



# **RURITAN NATIONAL POLICY MANUAL**

**(RNPM)**

**Revised Edition**

**January 2024**

## **PREFACE**

This document serves as a guide outlining policies, procedures, or guidelines not contained in an approved bylaw or published handbook.

Paragraphs related to the Bylaws are referenced to the specific Article and Section from which they were extracted. Policies are referenced to a statement showing the date and document which records the adoption of the policy.

Requirements set forth in the Bylaws are directive in nature and must be followed. Policies adopted by the National Board of Directors (NBOD) will be adhered to where and when possible, but depending on circumstances, can be suspended with the approval of the NBOD. Policies adopted by delegates to a national convention will be adhered to and may only be changed by delegates to another national convention.

A revision log is placed at the end of this document as an index of changes made to this document since the previous version.

## ACCOUNTS

### **Capital Reserves**

\$200,000 of the current reserves be restricted for Capital Expenses, either replacement, improvement, or repair.

**Rationale:** Earmarks a portion of the reserves for physical plant repair, replacement, or improvements.  
(See BDM Aug 2019 motion no. 8)

### **Operating Reserve**

\$300,000 of current reserves are to be classified as operating reserves with a goal of attaining \$600,000 in operating reserves (two-quarters of income as of 2019). If \$300,000 is not available, then all reserves except those earmarked for Ruritan Forever and Capital Expense will be classified as operating reserves.

**Rationale:** To set a goal for operating reserves and to properly classify reserves being held.  
(See BDM Aug 2019, motion no. 7)

## ADVERTISING

### **Paid**

Ruritan National will not participate in paid advertising in club or district activities.  
(See BDM Aug 1974)

## AREAS

### **Converted to District**

An area shall become a district when it meets the following qualifications:

- The area shall have a minimum of 20 clubs chartered through September 30.
- The charter list for all clubs shall have been received by the National Office before the area's convention, which shall be held after November 10.
- Prior to the area convention, all the clubs in the area shall have paid all of their financial obligations to Ruritan National.
- The club delegates attending the area convention shall elect a district governor and other Officers as described in Article IV, Section C of the National Bylaws.
- The area shall become a district effective January 1 following.
- The district governor and his cabinet shall assume their responsibilities as of January 1.

The only expenses paid by Ruritan National to the National Convention for the first year shall be that of the district governor, ½ from area supervision, ½ from funds as provided for all district governors.

(See BDM Mar 1970)

### **Expenses**

Area zone governors are reimbursed by Ruritan National for expenses incurred for:

- Club visits
- Zone meetings
- Area meetings
  - Visits to prospective communities
  - Organizational meetings
  - Charter nights
- Reimbursed for attendance at National Conventions the same as district governors.
- Summer Leadership Conference

- Area Newsletter
- Actual costs of meals up to \$15.00 per day (not per diem)
- Car mileage at 30 cents per mile, tolls for roads, bridges, and parking, bus, train, or plane fare (A receipt must be attached)
- Rideshare and taxi fares, including tips
- Ruritan postage
- Appropriate tips

## **ASSOCIATE**

### **Membership**

Establish an incentive program to rebate 10% of associate member dues to the sponsoring Ruritan Club for new members and renewal of current associate Members.

**Rationale:** To reward the club for recruiting new Ruritan members. To make the addition of associate members financially beneficial for the Ruritan club.

*(See BDM May 2005, motion no. 17)*

### **Rebate**

Associate member dues rebate of 10% to clubs, (e.g. \$48.00 equals \$4.80) for associate member dues, provided as a credit to a club's payable account to Ruritan National versus the current practice of sending a paper check via mail as established by board action in May 2005, motion no. 17.

*(See BDM Aug 2020, motion 6).*

**Rationale:** With advent of an MMS report for payable accounts to Ruritan National, this will be a more efficient use of staff time and less expensive (no stamps necessary).

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## **BOY SCOUTS**

Ruritan accepts the invitation of the Boy Scouts of America to have a representative from Ruritan (Executive Director) serve on the community relationship committee.

*(See BDM Jan 1982)*

NBOD endorse the program of Boy Scouts of America as a recommended youth program for Ruritan clubs.

*(See BDM Mar 1975)*

## **BUDGET**

### **Analysis**

Budget analysis to be presented to the NBOD on a quarterly basis.

*(See BDM Aug 1988)*

### **Capping Of**

To cap the total regular expense of the operating financial plan and Line Items #76, and #78.

*(See BDM Aug 1995)*

Remove caps from Line Item 100 (President's travel) and Line Item 101 (President-Elect's travel). The EXCOM will closely monitor all travel expenses.

**Rationale:** Caps on travel line items need to be consistent. We don't cap other travel lines. We can manage travel costs better by closely monitoring all travel without capping a budgeted line item where we don't know the exact dollar level caps to apply.

*(See BDM Aug 2003, motion no. 17)*

### **Comparative Figures**

Any budget submitted in the future for adoption has comparative figures of the proposed budget amount spent to date and actual amount spent during the last two years for each account.

*(See BDM Aug 1978)*

### **BUSINESS CARDS**

Business cards can be printed for each member of the NBOD.

*(See BDM Mar 1966)*

### **BYLAWS**

#### **Changes**

Any request by clubs for revision of their bylaws are to be submitted to Ruritan National in writing and be signed by the club president or secretary.

*(See BDM Mar 1985)*

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### **CERTIFICATES**

A certificate of appreciation will be made available for clubs or districts to purchase for presentation to a person of high community involvement. These certificates are to be signed by the current National President.

**Rationale:** For greater exposure of Ruritan in communities and districts. *(See BDM Apr 1996)*

Ruritan National provides anniversary certificates to assigned directors to present to clubs for their 25, 50, 75, and five-year increments thereafter.

*(See BDM Aug 2023 Motion no. 4)*

#### **District Cabinet Appreciation**

The President of Ruritan National will sign certificates of appreciation to district governors, national directors, and club community service certificates and the Executive Director, on behalf of the NBOD, be authorized to sign certificates of appreciation to other administrative officers. The Corporate Seal will be used only on legal documents.

*(See BDM Mar 1978)*

### **CHARTERS**

The president and secretary issue charters, same to be reported at the next meeting of the NBOD.

*(See BDM Feb 1937)*

The secretary will be instructed to have each charter numbered, and the names of clubs now organized be printed on charters.

*(See BDM Mar 1932)*

### **CLUBS**

#### **Changing Name**

The Executive Director be given the authority to allow clubs to change their names.

*(See BDM Mar 1983)*

#### **Disbanded**

Executive Director be given authority retroactively to January 1, 1982, to determine disbanded club status of a club and be responsible for reporting to the NBOD at the January pre-convention meeting, the names of clubs to be dropped.

*(See BDM Mar 1982)*

### **Disbanding/Dissolution Checklist**

A Ruritan club disbanding/dissolution checklist was approved.

**Rationale:** To have a system in place to utilize with regard to the disbanding/dissolution of clubs.

*(See BDM August 2013, motion no. 9A)*

### **New Kit**

A desk flag set be included in each new club kit.

*(See BDM Mar 1969)*

Ruritan National will provide new member kits with Ruritan pins to new Ruritan clubs based on the number of members that sign the charter, plus 5 (five) extra.

The remainder of new member kits and pins shall be forwarded after the charter is closed, the first quarterly dues are paid, and the charter list is received.

**Rationale:** The above recommendation clarifies the new member kit program for newly chartered Ruritan clubs.

*(See BDM Aug 1995)*

### **Provisional**

To authorize provisional chartering of a new adult Ruritan Club with a minimum of 10 but less than 16 members. A provisional new club will forward to Ruritan National the Ruritan Club charter application form containing the provisional membership list, the names of the temporary officers, along with the \$50 charter fee. The provisional charter application will remain open for 90 days. If, after 90 days, the required number of 16 members has not been met, the provisional charter will be revoked, and the \$50 charter fee will be returned.

**Rationale:** It is a great tool and aids in establishing new clubs.

*(See BDM Jan 2014, motion no. 4)*

### **Transfer Of**

Any Ruritan club wishing to be transferred to another District will submit an application to their district governor, who will meet with the other district governor concerned, and the two district governors will make their recommendations to the NBOD for proper disposition of the club concerned.

*(See BDM Aug 1958)*

## **COLORS**

- Official road signs shall be red, white, and dark blue.
- Ruritan pins shall be gold and dark blue.
- Flags and banners that represent Ruritan shall conform to a shade of gold. Letters on flags and banners shall be dark blue.
- Emblems or other symbols not previously mentioned but identify Ruritan shall conform to colors of dark blue, white, and gold or a combination of any two (2) of the three (3) colors.

*(See BDM Apr 1998, motion no. 23)*

## **COPYRIGHTED**

The name Ruritan is copyrighted, and the rights possessed by the organization are protected.

*(BDM Jan 1939)*

## **CORPORATE SEAL**

The Corporate Seal is to be used only on legal documents.

*(See BDM Mar 1978)*

## DECEASED

### **District and National Officers Flower Policy**

If appropriate, flowers will be sent to the funerals of past national presidents, current NBOD, foundation trustees, district governors, and national staff.

**Rationale:** Establish a policy to follow.

*(See BDM Aug 1995)*

### **District and National Officers Publicity Policy**

Articles regarding deceased members submitted for publication in the Ruritan Magazine and Newsletters should include current and past NBOD members, current and past trustees, and current district governors. Past national presidents will have an article with a photograph published, if submitted.

**Rationale:** Establish an updated policy to follow. The current policy, enacted during a time when there was limited space available in The Ruritan Magazine, and it was expensive to add pages, is no longer relevant and serves no purpose.

*(See BDM Aug 2021)*

### **Sympathy Cards**

To instruct the Ruritan National office to send a sympathy card to the families of past National Presidents, current NBOD, current foundation trustees, current district governors and current national staff.

**Rationale:** To establish a policy regarding sympathy cards.

*(See BDM Aug 2023, motion no. 12)*

## DISTRICT

### **Conventions Attendance by National Representative & Scheduling**

The President's representative at District Conventions is charged with the responsibility of installing district officers.

*(See BDM Mar 1973)*

The President of Ruritan National has the necessary authority to designate any member of the NBOD or former President of Ruritan National, as the official representative of Ruritan National at District Conventions.

*(See BDM Mar 1960)*

### **Convention Delegate Cards**

To establish a policy to provide District Convention Delegate Cards only upon request of a current district officer.

**Rationale:** The National Office has been expending funds in the procurement, preparing, and mailing of District Convention Delegate Cards. The District Convention Delegate Cards are used by less than 2 percent of our current Districts and become trash for 98 percent of Districts.

*(See BDM January 2022, Motion no. 15)*

### **Naming of**

The President of Ruritan National and the Executive Director gives names to different districts after consulting with District Governors.

*(See BDM Jan 1950)*

## DONATIONS

A committee composed of the president, treasurer and executive director is empowered to designate where gifts to Ruritan National would be used and to determine where undesignated gifts to Ruritan National will be used.

*(See BDM Mar 1966)*

## DUES

### **Delinquent**

The National Treasurer will be responsible for overseeing delinquent dues. When deemed necessary, will work with the District Governor and National Representative to work with clubs that are in arrears of more than two quarters. The National Treasurer has the authority to offer a payment plan.

**Rationale:** Collection plan for delinquent dues.

*(See BDM Aug 2023, motion no. 28)*

### **National**

Any proposed change in the dues structure be recommended by the Budget and Finance (Audit) Committee.

*(See BDM Aug 1985)*

### **Ruri-Teen and College Members**

Eliminate the \$15 dues for Ruri-teen and college members in favor of a club yearly affiliation fee of \$100 for Ruri-teen clubs and \$150 for college clubs. All past-due fees be waived (one time only) with the payment of the club affiliation fee. Allow clubs to pay the affiliation fee (postmarked January 10th) with club fundraisers. The affiliation fee is in addition to the charter fee for new clubs organized. After January 11th, the affiliation fee and charter fee are due when the application is received by Ruritan National.

**Rationale:** To make this program more accessible to a large group of schools. There are many school systems where the people in that system cannot afford to pay dues. This would make our program more accessible to those schools.

*(See BDM Aug 2007, motion no. 18)*

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## EXCOM

Executive Committee members other than the President and President-Elect can be assigned to specific functions and activities by the National President, which could be outside of their assigned Districts, and the expenses would be allocated to account 106 (Board Travel). The Executive Director should be informed of each trip prior to its occurrence (for budget reasons).

**Rationale:** This policy should only apply to the secretary, treasurer, and immediate past president. The President and President-Elect have individual line-item expense accounts.

*(See BDM Apr 1998, motion no. 23)*



## FORMS

### **Reports**

The development and use of report forms continue to be the responsibility of the National Office. The National Office critically reviews all existing forms as related to their authorization, usefulness, and effectiveness, deleting any forms not needed, and that restraint be used in the development of additional forms.

*(See BDM Mar 1975)*

Making a periodic review of all report forms and making recommendations for improvement to the National Office. This is added as a duty of the publication and handbook committee.

*(See BDM Mar 1975)*

## FUND RAISING

The budget and finance (Audit) committee be authorized to enter into agreements and contracts with commercial contractors for fund raisers without obligating any Ruritan National funds.

*(See BDM Mar 1989 and Apr 1998)*

## GEOGRAPHICAL LOCATIONS OF DISTRICTS & AREAS

To establish an Official listing of Geographical locations of districts & areas.

**Rationale:** To establish a formal listing and to more clearly identify the geographical boundaries of districts & areas.

*(See BDM Aug 2004, motion no. 1)*

## GROWTH DEVELOPMENT AND MEMBERSHIP RETENTION (GDMR)

### **GDMR Committee - Areas - Supervision And Strengthening Of Small Ruritan Areas**

- Organization of clubs in new areas and establishment of zones:
  - It shall continue to be the policy of Ruritan National, working through the GDMR committee, that when a club is organized in a new area, plans shall include the organization of at least two (2) more clubs nearby within a short period of time.
  - The representative of Ruritan National serving the area and organizing the clubs shall recommend an area zone governor as soon as three (3) or four (4) clubs have been formed and shall instruct him in his duties as well as follow up on his work in the months following.
  - Such zones not in existing districts shall be designated as "area zones". Area zone governors serving such independent zones shall be designated as "area zone governors."
- New areas not in districts and areas designated as independent areas by the NBOD:
  - As soon as three (3) such zones have been established, or 10 or more clubs have been organized, in an area not in a district, the representative of Ruritan National working in the area shall hold a meeting of the zone leaders to set up an "area cabinet", which shall function similarly to the cabinet in a district. He shall recommend one (1) of the area zone governors to serve as area governor of the cabinet. This should be considered a training program for a future district.
  - It shall be the primary responsibility of the representative of Ruritan National assigned to the area by the GDMR committee to organize new clubs; but, when working in the areas and as time permits, he shall also do other work necessary to build up the area to become a strong Ruritan district in the near future.

- The GDMR committee of Ruritan National, through the Executive Director, shall assume the responsibility of serving these areas until they become reasonable compact districts of 20 or more clubs. All expenses of said supervision shall be paid out of GDMR funds.
- The \$0.50 per member shall remain in the general fund until such time as an area cabinet is formed and functioning. The area zone governor's expenses in the meantime, shall be submitted to the National Office for payment. Districts with less than 20 clubs and other districts designated by the NBOD:
  - The same organizational assistance as for independent areas may be given to districts with less than 20 clubs.
  - Districts with 20 or more active clubs, but which are too widely scattered, may also be made the responsibility of Ruritan National to build up into one or more reasonably compact districts, upon action of the NBOD.
  - Limitation of funds and personnel:
    - The above responsibilities of Ruritan National shall be assumed only within the limits of allocated funds and available personnel.

*(See BDM Jul 1964 and BDM APR 1997, motion no. 14)*

### **District/Area Growth & Development Tracking Report**

A district/area GDMR tracking report was developed, which includes "Club Building Activity" and a "Site Master Prospect File."

**Rationale:** To adopt a tracking report that provides an ongoing summary of activity related to District/Area GDMR, as well as National responsibilities for districts/areas as assigned by the National President.

*(See BDM May 2006, motion no. 2)*

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## **HANDBOOKS**

### **Availability Of**

That the Ruritan Club and District Officers' Handbook be made available at no charge upon written request of individual club officers if the supply lasts.

*(See BDM Jan 1994)*

### **Ruritan Member**

Ruritan National to approve the development of a new publication, "Ruritan Member Handbook". Effective: January 1, 2000. **Rationale:** To provide an informative publication to new and prospective members and to promote Ruritan membership.

*(See BDM Aug 1999, motion no. 4)*

## **HOLLAND**

### **Memorial**

Only three flags, the United States, the Ruritan, and the State Flag of the sitting Ruritan National President, be placed on the site.

**Rationale:** To have a policy regarding which flags will be placed at the site.

*(See BDM Jan 2002, motion no. 3)*

### **Mother Ruritan Club Special Tabs**

The members of the Mother Ruritan Club at Holland be allowed to wear special tabs on their Ruritan buttons indicating they are members of the Mother Ruritan Club.

*(See BDM Mar 1959)*

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## INCORPORATION OF RURITAN NATIONAL

Ruritan National was incorporated on July 7, 1930.

The Articles of Incorporation were restated on August 19, 2022.

*(See BDM January 2022, motion 9)*

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## MAGAZINE

To publish four (4) issues of the Ruritan magazine annually, and to publish a special handbook issue document as determined by the Executive Director.

**Rationale:** To provide a logistical deadline structure that the office staff can meet and allow staff publication of documents with more quality. Also, disseminate national convention news to every member as soon as possible after each year's convention.

*(See BDM Apr 1996)*

### Outgoing President

To allocate no more than ¼ page of the first issue of the magazine following the National Convention to the outgoing President if requested.

*(See BDM Mar 1993)*

## MAIL

All mail received be stamped on the day received by the National Office. Monies cannot be counted until the day received. When any questions about awards or recognition arise, the date will be determined by any two of the following in writing: the club secretary, the club president, the zone governor, the Lt. governor, or the district governor.

*(See ACM Jan 1990)*

## MAILING LIST

The National Foundation be authorized to use the mailing list of Ruritan National. Any sale or use of the mailing list by an outside vendor or organization must be approved by the NBOD.

**Rationale:** To provide to the National Foundation a list of the membership of the member clubs of Ruritan National on February 1 each year.

*(See BDM Aug 1988)*

### Release Of Names

The names of Ruritan members will only be released as authorized by the NBOD as deemed necessary to conduct the business of Ruritan National. Effective January 1, 1997, labels for candidates will not be distributed from home office.

*(See BDM Apr 1996)*

## MEETINGS

### Attendance Of Other Ruritans

Meetings of the NBOD are open to any Ruritan member, except when the NBOD votes to hold an Executive or closed session.

*(See BDM Jul 1962)*

### **Length Of Meetings and Number Of Meetings**

The number of regular NBOD meetings each year should include a minimum of three meetings. Additional NBOD meetings may be held throughout the year as determined by the National President to be able to conduct the business of Ruritan. The length of each NBOD Meeting will be determined by the National President and should be sufficient to complete the business of Ruritan.

*(See BDM Aug 2023, motion 30)*

### **Site**

The NBOD meetings can be held at the Ruritan National Office or other sites (e.g., Holland, Virtual) as fiscally responsible and determined by the National President and Executive Director.

*(See BDM Aug 2023, motion no. 31)*

### **Programs & Awards Approved**

The NBOD annually reviews the cost of all NBOD-approved programs and awards based on (1) – is it meeting its objectives? (2) – is it meeting its projected budget cost?

*(See BDM Aug 2000, motion no. 3)*

### **Voting**

That the NBOD uses a voting method for that session that is determined and agreed to by the NBOD while in session.

*(See BDM Aug 2023, motion no. 37)*

**Rationale:** Allowing for flexibility in voting will enhance transparency, efficiency, and engagement in our decision-making process and remove the restriction of only using paper ballot voting.

## **MINUTES**

### **National Board of Directors (NBOD)**

All retiring NBOD members continue to receive all approved minutes for one (1) year if requested.

*(See BDM Mar 1993)*

To defer final approval of the NBOD minutes to the next official board meeting. A draft copy will be mailed to each board member for review prior to the next scheduled board meeting.

**Rationale:** To allow sufficient time for adequate review of the minutes prior to final approval.

*(See BDM Jan 2002, motion no. 6)*

Each new member of the NBOD will be given copies of the minutes of the NBOD for the past two (2) years when elected.

*(See BDM Jan 1963)*

A draft copy of the NBOD meeting minutes will be given to the NBOD members only. Copies will be made available to other members only after they have been approved. At the end of each board meeting, committee chairs will provide summary comments as needed to non-NBOD members to provide interim information while awaiting final approval of the minutes.

**Rationale:** To minimize the possibility of Ruritan members being misinformed.

*(See BDM May 2004, motion no. 29)*

Detailed roll call vote tallies will NOT be included in the minutes of NBOD meetings.

*(See BDM January 2021, motion 18)*

### **National Standing Committees**

To have minutes of all committee meetings sent to each NBOD member “immediately” after the committee meeting.

*(See BDM Mar 1983)*

### **MISSION STATEMENT**

“Ruritan National is a national organization dedicated to improving communities and building a better America through fellowship, goodwill, and community service.”

*(See BDM March 1991)*

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### **NAME TAGS**

To adopt a color standard for name tags for NBOD, Foundation Trustees, Past NBOD, Past National Trustees, Ruritan Training Team Members, and membership service of 25 years and 50 years.

- Name tags for NBOD shall be blue.
- Name tags for National Foundation Trustees shall be green.
- Name tags for Past NBOD and Past National Foundation Trustees shall be yellow.
- Name tags for Ruritan National team members shall be burgundy.
- The colors blue, green, yellow, burgundy, gold, and silver are restricted to the name tags listed and are not for sale through Ruritan supply.
- Name tags for members who have completed 25 or more years of service shall be silver.
- Name tags for members who have completed 50 or more years of service shall be gold.
- Name tags for members who have completed 75 or more years of service shall be white.
- Name tags for members with 25 or more years of service shall be available for clubs and districts to purchase through the Ruritan supply.
- Name tags for members with 50 or more years of service shall be free upon written request through the National office.

**Rationale:** To adopt a policy that districts and clubs know colors that National officers utilize for name tags.

*(See BDM Apr 1997, motion no. 4)*

### **NATIONAL PROJECT**

A Ruritan “National Project” is an initiative that is approved by the NBOD as worthy of participation and support by all Ruritan clubs. Participation by clubs and members in such an initiative would be strictly voluntary and would not be mandated by Ruritan National. This recognizes that our communities remain the number one priority of the clubs.

**Rationale:** To clarify the definition of a National Project.

*(See BDM Aug 1995)*

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### **OFFICE**

#### **Restriction To Holding**

National officers, national directors, district governors, Lt. Governors, and zone governors are discouraged from holding another Ruritan office while serving in the above capacities.

**Rationale:** Clarifies a more enforceable policy. Existing policy is often violated and not being adhered to.

*(See BDM Apr 1999, motion no. 16)*

## PARTNERSHIPS

That the Ruritan National Executive Director, after NBOD approval, be allowed to enter into partnerships with other non-profit organizations to further the cause of Ruritan, provided the cost to do so is minimal.

**Rationale:** To allow the Executive Director, with NBOD approval, to proceed with the partnerships that support Long Range Plan Resource Goal 2.2.

*(See BDM Aug 2023, motion no. 07, Aug 1996, motion no. 31)*

### Virginia Hunters for The Hungry

To authorize the Executive Director to develop a partnership with the Virginia Hunters for the Hungry.

**Rationale:** To establish a mutually beneficial relationship with an organization that shares a common goal.

*(See BDM Aug 1996, motion no. 25)*

## PINS

### Executive Director

Purchase an "Executive Director" pin to be worn by the Executive Director of Ruritan National.

*(See BDM Jan 1987)*

### Perfect Attendance

That an attachment to the Ruritan pin, showing the number of years of perfect attendance of members, be adopted.

*See BDM Jun 1948)*

A perfect attendance consecutive years tab be approved. (This tab will be red and read: "P. A. Consecutive YRS" with the number of years underneath).

*(See BDM Aug 1972)*

### President and President-Elect's Pins

That the Executive Director be authorized to purchase a Ruritan pin for the President of Ruritan National, same to be worn by him during his term of office, at the end of which the pin would be passed along to his successor in office.

*(See BDM Apr 1955)*

To replace both the present President's and President-Elect's lapel pins with pins with stones in them. President's pin stone to be white, and the President-Elect's pin stone to be royal blue. To become effective immediately.

**Rationale:** New pins are needed.

*(See BDM Apr 2001, motion no. 16)*

## **POLICY OR BYLAW CHANGES**

Any policy and/or Bylaws changes are to come through proper channels before the NBOD or EXCOM will refer action to appropriate committees for further action. A member can initiate action via the club, the club via the zone, the zone via the district, and the district to the NBOD.

*(See BDM Mar 1980)*

## **POLITICS**

Paid political ads are not permitted in Ruritan Magazine.

*(See BDM Jan 1957)*

## **POSTMARKS**

Ruritan officials and the Ruritan office will recognize and accept postmarks as the date of receipt for satisfying official due dates imposed on Ruritan members, clubs, zones, and districts to the maximum extent allowed by law.

*(See ACM Jan 1990)*

## **PROGRAMS**

### **Follow-up System**

Follow-up system on programs: That time limits be included in any original action approved by the NBOD, if desirable and appropriate.

*(See BDM Mar 1977)*

## **PUBLIC RELATIONS WITH OTHER ORGANIZATIONS**

It shall be the policy of Ruritan National that good public relations with all other organizations be maintained. However, because of limited funds, expenses of National officers to be paid by Ruritan National for attending functions of other organizations should be limited to those groups with which Ruritan National now has, or expects to soon have close working relationships and from which Ruritan tends to benefit directly, or indirectly. Decision as to which such function the President or other National Officers shall attend must be left to the discretion of the President or other officers, except in cases where the NBOD, or EXCOM may make the determination as to participation.

*(See BDM Mar 1962)*

## **PUBLICATIONS - CODE FILE**

A code file number (with a revision date) be given to every publication (booklet, brochure, or form) with the code/date to be assigned by the home office after approval by the publications committee.

**Rationale:** To provide a monitoring system for creating, reviewing, and updating publications.

*(See BDM Apr 2007, motion no. 16)*

## **PUBLICIZING OF FUTURE NATIONAL CONVENTIONS AND/OR FOUNDATION**

### **FELLOWSHIP WEEKENDS**

That future National Conventions and/or Foundation Fellowship weekends are not publicized by Ruritan National until the current National Convention and/or Fellowship Weekend is held.

**Rationale:** So as not to infringe on the immediate upcoming event.

*(See BDM Aug 2012, motion no. 8)*

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## ROAD SIGNS

### **Ruritan**

Districts are encouraged to purchase a road sign for new clubs within their boundaries.

*(See BDM Jul 1985; Also see caption -COLORS - RURITAN)*

## RUDY BEAR

Local Ruritan clubs purchase Rudy Ruritan mascots and provide them to deserving persons/organizations. The National Office is strongly encouraged to set the price of Rudy Ruritan bear as reasonably as possible. They are also reminded of the importance of purchasing a high-quality bear which would not be a hazard to the recipients.

*(See BDM Apr 1988)*

## RURITAN NATIONAL POLICY MANUAL (RNPM)

The National Secretary, as the official historian, is responsible for maintaining the RNPM, the Handbook for National Officers, Directors, and Committees, and the National Convention Guidelines Handbook.

*(See BDM Aug 2014)*

## RURITAN WEEK

"Ruritan Week" be set the last week in May each year. Recommend that each club in Ruritan National plan to attend church together on Sunday, May 26 at 11:00 A.M. or other appropriate hour (This is the beginning of 'Ruritan Week') and that there be an observance held at Holland, Virginia at the same time and date.

*(See BDM Jan 1967)*

## RURI-TEEN CLUBS

### **Invoice Date**

Ruri-teen clubs will be invoiced on October 1 each year. Invoices will be due by December 31 each year. Copies of invoices will be sent to Ruri-teen clubs, sponsor clubs, district governors, and assigned national representatives. If an affiliated fee has not been paid by December 31, the Board of Directors shall review their status before the Ruri-teen Clubs become unaffiliated.

**Rationale:** To give the office staff options for handling Ruri-Teen Clubs' non-payment of dues, which the previous policy, enacted by BDM Aug 2013, Motion No. 14, does not provide.

*(See BDM April 2021, Motion No. 18)*

### **Membership Drive**

Create a Ruri-teen membership drive within one month of school starting each year.

**Rationale:** Establishes a set time for Ruri-teen clubs to rebuild and adjust their membership list. With this being done in the same month each year, it will reduce the chance of sharp increases and decreases in membership.

*(See BDM Aug 2023, motion no. 2, Aug 2013, motion no. 13)*

### **Sponsor**

Require all Ruri-teen sponsors and youth leaders to complete leadership training designed specifically for their positions.

**Rationale:** This will help provide the positive mentorship needed to keep Ruri-teen clubs active and assist in the future growth of the club

*(See BDM Aug 2013, motion no. 11)*



### **Sponsoring Of**

Any club sponsoring a Ruri-teen club will receive a \$100 award at the five-year anniversary. This will do away with the present sponsorship award of Ruri-teen clubs listed in the Awards Booklet.

**Rationale:** When the board accepts the affiliation fee, National would be giving back more money to Ruri-teen clubs than they would be taking in.

*(See BDM Aug 2023, motion no. 3, BDM Aug 2007, motion no. 19; also see AB)*

## **RURI-TEEN CLUBS AND COLLEGE CLUBS**

### **Dissemination of Information**

When possible, all information disseminated to Ruri-teen and college clubs be forwarded electronically (provide two (2) copies of the Ruritan National Magazine to each school library or club adult leader if not a school).

**Rationale:** To reduce costs to Ruritan National.

*(See BDM Aug 2007, motion no. 20)*

**-S-**

## **SERVICE CLUB LEADERSHIP CONFERENCES**

That the President-Elect and/or the Executive Director be expensed to attend Service Club Leadership Conferences (SCLC). Upon returning from the SCLC, either the President-Elect and/or the Executive Director will prepare a report detailing what they learned at the SCLC that could, in their opinion, have an impact on the day-to-day operations of Ruritan National.

**Rationale:** Address who is authorized to attend SCLC.

*(See BDM Aug 2023, motion no. 34)*

## **SONG**

### **"America"**

That the song "America" be adopted as Ruritan National's song.

*(See BDM May 1950)*

## **STATISTICS**

### **Adult & Ruri-Teen Members**

Separate Ruri-teen statistics from adult statistics.

**Rationale:** Not including Ruri-teen is a benefit because if a Ruri-teen club is disbanded, it will not result in a big membership loss to the district.

*(See BDM Apr 2007, motion no. 18)*

**-T-**

## **TAX DEDUCTIONS**

### **Advertisements**

Individual donations to local clubs are not tax deductible. An individual acting on behalf of his business can deduct donations, provided they are defined as advertising. This is an IRS interpretation that has been upheld in various courts.

*(See BDM Aug 1984)*

## **TRAINING**

### **Deadline For Club Officers**

The deadline for club officers' training is March 1; certify training by cabinet officers and make certificates available to the district governor if they desire to recognize clubs with 100% attendance of officers at training school.

*(See BDM Aug 1985)*

### **District Officers**

The Leadership Development Committee (LDC) will create and maintain up-to-date training modules for district and club officer training, including an outline of minimum standard information/training. The district Lt. governor shall be responsible for the logistics, obtaining a location for training, ordering refreshments, and notifying all cabinet members of the upcoming training. The District Leadership Development Coordinator (DLDC) shall be responsible for coordinating the planning, promoting, conducting and evaluating all leadership development activities for his/her district. The DLDC in cooperation with the district governor, may appoint a district leadership team (DLT) consisting of qualified persons.

The DLT should include but is not limited to persons certified under the previous Ruritan National Trainer certification process.

**Rationale:** To update the current district officers' training process to include the DLDC and the DLT.

*(See BDM Apr 2002, motion no. 11)*

That district officers' training format (agenda) must be restructured by utilizing group discussion, role-playing, brainstorming, etc. Format to include, but not limited to:

- Time for zone governor training
- General practices
- Officer's responsibilities and growth, development, and retention.

*(See BDM Aug 1993)*

The spring district officers' training be eliminated and encourage each assigned NBOD member or officer to provide informal training as a part of their normal duties.

*(See BDM Aug 1991)*

### **SUMMER LEADERSHIP CONFERENCE**

A Summer Leadership Conference for Lt. Governor's and other leaders can be held each year. Dates and contents of the program will be under the direction of the National President-Elect. Current Lt. Governors will be reimbursed for authorized expenses. The conference will be open to any other interested Ruritans, but attendance will be at their expense.

Lt. Governors who are elected District Governors will be reimbursed for attending the National Convention, providing that they:

- Attend the District Governors' training meeting at the National Convention.
- Attended the Lt. Governors' conference, unless excused by the National President.

**Rationale:** To clarify the intended purpose of the summer conference.

*(See BDM Aug 2012, motion no.5)*

### **Reimbursement**

District officer training meal reimbursement be an actual cost not to exceed \$7.50 per cabinet member attending.

*(See BDM Aug 1988)*

### **"Train the Trainer"**

Approved the "Train the Trainer" educational materials to be used by LDCs in all districts for officer training.

Rationale: To provide consistent training materials in all districts for all Ruritans.

(See BDM Aug 2008, motion no. 18)

-U-

-V-

## **VACANCY**

### **Board Advisory Committee (BAC)**

In the event of a vacancy on the current Board Advisory Committee (BAC), the policy set forth below be adhered to:

- That the NBOD may appoint a past president, nominated by the national president, to fill the remaining term.
- If the member vacating the BAC is living, a letter of resignation explaining the reason in detail shall accompany this motion.

**Rationale:** To establish a policy for filling a vacancy on the BAC Committee.

(See BDM March 2020, Motion no. 1)

## **VISION STATEMENT**

To Create Thriving Communities Across America

(See BDM March 2022, motion no. 24)

"Creating Thriving Communities Across America." To be printed on all literature, including business cards and stationery. To be printed as the current supply is exhausted.

(See BDM August 2022, motion no. 8)

-W-

-X-

-Y-

## **YOUTH**

### **Advisory Committee**

Form a Youth Advisory Committee consisting of two (2) Ruri-Teen and/or Ruritan Youth members appointed for up to two (2) years.

**Rationale:** To involve youth members and enhance the youth mission. Youth Committee staff members will request recommendations for the Youth Advisory Committee in January to be received by February 15th. The Youth Committee will review and recommend candidates to the National President for appointment at the spring Board of directors meeting. Youth Advisory Committee will serve as advising youth members to the Youth Committee via electronic communication. Members of the Youth Advisory Committee may be requested to attend the Youth Camp.

(BDM Mar 2016, Motion no. 7)

### **Program**

Invite youth aged 19 and under to become members. If possible, a minimum of two youths should be brought in at the time the program is initiated. Youth dues will be set by the NBOD (currently \$15.00 per year, of which \$3.75 will be paid quarterly to Ruritan National). The initiation fee is the same as active members.

- Give formal installation and lapel pin to new members.

- Indicate on the appropriate report that the club is participating in the Ruritan youth program when the new member is reported.
- Assign youth to an appropriate community service committee.
- To foster a spirit of Fellowship, Goodwill, and Community Service, treat the youth member as an active member.
- Encourage youth who leave the community/club to attend college, etc., to consider transferring membership status to associate member to another club or urge them to start a Ruri-teen college club.

**Rationale:** To include all youth who are interested in Ruritan membership, and to encourage Ruritan membership in families.

*(See BDM Aug 2008, motion no. 19, also see BDM Apr 2009)*

### **Mission Statement**

To develop a program that, through proper coordination, will provide Ruritan clubs throughout America the opportunity to work with and help serve the needs of young people in their communities.

**Rationale:** To provide a concise definition of what the youth program is expected to accomplish.

*(See BDM Aug 1995)*

**-Z-**

**-END-**

## **Revision Log (through August 2023)**

- 1) 22-01-05 Convert Districts to their own EIN
- 2) 22-01-06 Ruritan Forever Legacy Club
- 3) 22-01-15 District Convention Delegate Card production and distribution only upon request
- 4) 23-08-30 Updated to remove information included in club, district, national bylaws and other handbooks and guidelines.