

# CLUB SECRETARY'S MANUAL

INCLUDES CLUB TREASURER SECTION



ROTARY INTERNATIONAL®

# RI Club Secretary's Manual

## ERRATA

August 4, 2009

Within the Secretary's Manual there are many changes to procedures and systems since 2007 when the manual was prepared. There is also occasional misinformation that the Secretary should be aware of. The purpose of this document is to note these occurrences for you. Please page through the manual and note these errata:

Page 1: Add: [All Club Secretaries are expected to attend the Secretary Sessions at the mid-year Assembly and Club Leadership Training.](#)

Page 3: Add: [Information should be forwarded to the appropriate member of your club, as the Club Secretary is usually the single point of contact from RI.](#)

Page 4, Bullet #1: Replace entire line with: ["Maintain membership records via the District Database \(DaCdb\)."](#)

Page 4, Bullet #2: Change: ["To the District Governor"](#), **to:** ["via the District Database \(DaCdb\)."](#)

Page 4: Change: ["Due 1 July and 1 January 1"](#) **to:** ["Due ten days after receipt"](#). This error occurs twice. For the past several years the information has not been received clubs before the given due date. The District Secretary will notify Club Secretaries when the information has been received.

Page 4: Change references to membership data from: ["Submit through Member Access or on Membership Data form"](#) **to:** [Submit through the District Database \(DaCdb\).](#) This discrepancy is due to D-7750's adoption of DaCdb as our primary member information platform, and appears three times.

**IMPORTANT:** Please note that **when adding a new member**, an RI member number must **first** be assigned by entering the new member through the [RI Member Access Portal](#). Then enter the member in DaCdb, using the RI Member Number as the Member ID. Subsequent information updates need only be made through the District Database (DaCdb). All changes made to DaCdb are automatically forwarded to RI.

Pages 4 & 5: Delete: All references to RI-CAS. This program is no longer available from RI and is NOT supported by District IT Support.

Note: It is expected that clubs use the District Database (DaCdb) for all administrative functions. It is required that all member data be maintained on the District Database (DaCdb) in a timely manner. It is also required that monthly attendance, number of members and number of meetings be reported no later than the 15<sup>th</sup> of the succeeding month.

Page 10: Add: Appreciation/Contribution Form:  
[http://www.rotary.org/RIdocuments/en\\_pdf/123en\\_write.pdf](http://www.rotary.org/RIdocuments/en_pdf/123en_write.pdf) Used for individual contributions and specific TRF requests. For multiple contributions, such as Sustaining Member contributions, use the ready-made form available from the District Database (DaCdb). From your club's Reports page, select report #2, "The Rotary Foundation Transmittal". Open and save the form in Excel – it includes all your members, all RI Member Numbers, and even does the math for you. Print and enclose this form with your check to TRF (instructions at the bottom).

Page 10: Add: How to Propose a New Member:  
[http://www.rotary.org/RIdocuments/en\\_pdf/254en.pdf](http://www.rotary.org/RIdocuments/en_pdf/254en.pdf)

Page 10: Add: Manual of Procedure  
[http://www.rotary.org/RIdocuments/en\\_pdf/035en\\_full.pdf](http://www.rotary.org/RIdocuments/en_pdf/035en_full.pdf)

Page 10: Add: Official Directory: Each year, the Club Secretary will get a note asking which format for the Official Directory (s)he would like to receive. Taking the CD format is strongly recommended. It may be copied for others needing the information.

Page 10: Add: RI Catalog: [http://www.rotary.org/RIdocuments/en\\_pdf/019en.pdf](http://www.rotary.org/RIdocuments/en_pdf/019en.pdf)

Page 10: Add: Rotary Code of Policies:  
[http://www.rotary.org/RIdocuments/en\\_pdf/code\\_ri\\_current.pdf](http://www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf)

Page 10: Add: Rotary World:  
[http://www.rotary.org/RIdocuments/en\\_pdf/rw\\_YYMM\\_en.pdf](http://www.rotary.org/RIdocuments/en_pdf/rw_YYMM_en.pdf) [where YYMM is the numeric year/month you seek

Page 10: Add: Visual Identity Style Manual:  
[http://www.rotary.org/RIdocuments/en\\_pdf/547en.pdf](http://www.rotary.org/RIdocuments/en_pdf/547en.pdf)

Page 11: Delete: The three sub-items under [www.rotary.org](http://www.rotary.org). The site has significantly changed and specific topics need to be searched individually.

Page 11: Change: Assistant Governor – last sentence: Change: "your district" to: "the District Secretary ([secretary@rotary7750.org](mailto:secretary@rotary7750.org))"

Page 12: Change: "Attend the district assembly" to: [Attend Club Leadership Training](#)

Page 12: Following "Planning Guide for Effective Rotary Clubs", add: [See link below \(Pages 39-46\) to MS-Word typeable form.](#)

Page: 12: Add: (July) [Immediately verify that the District Database \(DaCdb\) contains all year-end changes to assure that District invoices contain the proper head-counts.](#)

Page 12: Delete: "send statements of club dues to all members, and record collections". This should have been previously done.

Page 12 Add: (November/December) [Send statements of club dues to all members.](#)  
[Note: The Treasurer should record the collection of dues.](#)

Page 13 – December: Add: [In the District Database \(DaCdb\), enter all Elected officers, using “Edit Club”. This includes President-Elect, Secretary-Elect and Treasurer-Elect. These are automatically forwarded to RI. Note that if an officer is transitioning or repeating, use one of the “compound” officer types – i.e. Secretary/Secretary-Elect is a current secretary who is carrying over another year. President/Treasurer-Elect is a current president who will be Treasurer next year.](#)

Page 13: Delete: (January) “Send statements of club dues to all members, and record payments”. This should have been previously done.

Page: 14 Add: (May/June) [Send statements of club dues to all members.](#) [Note: The Treasurer should record the collection of dues.](#)

Page 19 – re: Semi-Annual Report: Change: “1 July and 1 January” to [ten days after receipt of notice.](#)

Page 20 – re: Semi-Annual Report Section: This report is now automated and available online, through the RI Member Access Portal. See attached Appendix III for Details.

Page 20 – Monthly Attendance Report, first sentence: Change: “sent to the District Governor” to: [entered into the District Database \(DaCdb\).](#)

Page 21 – Cancelled Meetings: Add: bullet “[At the discretion on the club Board of Directors](#)”

Page 22: Add: Calculating Attendance Percentages: [Plus Rule of 85 members in attendance.](#) Occurs twice.

See Attached Appendix -- “New method for calculating attendance records, based on 2007 Council of Legislation Changes”

**Note also:** The DaCdb Attendance Module will not only assist you in managing your club’s weekly meeting attendance, but will also compile the monthly attendance for your monthly report. It incorporates the 2007 COL Attendance calculation methods.

Page 22: Delete: Calculating Attendance Percentages Chart – See attached Appendix

Page 22: Delete: section “Reporting Changes through Member Access” – All Membership changes are reported through the District Database (DaCdb)

Page 23 – Club Information Changes: Change: “to your District Governor and RI through Member Access” to [in the District Database \(DaCdb\)](#)

Page 23: Change: “Club and District Support representative” to: [District Secretary](#)

Page 30 – top of page, referring to District Conference: Delete: Sections “Designating Electors” and “Duties of Club Secretary”

Page 33: Add: **Training your Successor** You should get formal training for your successor through the Club Leadership Training sessions. You also need to assure that they have the appropriate password for access to the RI Member Access Portal and the District Database (DaCdb). [They will not be able to actually get full RI Member Access until their term officially starts on July 1]. They should observe as you enter weekly and monthly information so they have some perspective of the process. Make sure they have read the manual as you are doing now. See the attached Appendix, "Club Secretary's IT Handoff Checklist"

Page 38: Change: Do not use the Membership Data Form as presented. Rather, go to the District Database (DaCdb), click on Reports, and run Report #8, - Membership Profile. Use this as a handout at meetings, asking members to complete their missing member data and return so you can enter it into the District Database (DaCdb).

Pages 39-46: Change: This hard-copy form has been replaced with a downloadable, typeable equivalent in MS-Word: [http://www.rotary.org/RIdocuments/en\\_doc/862en.doc](http://www.rotary.org/RIdocuments/en_doc/862en.doc)

If you have any problems with these modifications or the manual in general, please contact the District Secretary:

Steve Sokol  
District Secretary 7750  
[secretary@rotary7750.org](mailto:secretary@rotary7750.org)  
Phone: 864-886-8700  
Cell: 864-710-6121  
WATS: 800-875-1689

## Appendix I

### New method for calculating attendance records based on 2007 Council of Legislation Changes

The new formula:

Total # of members that attended, including excused under sections 3b and 4  
(Total # of Active Club Members) – (# of Rotarians excused under sections 3b  
and 4 ) + (# of excused Rotarians under sections 3b and 4 that attended)

Same as:

Actives that attended + Active Exempts (rule of 85) that attended  
Actives Eligible to attend + Active Exempts (rule of 85) that attended

Example: Club has 50 members, and 10 members are excused (Rule of 85).  
If 5 excused (Rule of 85) and (all) 40 regular members attend, the calculation  
is:

$$\frac{(45)}{(50) - (10) + (5)} = 100\% \text{ attendance}$$

**Note also:** The DaCdb Attendance Module will not only assist you in managing your club's weekly meeting attendance, but will also compile the monthly attendance for your monthly report. It incorporates the above attendance calculation methods.

**Appendix II  
Club Secretary's IT Handoff Checklist**

**By first week in June**

Activity	Outgoing Secretary	Incoming Secretary
Have a working login for the RI Member Access Portal (a User Name & Password that works)		<input type="checkbox"/>
Have used <u>outgoing Secretary's RI Member Access Portal login</u> to visit and explore the "Update Membership Data" section of the RI Member Access Portal		<input type="checkbox"/>
Have verified that incoming President and Secretary are identified in the RI Member Access Portal "Update Club Data" (these change automatically on July 1) ( <i>should have been done in January for RI Directory</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Have verified that incoming club officers are identified in District Website (president-elect, Secretary-elect, treasurer-elect) (these will change automatically on July 1)	<input type="checkbox"/>	<input type="checkbox"/>
Retrieved and saved most recent Club Recognition Summary (CRS) & Monthly Contribution Report (MCR) reports from the RI Member Access Portal and emailed to Club President and Foundation Chair	<input type="checkbox"/>	
All membership information available and ready to file Semi-Annual Report	<input type="checkbox"/>	
Have a working login for the District Database (a User Name & Password that works)		<input type="checkbox"/>
Have successfully updated my own member profile in the District Database		<input type="checkbox"/>
Know how to add a member to the RI Database, retrieve the RI Member Number, and then add the member to the District Database		<input type="checkbox"/>
Know how to take meeting attendance in the District Database		<input type="checkbox"/>
Know how to take meeting attendance offline from the District Database and then upload		<input type="checkbox"/>
Know how to report attendance (monthly) in the District Database		<input type="checkbox"/>
Copied any club-related electronic files (documents, etc.) to a CD or Flash Drive and passed on to incoming Secretary	<input type="checkbox"/>	
Have a computer with a high speed connection at home or the office to do club work – have loaded all club-related electronic documents received from outgoing Secretary		<input type="checkbox"/>
Have a copy of the Club Secretary's Manual, available from District or RI Websites: <a href="http://www.rotary.org/RIdocuments/en_pdf/229en.pdf">http://www.rotary.org/RIdocuments/en_pdf/229en.pdf</a>		<input type="checkbox"/>

**First week in July**

Activity	Outgoing Secretary	Incoming Secretary
Have reported the club's <b>June</b> attendance in the District Database	<input type="checkbox"/>	
Ready to take attendance for first <b>July</b> meeting in the District Database		<input type="checkbox"/>

## Appendix III

### Semi-Annual Report RI Member Access Portal

As part of Rotary's on-going efforts to simplify and improve business operations for Rotary clubs, district governors, club presidents, and club secretaries can now view, print, and pay their semi-annual dues invoice online using Rotary's Member Access Portal (MAP). These officers can also get the club's previous day Club Balance report which shows a detailed listing of all of the open items on a club's account. Here are the details regarding these new MAP enhancements:

Access to the semi-annual dues invoice (SAR) and the previous day Club balance report are accessed by logging into MAP using the following link:

<http://www.rotary.org/en/selfservice/Pages/Login.aspx?sReturnURL=>

Here is the first page you will see in MAP to log-in:



The screenshot shows the login page for the Rotary Member Access Portal. At the top left is the Rotary International logo and the text "ROTARY INTERNATIONAL THE ROTARY FOUNDATION". Below this is the "Rotary Business Online" logo. A banner image shows a group of people in a meeting. The main content area is divided into two columns. The left column contains text about registering with Rotary's Member Access and a list of services. The right column contains a login form with fields for "E-mail Address" (containing "District Governor") and "Password" (masked with dots). There is a "REGISTER NOW" button, a checkbox for "Remember My Email Address" with a link "What is this?", and a "Login" button. Below the login form is a "Need Assistance?" section with text about outbound emails and a list of links for "Forgot Password?", "Forgot Login E-mail Address?", and "Need Additional Help?". At the bottom left is a "Privacy | Copyright © 2008 Rotary International" link.

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**THE ROTARY FOUNDATION<sup>®</sup>**

**Rotary Business Online**

Registering with Rotary's Member Access allows you to access online services and features. To ensure your personal information remains confidential, many of our online services require you to log in to our secure environment with a unique email address and password. Once registered, you will have access to a variety of online services specific to your affiliation with Rotary International and The Rotary Foundation.

These services may include:

- Making TRF contributions
- Viewing your TRF contribution/recognition history
- Registering for RI Meetings
- Searching the online Official Directory
- Managing your Rotary email subscriptions
- Viewing secure sites

Rotary club and district officers have access to additional records and reports.

You must be registered to login. Only the following groups may register: active Rotarians, Rotary Center Directors, Rotary World Peace Fellows and Rotary World Peace Fellow Alumni. If you are interested in Rotary International, The Rotary Foundation or any of Rotary's initiatives, please contact your local Rotary club for more information.

**E-mail Address:**  
District Governor

**Password:**  
●●●●●●●●

Remember My Email Address [What is this?](#)

**REGISTER NOW**

**Login**

**Need Assistance?**

Outbound emails from Member Access will be sent from: donotreply@rotarymailings.org and/or secure@rotarymailings.org. Please add these email addresses to your email contacts and safe list so that you can continue to receive important messages related to your Member Access account. Outbound messages related to Member Access will no longer be sent from website@rotary.org.

- Forgot Password? [Reset Password](#) .
- Forgot Login E-mail Address? [Contact us](#) .
- Need Additional Help? [Read Frequently Asked Questions](#) .

[Privacy | Copyright © 2008 Rotary International](#)

After logging in, the following page is displayed.

Rotary International - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Print Preview Print and Send

Address <http://riweb2.rotaryintl.org/menu.asp?sessionkey=506404ABF05900C628659AFE7C4211D5>

**Update Membership Data**

**Daily Club Balance Report**

Contribute to The Rotary Foundation

View your Contribution History

**Pay Semiannual Dues or Print Semiannual Report (SAR)**

Search Club and District Data

Update Club Data

Manage E-mail Subscriptions

Fund Development Club Goal Report Form

View Club Recognition Summaries (CRS)

View MCR, SHARE & Polio Reports

View EREY Eligibility Report

Register for Meetings

RI-CAS and RI-DAS Support Forum

Download RI-CAS and RI-DAS Software

Hello  
It is 12:59:45 PM USA Central Standard Time on 14-Jan-2009.

Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services.

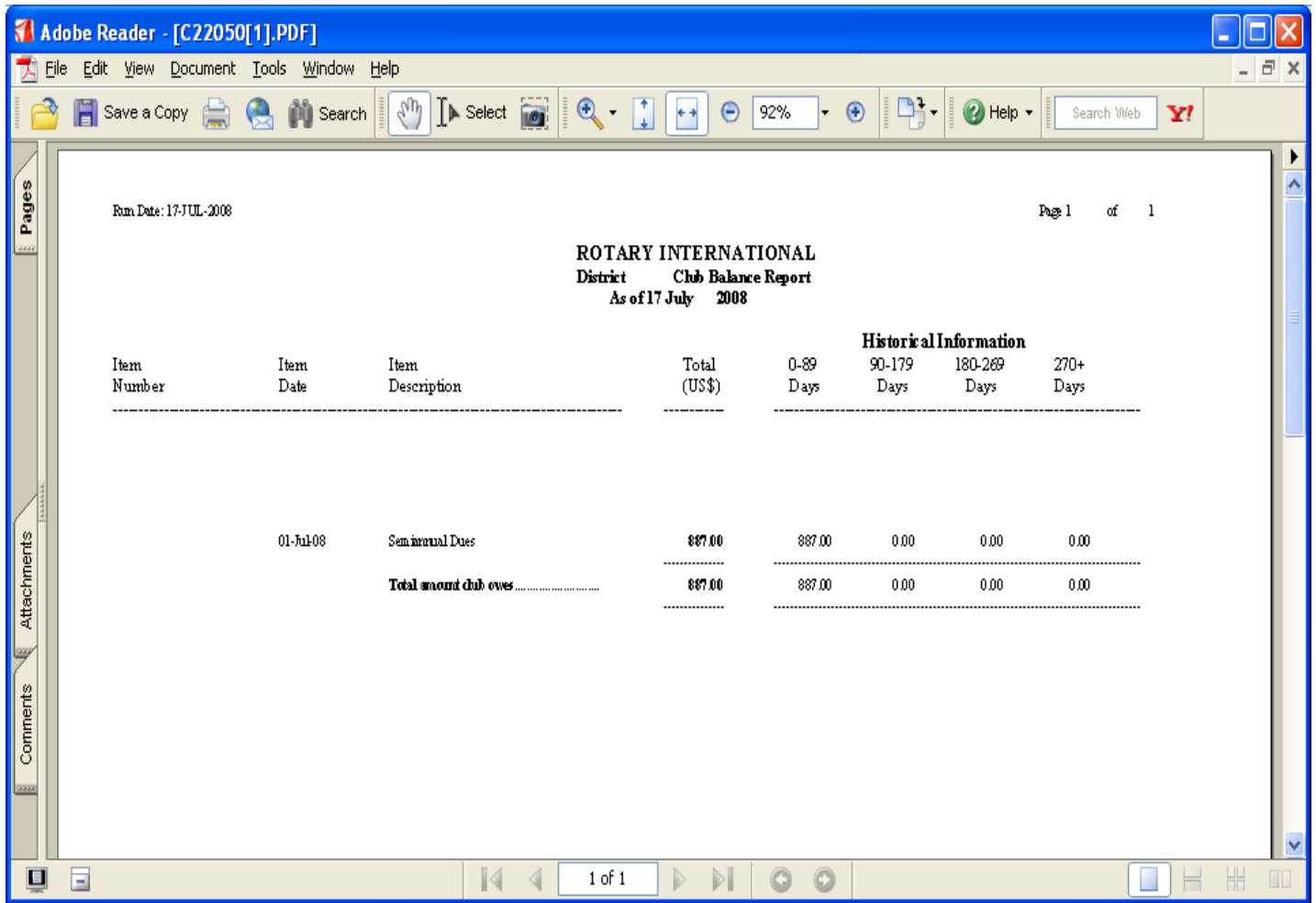
**Frequently Asked Questions**

- [Registration and Login](#)
- [Club and Membership](#)

Discussions not available on <http://riweb2.rotaryintl.org/>

Done

The new additions in MAP are the ability to access the previous day Club Balance Report and view and/or print the semiannual report (SAR) invoice. If the link “**Daily Club Balance Report**” is chosen, the screen is shown below:



Club officers will be able to view this information only for their specific clubs. District Governors will be able to view this information for all clubs in their district.

If the link “Pay Semiannual Dues or Print Semiannual Report (SAR)” is chosen, there are two options. Following is an example of the SAR invoice reprint:

**Rotary Club Of**  
Semi Annual Dues period, 1 January - 30 June 2009.

**Please note:** Even if your club updates membership online, a copy of the filled out and signed [Semi-Annual-Report Worksheet/Form](#) must be submitted to R.I. Data Services via fax at 1-847-733-9340 or send an e-mail to [data@rotary.org](mailto:data@rotary.org) indicating your club name, club number, officers' name and the number of members and subscriptions for the particular S.A.R. period. **This information is needed in order for R.I. to adjust your club's S.A.R. billing and also to satisfy the S.A.R. submission requirement.**

**Semi Annual Dues Membership List**  
[Print The Membership List](#)

Membership updated after 1 December or 1 June will not be reflected in the January or July Semi-Annual Report respectively.

**Semi Annual Dues Invoice**  
[Print the complete Invoice](#)

Dues are calculated based on RI membership information as of 1 June and 1 December.

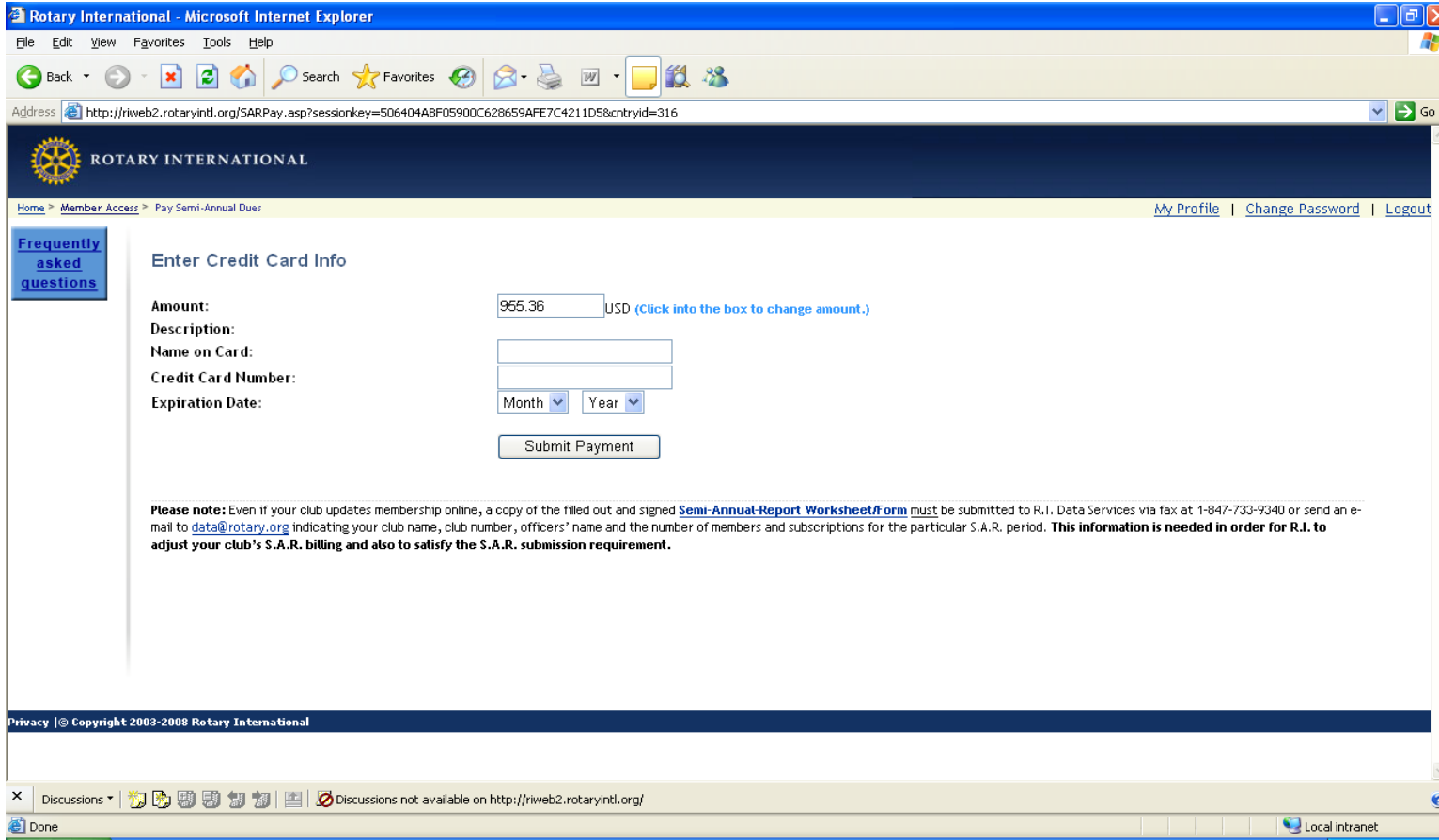
Payment of per capita dues shall be due and payable pursuant to subsection 17.03.01 on 1 July and 1 January of years. This is the data from the current SAR for your club. This data will remain viewable until the next SAR period. If you have any questions, please contact your [Accounts Receivable Coordinator](#).

**Invoice Number:**  
**Due as of:** 01-Jan-2009  
**Club Number:**  
**Club Name:**  
**District:**

Number	Description	Unit Price in Dollars	Total in Dollars
8	Pro-Rata Dues	\$3.92	\$31.36
38	Semi-Annual Dues	\$24.00	\$912.00
1	Intl Rotarian-Special/Honorar	\$12.00	\$12.00

Notice that, from this page, the membership list, the invoice, or the SAR worksheet can be printed. Also, contact information for the club’s designated AR Coordinator or CDS representative can be obtained.

Here's an example of the other option, "Pay Semiannual Dues":



Notice that the charge amount can be changed.

If you have trouble logging in, there are several options to contact Rotary for assistance at the bottom of the MAP log-in page.

If there are any questions arising from the membership information, contact Data Corrections at [data@rotary.org](mailto:data@rotary.org).

If there are any questions about the SAR or balances owed, contact your designated Accounts Receivable representative or send an e-mail to [ri\\_club\\_finance@rotary.org](mailto:ri_club_finance@rotary.org).

## Addendum to the *Club Secretary's Manual*

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Please note the following changes to the *Club Secretary's Manual*. These changes result from decisions taken by the 2007 Council on Legislation or the RI Board of Directors since its publication.

### Page 9 and 56

Under Contributions to The Rotary Foundation, change the address in Canada to:

The Rotary Foundation-Canada, Box B9322  
Postal Box 9100  
Postal Station F  
Toronto  
Ontario M4Y 3A5

### Page 20

Delete the last 2 paragraphs and replace with the following:

#### **Active Members Credited with Attendance**

*Do* include active club members present at weekly club meeting, members credited with make-ups, and members excused by the board for a reason which it considers to be good and sufficient.

*Do not* include members whose combined age and years of membership (in one or more clubs) is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance; the board must approve the request before the member is excluded from attendance figures.

*Do not* include current officers of RI or visitors to your club.

### Page 21

Under Canceled meetings, the first bullet should read the following:

- Legal holiday, including a commonly recognized holiday

This is the 2007 edition of the *Club Secretary's Manual* (229-EN). It is intended for use by club secretary's holding office in 2008-09, 2009-10, and 2010-11. The information contained in this publication is based on the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, the Constitution of Rotary International, the Bylaws of Rotary International, and the Rotary Code of Policies. Changes to these documents, by the 2007 Council on Legislation or the RI Board of Directors, override policy as stated in this publication. It contains the 2007 club constitution and bylaws.

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# Introduction

Rotary International is the association of Rotary clubs. Rotary International is effective if its member clubs are effective. As club secretary, your primary responsibility is to foster the effective administration of your club. The *Club Secretary's Manual* includes RI policies and the practices of successful club secretaries to help you understand and perform your responsibilities. In addition to guidelines related to the club secretary's function, this manual includes the Standard Rotary Club Constitution, Recommended Rotary Club Bylaws, and the *Planning Guide for Effective Rotary Clubs*. **The Club Treasurer section at the end of the manual should be removed and given to the club treasurer.**

Before your district assembly, review the entire manual. Consider the discussion questions from the club secretary sessions of the district assembly (included in this manual) so that you can fully participate in the facilitated discussions.

After you've completed your training and preparation for your year in office, this manual will remain a functional resource to support you in fulfilling your responsibilities. Because procedures, problems, and solutions are different for each club, club secretaries should adapt the suggestions in this manual to fit the specific needs of their clubs.

## Comments?

If you have questions or comments about this manual, please submit them to:

Leadership Education and Training Division  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
E-mail: [leadership.training@rotary.org](mailto:leadership.training@rotary.org)  
Phone: 847-866-3000  
Fax: 847-866-0974



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# 1 Role and Responsibilities

## Club Secretary's Role

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Your primary role as club secretary is to help the club function effectively. The RI Board has determined that an effective club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

As club secretary, you receive information from the board, club committees, club members, the district governor, your assistant governor, Rotary International, and The Rotary Foundation of RI. Think critically about how the information can be used to benefit the club.

Monitor trends in club activities to help identify the club's strengths and weaknesses and communicate this information to your fellow club leaders for further action. For example: What do attendance reports indicate about club member satisfaction? Have you noticed an increase in the number of members who miss meetings? If you're responsible for submitting financial contributions to The Rotary Foundation, consider how this year's club contributions compare to those of previous years. Is the club on target to meet its annual giving goal? With whom should you discuss trends and concerns?

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Your club's constitution and bylaws outline its operating procedures. Use the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws (in chapter 7) as models.

## Club Secretary's Responsibilities

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The club secretary has the following responsibilities:

- Maintain membership records.
- Record attendance at meetings, and report monthly attendance figures to the district governor within 15 days of the last meeting of each month.
- Send out notices of meetings of the club, board, and committees.
- Record and maintain minutes of club, board, and committee meetings.
- Make required reports to RI. These include:
  - Semiannual reports of membership\* (due 1 July and 1 January)
  - Per capita dues for each active member\* (due 1 January and 1 July)
  - Council on Legislation dues\* (due 1 July)
  - Insurance charges\* (for United States and its territories only)
  - New active members as they are elected to membership (submit through Member Access or on Membership Data form)
  - Membership changes, such as terminations or address changes, as they occur (submit through Member Access or on Membership Data form)
  - Club officer information for the *Official Directory* (submit through Member Access or on Club Officers Report Form)
- Collect and remit subscriptions to *The Rotarian* (submit to RI\* with semi-annual report) or Rotary regional magazine (submit to regional magazine office or editor).
- Perform any other duties that usually pertain to the office of secretary.

See appendix 1 for important dates.

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Use Member Access at [www.rotary.org](http://www.rotary.org) to view and change membership records or pay dues 24 hours a day.

## Online Administration Tools

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Two tools from RI — Member Access and RI-CAS — can help you perform administrative tasks more quickly and easily, provide more continuity between years of leadership, and ensure that RI has accurate records.

### Member Access

Member Access at [www.rotary.org](http://www.rotary.org) allows Rotarians to perform Rotary business at any time, day or night, from the convenience of their homes, offices, or anywhere they access the Internet. You and your club's president have access privileges to the following club administration functions:

- Viewing and changing club membership data
- Paying RI per capita dues and other fees (by credit card only)
- Updating club data (meeting time and place, officer information)

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\* When submitting payment to RI, be sure to include your club number, invoice number, and purpose of payment on your check or draft.

- Searching club and district data worldwide
- Viewing reports for club contributions to The Rotary Foundation

You also have access to functions available to all Rotarians, including:

- Registering for RI meetings
- Contributing to The Rotary Foundation
- Viewing your personal Rotary Foundation contribution history
- Managing your personal e-mail subscriptions from RI
- Viewing member benefits

### **RI-CAS**

RI club administration software, or RI-CAS, can be downloaded in Member Access. Use it for the following administrative tasks:

- Managing contacts (club members, non-Rotarians)
- Managing club information (attendance, club meetings, membership statistics)
- Making assignments for club committees and other leadership positions in the club
- Tracking club events (committee meetings, fellowship events)
- Sending e-mails to contacts in the database

## **Your Club Constitution and Bylaws**

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The club secretary often is asked questions about Rotary club policies and procedures. To answer those questions, you need to be thoroughly familiar with the Constitution and Bylaws of Rotary International as well as those of your club.

At your first opportunity, review your club constitution to ensure it is the same as the current Standard Rotary Club Constitution (see chapter 7). Also review your club's bylaws to verify that they're up-to-date (see the Recommended Rotary Club Bylaws also in chapter 7 as a reference). They should reflect the operation of your club, including officer responsibilities and club committee structure, but must not contradict your club's constitution or the RI Constitution and Bylaws (see the *Manual of Procedure* or go to [www.rotary.org](http://www.rotary.org)). Work with the club president to ensure your club constitution and bylaws are current.

When legislation adopted by the Council on Legislation changes the Standard Rotary Club Constitution, those changes automatically become a part of your club's constitution. Determine whether changes to the constitution require changes to the club's bylaws.

## Club Administration Committee

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The club administration committee is one of the five recommended standing club committees (for more information on the club committee structure, see appendix 2). As club secretary, you should be a member of this committee. The club administration committee conducts activities associated with the effective operation of the club. Its responsibilities include:

- Organizing weekly and special programs
- Helping the club secretary track club attendance and encourage make-ups
- Promoting fellowship among club members
- Producing the club bulletin
- Conducting any other activities associated with the effective operation of the club

## Weekly Meetings

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Work with the president and the club administration committee to prepare the programs for the club's weekly meeting. The secretary's duties for the weekly meeting may include:

- Assisting the president in preparing announcements
- Supervising the distribution and collection of name badges
- Providing special name badges for visiting Rotarians and guests
- Recording attendance of members
- Paying the hotel or restaurant for meals, if applicable
- Assisting with arrangements (travel, expenses, letters of appreciation) for outside speakers
- Providing visiting Rotarians with documentation of attendance

## Club Dues

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Statements of club dues should be sent to all members as soon as you take office on 1 July. Prepare these according to the custom established by your club — semiannually, quarterly, or monthly. The statement should include any other amounts payable, such as the cost of meals.

Record all collections and issue membership identification cards, if applicable. Forward all money collected to the club treasurer weekly; be sure that you always receive a receipt from the treasurer.

Report delinquencies in dues to the board regularly. The Standard Rotary Club Constitution states that members failing to pay their dues within 30 days of the due date will be notified in writing by the club secretary at their last known address. If dues are not paid within 10 days of the notification date, the membership may be terminated, subject to the discretion of the board.

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Rotary membership identification cards are available through authorized vendors (listed at [www.rotary.org](http://www.rotary.org)).

## Special Notices

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As secretary, you are responsible for sending out special notices to club members. This may include notices of all meetings of the board of directors, an important committee meeting, or to those members who are in danger of losing their membership because of failure to attend the weekly meetings.

## Meetings of the Board of Directors

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In most clubs, the club secretary records the minutes of board meetings and prepares a digest of them for club members. You can deliver this digest either during a club meeting or through the club bulletin. Promptly notify club committee chairs of any board action related to their committees. File a copy of the minutes in the club's archives.

## Club Bulletin

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The club bulletin should keep club members informed about the club, including upcoming programs for weekly meetings, recognition of outstanding service by a club member, and details for upcoming club service projects and activities.

The club administration committee is primarily responsible for producing the bulletin. As a member of this committee, you should provide information for the bulletin's contents, such as committee reports, board decisions, and items from the governor's monthly letter and *The Rotarian* or a Rotary regional magazine.

## Proposals for Membership

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As club secretary, you are involved in three of the six steps for proposing and electing new members (steps 1, 3, and 6). Follow through carefully and promptly on each step to keep the potential member interested in joining the club.

### Recommended Procedure for Proposing and Electing Members

1. An active member of the club or the membership committee submits the name of a prospective member to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal is kept confidential (except as otherwise noted in this procedure).
2. The board ensures that the proposal meets all the classification and membership requirements of the club constitution.
3. The board approves or disapproves the proposal within 30 days of submission and notifies the proposer, through the club secretary, of its decision.

4. If the board decision is favorable, the club or the proposer informs the prospective member of the purposes of Rotary and the privileges and responsibilities of membership. The prospective member signs the membership proposal form giving the club permission to publish his or her name and proposed classification (no classification is proposed for honorary membership), and the club publishes the information.
5. The Recommended Rotary Club Bylaws allow seven days for club members to consider the proposal and file written objections. If no objections are received, the prospective member is considered elected to membership, upon payment of the admission fee. If an objection is received, the board votes on the prospective member's membership at its next meeting. If approved despite the objection, the proposed member is considered elected to membership, upon payment of the admission fee.  
The admission fee is waived for transferring or former members of another club and honorary members.
6. Following a new member's election, the president arranges for the member's induction, membership card, and new member Rotary literature. The president or secretary reports the new member information to RI. The president designates a current member to help the new member become involved in the club and assigns the new member to a club project or function.

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## Informing the District Governor and RI

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Regularly inform the district governor and RI of the club's activities and plans. The governor can then share this information with other clubs within the district through the monthly letter, the district Web site, or assistant governors, and RI may publicize it to the Rotary world through its publications or on [www.rotary.org](http://www.rotary.org).

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## Correspondence

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In most Rotary clubs, the club secretary responds to correspondence received by the club. Work with the club president to set up a process for responding to e-mails, letters, and faxes.

Use RI's *Visual Identity Style Manual* to ensure that the Rotary emblem is correctly reproduced on club stationery, if your club has its own. Your club's name and district number should appear directly above or below it. The Rotary emblem logo can be downloaded at [www.rotary.org](http://www.rotary.org).

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## Publicizing Nominations

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After club officers have been nominated for the upcoming Rotary year, you should publish their names and election day details to all members of your club. Also publish the names of any club members proposed as candidates for district governor, RI director, or RI president.

The RI Bylaws prohibit campaigning for any RI office. A complaint about any such improper activities must be filed with your RI international office within 45 days of the election and must be submitted by an RI officer (such as the district governor or an RI director) or by a club.

## **Contributions to The Rotary Foundation**

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In many clubs, the secretary processes and maintains records of contributions to The Rotary Foundation of Rotary International, if the treasurer is not assigned this task. When carrying out this task, be certain to:

- Forward contributions received from club members to the appropriate address:
  - In the United States: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
  - In Canada: The Rotary Foundation-Canada, PO Box 9988, Postal Station A, Toronto, ON M5W 2J2
  - Outside USA/Canada: RI international office or the fiscal agent serving the clubs in your country
- Submit the *Appreciation/Contribution Form* (123-EN), available at [www.rotary.org](http://www.rotary.org).
- Maintain receipts for of all contributions as they are received and forwarded.
- Prepare periodic reports on contributions for the club or district.

Contributions may be forwarded at any time. They may be made by check, credit card, money order, or traveler's check and made payable to "The Rotary Foundation" (not to "Rotary International").

Other forms of contributions include stock, life insurance policies, property, and will bequests. Contact the Foundation's Gift Administration Department at RI World Headquarters or your international office for assistance in transmitting these types of contributions.

As secretary, you will receive tax receipts, wherever available, for contributions made by the club. Receipts for contributions made by individuals will be sent directly to those contributors. Contact the district Rotary Foundation committee chair or district annual giving subcommittee chair with questions. Club contribution records and the recognition summary reports are available to club presidents and club secretaries through Member Access at [www.rotary.org](http://www.rotary.org). Share these with your Rotary Foundation committee as appropriate.

## Resources

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The following resources are available to help you fulfill your responsibilities:

### Informational Resources

- *Appreciation/Contribution Form* (123-EN) — Form that should accompany contributions and donor appreciation requests to The Rotary Foundation.
- District directory or Web site — Listing of district leaders and activities
- *How to Propose a New Member* (254-EN) — Brochure outlining the procedure for selecting and electing members. Includes a Membership Proposal Form.
- *Manual of Procedure* (035-EN) — Policies and procedures established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation and the RI constitutional documents. Revised and issued every three years following the Council on Legislation, with a free copy sent to every club secretary.
- *Official Directory* (007-EN) — Contact information for RI and Foundation officers, committees, task forces, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing within districts of clubs, including contact information for presidents and secretaries and meeting times and places. A list of the licensed suppliers for Rotary merchandise (including lapel buttons, badges, gavels, flags, or other Rotary emblem items) is included in the back and at [www.rotary.org](http://www.rotary.org). A CD-ROM version is available. Note: Rotarians, Rotary clubs, and districts are prohibited from making the *Official Directory* available as a commercial mailing list.
- *RI Catalog* (019-EN) — List of RI publications, audiovisual programs, forms, and supplies, updated annually. Available in print and online.
- Rotary Code of Policies and Rotary Foundation Code of Policies — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting (available at [www.rotary.org](http://www.rotary.org)).
- *Rotary World* (050-EN) — Quarterly newspaper for Rotary club and district leaders; can be used for club bulletins and other newsletters.
- *The Rotarian* or Rotary regional magazine — RI's official magazines, published monthly; resource on club and district projects, RI Board decisions, and RI meetings. Gift subscriptions are available.
- *Visual Identity Style Manual* (547-EN) — Reference for the design of publications at all levels of Rotary. Includes information on the proper use of the Rotary emblem, the Rotary colors, elements of good publications, grids and page layouts, typography, graphics, and photographs.

RI publications can be ordered from the *RI Catalog* or downloaded at [www.rotary.org](http://www.rotary.org).

### **www.rotary.org**

The RI Web site provides online resources and up-to-date information on all aspects of Rotary, including membership, The Rotary Foundation, RI programs, news, club and district support, and training. Visitors may shop the online catalog, locate the meeting time and place of any Rotary club, and download Rotary publications.

Click on:

- Member Access — Secretariat services for Rotarians only, including RI-CAS. Club secretaries and presidents have access to additional club reports and records.
- Club-District Support ([www.rotary.org/support](http://www.rotary.org/support)) — Resources for club and district officers, including the current Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

Keyword search:

- Club Leadership Plan ([www.rotary.org/clubplan](http://www.rotary.org/clubplan)) — Policy and resources for the Club Leadership Plan.

### **Human Resources**

- Assistant governor — Rotarian appointed to assist the governor with the administration of designated clubs. Your assistant governor will visit your club quarterly and is available to assist your club. (Contact information available from your district.)
- Past club secretaries — Knowledgeable Rotarians who understand your club procedures and history.
- RI Club and District Support representatives — Staff members at RI World Headquarters and international offices available to answer administrative questions and direct other inquiries to appropriate RI and Foundation staff. (Contact information can be found in the *Official Directory* and at [www.rotary.org](http://www.rotary.org).)

# APPENDIX 1

## Club Secretary's Calendar

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This is a sample calendar of activities for the club secretary. You should modify it to reflect the activities of your club and district.

### Regular Reminders

*Weekly:* Assist the president with arrangements for weekly meetings and any special meetings, such as board meetings and club assemblies; respond to correspondence.

*Monthly:* Send the club's membership attendance report to the governor no later than 15 days after the last meeting of the month.

*Quarterly:* Help prepare for/follow up on the assistant governor's visits.

*Annual:* Help prepare for/follow up on the district governor's official visit.

### March-April-May-June (before taking office)

- Begin studying the *Club Secretary's Manual* and the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws.
- Confer with the president-elect and the outgoing secretary.
- Attend the district assembly.
- Attend meetings of the incoming board of directors.
- Assist the incoming president, as needed, in setting club goals, using the *Planning Guide for Effective Rotary Clubs*.
- Attend the club assembly held by the president-elect after the district assembly to discuss club plans for the upcoming Rotary year.
- Attend current board meetings, if invited.

### July

- Take office and assume official duties.
- Register with Member Access at [www.rotary.org](http://www.rotary.org).
- Secure all club records from the outgoing secretary, and take custody of club property, including the current *Manual of Procedure*.
- Send statements of club dues to all members, and record collections.
- Prepare both the semiannual report and dues payment, due to RI on 1 July.\*  
*Note: The semiannual report should list all individuals who will be members as of 1 July.*
- Receive the *Official Directory* from RI.

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\* Can also be submitted to RI through Member Access at [www.rotary.org](http://www.rotary.org).

**December**

- Prepare for and assist with the annual meeting to elect officers, which must be held by 31 December to guarantee inclusion in the next edition of the *Official Directory*. \* *Note: If RI doesn't receive this form, current officers will be listed again.*

**January**

- Send statements of club dues to all members, and record payments.
- Prepare both the semiannual report and dues payment, and send to RI on 1 January. \* *Note: The semi-annual report should list all individuals who will be members as of 1 January.*
- Cooperate with the president and the board of directors in reviewing the club's program of activities and preparing the midyear progress report.

**February**

- If your club has decided to propose one of its members as a governor-nominee candidate, send a letter with the proposal to the district nominating committee.

**April**

- Begin briefing your successor on the various aspects of the job.

**May**

- Prepare credentials for delegates to the RI Convention.

**June**

- Prepare your annual report to the club.
- Meet with your successor, and turn over all club records and property.

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\* Can also be submitted to RI through Member Access at [www.rotary.org](http://www.rotary.org).

# APPENDIX 2

## RI Board Policy for the Club Leadership Plan

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The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both financial contributions and program participation
- Develop leaders capable of serving in Rotary beyond the club level

To implement a Club Leadership Plan, current, incoming, and past club leaders should:

1. Develop a long-range plan that addresses the elements of an effective club.
2. Set annual goals using the *Planning Guide for Effective Rotary Clubs* in harmony with a club's long-range plan.
3. Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary.
4. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees.
5. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
6. Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
7. Provide opportunities to increase fellowship among members of the club.
8. Ensure that every member is active in a club project or function.
9. Develop a comprehensive training plan that ensures
  - Club leaders attend district training meetings
  - Orientation is consistently and regularly provided for new members
  - Ongoing educational opportunities are available for current members

Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The plan should be reviewed annually.

### Club Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**  
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**  
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**  
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**  
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**  
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.

#### **Training Requirements**

Club committee chairs should attend the district assembly before serving as chair.

#### **Relation to the District Leadership Team**

Club committees should work with assistant governors and relevant district committees.

#### **Reporting Requirements**

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.



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## 2 Beginning Your Term in Office

The club secretary, along with other club officers and board members, takes office on 1 July each year.

### Preinduction Activities

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Before you take office, meet with the incoming president in order to arrive at a mutual understanding of club operations, particularly how various functions are divided between president and secretary. The club president-elect may call informal meetings of the newly elected board of directors and committees before 1 July, in order to develop goals for the coming year. Participating in these meetings will ensure that you're aware of club goals and plans, allowing you to see the club as a whole and understand your role in maintaining an effective club.

You and the president-elect should meet with the outgoing officers to assess the state of the club and the status of ongoing projects and activities. Attending meetings of the current board, if appropriate, will allow you to gain a greater knowledge of the club's administrative procedures and also help ensure continuity of club operations.

### Club Records and Procedures

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Make arrangements with your predecessor to receive the complete records of the club, including club files, office supplies, and any equipment (bell, gavel, club meeting badges, club banner). Club files should include the club charter, club constitution and bylaws, description of club locality, club history, minutes of all club and board of directors meetings, annual reports of the club officers and all committees, and a roster of club members. Work with your predecessor to ensure records are complete. If the club doesn't have a system for maintaining records, including attendance and payment of dues, get one started.

Review current administration procedures (attendance, payment of dues, membership proposals) in the club bylaws with your predecessor. Work with your club president to review and adjust them, as necessary.

## **Club Archive and Library**

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Ordinarily, the secretary is the custodian of the club archive, which contains historical information about the club and Rotary, including:

- Club's application for membership in RI and list of charter members
- Documentation relating to change of club name or locality
- Club constitution and bylaws with amendments
- Meeting notices and minutes
- District conference programs
- Press clippings, photos, slides, and videos relating to the club and its activities

At the end of the year, work with the president or a special committee (if one is appointed) to update the club archive, including a summary of activities for the year, photographs of officers or special events, names of new members, and outstanding accomplishments.

A club library is useful for new and continuing member education. It should contain Rotary publications and audiovisual resources (ordered from the *RI Catalog*), along with archived issues of the club bulletin, the governor's monthly letter, *The Rotarian* or your Rotary regional magazine, and *Rotary World*.

## **Club Financial Review**

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Review the annual club financial records with the club treasurer, which was prepared for the outgoing board of directors and transferred to you with the club records, to determine if any bills require payment or debts should be collected. A complete accounting of these should be prepared for presentation at the first meeting of the incoming board.

Maintain careful records on the payment of bills and collection of debts. Many clubs use this procedure for paying and recording bills:

1. The secretary draws a voucher and gives it to the president for signature.
2. The secretary gives the signed voucher and the bill to the treasurer for payment.
3. The treasurer returns the voucher to the secretary, who files it with the club records.

Good business procedure calls for two signatures on a check or draft.

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## 3 Reporting Requirements

An essential part of the club secretary's work is to prepare and submit the required reports to Rotary International and the district, listed in the chart below.

### Required Reports to RI and District

Report	Submit to	Due date
Semiannual report*	RI, with a copy of the worksheet sent to the district governor	1 July and 1 January
Monthly attendance report of club meetings	District governor	Within 15 days following the last meeting of the month
Changes in membership*	RI and district governor	Ongoing
Visiting Rotarians attendance reports	Rotary club of visitor	Ongoing
Rotarian Relocation Form	Rotary club in new community	Ongoing
Club information changes*	RI and district governor	Ongoing
<i>Official Directory</i> information*	RI and district governor	31 December

\* Reports to RI can be made through Member Access at [www.rotary.org](http://www.rotary.org).

## **Semiannual Report to Rotary International**

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One of your first and most important duties as club secretary is to prepare the semiannual report to RI certifying the names and personal information of club members. RI will send you the semiannual report forms for the July report (which you should receive before you take office) and the January report. If you don't receive your club's set of forms by 1 July or 1 January, contact RI.

Complete each report carefully and accurately, have the club president sign it, sign it yourself, and promptly send it to your RI international office. Also send a copy to your governor, and file a copy in your club records. The semiannual reports are due on 1 July (past due on 1 August) and 1 January (past due on 1 February).

The report and forms for reporting new members and membership changes or terminations should be accompanied by a check or draft to cover the per capita dues and subscriptions to *The Rotarian* or Rotary regional magazine.

Dues and subscriptions are required for Rotary club membership. If these dues and subscriptions aren't paid on schedule, your club's membership in Rotary International can be terminated 180 days from the due date. Terminated clubs must be reinstated within one year of the termination date in order to retain their charter, name, and club history. In addition, terminated clubs may only revise their membership list within one year of the semiannual period due date; after that time, dues must be paid for the membership as listed on the semiannual report.

## **Monthly Attendance Report to District Governor**

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One of the secretary's duties is to record attendance at each weekly meeting and calculate the monthly percentage of attendance report sent to the district governor within 15 days of the last meeting of each month. The attendance requirements, including how to make up an absence, are included in this section and in the Standard Rotary Club Constitution (chapter 7).

You may want to involve your fellow club administration committee members in educating club members about the attendance requirement and how to make up a missed meeting. You may also ask for their help with tracking attendance.

### **Active Members Credited with Attendance**

*Do* include active club members present at the weekly club meeting and members credited with make-ups.

*Do not* include members excused by the board from attendance or visiting Rotarians. Members whose combined age and years of membership (in one or more clubs) totals at least 85 years may submit a written notice to the club secretary, asking to be excused from attendance; the board must approve the request before the member is excluded from attendance figures.

**Make-ups.** You may give attendance credit to a member who misses a club meeting if, within 14 days before or after the missed meeting, the member meets one of the following conditions:

- Attends at least 60 percent of the regular meeting of another Rotary club or a provisional Rotary club
- Is present at the usual time and place of another club's regular meeting and that club is not meeting
- Is serving on Rotary business as an RI committee officer or member, a Rotary Foundation trustee, or district governor's special representative in the formation of a new club, or in the employ of Rotary International
- Attends or travels with reasonable directness to or from any of the following meetings:

RI Convention	District conference
Council on Legislation	District assembly
International Assembly	Any district committee meeting held by direction of district governor or RI Board of Directors
Rotary institute	
RI committee meeting	
Any meeting held by direction/ approval of RI Board of Directors	Regularly announced intercity meeting of Rotary clubs
Multizone conference	
- Participates directly and actively in a service project sponsored by the district, RI, or The Rotary Foundation in a remote area where a make-up opportunity isn't possible
- Attends a regular meeting of any of the following: Rotaract club, Interact club, Rotary Community Corps, a provisional Rotaract or Interact club or Rotary Community Corps or a meeting of a Rotary Fellowship
- Attends and participates in a club service project or club-sponsored community event or meeting authorized by the board
- Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned
- Participates through a club Web site in an interactive activity requiring an average of 30 minutes of participation

**Canceled meetings.** When calculating the club's monthly attendance report, you can omit a regular club meeting that is canceled for one of the following reasons:

- Legal holiday
- Death of a club member
- Epidemic or disaster affecting the entire community
- Armed conflict in the community that endangers the lives of club members

Additionally, the board may cancel up to four meetings per Rotary year for causes not otherwise specified, provided that the club does not fail to meet for more than three consecutive meetings. Don't include these canceled meetings when calculating attendance.

### Calculating Attendance Percentages

Calculate the attendance percentage for each week by dividing the number of active members credited with attendance for that week by the number of active members in the club. The following chart illustrates the method of calculating the average attendance percentage each month.

		Column A	Column B	Column C
Meeting Date	Total Membership (except honorary)	No. of Members Used in Calculating Attendance	No. of Members Present or Made Up	Weekly Percentage (B÷A)x100=C
2 October	52	50	48	96%
9 October	52	50	45	90%
16 October	54	Holiday	Holiday	Holiday
23 October	54	52	44	85%
30 October	55	53	48	91%

Average Attendance = 91%

### Changes in Membership

---

During the year, most clubs experience changes in club membership, including new members, changes in members' contact information, and membership terminations. Report all changes to RI as soon as they become effective, using either Member Access or the Membership Data Form (chapter 7). Be sure to notify your district governor and update club records.

#### Reporting New Members

When RI receives this information, the new member's name is entered in the club membership record and the member's subscription to *The Rotarian* or Rotary regional magazine is activated. If the new member is a former Rotarian, provide the member's previous Rotary club name and member ID number (if available) so that the member's history, such as Foundation giving or RI offices held, is retained.

#### Reporting Changes through Member Access

Membership changes reported through Member Access are made directly to the RI database and processed immediately. Be aware, however, that if you add or terminate a member, the change to the individual's membership status is immediate and permanent.

## Visiting Rotarians Attendance Report

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Provide visiting Rotarians with documentation of their attendance at your weekly club meeting so their own club will give them attendance credit for the make-up. This documentation could be a card the visitor takes back to his or her club or an e-mail that you send to the secretary of the visitor's club.

## Rotarian Relocation Form

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Rotarians who leave your club because they are moving may be eligible for membership in the Rotary club in their new community. Your club can propose a relocating Rotarian for Rotary club membership in a new community (a member of the new club may also make the proposal). Use the Rotarian Relocation Form (available at [www.rotary.org](http://www.rotary.org)) to notify the president or secretary of the new club that a prospective member is moving to their locality. *Note: Transferring members aren't required to pay an admission fee in their new club.*

## Club Information Changes

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Any change of club information — for example, a new meeting time, place, or day, a new president or secretary, or a change of address for a president or secretary — should be reported immediately to your district governor and RI through Member Access or by contacting your Club and District Support representative.

## Official Directory Information

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In October, you'll receive a copy of the Club Officers Report Form for submitting your club's data for the *Official Directory* from RI. Complete the form, or submit the information through Member Access, following the annual meeting and return to RI by 31 December. Share this information with the district governor-elect, who needs to make contact early with incoming club presidents, and the current governor. Retain a copy for your records.



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## 4 Working with the Club President

The secretary and the president must work as a team to ensure that the club is effective. You and the president-elect should meet as soon as possible after your election to discuss each other's responsibilities and how the club will be run.

### Board of Directors Meetings

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Review your club bylaws to find out when the board meets. The club president will preside at the board meeting. Usually, the club secretary has the following duties:

- Send notices to all board members.
- Confirm board members' participation.
- Invite your assistant governor, if appropriate.
- Set the agenda, in cooperation with the president.
- Have copies of support materials available.
- Take minutes and generate a report for the club.

The club president-elect may call meetings of the incoming board to prepare for the year. Work with the president-elect to make these meetings productive, and follow up as necessary to ensure the club is ready for the start of the Rotary year.

### Club Assemblies

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A club assembly is a meeting of all club members, including officers, directors, and committee chairs. Club assemblies are an opportunity to discuss your club's programs and activities, and educate members. New members should particularly be encouraged to attend club assemblies to learn about the workings of your club. Work with the club president to organize club assemblies.

Club assemblies allow for:

- Goal setting and developing action plans
- Coordination of committee activities
- Awareness of how your club's action plans are implemented
- Informal discussions that stimulate creative solutions
- Ongoing education about Rotary and its programs
- Review of your club's strengths and weaknesses

Relevant topics for discussion include:

- Annual and long-range goals
- Service projects and club activities
- Membership growth and retention strategies
- District conference or other district and RI meetings
- The programs of Rotary
- Any topic raised in an open forum

Four to six club assemblies during the year may be the most effective number. Many clubs hold monthly assemblies.

The secretary issues the call for club assemblies, records the minutes, and assists the president.

## **District Governor's Official Visit**

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One of the most important events during the year will be the district governor's official visit to your club. Before 1 July, the governor-elect or the assistant governor assigned to your club should notify your club of the date of the official visit. To prepare, the president may call a special club assembly to request written committee reports and discuss the progress made toward club goals established in the *Planning Guide for Effective Rotary Clubs*. The assistant governor should attend the club assembly associated with the governor's visit and be available to respond to any questions or concerns the club may have. Work with the club president to determine how you'll prepare for this meeting.

The *Planning Guide for Effective Rotary Clubs* (see chapter 7) is a practical, goal-setting tool that helps club leaders establish annual goals and includes possible strategies to achieve these goals. The *Planning Guide for Effective Rotary Clubs* form is included in the *Club President's Manual* and reviewed at the presidents-elect training seminar and the district assembly. You'll have an opportunity to work on the planning guide with your club president-elect and other incoming club leaders during the district assembly. The *Planning Guide for Effective Rotary Clubs* can be used throughout the year to help measure progress toward established goals.

## **Nomination of Candidates for Club Offices**

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To help the president carry out the nominating procedures for candidates for club offices as outlined in the bylaws, decide what needs to be done and who will carry out each task. For example, with the approval of the president, you might publish the qualifications of candidates for president and secretary. The Standard Rotary Club Constitution states that the annual meeting for the election of officers must be held **no later than 31 December**.



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## 5 District Meetings and the RI Convention

District meetings and the RI Convention inform Rotarians about Rotary and its Foundation and provide a forum for your club to vote on issues facing the district and the organization as a whole. Encourage your fellow club members to attend these meetings and fully participate.

### District Assembly

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Incoming club presidents, secretaries, treasurers, and committee chairs are expected to attend the district assembly. This annual training meeting brings together club leaders to discuss their roles and responsibilities as well as goals for the upcoming year. It's also an opportunity to meet your fellow club leaders from other clubs in the district and the district-level Rotarians who will support your club's projects and activities throughout the year.

### District Conference

---

The purpose of the annual district conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of district affairs and Rotary International in general. This conference can serve as a legislative body for the district and is an opportunity for discussion of any special matters submitted by the RI Board of Directors. The conference elects a representative to the Council on Legislation, which meets every three years, and sometimes adopts proposed legislation for the Council's consideration.

You should attend the district conference, working with the president as leader of the delegation from your club. Use the promotional materials you receive from the district conference committee to generate interest among club members and promote attendance.

### **Designating Electors**

Work with the president in making arrangements for the club to designate the necessary number of electors to attend the district conference. An elector must be an active member of the club. Each club is entitled to one elector for every 25 members, or major fraction thereof (not including honorary members), based on the club's membership records as of the most recent semiannual payment preceding the last day of the month before the conference is held. Each club is entitled to at least one elector.

According to the RI Bylaws, proxies for any absent electors may be designated only when a member club is located in a country other than the one in which its district conference is held. Only active clubs can vote at the district conference.

### **Duties of the Club Secretary**

1. Complete the credential certificate.

Credential certificate forms are provided by the district governor (if your club doesn't receive one, prepare your own).

- List the electors' names.
- Insert the club's membership total (see guidelines above) and the corresponding number of electors to which the club is entitled.
- Sign the credential certificate, and have it signed by the club president.

2. Deliver the credential certificate.

Give the original of the certificate to the electors; they will present it to the credentials committee at the beginning of the conference.

3. File the duplicate copy in the club files.

## **RI Convention**

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The RI Convention is the association's annual meeting, during which the business of the association is conducted and the officers of the association are officially elected. Each club should send at least one delegate to the convention in order to represent the club in all business decisions made by the convention.

This meeting is also an opportunity to experience the international family of Rotary and learn about the service projects and fellowship activities conducted by Rotarians around the world.

### **Designating Delegates**

The RI Bylaws require each delegate and alternate at the RI Convention to hold a certificate signed by the club president and secretary. For more information on qualifying delegates, alternates, and proxies, see the *Manual of Procedure*.

1. Election of delegates

Each club must elect at least one delegate, not exceeding the number to which it is entitled, whether or not anyone from the club is planning to

attend the convention. A delegate must be an active member of the club. Each club is entitled to one delegate for each 50 members or major fraction thereof (not including honorary members) according to the club's membership records as of 31 December immediately preceding the convention. Each club, no matter how small, is entitled to at least one delegate.

If a club is entitled to two or more delegates, the club may authorize one delegate to cast all of the club's votes. The club should indicate its authorization by giving the delegate a credential certificate (which includes the voting delegate's card) for each vote the delegate is authorized to cast. Thus, a delegate authorized to cast two votes should be given two credential certificates; a delegate authorized to cast three votes should be given three credential certificates, and so on.

## 2. Selection of alternates

Alternates can be elected to substitute for convention delegates who are unable to serve. Only Rotarians who are planning to attend the convention should be appointed as alternates.

Any club may, at the time of electing its delegate or delegates, choose an alternate for each delegate and, in the event such alternate should be unavailable to serve, a second alternate. Alternates are entitled to vote only if the delegates for whom they were chosen as alternates or second alternates are absent.

## 3. Designation of proxies

A club not represented at the convention by a delegate or an alternate may designate a proxy to cast one or more of the votes to which it is entitled. The proxy may be an active member of any club within the same district.

---

If your club won't be represented at the convention, remember to designate a proxy within your district so that a quorum of voters will be reached.

## Duties of the Club Secretary

### 1. Complete the credential certificate(s).

For each delegate, the club secretary should fill out a credential certificate, which will be sent to you from RI World Headquarters.

Include the following information:

- Number of club members as of 31 December immediately preceding the convention (not including honorary members)
- Number of delegates to which club is entitled
- Date on which delegate (and the alternate or proxy) was selected
- Name of delegate
- Name of alternate, if selected
- Name of proxy, if designated, and proxy's Rotary club name and district number

Sign the credential certificate, and have it signed by the club president.

---

If you don't have the credential certificate from RI, prepare a letter naming the delegate(s) and stating the number of active club members as of 31 December before the convention. Have two officers (preferably the president and secretary) sign the letter.

2. Deliver the credential certificate(s).

The complete credential certificate, with voting delegate's card attached, should be given to the Rotarian who will attend the convention as the club's delegate or proxy with instructions to present it to the credentials committee at the Voting Delegates Booth at the convention site. Do not send credential certificates to RI.

3. File a copy of the certificate(s) in the club files.

**Materials for Convention Delegates**

You should provide delegates to the RI Convention with any information concerning candidates for RI offices and special legislation you receive from RI or your district.

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## 6 Concluding Your Term in Office

Before your term in office ends, you should make sure that club records are up-to-date and materials are orderly for your successor. Use the following checklist:

- Are all of the club's records on attendance, membership, payment of club dues, and contributions to The Rotary Foundation in order?
- Is the file containing the club's constitutional documents, charter, and locality description complete and in order?
- Have you placed copies of all necessary reports in the appropriate club files?
- Is club equipment (songbooks, bell, gavel, club meeting badges, club banner) in good condition? What needs to be ordered?

### Meeting with Your Successor

---

Meet with your successor so that he or she will be prepared to assume office on 1 July and, in particular, to complete the July semiannual report. Review all administrative procedures and how the club files are organized. After the last club meeting in June, turn over all files, records, supplies, and equipment to your successor.

### Annual Report

---

Near the end of your year as secretary, you should prepare an annual report for presentation at the final club meeting of the year. Confer with the club president to ensure you will not duplicate any part of the president's report.

The annual report should include brief statements about actions taken by the club's board of directors, membership gain or loss for the year, monthly attendance percentages, and any continuing projects that aren't covered in the president's report.



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## 7 Important Documents

This chapter contains reference materials for the club secretary, including:

- Discussion Questions for the District Assembly
- Membership Data Form
- *Planning Guide for Effective Rotary Clubs*
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws



## **Discussion Questions for the District Assembly**

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Studying the *Club Secretary's Manual* before you attend the district assembly will help you prepare for your training, which includes facilitated discussion sessions. Use this manual to complete the following discussion questions.

What other duties does your club assign to the secretary?

How can you prepare for your year as club secretary?

How will you work with the club president?

How can you support your club's committees?

What procedures does your club have in place for club administration?

What is one annual goal you will work toward in the coming year? How does this support your club's long-range goals?



# Membership Data Form

If you have access to the Internet, membership changes can be reported through [Member Access](#) at [www.rotary.org](http://www.rotary.org) instead of using this form.

This form can be used to report new or terminating members or membership information changes to RI. Use a separate form for each member. Please print legibly or download this form at [www.rotary.org](http://www.rotary.org) to fill it out electronically. Send one copy to your district governor, keep a copy for your club files, and send the original form to:

ROTARY INTERNATIONAL, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA Fax: (847) 733-9340 E-mail: [data@rotary.org](mailto:data@rotary.org)

Rotary Club of \_\_\_\_\_ District \_\_\_\_\_  
STATE/PROVINCE COUNTRY

Member Name \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

Rotary Member ID #\* \_\_\_\_\_

\* Only for resigning and transferring members. All new members will be provided with ID # by RI.

Member Mailing Address \_\_\_\_\_  
NUMBER AND STREET CITY  
STATE/PROVINCE COUNTRY POSTAL CODE

### PLEASE CHECK THE APPROPRIATE BOX BELOW:

NEW MEMBER DATE OF ADMISSION \_\_\_\_\_  
MM/DD/YY  
 Male  Female  Active member  Honorary member  
Transferring member?  No  Yes. If yes, provide member ID# above.  Past RI Director  Past District Governor  
Former Rotary Club of \_\_\_\_\_ District \_\_\_\_\_  
STATE/PROVINCE COUNTRY

Language Skills\*\*: \_\_\_\_\_ Occupation\*\*: \_\_\_\_\_  
\*\* Please refer to Language and Occupational Codes on the RI Web site or with the Semiannual Report.

Subscription?  The Rotarian OR  Rotary regional magazine  
Former Rotary Foundation Alumnus?  No  Yes. If yes, which program(s)?  Ambassadorial Scholarship  Group Study Exchange  
 Rotary Grants for University Teachers  Rotary World Peace Fellow  Other \_\_\_\_\_

CHANGE OF ADDRESS DATE OF CHANGE \_\_\_\_\_  
MM/DD/YY  
Old Mailing Address: \_\_\_\_\_ New Mailing Address: \_\_\_\_\_  
NUMBER AND STREET CITY NUMBER AND STREET CITY  
STATE/PROVINCE COUNTRY STATE/PROVINCE COUNTRY  
POSTAL CODE POSTAL CODE

CHANGE OF NAME \_\_\_\_\_  
FORMER NAME NEW NAME  
 CHANGE MEMBERSHIP TYPE TO:  Active  Honorary

MEMBERSHIP TERMINATED DATE OF TERMINATION \_\_\_\_\_  
MM/DD/YY  
Reason for Termination (check one):  
 Classification (1)  Business transfer\*\*\* (2)  Moved\*\*\* (3)  Attendance (4)  
 Business pressure (5)  Disinterest (6)  Health / Personal (7)  Deceased (8)  
 None Given (9)  Other (10). Please specify: \_\_\_\_\_  Joined other club (12)

\*\*\* If reason for termination is business transfer or moved, please use the Membership Referral form to notify appropriate Rotary clubs of a former Rotarian moving to their locality: [www.rotary.org/membership/prospective/referral.html](http://www.rotary.org/membership/prospective/referral.html).

\_\_\_\_\_  
CLUB SECRETARY (PRINT NAME)

\_\_\_\_\_  
SIGNATURE OF CLUB SECRETARY

\_\_\_\_\_  
MM/DD/YY

# PLANNING GUIDE FOR EFFECTIVE ROTARY CLUBS



Rotary International

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. The strategies listed in each section are common ways clubs might choose to pursue goals. Clubs are encouraged to develop alternative strategies to achieve their goals when appropriate. Presidents-elect should complete this form in cooperation with their club and submit a copy of it to their assistant governor by 1 July.

Download a Microsoft Word version at [www.rotary.org](http://www.rotary.org).

Rotary Club of \_\_\_\_\_ Rotary year of office: \_\_\_\_\_

Name of president: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## MEMBERSHIP

### Current State

Current number of members: \_\_\_\_\_

Number of members as of 30 June last year: \_\_\_\_\_ 30 June five years ago: \_\_\_\_\_

Number of male members: \_\_\_\_\_ Number of female members: \_\_\_\_\_

Average age of members: \_\_\_\_\_

Number of Rotarians who have been members for 1-3 years: \_\_\_\_\_ 3-5 years: \_\_\_\_\_ 5-10 years: \_\_\_\_\_

Number of members who have proposed a new member in the previous two years: \_\_\_\_\_

Check the aspects of your community's diversity that your club membership reflects:

Profession  Age  Gender  Ethnicity

Our classification survey was updated on \_\_\_\_\_ and contains \_\_\_\_\_ classifications, of which \_\_\_\_\_ are unfilled.  
(number) (date) (number)

Describe club's current new member orientation program:

Describe club's continuing education programs for both new and established members:

Our club has sponsored a new club within the last 24 months.  Yes  No

Number of Rotary Fellowships and Rotarian Action Groups members participate in:

What makes this club attractive to new members?

What aspects of this club could pose a barrier to attracting new members?

### Future State

Membership goal for the upcoming Rotary year: \_\_\_\_\_ members by 30 June \_\_\_\_\_  
(number) (year)

Our club has identified the following sources of potential members within the community:

### How does the club plan to achieve its membership goals? (check all that apply)

- Develop a retention plan that focuses on maintaining high levels of enthusiasm through participation in interesting programs, projects, continuing education, and fellowship activities
- Ensure that the membership committee is aware of effective recruitment techniques
- Develop a recruitment plan to have the club reflect the diversity of the community
- Explain the expectations of membership to potential Rotarians
- Implement an orientation program for new members
- Create a brochure that provides general information about Rotary as well as specific information about the club for prospective members
- Assign an experienced Rotarian mentor for every new club member
- Recognize those Rotarians who sponsor new members
- Encourage members to join a Rotary Fellowship or Rotarian Action Group
- Participate in the RI membership development award programs
- Sponsor a new club
- Other (please describe):

### Action steps:

## SERVICE PROJECTS

---

### Current State

Number of Rotary Youth Exchange students: Hosted \_\_\_\_\_ Sponsored \_\_\_\_\_

Number of sponsored Interact clubs: \_\_\_\_\_ Rotaract clubs: \_\_\_\_\_ Rotary Community Corps: \_\_\_\_\_

Number of RYLA (Rotary Youth Leadership Awards) activities: \_\_\_\_\_

Number of Rotary Friendship Exchanges: \_\_\_\_\_

Number of registered Rotary Volunteers: \_\_\_\_\_

Number of World Community Service (WCS) projects: \_\_\_\_\_

Number of other current club service projects:

**Future State**

Our club has established the following service goals for the upcoming Rotary year:

For our local community:

For communities in other countries:

**How does the club plan to achieve its service goals? (check all that apply)**

- Ensure the service projects committee is aware of how to plan and conduct a service project
- Review the club’s current and ongoing service projects to confirm that they meet a need and are of interest to club members
- Identify the social issues in the community that the club wants to address through its service goals
- Assess the club’s fundraising activities to determine if they meet project funding needs
- Involve all members in the club’s service projects
- Conduct or obtain a needs assessment of the community or communities in other countries
- Recognize club members who participate in and provide leadership to the club’s service projects
- Identify a partner club with which to carry out an international service project
- Participate in:
  - Interact                                       Rotary Friendship Exchange                       World Community Service
  - Rotaract     Rotary Volunteers                                       Rotary Youth Exchange
  - Rotary Community Corps     RYLA (Rotary Youth Leadership Awards)
- Use a grant from The Rotary Foundation to support a club project
- Other (please describe):

**Action steps:**

**THE ROTARY FOUNDATION**

---

**Current State**

Number of grants awarded:

District Simplified Grants: \_\_\_\_\_ Volunteer Service Grants: \_\_\_\_\_

Matching Grants: \_\_\_\_\_ Health Hunger and Humanity (3-H) Grants: \_\_\_\_\_

Number of Ambassadorial Scholars:                      Nominated \_\_\_\_\_ Selected \_\_\_\_\_ Hosted \_\_\_\_\_

Number of GSE team members:                      Nominated \_\_\_\_\_ Selected \_\_\_\_\_ Hosted \_\_\_\_\_

Number of Rotary Grants for University Teachers: Nominated \_\_\_\_\_ Selected \_\_\_\_\_

Number of Rotary World Peace Fellows:                      Nominated \_\_\_\_\_ Selected \_\_\_\_\_ Hosted \_\_\_\_\_

Number of Rotary Conflict Studies Fellows:                      Nominated \_\_\_\_\_ Selected \_\_\_\_\_

Number of PolioPlus or PolioPlus Partners activities: \_\_\_\_\_

Current year's contributions to Annual Programs Fund: \_\_\_\_\_

Current year's contributions to Permanent Fund: \_\_\_\_\_

Number of club members who are

Paul Harris Fellows: \_\_\_\_\_ Benefactors: \_\_\_\_\_ Major Donors: \_\_\_\_\_

Rotary Foundation Sustaining Members: \_\_\_\_\_ Bequest Society Members: \_\_\_\_\_

Number of Foundation alumni tracked by your club: \_\_\_\_\_

### Future State

Our club has established the following Rotary Foundation goals for the upcoming Rotary year:

Our club's Annual Programs Fund contribution goal is \_\_\_\_\_.

Our club's Permanent Fund contribution goal is \_\_\_\_\_.

Our club will participate in the following Rotary Foundation programs:

### How does the club plan to achieve its Rotary Foundation goals? (check all that apply)

- Ensure the club's Rotary Foundation committee understands the programs of The Rotary Foundation and is committed to promoting financial support of the Foundation
- Help club members understand the relationship between Foundation giving and Foundation programs
- Plan a club program about The Rotary Foundation every quarter, especially in November, Rotary Foundation Month
- Include a brief story about The Rotary Foundation in every club program
- Schedule presentations that inform club members about The Rotary Foundation
- Ensure club's Rotary Foundation committee chair attends the district Rotary Foundation seminar
- Use Rotary Foundation grants to support the club's international projects
- Recognize club members' financial contributions to The Rotary Foundation and their participation in Foundation programs
- Encourage each club member to contribute to the Foundation every year
- Participate in:
  - Group Study Exchange
  - Matching Grants
  - District Simplified Grants
  - 3-H Grants
  - Volunteer Service Grants
  - PolioPlus/PolioPlus Partners
  - Host/Sponsor Ambassadorial Scholar(s)
  - Sponsor a Rotary World Peace Fellow
  - Sponsor a University Teacher
  - Sponsor a Rotary Conflict Studies Fellow
- Invite Foundation program participants and alumni to be part of club programs and activities
- Other (please describe):

### Action steps:

## LEADERSHIP DEVELOPMENT

---

### Current State

Number of club leaders who attended

District assembly: \_\_\_\_\_

District Rotary Foundation seminar: \_\_\_\_\_

District membership seminar: \_\_\_\_\_

District leadership seminar: \_\_\_\_\_

District conference: \_\_\_\_\_

Number of club members involved at the district level: \_\_\_\_\_

Number of visits from the assistant governor this past Rotary year: \_\_\_\_\_

### Future State

Our club has established the following goals for developing Rotary leaders for the upcoming Rotary year:

**How does the club plan to develop Rotary leaders? (check all that apply)**

- Have the president-elect attend PETS and the district assembly
- Have all committee chairs attend the district assembly
- Encourage interested past presidents to attend the district leadership seminar
- Use the expertise of the club's assistant governor
- Encourage new members to assume positions of leadership through participation in club committees
- Ask club members to visit other clubs to exchange ideas and share what they learn with the club
- Other (please describe): \_\_\_\_\_

**Action steps:**

## PUBLIC RELATIONS

---

### Current State

List club activities covered by the media and the type of media (radio, newspaper, television, etc.):

### Future State

Our club has established the following public relations goals for the upcoming Rotary year:

**How does the club plan to achieve its public relations goals? (check all that apply)**

- Ensure that the public relations committee is trained in how to conduct media campaigns
- Conduct public relations efforts for all service projects
- Conduct a public awareness program targeted at the business and professional community about what Rotary is and what it does
- Arrange for a public service announcement to be broadcast on a local television channel

Other (please describe):

**Action steps:**

**CLUB ADMINISTRATION**

---

**Current State**

How often and when does the club board meet? \_\_\_\_\_

When are club assemblies held? \_\_\_\_\_

How is the club budget prepared? \_\_\_\_\_ Is it independently reviewed by a qualified accountant? \_\_\_\_\_

Does the club have a long-range plan in place? \_\_\_\_\_

Has the club developed a system for continuity of leadership on its board, committees, etc.? \_\_\_\_\_

Has the club developed a system for keeping all members involved in the club? \_\_\_\_\_

Does the club use Member Access on [www.rotary.org](http://www.rotary.org) to update its membership list? \_\_\_\_\_

How often is the club's bulletin published? \_\_\_\_\_

Describe how weekly club programs are organized:

How often is the club's Web site updated? \_\_\_\_\_

Does your club observe the special months of the Rotary calendar, such as Rotary Foundation Month and Magazine Month? \_\_\_\_\_

How often does your club conduct fellowship activities? \_\_\_\_\_

How does the club involve the families of Rotarians? \_\_\_\_\_

**Future State**

**What plans have you made to carry out the administrative tasks of the club? (check all that apply)**

Regular board meetings have been scheduled.

The club's long-range and communication plans will be updated.

\_\_\_\_\_ club assemblies have been scheduled on the following dates: \_\_\_\_\_  
(number)

The club has either adopted the latest version of the Recommended Rotary Club Bylaws or revised its own bylaws (recommended after each Council on Legislation).

Club elections will be held on \_\_\_\_\_.  
(date)

At least \_\_\_\_\_ delegates will be sent to the district conference.  
(number)

A club bulletin will be produced to provide information to club members.

- The club's Web site will be updated \_\_\_\_ times per year.  
(number)
- A plan has been developed to have interesting and relevant weekly club programs.
- RI Club Administration Software (RI-CAS) or similar software will be used to assist with administration activities.
- Monthly attendance figures will be reported to the district leadership by the \_\_\_\_ day of the following month.  
(number)
- Member Access will be used to maintain club records (by 1 June and 1 December to ensure accurate semiannual reports).
- Membership changes will be reported to RI within \_\_\_\_ days.  
(number)
- Reports to RI, including the semiannual report, will be completed on a timely basis.
- The following fellowship activities for all club members are planned for the year:
  
- Other (please describe):

**Action steps:**

---

**Our club would like assistance from the assistant governor or governor with the following:**

**Our club would like to discuss the following issues with the governor or assistant governor during a visit to our club:**

\_\_\_\_\_  
Club President Signature

\_\_\_\_\_  
Rotary Year

\_\_\_\_\_  
Assistant Governor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SUMMARY OF GOALS FOR \_\_\_\_\_ ROTARY YEAR**

For each goal your club has identified for the upcoming Rotary year, indicate which Avenue of Service it addresses. To ensure a balanced service effort, you should have at least one goal that address each Avenue of Service. Most goals will address more than one avenue.

	Club Service	Vocational Service	Community Service	International Service
<b>Membership goal</b> _____ members by 30 June _____ (number) (year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Service goals</b> For our local community:  For communities in other countries:	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>The Rotary Foundation goals</b> Our club's Annual Programs Fund contribution goal is _____. Our club's Permanent Fund contribution goal is _____. Our club will participate in the following Rotary Foundation programs:	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>Leadership development goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public relations goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Club administration goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other goal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other goal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(506)



# \*Constitution of the Rotary Club of

## Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

## Article 2 Name

The name of this organization shall be Rotary Club of \_\_\_\_\_

(Member of Rotary International)

## Article 3 Locality of the Club

The locality of this club is as follows: \_\_\_\_\_

## Article 4 Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

*First.* The development of acquaintance as an opportunity for service;

*Second.* High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

*Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;

*Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## Article 5 Four Avenues of Service

Rotary's Four Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance

with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

## Article 6 Meetings

### Section 1 — Regular Meetings.

- (a) *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.
- (b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.
- (c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

**Section 2 — Annual Meeting.** An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

## Article 7 Membership

**Section 1 — General Qualifications.** This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

**Section 2 — Kinds.** This club shall have two kinds of membership, namely: active and honorary.

**Section 3 — Active Membership.** A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

**Section 4 — Transferring or Former Rotarian.** A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

**Section 5 — Dual Membership.** No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

### Section 6 — Honorary Membership.

- (a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may

\* The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.

be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

- (b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

**Section 7 — Holders of Public Office.** Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

**Section 8 — Rotary International Employment.** This club may retain in its membership any member employed by RI.

## Article 8 Classifications

### Section 1 — General Provisions.

- (a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.
- (b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

**Section 2 — Limitations.** This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

## Article 9 Attendance

**Section 1 — General Provisions.** Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member

- (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
- (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
- (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
- (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
- (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
- (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
- (7) participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

- (b) *At the Time of the Meeting.* If, at the time of the meeting, the member is
- (1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
  - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
  - (3) serving as the special representative of the district governor in the formation of a new club; or
  - (4) on Rotary business in the employ of RI; or
  - (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
  - (6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

**Section 2 — Extended Absence on Outposted Assignment.** If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

**Section 3 — Excused Absences.** A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

**Section 4 — RI Officers' Absences.** A member's absence shall be excused if the member is a current officer of RI.

**Section 5 — Attendance Records.** Any member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article shall not be included in the membership figure used to compute this club's attendance.

## Article 10 Directors and Officers

**Section 1 — Governing Body.** The governing body of this club shall be the board constituted as the bylaws may provide.

**Section 2 — Authority.** The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

**Section 3 — Board Action Final.** The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

**Section 4 — Officers.** The club officers shall be a president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide.

**Section 5 — Election of Officers.**

(a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.

(b) *Term of President.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.

(c) *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

## Article 11 Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4 shall not be required to pay a second admission fee. A Rotaractor who ceased to be a member of Rotaract within the preceding two years, who is accepted into membership of this club, shall not be required to pay an admission fee.

## Article 12 Duration of Membership

**Section 1 — Period.** Membership shall continue during the existence of this club unless terminated as hereinafter provided.

**Section 2 — Automatic Termination.**

(a) *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

- (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
- (2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.

(b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

**Section 3 — Termination — Non-payment of Dues.**

(a) *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.

**Section 4 — Termination — Non-attendance.**

(a) *Attendance Percentages.* A member must

- (1) attend or make up at least 50 percent of club regular meetings in each half of the year;
- (2) attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement).

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

(b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

**Section 5 — Termination — Other Causes.**

(a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1, and The Four-Way Test.

(b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity

to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.

- (c) *Filling Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

**Section 6 — Right to Appeal, Mediate or Arbitrate Termination.**

- (a) *Notice.* Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.
- (b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be as provided in article 16.
- (d) *Appeal.* If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

**Section 7 — Board Action Final.** Board action shall be final if no appeal to this club is taken and no arbitration is requested.

**Section 8 — Resignation.** The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

**Section 9 — Forfeiture of Property Interest.** Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club.

**Section 10 — Temporary Suspension.**

Notwithstanding any provision of this constitution, if in the opinion of the board

- (a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- (d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this clause, the member shall be excused from fulfilling attendance responsibilities;

the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

## Article 13 Community, National, and International Affairs

**Section 1 — Proper Subjects.** The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

**Section 2 — No Endorsements.** This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

**Section 3 — Non-Political.**

(a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.

(b) *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

**Section 4 — Recognizing Rotary's Beginning.** The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

## Article 14 Rotary Magazines

**Section 1 — Mandatory Subscription.** Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

**Section 2 — Subscription Collection.** The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

## Article 15 Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

## Article 16 Arbitration and Mediation

**Section 1 — Disputes.** Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

**Section 2 — *Date for Mediation or Arbitration.*** In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

**Section 3 — *Mediation.*** The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) *Mediation Outcomes.* The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.

(b) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

**Section 4 — *Arbitration.*** In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

**Section 5 — *Decision of Arbitrators or Umpire.*** If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

## **Article 17 Bylaws**

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

## **Article 18 Interpretation**

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

## **Article 19 Amendments**

**Section 1 — *Manner of Amending.*** Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

**Section 2 — *Amending Article 2 and Article 3.*** Article 2 (Name) and Article 3 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.



# Recommended Rotary Club Bylaws

## \*Bylaws of the Rotary Club of \_\_\_\_\_

### Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

### Article 2 Board

The governing body of this club shall be the board consisting of \_\_\_\_\_ members of this club, namely, the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the sergeant-at-arms. At the discretion of the board, also added can be the \_\_\_\_\_ directors elected in accordance with article 3, section 1 of these bylaws, and the immediate past president.

### Article 3 Election of Directors and Officers

**Section 1** – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and \_\_\_\_\_ directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to use a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The \_\_\_\_\_ candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.

**Section 2** – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

**Section 3** – A vacancy in the board or any office shall be filled by action of the remaining directors.

**Section 4** – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

### Article 4 Duties of Officers

**Section 1** – *President*. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

**Section 2** – *President-elect*. It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

**Section 3** – *Vice-President*. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

**Section 4** – *Secretary*. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

**Section 5** – *Treasurer*. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

**Section 6** – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

### Article 5 Meetings

**Section 1** – *Annual Meeting*. An annual meeting of this club shall be held on the \_\_\_\_\_ in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

*(Note: Article 6, section 2 of the Standard Rotary Club Constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December...")*

**Section 2** – The regular weekly meetings of this club shall be held on \_\_\_\_\_ (day) at \_\_\_\_\_ (time).

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All members excepting an honorary member (or member excused pursuant to the standard Rotary club constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the standard Rotary club constitution, article 9, sections 1 and 2.

**Section 3** – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

**Section 4** – Regular meetings of the board shall be held on \_\_\_\_\_ of each month. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) directors, due notice having been given.

\* NOTE: These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the Standard Rotary Club Constitution and with the RI constitution, RI bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.

**Section 5** – A majority of the directors shall constitute a quorum of the board.

## **Article 6 Fees and Dues**

**Section 1** – The admission fee shall be \$ \_\_\_\_\_ to be paid before the applicant can qualify as a member, except as provided for in the standard Rotary club constitution, article 11.

**Section 2** – The membership dues shall be \$ \_\_\_\_\_ per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

## **Article 7 Method of Voting**

The business of this club shall be transacted by *viva voce*\* vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by *viva voce* vote.

(\*Note: *Viva voce vote* is defined as when club voting is conducted by vocal assent.)

## **Article 8 Four Avenues of Service**

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

## **Article 9 Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**  
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**  
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration**  
This committee should conduct activities associated with the effective operation of the club.
- **Service Projects**  
This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation**  
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where

special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.

- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual. A club may develop a different committee structure as needed.)

## **Article 10 Duties of Committees**

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall reference to appropriate RI materials. The service projects committee will consider the Avenues of Vocational Service, Community Service, and International Service when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

## **Article 11 Leave of Absence**

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the club.)

## **Article 12 Finances**

**Section 1** – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

**Section 2** – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

**Section 3** – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year.

**Section 5** – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 6** – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment

of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

### **Article 13 Method of Electing Members**

**Section 1** – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

**Section 2** – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

**Section 3** – The board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the club secretary, of its decision.

**Section 4** – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

**Section 5** – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

**Section 6** – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

**Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

### **Article 14 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

### **Article 15 Order of Business**

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

### **Article 16 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

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## Club Treasurer

As club treasurer, your responsibilities include:

- Helping to develop the club's budget
- Maintaining all club funds and the appropriate accounts
- Keeping accurate records of club expenditures and income
- Preparing financial reports
- Performing other fiscal duties normally associated with your office

The club treasurer should show good stewardship of all club funds. This includes:

- Preparing a report on the club's financial status once a year and at any other time one is requested by the board
- Depositing all club funds in a bank named by the board, and separating the funds for club operations from those for service projects
- Requiring approval of payment of all expenses by two other officers or directors before payment is made
- Having an annual financial review by a qualified professional
- Obtaining a bond (a signed obligation that funds will be handled honestly or a penalty will be issued), if required and paid for by your club

At the end of the year, the treasurer turns over all funds, account books, and other club property to the incoming treasurer or the president.

## Club Dues

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According to the custom of your club, the secretary or treasurer prepares and mails statements of club dues (monthly, quarterly, or semiannually). Other items, such as the cost of meals, may be included on the statement.

The Standard Rotary Club Constitution states that members who fail to pay their dues within 30 days of the due date will be notified in writing by the club secretary at their last known address. If dues are not paid within 10 days of the notification date, the membership may be terminated, subject to the

discretion of the board. Provide your club secretary with a list of members whose dues are 30 days past due so that proper notification can be sent. Once those notices are sent, provide your secretary with the list of members who still haven't paid their dues after 10 days.

Whenever you receive money, provide a receipt. If the secretary collects funds, give him or her a receipt for club records.

## **Contributions to The Rotary Foundation**

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If you process and maintain records of contributions to The Rotary Foundation of Rotary International, be certain to:

- Forward contributions received from club members to the appropriate address:
  - In the United States: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
  - In Canada: The Rotary Foundation-Canada, PO Box 9988, Postal Station A, Toronto, ON M5W 2J2
  - Outside USA/Canada: RI international office or the fiscal agent serving the clubs in your country
- Submit the *Appreciation/Contribution Form* (123-EN), available at [www.rotary.org](http://www.rotary.org).
- Maintain receipts for all contributions as they are received and forwarded.
- Prepare periodic reports on contributions for the club or district.

Contributions may be forwarded at any time. They may be made by check, credit card, money order, or traveler's check and made payable to "The Rotary Foundation" (not to "Rotary International").

Other forms of contributions include stock, life insurance policies, property, and will bequests. Contact the Foundation's Gift Administration Department at RI World Headquarters or your international office for assistance in transmitting these types of contributions.

Club contribution records and the recognition summary reports are available to club presidents and club secretaries through Member Access at [www.rotary.org](http://www.rotary.org).

## **Budget**

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Developing and adopting a club budget will help a club plan its service projects and fellowship activities for the coming year. At the beginning of each fiscal year, the club's board should prepare a budget of estimated income and expenses for the year. Changes to the budget should require board approval.

### **Tips on Budget Preparation**

- Avoid the danger of overestimating income and underestimating expenses.
- Be conservative in setting aside amounts for club activities.

- Plan to show a favorable balance at the end of the year. (One way to help ensure this is to provide regular reports on the club's financial condition.)
- Estimate the income from club dues or fundraisers that will be received for the year to determine the amount available to spend on projects and activities.

### **Estimated Expenses**

As club treasurer, help the board develop a budget by considering the following potential expenditures:

**Secretary's office.** Items might include printing and stationery, postage, telephone, faxes, Web site hosting charges, rent, badges, and miscellaneous office equipment.

**Committees.** Determine the amount that the club authorizes each committee to spend, and notify the chairs of the amounts approved. The budget for the club bulletin should be listed under a separate heading and incorporated into the budget under the club administration committee.

**Rotary International.** Include both membership dues and subscription fees to *The Rotarian* or Rotary regional magazine. Your club must maintain liability insurance for its activities, as appropriate for your geographic region. For clubs in the United States and its territories, insurance is included in the July semiannual report to RI.

**RI Convention.** Each club is entitled to send one voting delegate for each 50 members, or major fraction thereof, to the annual RI Convention. Some clubs pay part or all of the cost of attending for one or more of its delegates and the club president-elect.

**District conference.** Each club is entitled to send one voting delegate for each 25 members, or major fraction thereof, to the annual district conference. Appropriations for expenses of conference delegates vary from club to club.

**Other meetings.** The club should reimburse the president-elect for travel expenses to the district assembly and presidents-elect training seminar. Funds also might be budgeted for attendance of club officers and committee chairs at workshops, intercity forums, and similar meetings.

**Miscellaneous expenses.** Include other regular club expenses such as flowers, road signs, musicians, bank charges, contributions to district funds, gifts to retiring officers, gratuities, lunch for invited guests, and RI publications for new members. Amounts that the club intends to spend for charitable or civic activities should be appropriated.

**Contingency fund.** If at all possible, every budget should provide for a small emergency fund from which expenses may be authorized by the board of directors.

**Special funds.** Many clubs have their own special funds, such as scholarship funds, which should be included in the budget.

# Sample Budget Form

Rotary Club of \_\_\_\_\_

Budget for fiscal year beginning 1 July \_\_\_\_\_

**Estimated income:**

Membership dues \_\_\_\_\_

Other income \_\_\_\_\_

Total \_\_\_\_\_

**Estimated expenses:** \_\_\_\_\_

Item	Budgeted Amount Last Year	Actual Expenses Last Year	Amount Under/Over Last Year	Budget This Year
<b>Secretary's Office</b> (List each standard expense separately.)				
<b>Committees</b> Club Administration Membership Public Relations Service Projects The Rotary Foundation Other committees				
<b>Rotary International</b> Per capita dues Subscriptions to <i>The Rotarian</i> or Rotary regional magazine Other magazines Insurance				
<b>RI &amp; District Meetings</b> RI Convention District conference Presidents-elect training seminar District assembly Other meetings				
<b>Other Expenditures</b> Miscellaneous expenses (list) Contingency fund Special fund Donations				

## Offices of the Secretariat

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### **RI World Headquarters**

Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698  
USA  
Tel: 847-866-3000  
Fax: 847-328-8554 or 8281  
[www.rotary.org](http://www.rotary.org)

### **RI Brazil Office**

Rotary International  
Rua Tagipuru 209  
01156-000  
São Paulo, SP  
Brazil  
Tel: 55-11-3826-2966  
Fax: 55-11-3667-6575  
[www.rotary.org.br](http://www.rotary.org.br)

### **RI Europe and Africa Office**

Rotary International  
Witikonstrasse 15  
CH-8032 Zurich  
Switzerland  
Tel: 41-44-387-71-11  
Fax: 41-44-422-50-41

### **RI Japan Office**

Rotary International  
NS3 Building 1F  
2-51-3 Akabane, Kita-ku  
Tokyo 115-0045  
Japan  
Tel: 81-3-3903-3161  
Fax: 81-3-3903-3781

### **RI Korea Office**

Rotary International  
Room 705, Miwon Building  
43 Yoido-dong, Yongdungpo-gu  
Seoul 150-733  
Korea  
Tel: 82-2-783-3077 or 3078  
Fax: 82-2-783-3079

### **RI South Asia Office**

Rotary International  
Thapar House  
2nd Floor, Central Wing  
124 Janpath  
New Delhi 110 001  
India  
Tel: 91-11-4225-0101 to 0105  
Fax: 91-11-4225-0191 or 0192  
[www.risouthasia.org](http://www.risouthasia.org)

### **RI Southern South America Office**

Rotary International  
Florida 1, Piso 2  
1005 Buenos Aires, CF  
Argentina  
Tel: 54-11-5032-0096 to 0098  
Fax: 54-11-5032-0099

### **RI South Pacific and Philippines Office**

Rotary International  
McNamara Centre, Level 2  
100 George Street.  
Parramatta, NSW 2150  
Australia  
Tel: 61-2-9635-3537  
Fax: 61-2-9689-3169

### **RI in Great Britain and Ireland (RIBI)**

Kinwarton Road  
Alcester  
Warwickshire B49 6PB  
England  
Tel: 44-1789-76-54-11  
Fax: 44-1789-76-55-70

# MEMBER ACCESS

THE CLUB SECRETARY'S  
ONLINE ASSISTANT

Click on **Member Access** at [www.rotary.org](http://www.rotary.org) to:

- Update membership information
- Enter new officers
- View membership and contribution reports
- Pay semiannual dues
- Search club and district data worldwide



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Evanston, IL 60201-3698 USA

[www.rotary.org](http://www.rotary.org)