



**7130 Spring Street
Racine, WI 53406**

ROMA LODGE MEMBER RULES

**As Adopted by the
ROMA LODGE BOARD OF DIRECTORS AND MEMBERSHIP
As of August 3, 2010**

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ROMA LODGE MEMBER RULES

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ROMA LODGE MEMBER RULES
Rules of Roma Lodge as adopted by the Roma Lodge Board of Directors
And Membership as of June 30, 2010

Chapter 1: Member Benefits

1.1 Amount of Scholarships

In addition to the 2 four-year \$1,000.00 scholarships awarded each year, there will be 3 one-time only scholarships of \$500.00 each awarded to the 3rd, 4th and 5th place applicants. (Adopted March 4, 2003)

1.2 Scholarship Requirements

In order to qualify for consideration under the Roma Lodge Scholarship program, students must be graduating high school seniors. They must also be either the natural or legally adopted son or daughter of a member of Roma Lodge in good standing as of December 31 of the year prior to the calendar year of graduation. In order to continue receiving the scholarship, the student must be making progress toward completion of an undergraduate degree from an accredited college or university, and the father of the student must remain a member in good standing for the duration of the scholarship. Adopted October 25, 2005

1.3 Member / RIWA Discounts

Members are to receive a discount on functions they have on the business side as follows:

- 1) The amount of the discount shall be 1% for each year of membership in the Lodge with a maximum discount of 10%;
- 2) The discount may be used only once per calendar year;
- 3) The function must be for a primary reason associated with a member, his spouse or his children (weddings, anniversaries, birthdays, retirement, etc., no reunions or functions involving a group where the member is one of many). (Adopted March 2000)

1.4 Members who are 65 Years of Age

Members with 25 full years of continuous service to the Lodge will begin paying reduced dues equal to one-half of the regular annual dues beginning with the first full year of membership following both their 65th birthday and their 25th consecutive year of membership. (Originally adopted November 1, 1994; Amended for clarification November 25, 2005)

1.5 40 Years of Continuous Membership.

Any member that has been in the Lodge for 40 years will get a \$30.00 gift certificate to the Members' Dining Room. Also, if present at the annual Christmas party, his spouse or female companion will receive a flower, and he will be announced and recognized for his service. (Adopted September 1, 1998)

1.6 50 Years of Continuous Membership

Members with 50 full years of continuous service to the Lodge shall not be obligated to pay regular annual dues beginning with the first full year of membership following their 80th birthday and their 50th consecutive year of membership. (Adopted December 4, 2009)

1.7 Roma Lodge Newsletter

All members shall receive a monthly newsletter. (Adopted March 3, 1998)

1.8 Suggestion Box

A suggestion box shall be available for members input. (Adopted March 3, 1998)

1.9 New Member Folder

A New Members' Folder shall be distributed to all new members. (Adopted August 7, 1992)

1.10 Funeral Service

Upon the request of the family a deceased member, the Lodge honors deceased members with a service during funeral visitation. Members are duty bound to attend the service when called. A procedure will be implemented by the Board of Directors to provide a system for rotating calls to members to further this purpose. Adopted August 30, 2005

1.11 Member Funeral Memorial Gift

Upon the death of a member, a memorial chosen by the family will be made in the member's name. If the family has no preference, flowers will be sent. The cost of the memorial will not exceed \$75.00. (Adopted June 29, 2010)

1.12 Spouse Funeral Memorial Gift

Upon the death of a current member's spouse, a memorial chosen by the family will be made in the name of the member's spouse. If the family has no preference, flowers will be sent. The cost of the memorial will not exceed \$50.00. (Adopted June 29, 2010)

1.13 Sick and Shut-in Plants

A plant shall be sent to members that have been admitted as an inpatient overnight and that have spent a night in the hospital, but only once per year. (Adopted August 30, 2005)

1.14 Member's Christmas Party

The cost to attend the Member's Christmas Party is fixed at \$15.00/person. (Adopted January 2000)

1.15 Children's Christmas Party

Children 12 years of age or younger who are children or grandchildren of members may attend the annual Children's Christmas Party. Children may attend at no cost. The number of adults is limited to two per family. (Adopted October 2002)

1.16 Fundraiser for Members

Special fundraisers may be held to help needy members. A request for a fundraiser shall be made through a member of the Board of Directors. Costs of the fundraiser are to be recouped by the Lodge. (Adopted March 12, 1991)

1.17 Criteria for Fundraisers for Members

The following policy is intended to provide a consistent set of criteria and procedure for Lodge sponsored fundraisers for regular Roma Lodge members who are in good standing, to assist them or their immediate family members in the event of severe financial hardship.

- 1) The member or another member on his behalf must submit a request to a member of the Board of Directors requesting a fund-raiser and the reasons the event should be sponsored by the Lodge.
- 2) In the event that the Board approves the fund-raiser, the President of the Lodge shall appoint a Member of the Board to be the Chairman of the event, and a committee will also be chosen to work with the Chairman.
- 3) The event shall be a spaghetti dinner, open to the public
- 4) The cost of the event will be estimated and determined by the committee, so that there is no money needed from the general treasury of the Lodge.
- 5) Date of the event will be determined based on the availability of the facility
- 6) The members of Roma Lodge and their families will be expected to provide the majority of the labor for the event
- 7) The Lodge will use its best efforts to obtain the consumable product and other items necessary through donations made by regular suppliers and members of the Lodge.
- 8) Any deviation from this policy must be approved by the Board of Directors of Roma Lodge. (Adopted October 25, 2005)

1.18 Bocce Tournament Entry Fees

The Lodge will pay a maximum of \$3,000 per year toward Bocce tournament entry fees (maximum of \$600 per tournament) for up to 5 teams for any Bocce tournaments about which we receive notice. (Adopted October 25, 2005)

1.19 Members Christmas Party

The Member's Christmas Party must be held on a Saturday night. (Adopted Oct 28, 2008)

1.20 Membership List

The Roma Lodge membership list is available to members upon request. It is to be used for Lodge events. It may not be used to solicit for non-Roma Lodge events or commercial business functions without prior permission of the Board of Directors. (Adopted June 29, 2010)

Chapter 2: Member Duties

Note: See also *By-Laws of Roma Lodge, Inc, Article V – Membership Regulations* for additional membership duties.

2.1 Non-Payment of Dues

Members that have not paid their dues by January 31st (or made other arrangements for payment with the membership secretary) will be sent a letter informing them they have been dropped from membership and if they wish to appeal, they may appear before the Board at the March or April Board to state their case for reinstatement. (Adopted February 3, 2003)

2.2 Probationary Membership

Beginning with new members admitted at the July 2002 General Membership Meeting, new members must successfully complete a two-year probationary membership. The following 12 requirements were established concerning applicants for membership:

- 1) Applicants must meet criteria specified in the bylaws;
- 2) Proponents of new applicants must also meet the criteria specified in the bylaws;
- 3) Applicants must appear with their proponent before the Screening Committee to be interviewed;
- 4) Following the interview process, the Screening Committee will make a recommendation to the Board regarding the applicant. The Board will then vote whether to accept or decline the applicant. Applicants accepted by the Board will then be voted on by the General Membership.
- 5) New members must complete a 24 month probationary period before obtaining permanent membership status.
- 6) During a probationary membership period, the new member and his proponent are required to fulfill certain minimum requirements intended to make the new member an active member in the Lodge. The goal of these requirements is to introduce and educate the new member to the obligations and benefits of membership.
- 7) The Screening Committee will document and enforce the minimum probationary requirements for new members. The six requirements for probationary members are as follows:
 - a) Attend at least four General Membership Meetings per year
 - b) Attend at least two Lodge events per year such as the Columbus Day Dinner, Members Christmas Party, Super Bowl Party, Annual Picnic, etc.
 - c) Volunteer and work at two or more Lodge functions per year such as a month of bingo, a committee, a booth at the Festival, the Children's Christmas Party, the Super Bowl Party, a golf outing, etc.
 - d) Sell (or buy) all allotted Roma Lodge Italian Festival Raffle tickets each year
 - e) Not receive any reprimands from the Board for violations of rules or by-laws of the Lodge
 - f) Not be convicted of a felony

- 8) At the end of the probationary period, the Screening Committee will review its records and request the probationary member and his proponent to confirm the following:
 - a) A list of the dates of general membership meetings attended by the probationary member;
 - b) A list of the Lodge events attended;
 - c) A list of the functions the probationary member worked;
 - d) The sale (or purchase) of all Italian Festival Raffle tickets allotted to the probationary member.
- 9) In the event the Screening Committee is not satisfied that the probationary member has fulfilled his probationary requirements, he will be dropped from the membership. However, the Screening Committee may consider special circumstances that prevented the probationary member from fulfilling his probationary requirements.
- 10) A probationary member who has been dropped from membership by the Screening Committee may appeal that decision to the Board of Directors.
- 11) In the event a probationary member is dropped for failing to meet his requirements, membership dues will be refunded on a monthly pro-rata basis.
- 12) Probationary members dropped from membership may not reapply for membership for one year after they have been dropped. (Adopted February 26, 2002)

2.3 Installation Ceremony

An installation ceremony for new members is to occur at the Installation of Officers Dinner each year, and the cost of the dinner for the new members is to be paid by the Lodge. (Adopted May 2001)

2.4 Festival Raffle Tickets Pickup and Returns

Festival Raffle Tickets Pickup and Returns - All members are obligated to pick up their allocated \$25,000 cash raffle books on the Roma Lodge's membership side. If a member's tickets are not available to the member for any reason, he must contact the cash raffle director or the festival chairman. It is the member's responsibility to obtain his tickets. All members of Roma Lodge are required to return stubs and the cash for the sold tickets or the unsold tickets for all raffle tickets issued to them. Members who do not return their unsold raffle tickets will be dropped for Lodge membership. (Adopted March 30, 2004; Modified June 29, 2010)

2.5 Festival Raffle Tickets Requirement to Sell

New members voted on at the January 2005 general members meeting and thereafter must sell or buy their raffle tickets every year. (Adopted August 31, 2004)

2.6 Voting on pre-scheduled issues

The vote on any issue that is presented to the Membership and scheduled for a vote at the next monthly Membership Meeting shall be conducted at the next monthly meeting immediately following the call to order by the President and prior to any other business. (Adopted July 29, 2008)

2.7 Voting on major expenditures

Expenditure proposals for capital projects greater than \$25,000 must be approved by the general membership. A presentation to and discussion by the general members on the nature and cost of the project must be done at a regularly scheduled Membership Meeting the month before a vote on the project is taken. An announcement of the presentation and discussion must be made at a Membership Meeting and also published in the Newsletter prior to the meeting at which the presentation will be made. A vote on the expenditure will take place at the next Membership Meeting following the presentation. The vote will be by paper ballot and be conducted without discussion as the first order of business. (Adopted February 3, 2009)

Chapter 3: Bocce, Bingo, and Use of Roma Lodge Facilities

3.1 **Bingo / RIWA**

Bingo is required to pay \$400.00 per session to RIWA for tear down and set-up. Adopted July 2002

3.2 **Building Alarm System**

The alarm system for the building is set to activate at midnight on Sunday through Thursday nights and at 1:30 a.m. on Friday and Saturday nights. All members must be out of the building before the alarm is activated. Failure to leave the building before the alarm is activated will result in tripping the alarm. Any member responsible for violation of this rule may be placed on probation by the Board of Directors, and will also be liable for any costs incurred by the Lodge or RIWA resulting from a response to the alarm. (Adopted August 30, 2005)

3.3 **Member's Entrance**

The doors to the Hall of History are to be locked on Wednesday, Friday and Saturday nights. (Adopted December 2001)

3.4 **Hall of History Displays**

No alterations are to be made to the Hall of History without the express advance permission of the Board of Directors. (Adopted August 30, 2005)

3.5 **Roma Lodge Membership Social Meetings**

The Festival kick-off/social meeting shall be held on the night of the June membership meeting and the Festival wrap-up-social meeting shall be held on the night of the October membership meeting. (Adopted March 30, 2004)

3.6 **Use of Member's Card Room**

Non-members are not allowed in the members' card room, except as part of a tour of the members' area if accompanied by a member and only for the purpose of showing the guest the room as a benefit of membership. (Adopted August 30, 2005)

3.7 **Rental of Member's Dining Room**

The Members' Dining room and Lounge are not to be rented out to the public at any time. (Adopted November 1, 1988)

3.8 **Men's Bocce Leagues**

Men's Bocce Leagues are on Monday, Tuesday and Wednesday nights during the winter season. Rules are established by the leagues at an annual meeting. (Adopted August 30, 2005)

3.9 **Women's Bocce Leagues**

Vittoria Colonna women's bocce leagues shall be on Thursday nights in the winter and on Tuesday nights in the summer. (Adopted August 30, 2005)

3.10 **Couples Bocce League**

The couples' bocce league on Sundays is limited to members and their spouses or girlfriends. (Adopted August 30, 2005)

3.11 **Non-member Groups Use of Bocce Courts**

Non-member groups renting halls on the business side are not allowed to use the bocce courts. (Adopted September 1, 1998)

3.12 **Member and Guest Use of Bocce Court**

Use of the Bocce Courts is limited to members and their guests. Members and guests using the Bocce Courts must comply with the member to guest ratio required for use of the Dining Room. The Bocce Courts are not to be rented or reserved. (Adopted December 4, 1994)

3.13 **Smoking Ban**

In accordance with Wisconsin state law, smoking is not permitted inside the Roma Lodge facilities. Members are liable for any personal fines levied against them and to any fines assessed against Roma Lodge because of violations by the members or their guests. (Adopted August 3, 2010)

3.14 **Bocce Committee Report**

The Bocce Committee shall prepare and deliver to the Board of Directors an annual financial statement for all men's and women's leagues within 60 days following the end of each league's respective regular season of play. (Adopted April 30, 1996; Amended November 29, 2005)

3.15 Promoting Non-Roma Lodge events or commercial business activities

No printed materials that promote or advertise non-Roma Lodge sponsored events or commercial businesses may be posted on Roma Lodge property or facilities without prior permission of the Board of Directors. No announcements of non-Roma Lodge sponsored events or commercial business functions may be made at Roma Lodge meetings or events without prior permission of the Board of Directors. (Adopted July 29, 2008)

3.16 Vittoria Colonna Lodge Use of Roma Lodge Facilities

- 1) The Vittoria Colonna Lodge can set up bocce leagues and use the Roma Lodge bocce area on Tuesday and Thursday nights in the summer months, and Thursday nights in the winter months. This does not include the Couples Bocce League nor does it allow for any guest privileges.
- 2) The Vittoria Colonna Lodge is welcome to hold its monthly membership meetings at Roma Lodge. The meetings must be scheduled with the Director of Catering Services and must be held on the business side of the Lodge facility. The Vittoria Colonna Lodge will have limited use of the kitchen facility, to include making coffee and to get the necessary paper products required in serving a light lunch.
- 3) Due to proper controls, any serving of food product other than dessert, which the Vittoria Colonna Lodge will provide on its own. Must be arranged through the Racine Italian Welfare Association.
- 4) The Vittoria Colonna Lodge is welcome to hold any member function or fundraiser functions at the Roma Lodge; however, they will be subject to hall availability, the standard rental contract, and banquet prices in effect up to the date of the function.
- 5) The Vittoria Colonna Lodge will pay the Racine Italian Welfare Association \$250.00 per month for the use of the facility for monthly meetings and the use of the bocce area for league play as stated above. (Adopted January 4, 2000)

Chapter 4: Use of the Dining Room and the Venetian Room

4.1 Members and Guests

Use of the Members' Dining Room and Members' Lounge is limited to members and their guests. Each member may have as many as seven adult guests (including spouse or female companion) present with the member at any one time. Children, ages 17 or under, count in determining the size of the party, but not a guest. (Adopted August 30, 2005)

4.2 Membership Card Requirement

The hostess for the Members' Dining Room may, at her discretion, request to see a membership card before seating diners. (Adopted May 30, 2000)

4.3 Right to Purchase Keys to Member's Entrance

In addition to members themselves, the following may purchase a key for entry into the building through the members' entrance:

- 1) Wives of members;
- 2) Widows of Roma Lodge members entitled to use the dining room and bocce courts;
- 3) Members of Vittoria Colonna entitled to use the dining room and bocce courts.

(Adopted February 29, 2000)

4.4 Size of groups which may use the Members' Dining Room:

- 1) The Member to guest ratio must be met - a member and his wife, or friend, and 6 guests for a total of 8;
- 2) The maximum size of any group shall be 24 people. This group will require three members;
- 3) Reservations for groups of 17 to 24 are to be made in person with eating after 7:00 P.M.
- 4) Groups of 17 to 24 will be served family style, from a pre-determined menu agreed upon when the reservation is made;
- 5) Reservations for a maximum of 3 large groups (i.e. more than 8 diners in a group) will be taken on any single night with only one group of up to 24 and two groups of up to 16 allowed on the same night. This will allow plenty of room for smaller reservations.
- 6) Groups of 16 or smaller will order off the normal menu.
- 7) Children, ages 17 or under, count in determining the size of the party, but not a guest.

(Adopted by the General Membership on 8/07/98; modified by the Board of Directors March 29, 2005 and modified January 31, 2006)

4.5 Closing of Members' Dining Room

The Members' Dining Room is closed on meeting nights. (Adopted by the General Members September 5, 1997)

4.6 Check Cashing

Members may cash checks at the members' lounge for no more than \$25.00 more than their bill. (Adopted October 26, 1999)

4.7 Use of the Venetian Room (formerly Members' Old Card Room)

- 1) The room is only available on Friday and Saturday nights;
- 2) Parties must not exceed 49 people (larger groups must contact the business side);
- 3) There will be a special menu with pricing to depend on whether or not the party has the regular member to guest ratio (1 member for every 8 people in the party). Drink prices will also depend on whether or not the proper member to guest ratio is met (members' drink prices for groups with a member for every eight attendees);
- 4) Parties with the proper member to guest ratio will pay less than those that do not meet the 8 to 1 ratio;
- 5) Parties must plan to begin eating either by 5:30 or after 7:15 so as to cause as little disruption as possible to the kitchen's ability to serve the regular dining room diners;
- 6) The party must have a separate bartender, or a pre-determined bar setup; groups smaller than 25 must pay for a bartender, or is limited to self-serve soda, beer and wine;
- 7) Attendees of the party must stay in the Venetian Room; they are not allowed to come into the Members' Bar area. (Adopted March 29, 2005)
- 8) Upon approval of the Member's Lounge Bartender, parties with the proper member /guest ratio may use the Member's Dining Room and Bar after 9:30 p.m.

(Adopted by the General Membership on August 7, 1998; Modified by the Board of Directors of March 29, 2005 and January 31, 2006.)

4.8 Rights of Widows to use the dining room, bocce courts, and attend Lodge functions:

So long as they have not remarried, widows whose husbands passed away prior to Dec. 04, 2001 or whose husbands were a member for at least fifteen (15) continuous years, have the following rights-

- 1) Use of the Members' Dining Room with the same privileges as members;
- 2) Participation (with one guest) in Roma Lodge member-only events at the same cost as members;
- 3) Use of the bocce court area.

Widows whose husbands were a member for less than fifteen continuous years, and upon payment of an annual fee equal to that paid by unmarried members of Vittoria Colonna for such privileges, will be allowed-

- 1) Use of the Members' Dining Room with the same privileges as members;
- 2) Use of the bocce court.

Both categories of widows lose these privileges upon re-marriage. (Adopted December 4, 2001)

4.9 Rights of Members of Vittoria Colonna to use the dining room, bocce courts, and attend Lodge functions:

Members of Vittoria Colonna who are not married, and who are not otherwise entitled to use the Members' Dining Room because of their status as a widow, may pay \$60 per year for the right to use of the Members' Dining Room and bocce courts. Married Members of Vittoria Colonna (i.e. with husbands who could join the Rome Lodge) must pay \$120 per year for the right to use of the Members' Dining Room and bocce courts. Neither group of members of Vittoria Colonna is entitled to attend Roma Lodge "members only" functions. (Adopted April 19, 2005)

4.10 Rights of Wives of Roma Lodge Members to use the dining room and bocce courts

Wives of Roma Lodge members are entitled to use the Member's Dining Room, lounge and bocce courts on nights that the facilities are regularly open to members and guests when their husbands are not present. The presence or absence of a husband does not affect the normal member to guest ratio. (Adopted July 29, 2008)

4.11 Children's Menu

The menu for the Member's Dining Room must have a statement that the children's menu can only be ordered for children less than 12 years of age. (Adopted March 26, 2002)

4.12 Holiday Closing

The Members' Dining Room will be closed on certain Wednesdays and weekend nights around the holidays on an "as determined basis" by the Board of Directors upon the recommendation of the management of RIWA and the kitchen staff for the Members' Dining Room. (Adopted August 30, 2005)

4.13 Dress Code

On Friday and Saturday nights, members and guests are requested to dress appropriately for dining in the Member's Dining Room. (Adopted June 2, 2009)

These rules are current through August 3, 2010 and include all rules approved by the Board of Directors and/or the General Membership of Roma Lodge as of that date.

Compiled by the Planning and By-Laws Committee

Michael Kroes, Parliamentarian

Printed August 6, 2010