay informed regarding any future plans that may threaten the site such as new construction, and so inform the president.

Section 4 - If the site becomes untenable, or if the club combines with another club, or becomes unchartered, or for whatever unforeseeable reason to name here, the opening of the time capsule on the appropriate date by members of our club is impossible, this board of directors trusts in the good judgment of that future board at the time to resolve the issue.

 PJ 6/18/2014
President Initials Date