

Rotary International



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## **Club Secretary's Manual**

Includes Club Treasurer Section

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

Please note the following changes to the *Club Secretary's Manual*. These changes result from decisions taken by the 2004 Council on Legislation or the RI Board of Directors since its publication. Additions are underlined; deletions are crossed through.

### Page 3

The first sentence of the third paragraph should now read:

As club secretary, you receive ~~copies~~ a copy of *The Rotarian* (or approved Rotary regional magazine) ~~and Rotary World~~, information from the district governor and/or assistant governor, and information from Rotary International.

Under Club Secretary's Responsibilities, the second sub-bullet point should now read:

- Per capita dues for each active member\* (due 1 January and 1 July), which can also be made through Member Access. Per capita dues for each member will be US\$21.50 per half year in 2005-06 and \$23.50 per half year in 2006-07 provided that each club shall pay for a minimum of 10 members per half year.

### Page 4

Under Club Secretary's Responsibilities, the fifth sub-bullet point should now read:

- ~~Prorated reports of Reporting active members who have been as they are elected to membership, the club, between semiannual reporting periods (due 1 October and 1 April),~~ which can also be made through Member Access

The seventh bullet point should be replaced with the following text:

- Collect and remit subscriptions to *The Rotarian*\* or Rotary regional magazine. In Bolivia, Canada, Costa Rica, the Dominican Republic, Guatemala, Honduras, El Salvador, Ecuador, Paraguay, the United States, Uruguay, and Venezuela this is included with dues payment to RI. All other countries should submit their subscriptions directly to their regional magazine editor.

A final bullet point should be added to this list:

- Submit the Club Officers Report Form for the *Official Directory* (007-EN) to Rotary International, via hard copy by mail or through Member Access.

### Page 16

The second paragraph, under Semiannual Report to Rotary International, should now read:

The report (together with forms for reporting new members or change or termination of membership) should be accompanied by a check or draft to cover the per capita dues and payment for individual members and club subscriptions to *The Rotarian* or approved Rotary regional magazine. Failure to remit payment on schedule can result in the suspension and subsequent termination of your club's RI membership. Terminated clubs must be reinstated within one year of the termination date in order to retain their charter, name, and club history. In addition, 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. RI receives more than 30,000 of these reports; submitting them promptly will help RI maintain accurate records.

Under Calculating attendance percentages of active members, the first paragraph should now read:

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. This figure should not include members whose years of age and years of membership in one or more clubs is 85 years or more, and who have notified the club secretary in writing of their desire to be excused from attendance. The board must approve the request before the member is excluded from attendance figures. ~~At~~ Any other members excused by the board from attendance at a regular meeting ~~must be~~ should not be included in the calculation.

### Page 17

The sixth point in the first bulleted list should now read:

- Attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps or a provisional Rotaract or Interact club or Rotary Community Corps or a meeting of a Rotary Fellowship

A final bullet point should be added to this list:

- Participates through a club Web site in an interactive activity requiring an average of 30 minutes of participation

This is the 2003 edition of the *Club Secretary's Manual* (229-EN). It is intended for 2004-05, 2005-06, and 2006-07 club secretaries. 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 2004 Council on Legislation or the RI Board, override policy as stated in this publication. It contains the 2004 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 will be to make your club as effective as possible. The *Club Secretary's Manual* provides essential information to help you understand your responsibilities related to increasing club effectiveness. In addition to guidelines related to the club secretary's function, this manual includes the Standard Rotary Club Constitution, Recommended Rotary Club Bylaws, a planning calendar, and a treasurer section. The Club Treasurer Section should be removed and given to the club treasurer.

The *Club Secretary's Manual* will help you prepare for your year in office. Before your district assembly, review the entire manual in order to fully understand and prepare for your responsibilities related to club operations. Selected discussion questions that will be covered during the club secretary session of the district assembly have been included in this manual to enhance your preparation. Advance preparation will enable you to fully benefit from the facilitated discussions at the district assembly.

After you have 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: [leadershiptraining@rotaryintl.org](mailto:leadershiptraining@rotaryintl.org)

Phone: (847) 866-3000

Fax: (847) 866-0974

# 1 Role and Responsibilities

## Club Secretary's Role

Your primary role as club secretary is to keep the club informed so that it functions effectively. The RI Board has determined that an effective club is able to

- Sustain and/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 the club's primary information channel, you must be aware of all club activities so that you can identify strengths and weaknesses and communicate this information to club leaders for further action. A great deal of information will pass through your hands. Think critically about how the information can be used to benefit the club.

For example: What do attendance reports indicate about club member satisfaction? Has there been an increase in the number of members who miss meetings? To whom should you convey trends and concerns?

As club secretary, you receive copies of *THE ROTARIAN* (or approved Rotary regional magazine) and *Rotary World*, information from the district governor and/or assistant governor, and information from Rotary International. Consider how this information could be used to

- Improve club meetings and weekly programs
- Improve or expand club service opportunities
- Educate members about Rotary beyond the club level
- Increase participation in the activities of The Rotary Foundation

If you are 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?

To ensure an effective club, the club secretary must go beyond administrative requirements such as completing forms and filing records. The club secretary is in a unique position to analyze trends reflected in reports and to share this information with the appropriate club members in order to make the club more effective.

## **Club Secretary's Responsibilities**

The basic responsibilities of a club secretary as described in the Recommended Rotary Club Bylaws are the following:

- Maintain membership records.
- Record attendance at meetings.
- Report monthly attendance figures to the club and district immediately following the last meeting of each month.
- Send out notices of meetings of the club, board, and committees.
- Record and preserve minutes of the club, board, and committee meetings.
- Make required reports to RI. These include:
  - Semiannual reports of membership\* (due 1 July and 1 January), which can also be made through Member Access\*\*
  - Per capita dues for each active member\* (due 1 January and 1 July), which can also be made through Member Access
  - Council on Legislation dues\* (due 1 July)
  - Insurance charges\* (for the USA and its territories only)

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

\*\* Please note that the Member Access feature on the RI Web site was previously called the Rotary Business Portal.

- Prorated reports of active members who have been elected to the club between semiannual reporting periods (due 1 October and 1 April), which can also be made through Member Access
- Changes in membership, which should be submitted to the general secretary of RI, may be submitted at any time through Member Access
- Collect and remit to RI subscriptions to THE ROTARIAN\* (except in Canada, Central America, the Dominican Republic, Ecuador, Paraguay, the United States, Uruguay, and Venezuela, where this is included with dues payment).
- Perform such other duties that usually pertain to the office of secretary.

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Member Access is available through the RI Web site, [www.rotary.org](http://www.rotary.org). Club secretaries and presidents can access and change membership records 24 hours a day, 7 days a week.

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

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# 2 Club Secretary's Calendar

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According to the Rotary Code of Policies, the club should require the secretary's attendance at the district assembly. It is recommended that the club or district pay the secretary's expenses.

This is a sample calendar of activities that typically involve the club secretary. The events in your club may vary due to regional differences among clubs.

## **Regular reminders during year**

*Weekly:* Assist the president with arrangements for weekly meetings; cooperate on 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, or follow up on, the assistant governor's visits.

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

## **March-April-May-June (Before taking office)**

- Begin studying basic Rotary publications.
- Confer with the president-elect.
- Confer with 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 — Literacy Month**

- Take office and assume official duties.
- Register with Member Access found on the RI Web site, [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* (035-EN).
- 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.\*

#### **December — Family Month**

- Prepare for and assist with the annual meeting to elect officers, which must be held by 31 December.
- Immediately following the annual meeting, complete and submit the Rotary Club Officers Report Form, which you should have received in late October from RI.\*

#### **January — Rotary Awareness Month**

- 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.\*
- Cooperate with the president and the board of directors in reviewing club's program of activities and preparing the midyear progress report.
- Ensure that you have completed and submitted the Rotary Club Officers Report Form,\* which must be received by RI no later than 31 January to guarantee inclusion in the next edition of the *Official Directory* (007-EN). If not, current officers will likely be listed again.

#### **April — Magazine Month**

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

#### **May**

- Prepare credentials for delegates to the annual RI Convention.

#### **June — Fellowships Month**

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

\* Can also be submitted to RI through Member Access

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# 3

## Preparing for Your Term in Office

Before taking office, the incoming club secretary should become familiar with many aspects of Rotary and have a thorough understanding of Rotary principles and procedures, including a clear understanding of the classification system. It is also important that you understand the customs of your club.

### Rotary Resources

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In addition to this manual, each of the following publications relates directly to the role of club secretary and should be carefully reviewed in preparation for your term in office. Many RI publications can be downloaded for free from the RI Web site.

#### **Your club constitution and bylaws**

As secretary, you need to be thoroughly familiar with the Constitution and Bylaws of Rotary International as well as those of your club. The club secretary is often asked for technical information about the principles and procedures by which Rotary clubs operate. You will find these in the Standard Rotary Club Constitution (included in this manual), in your club bylaws, or in the Constitution and Bylaws of Rotary International.

At your first opportunity, review your club's bylaws to verify that they are up-to-date. They should meet the club's conditions but must not conflict with the club's constitution or the Constitution and Bylaws of Rotary International, which are found in the *Manual of Procedure* (035-EN).

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. Frequently, such changes necessitate the changing of the club's bylaws. The secretary should notify the club president of these changes so that the president may ensure that the club bylaws are in agreement with the current Standard Rotary Club Constitution.

Maintaining a separate file for your club's constitution and bylaws, along with a description of the locality of the club, will simplify updating your club's constitutional documents.

The Standard Rotary Club Constitution and Recommended Rotary Club Bylaws are included in this manual and in the *Manual of Procedure* (035-EN).

### **Manual of Procedure**

The *Manual of Procedure* (035-EN) is a compilation of the established policies and procedures that interpret or supplement the fundamental laws of Rotary as stated in the association's constitutional documents. A working knowledge of the arrangement and contents of the *Manual of Procedure* will be helpful in answering questions that may arise. A free copy of each new edition of the manual is sent to every club secretary. Revised editions are published every three years, following each meeting of the Council on Legislation (held every three years in April, May, or June). Be sure that you have the latest edition. Additional copies may be ordered at club expense from RI or downloaded from the RI Web site.

The Rotary Code of Policies, the collection of current RI Board policy, is also available for download from the RI Web site, [www.rotary.org](http://www.rotary.org).

### **Member Access**

Member Access, available on the RI Web site ([www.rotary.org](http://www.rotary.org)), is an online tool available to all Rotarians. In addition, club presidents and secretaries can use the portal for several club administrative activities. Club officer functions for Member Access include:

- Updating club membership data
- Paying the club's semiannual dues
- Searching the *Official Directory*
- Updating club information
- Viewing club Foundation contribution summaries

### **RI Catalog**

As club secretary, it may be your duty to provide Rotary publications, supplies, and audiovisual resources to various club members. Updated annually, the *Catalog* (019-EN) provides a complete list of resources — some of which are gratis — that may be obtained from the order department at your RI international office. The catalog can also be accessed online through the RI Web site, [www.rotary.org](http://www.rotary.org). (Publication prices are subject to change without notice.)

RI does not sell lapel buttons, badges, gavels, flags, or other Rotary emblem items; these are available from licensed suppliers. A list of the licensed suppliers of Rotary emblems and Rotaract and Interact merchandise is included in the green pages at the back of the *Official Directory* (007-EN) and on the RI Web site.

### **Rotary World Press**

You will find THE ROTARIAN and the 31 regional magazines in 24 languages, known collectively as the Rotary World Press, to be a valuable resource in planning club programs and helping members gain a thorough understanding of Rotary.

Clubs often provide gift subscriptions to speakers or other non-Rotarians. As secretary, you should determine whether your club provides any gift subscriptions to the magazine and whether the incoming board of directors wishes to continue subscriptions that expire during your year. Additional subscriptions can be ordered when you submit your club's semiannual report.

## **Classifications**

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It is important that you have an understanding of the classification system used in Rotary, especially when inducting new members. Applying the classification system consistently will ensure that all club members understand it and will simplify its use when new members are proposed.

A classification describes either the principal activity of a firm or a person's business or professional activity, such as "architecture" or "banking." It is not the person's profession or office ("architect" or "bank president").

There is no definitive list of classifications, nor is one possible, because business activities and terminology vary greatly throughout the Rotary world.

Classifications should be as simple as possible while still giving a clear indication of the principal and recognized activity of the member's occupation.

The RI Board strongly recommends that clubs have a diverse membership that reflects the entire business and professional community, with no more than 10 percent of the classifications in a related field represented within the club. Clubs should 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. Members who are retired should not be included in the total number of members from a classification. If a member changes classification, the club may continue the member's membership under the new classification regardless of these limitations.

### **Conducting a classification survey**

In order to maintain a diverse membership that reflects the community, it is recommended that Rotary clubs conduct a classification survey. This survey is a list of all business and professional establishments in a community. The survey should include the business and professional activities of qualified executives found within the locality of the club (also of an immediately adjoining club) or the corporate city limits. It should include classifications of residents in the locality whose places of business are outside the club's locality. Once you have a survey, the classifications committee can prepare a roster of filled and unfilled classifications. The roster should list the names of current club members, along with their respective classifications. The roster can then be used to recruit new members for classifications that are not represented in the club.

Three committees — classifications, membership, and membership development — use the classification roster to propose new members. The membership development committee proposes qualified candidates for membership, and the classifications committee (or the board) determines whether proposed members are eligible to fill the classification for which they've been proposed.

The classifications committee also prepares a roster of filled and unfilled classifications based on an annual survey of classifications that exist in the locality. The membership committee (or the board) determines whether the proposed member's personal qualities are suitable for membership in the club. Actions of the membership and classifications committees are never considered final; they are recommendations to the board of directors of the club.

Classification is just one of the criteria for Rotary club membership; see the Standard Rotary Club Constitution for a complete list of membership qualifications.

## **Your Club**

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Each Rotary club is independent, with its own customs and procedures. Work with your predecessor and the president-elect to ensure that club procedures will continue and important club traditions are included in your calendar for your year of service.

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# 4 Beginning Your Term in Office

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

## **Pre-induction 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 also call informal meetings of the newly elected board of directors and/or of committees before 1 July, in order to develop goals for the coming year. Participating in these meetings will ensure that you are 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 will also help ensure continuity of effort.

## **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, such as song-books, bell, gavel, club meeting badges, and club banner. Club files should include the club charter, club constitution and bylaws, club history, complete files of the minutes of each meeting of the club and of the board of directors, annual reports of the club officers and all committees, a roster of club members, and any other items customarily pertaining to your club's records. If these records are not complete, you may want to locate as much of the missing

material as possible, since the information will be valuable to the club. If the club does not have a system for maintaining records, including attendance and payment of dues, you should initiate one.

Review current club practices for administrative procedures, such as attendance, payment of dues, and membership proposals.

## **Club Archive and Library**

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Ordinarily, the secretary is the custodian of the club archive and library (if the club has one), both of which contain historical information about the club itself as well as reference material on Rotary policy, procedures, programs, and history. This material is helpful to club committees and is a useful reference source for officers and members. The club archive, which dates from the organization of the club and should be kept up-to-date, usually contains the following publications and materials:

- *Rotary World*
- Governor's monthly letters
- *Convention Proceedings* (032-EN)
- Meeting notices
- Press clippings, photos, slides, and videos relating to the club and its activities
- District conference programs

A club library is useful for new and continuing member education. It should contain standard Rotary publications and audiovisual resources (ordered from the *Catalog*), along with archived issues of the club bulletin, *THE ROTARIAN*, or your official Rotary regional magazine.

## **Official Directory**

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Each Rotary club receives a gratis copy of the *Official Directory* (007-EN), a publication that lists all clubs, their presidents and secretaries, meeting times and places, as well as other pertinent information about Rotary for that year. It is sent in July via surface mail to the club secretary on file with RI.

The *Official Directory* is useful for corresponding with other clubs and locating clubs for attendance make-up when traveling. Additional copies, as well as an electronic version on CD-ROM, can be ordered from the RI *Catalog* (019-EN). Member Access also provides a searchable electronic version of the *Official Directory* to club presidents and secretaries.

Please note that the Rotary Code of Policies prohibits Rotarians, Rotary clubs, or districts from making the *Official Directory* available for the purpose of circularization.

## ***Visual Identity Style Manual***

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Rotary clubs and districts throughout the world create thousands of pieces of printed materials such as letterhead, envelopes, personal cards, brochures, and club bulletins. RI's *Visual Identity Style Manual* (547-EN) serves as the standard reference for the design of printed materials at all levels of Rotary. In order to protect the integrity of the Rotary gearwheel emblem, a major portion of the book is devoted to the proper use of this symbol. Other chapters cover the Rotary colors, elements of good publications, grids and page layouts, typography, and graphics and photographs. Consult the *Catalog* (019-EN) to order copies for your club.

## **Club Audit Review**

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Carefully review the club audit, 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. If necessary, meet with the club president and treasurer to arrange for payment of bills and collection of debts.

Maintain careful records on the payment of bills and collection of debts. In many clubs it is customary when paying a bill for a voucher to be drawn by the secretary, then passed on to the president for signature, after which the voucher and the bill are given to the treasurer for payment. The voucher is then returned to the secretary for filing with the club records. Good business procedure calls for two signatures on a check or draft.

## **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 all contributions received from club members to the appropriate address:
  - In the USA: The Rotary Foundation, P.O. Box 75133, Chicago, IL 60675-5133
  - In Canada: The Rotary Foundation-Canada, P.O. Box 9988, Postal Station A, Toronto, ON M5W 2J2
  - Outside of the USA and Canada: RI international office or the fiscal agent serving the clubs in your country
- Make sure each contribution is accompanied by The Rotary Foundation's *Recognition/Contribution Form* (123-EN). This form is also found on the RI Web site, [www.rotary.org](http://www.rotary.org).
- Maintain an account listing of all contributions as they are received and forwarded to RI World Headquarters, your fiscal agent, your RI international office, or the district annual giving subcommittee chair.
- Prepare periodic reports on contributions for the club and/or district.

Contributions may be forwarded at any time and should be made payable to “The Rotary Foundation” (do not make contributions payable to “Rotary International”). Contributions may be made by check, credit card, money order, or traveler’s check. Other forms of contributions include stock, life insurance policies, property, and will bequests. Contact the Foundation’s Gift Acceptance and Administration Section 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 all contributions made by the club. Receipts for contributions made by individuals will be sent directly to that person. Questions that you are unable to answer concerning contributions should be directed to the district Rotary Foundation committee or district annual giving subcommittee chairs. You can review your club’s contributions through Member Access. Club contribution records and the recognition summary reports are available to club presidents and club secretaries. Individual club members can use the portal to make their contributions to The Rotary Foundation and view their own contribution history.

# 5 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. The chart below provides a list of the reports, to whom they should be submitted, and the due dates.

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

\* Reports can be made through Member Access.

## **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 certifying the names and details of members of the club to the Board of Directors of RI. Semiannual report forms are sent from RI to the incoming secretary. If you do not receive your club's set of forms by 1 July, request a set from RI. Complete this report carefully and accurately, secure the signature of the club president, sign the report yourself, and transmit it promptly to the general secretary of Rotary International. The semiannual report is due on 1 July and becomes past due on 1 August. The second semiannual report is due on 1 January and becomes past due on 1 February.

The report (together with forms for reporting new members or change or termination of membership) should be accompanied by a check or draft to cover the per capita dues and payment for individual members and club subscriptions to THE ROTARIAN or approved Rotary regional magazine. Failure to remit payment on schedule can result in the suspension and subsequent termination of your club's RI membership. RI receives more than 30,000 of these reports; submitting them promptly will help RI maintain accurate records.

## **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 to calculate the monthly percentage of attendance. Even if the recording is handled by the attendance committee, the results should be turned over to you for your records and the monthly report of attendance to the district governor.

It is important that you understand the attendance requirements as stated in the Standard Rotary Club Constitution.

The term *regular meeting* refers to the regular official weekly meeting of a club. It does not refer to a special meeting of a club, a club assembly, a meeting of the club board of directors, a roundtable meeting, or any other informal gathering of Rotarians.

At the close of each regular club meeting, furnish the attendance committee with the names of all absentees so that these members may be contacted with the suggestion that they make up for their absence at a nearby club.

The Bylaws of RI require each club to make a monthly report of attendance no later than 15 days following the last meeting of the month to the district governor for publication in the governor's monthly letter.

### **Calculating attendance percentages of active members**

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. This figure should not include members whose years of age and years of membership in one or more clubs is 85 years or more, and who have notified the club secretary in writing of their desire to be excused from attendance. The board must approve the request before the member is excluded from attendance figures. All other members excused by the board from attendance at a regular meeting must be included in the calculation.

A member who misses a club meeting may be given credit for attendance as prescribed in the Standard Rotary Club Constitution if within 14 days before or after that meeting, the member meets at least one of the following criteria:

- 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 for the purpose of attending the meeting and that club is not meeting at the time and place
- Is on Rotary business serving as an officer or a member of a committee of Rotary International, a trustee of The Rotary Foundation, in the employ of Rotary International, or as special representative of the district governor in the formation of a new club
- Attends or travels with reasonable directness to or from: a convention of Rotary International; a Council on Legislation; an International Assembly; a Rotary zone institute for past, present, and incoming officers of RI; an RI committee meeting; any meeting held by direction of or approved by the RI Board of Directors; a multizone conference; a district conference; a district assembly; any district committee meeting held by direction of the district governor or the RI Board of Directors; or a regularly announced intercity meeting of Rotary clubs
- Participates directly and actively in a district-sponsored or an RI- or Rotary Foundation-sponsored service project in a remote area where the opportunity of making up attendance is impossible
- Attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps or a provisional Rotaract or Interact club or Rotary Community Corps
- Attends and participates in a club service project or a 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

A regular club meeting can be omitted in calculating the club's record of attendance if it 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. Such canceled meetings are not included when calculating attendance.

The following diagram illustrates the method of calculating the average attendance percentage each month.

		Column A	Column B	Column C
Date of Meeting	<b>Total Membership (except honorary)</b>	<b>No. of Members Used in Calculating Attendance*</b>	<b>No. of Members Present or Made Up*</b>	<b>Weekly Percentage (B÷A)×100=C</b>
2 October	52	50	48	96.00%
9 October	52	50	48	96.00%
16 October	54	Holiday	Holiday	Holiday
23 October	54	50	48	96.00%
30 October	55	51	47	92.16%
<b>Average Percentage</b>				<b>95.04%</b>

### Attendance of Visiting Rotarians

Do not include the attendance of visiting Rotarians in your club’s attendance records. Club attendance records are only intended to reflect the attendance of members of your own club.

## Reporting Changes in Membership

During the year there are likely to be a number of changes in club membership, including new members, changes in data, and membership terminations. All changes should be reported as soon as they become effective, using either Member Access or the Membership Data Form (page 40), which is also available on the RI Web site. Be sure to send appropriate notice to the district governor and retain the information for 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 will begin to receive THE ROTARIAN or an approved Rotary regional magazine. If the new member is a former Rotarian, you should obtain the member’s previous Rotary member ID number and include it on the Membership Data Form. By doing this, you will avoid the new member receiving a second Rotary ID number, which is automatically assigned unless a previous ID number is noted on all new member paperwork. This is an important step because different types of RI information, such as Foundation giving history, are tracked by member ID numbers.

\* Do not include any member excused as described in the Standard Rotary Club Constitution.

### **Reporting change of data**

Any change in a Rotarian's type of membership or mailing address should be reported to RI so that official membership records will always be correct.

### **Reporting changes through Member Access**

Membership changes reported through Member Access are processed immediately; you do not need to complete any additional forms such as the Membership Data Form. Please note that if you add or terminate a member through Member Access, the change to the individual's membership status is immediate, because you are making changes directly to the RI database.

## **Rotarians Who Move to Other Localities**

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When Rotarians leave your club because they are moving, they are often eligible for membership in the Rotary club in their new community. A Rotarian can be proposed for Rotary club membership in a new community in several ways:

- The member's current club, or a member of that club, can sponsor the Rotarian in their new locality.
- The new club, or a member of that club, can sponsor the Rotarian.

## **Club Information Changes**

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Any change of president or secretary, or change of address of a president or secretary, should be reported immediately to your RI international office and the district governor. Your club will continue to receive important information from RI only if RI mailing lists are kept up-to-date.

If the club changes its meeting time, day, or place, this information also should be sent immediately to your RI international office, the district governor, and neighboring clubs.

You can notify RI of these changes by using either Member Access or by contacting your Club and District Administration representative.

## **Information for the *Official Directory***

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In October you will receive a copy of the *Official Directory* Data Form for publication in the *Official Directory* from RI. Complete the form, following the instructions given, at the close of the annual meeting and return to RI by 31 January. Send a copy to the incoming district governor, who needs to make contact early with incoming club presidents, and to the district governor. Retain a copy for your records. This information may also be submitted through Member Access.

## **Annual Report**

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Near the end of your year as secretary, you should prepare an annual report for presentation at the final meeting of the club year. Before writing the report, confer with the club president so that you will not duplicate any part of the president's report.

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

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# 6 Working with the Club President

The secretary and the club president work as a team to ensure that the club is effective. This collaboration begins at the moment of your election and continues through your entire term of office.

## **Division of Functions**

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The duties of secretary are closely intertwined with those of the president. To benefit the club, the president and secretary should have a mutual understanding of club operations, particularly how various functions are divided between positions. 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.

## **Preparatory Sessions of Board of Directors**

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The president-elect may call one or more sessions of the incoming board before 1 July. These preparatory sessions will not only ensure that board members are well-grounded in the mechanics of running a Rotary club, but they will also enable the board to plan the year's goals and begin the new Rotary year with minimal disruption to the club's ongoing activities.

You should discuss with the president-elect how you can help to prepare these sessions. The president-elect may ask you to send notices to all incoming board members and make certain they will be present. You should also consult with the club president-elect to determine whether to invite your assistant governor to any board meetings.

## **First Meeting of Board of Directors**

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You should have ready all records and other materials needed for the first official meeting of the club's board of directors. It is advisable that you confer with the president to determine what should be accomplished in the first meeting. Work together to prepare a list of items that will be considered at the meeting. You should send a notice to all board members and confirm that they will be present.

## **First Club Assembly**

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As a follow-up to the district assembly, the president-elect will arrange the first club assembly — a meeting of all club members, including officers, directors, and committee chairs — (recommended to be held soon after the district assembly). The purpose of this meeting is to describe, review, and discuss plans developed by the club leaders at the district assembly and supported by the incoming board of directors.

Although the club assembly has no administrative functions, it does offer an opportunity for the club to

- Develop long-term strategic plans
- Coordinate committee activities
- Gain a greater awareness of how club plans are being implemented
- Provide ongoing education about Rotary and its programs
- Review the club's strengths and weaknesses
- Provide a forum for informal discussion of club activities

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 and how this visit will be handled.

In preparation for the governor's visit, the president may call a special club assembly, during which written committee reports will be requested and the progress made toward club goals established in the *Planning Guide for Effective Rotary Clubs* will be discussed. The assistant governor should attend the club assembly associated with the governor's visit and should be available to respond to any questions or concerns the club may have. Work with the club president to determine how you will prepare for this meeting.

The *Planning Guide for Effective Rotary Clubs* is a practical goal-setting tool that helps the club president work with club leaders to establish goals related to the four key areas of club effectiveness (membership, service, The Rotary Foundation, development of future leaders) and club administration. It also suggests

common ways that clubs can choose to pursue their goals. The *Planning Guide for Effective Rotary Clubs* form is included in the *Club President's Manual* (222-EN) and reviewed at the presidents-elect training seminar and the district assembly. You will 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. It will be periodically reviewed by the club president and also by the assistant governor and/or district governor throughout the year, during club visits.

## **Rotary Publications**

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The president receives three copies of each issue of *Rotary World* and a copy of the governor's monthly letter and should share them with you (one copy of *Rotary World* should be given to the club bulletin editor as well). You can assist the president by suggesting ways to use interesting items that appear in these publications. For instance, in the case of the monthly letter, you will want to alert the club bulletin editor to items that will interest the entire membership. You and the president should agree on a plan for how the materials will be used and distributed.

You may receive the bulletins of other clubs and numerous other publications pertaining to activities of Rotary clubs. Share these with the club bulletin editor and those club members who are most likely to be interested.

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

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It is a function of the secretary to help the president carry out provisions of the club bylaws that refer to the nomination of candidates for club offices. Having a thorough knowledge of these provisions, including the date already set by the club for this election, will simplify this task. Work with the president to determine what needs to be done and who will carry out each task. For example, with the approval of the president, you might decide to publish the essential qualifications of candidates for president and secretary. The Standard Rotary Club Constitution provides that the annual meeting for the election of officers shall be held no later than 31 December.

## **Club History**

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At the close of the club year, you should assist the president or a special committee (if one is appointed) in preparing a club history. This document includes a summary of activities for the year, photographs of officers or special events, names of new members, outstanding accomplishments, meetings, and so on.

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# 7 Duties of Club Secretary

## Weekly Meetings

The secretary can help the president prepare an agenda for the weekly meeting. Requests for club action should not be referred to the club members at a regular meeting before having been considered by the board of directors. Also, it is advisable to keep announcements at meetings to a minimum.

Depending on the customs of your club, the secretary's duties for the weekly meeting may include:

- Assisting the president in preparing for the weekly meeting
- Supervising the distribution and collection of name badges
- Providing special name badges or cards for visiting Rotarians and guests
- Recording attendance of members
- Paying the hotel or restaurant for any meals for which the club is responsible
- Assisting with arrangements (travel, expenses, letters of appreciation) for outside speakers

## Club Dues

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 the club — semiannually, quarterly, or monthly. The statement should include any other amounts payable — for instance, the cost of meals.

Record all collections and issue membership identification cards, if applicable. Forward moneys collected to the treasurer of the club promptly. Be sure that you always receive a receipt from the treasurer. You should report delinquencies in dues to the board periodically.

The Standard Rotary Club Constitution states that members failing to pay their dues within 30 days after the prescribed time shall be notified in writing by the secretary of the club at their last known address. If dues are not paid on or before 10 days from date of such notification, 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. Information is available on the RI Web site.

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## Special Notices

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It is often the duty of the secretary to send out notices of all meetings of the board of directors. Occasionally, an important committee meeting will require a special notice.

The Standard Rotary Club Constitution states the conditions under which membership of any club member is terminated for nonattendance. You may be instructed by the board of directors to send notices to members who are in danger of losing their membership because of failure to attend the weekly meetings. You should report on the status of attendance at each board meeting.

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## Meetings of the Board of Directors

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It is the custom in most clubs for the club secretary to act also as secretary of the board meetings. You will record the minutes and prepare a digest of them for the club members. You can submit this digest either in person at a club meeting or through the club bulletin. After the meeting, you should take whatever steps may be necessary to follow through on board decisions. Board action concerning the work of any club committees should be transmitted promptly to the respective committee chairs. A copy of the minutes should be placed in the club's archives.

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## Club Bulletin

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The principal function of the club bulletin is to announce the program for the weekly meeting and to convey to the membership interesting and informative data regarding the club, its activities, and its members.

The bulletin may be edited by a member appointed for that purpose or by a committee, or it may be issued by the club secretary. If it is edited by a member or a committee, cooperate by furnishing certain information that should be included in the publication. This information may include committee recommendations and decisions of the board, or may be drawn from items in *Rotary World*, the governor's monthly letter, *THE ROTARIAN* or an approved Rotary regional magazine, or district newsletters.

Copies of each bulletin should be sent to the district governor, assistant governor, and any clubs with which you exchange bulletins. Because this club publi-

cation is frequently sent outside of its own district, it is important to include in the heading the name of the club, state or province, and country, as well as the Rotary district number.

## **Proposals for Membership**

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The club secretary is involved in three of the six steps for proposing and electing new members (steps 1, 3, and 6). You should follow through carefully and promptly on each step to keep the potential member interested in joining the club.

Some secretaries use a chart to record each step in the election of new members and keep the proposal moving through the approval process without undue delay.

### **Recommended procedure for proposing and electing members:**

1. An active member of the club or the membership development 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 or a member of that former club. The proposal should be kept confidential except as otherwise provided in this procedure.
2. The board shall ensure that the proposal meets all the classification and membership requirements of the club constitution, consulting with the classifications and membership committees as needed.
3. The board shall approve or disapprove the proposal within 30 days of its submission and should notify the proposer, through the club secretary, of its decision.
4. If the decision of the board is favorable, the prospective member should be informed of the purposes of Rotary and of the privileges and responsibilities of membership. The prospective member should then sign the membership proposal form and give permission for his or her name and proposed classification (if not honorary membership) to be published to the club.
5. If no written objection to the proposal is received by the board from any active member of the club within seven days following publication of information about the prospective member, the prospective member will be considered elected to membership, upon payment of the admission fee (except for transferring or former members of another club and honorary members) as prescribed in the bylaws.

If any objection has been filed with the board, it should vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (except for transferring or former members of another club and honorary members), will be considered elected to membership.

6. Following a new member's election, appropriate club leaders should arrange for the member's induction and orientation. The club secretary will issue a membership identification card, if applicable, to the member and will report the new member to RI. The Rotary information committee should provide appropriate literature for presentation at the induction and assign a member to help the new member become involved in the club.

## **Involving and Educating New Members**

Immediately involving new members through mentoring, weekly club programs, projects, and committees is crucial to membership retention. Active, involved members will value their participation and feel a true connection to the club. It is also important to educate new members about their club, district, and Rotary International. Strategies for membership development can be downloaded from the RI Web site, [www.rotary.org](http://www.rotary.org), and are also discussed in the *Club Committee Manual* (226-EN).

### **Items for new members**

As part of the orientation process, clubs often present new members with a selection of Rotary-related materials. Clubs should have packets of materials prepared. The specific materials presented vary from one club to the next, but should include a copy of the club bylaws, club roster, and club history, if available.

The following publications are just some of the materials available from RI that your club may wish to provide to new members (for descriptions, consult the *RI Catalog*):

- *Official Directory* (007-EN)
- *The ABC's of Rotary* (363-EN)
- Standard Rotary Club Constitution (Web only)
- Recommended Rotary Club Bylaws (Web only)
- *Rotary Basics* (595-EN)
- *This Is Rotary* (001-EN)
- *What's Rotary?* (419-EN)
- *You and Your Rotary Foundation* (171-EN)
- *Rotary Foundation Facts* (159-EN)
- *New Member Orientation* (414-EN)
- *Welcome to Rotary* (265-MU)

Lapel pins, membership identification cards, membership certificates, name badges, and other items are available from licensed suppliers listed in the green pages in the back of the *Official Directory* and on the RI Web site.

## **Informing the District Governor and RI**

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Regularly furnish information to the district governor and RI about any noteworthy activities or plans of the club. The governor, through the monthly letter, will pass this information along to other clubs within the district, and RI will publicize it to the Rotary world through a variety of means.

Using the information submitted by clubs, RI answers many inquiries from other clubs worldwide that are seeking information about various types of activities. In addition, the initiating club can receive recognition for its service to its community through articles in any of the various RI publications.

## **Working with Committees**

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Keeping committee members informed about developments in Rotary will help them to achieve their goals. Pass along relevant information that you receive from the assistant governor, district governor, RI, bulletins of other clubs, and any other sources.

In addition, your administrative knowledge can be a useful resource for club committees. While it is best to avoid handling too much of the committee workload, you may want to assist club committees by advising them and handling the administrative duties, such as sending out meeting notices or helping to prepare the report of a meeting, as agreed upon by you and the committee chair.

## **Handling Correspondence**

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As club secretary, you will receive large amounts of correspondence from various sources. Your prompt reply will ensure effective club operations.

It is normally the job of the club secretary to order the club's stationery. The majority of clubs use the official Rotary emblem with the club's name and district number appearing above or below it. Proof sheets of the Rotary emblem or CD-ROMs containing the emblem are available through the *Catalog*; proof sheets can also be downloaded from the RI Web site, [www.rotary.org](http://www.rotary.org).

## **Intercity Meetings**

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If the club is sponsoring an intercity meeting, the secretary normally assists the committee in charge with plans and arrangements. If another club is sponsoring a meeting in which your club is participating, you should keep the secretary of the sponsor club informed of expected attendance, as well as last-minute cancellations or additions. Since the host club must usually guarantee a certain number of meals, failure to inform the club of how many people are attending may result in considerable financial loss.

## **Publicizing Nominations**

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After club officers have been nominated for the upcoming Rotary year, you should publish their names to the membership.

Bring to the attention of club members the names of any Rotarians proposed as candidates for the offices of district governor, director, or president of Rotary International.

The Bylaws of Rotary International prohibit campaigning for any RI office. A complaint about any such improper activities must be filed with the general secretary within 45 days of the election and must be submitted by an RI officer or by a club.

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# 8

## District Meetings and the RI Convention

The club secretary has well-defined duties and responsibilities related to district meetings and the RI Convention. Your cooperation is vital to ensuring that club members participate in meetings that will inform them of Rotary's program worldwide.

### **District Assembly**

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Each incoming club president and club secretary is expected to attend the annual district assembly. This annual training meeting brings together incoming club presidents, secretaries, and other key club leaders for purposes of instruction and discussion of roles and responsibilities as well as goals for the upcoming year.

The district assembly offers the first opportunity for all of the district's incoming officers to become acquainted, discuss common problems and related solutions, share successes, and exchange ideas about club administration. This will ultimately provide club leaders with the skills and knowledge to make club programs and activities more effective.

### **District Conference**

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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 give consideration to any special matters submitted to it 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. You will want also to cooperate with the district conference committee to keep club members thoroughly informed about plans for the district conference and to promote attendance.

### **Designating electors**

You should work with the president in making arrangements for the club to designate the necessary number of electors to attend the district conference. 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. Any suspended club has to first clear its financial obligations, either to the district or to RI.

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, no matter how small, is entitled to at least one elector.

### **Duties of the club secretary**

1. Complete the credential certificate.

Credential certificate forms are provided by the district governor (if your club does not receive one, prepare your own). Keep a copy for your files.

- 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 the first morning of the conference.

3. File the duplicate copy in the club files.

### **Housing**

You should receive a request from the conference housing committee or your district governor for the number of club members who will require hotel reservations for the meeting; you should submit this form as soon as possible. If no request is received and club members do desire reservations, send this information on your own initiative to the secretary of the host club.

## RI Convention

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The annual Rotary International Convention offers many opportunities for club secretaries to improve their knowledge of club administration and gain a larger vision of Rotary's program as undertaken by clubs throughout the world.

### Designating delegates

The Bylaws of Rotary International provide that the authority of each delegate and alternate at each RI Convention should be evidenced by a certificate signed by the club president and secretary. For background information on qualifying delegates, alternates, and proxies, see the *Manual of Procedure* (035-EN).

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It is important to remember to designate a proxy within your district if your club will not be represented at the convention, so that a quorum of voters will be reached.

#### 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 the two or more votes to which it is entitled. 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. (See "Duties of the club secretary" on page 33.)

#### 2. Selection of alternates

Alternates can be elected to substitute for delegates at the convention 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 if called upon, a second alternate. Alternates are entitled to vote only in case of the absence of the delegates for whom they were chosen as alternates or second alternates. Any alternate bearing proper credentials may be substituted for any one delegate from his or her club whose alternate is 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. Non-districted clubs may designate members of any club as their proxies.

## 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.

### 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 carry it to the convention and present it to the credentials committee. Do not send credential certificates to RI.

A delegate who is authorized to cast more than one vote must have a credential certificate and voting delegate's card for each vote he or she is authorized to cast.

The credentials committee, appointed by the RI president, has a counter near the registration area at the convention where the credentials will be confirmed and voting badges issued.

### 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.

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If you do not have the credential certificate form from RI, the credentials committee will accept a letter (preferably on club letterhead) stating the name of the Rotarian(s) elected as delegate(s) and the number of active club members as of 31 December before the convention. The letter must be signed by two officers, preferably the president and secretary.

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# 9 Concluding Your Term in Office

During the last few weeks of your term in office, ensure that club records are updated and materials are orderly so that your successor will receive records and equipment in usable form.

## **Taking an Inventory**

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Take an inventory of your responsibilities by considering some of the following questions:

- Are all of the club's records on attendance, membership, payment of club dues, and contributions to The Rotary Foundation in order? Have a copy of the audit of club funds ready for your successor.
- Is the file containing the club's basic documents complete and in order? Remind your successor of the importance of keeping these documents (club's constitution and bylaws, charter, and description of the territorial limits) in a safe place.
- Have you placed copies of all necessary reports in the club files? Club files include minutes of meetings of the board of directors, committee reports, attendance reports, and roster of members.
- Have you checked club equipment to see that it is in good condition? Club equipment includes songbooks, bell, gavel, club meeting badges, and club banner. Replace damaged equipment promptly.

## **Meeting with Your Successor**

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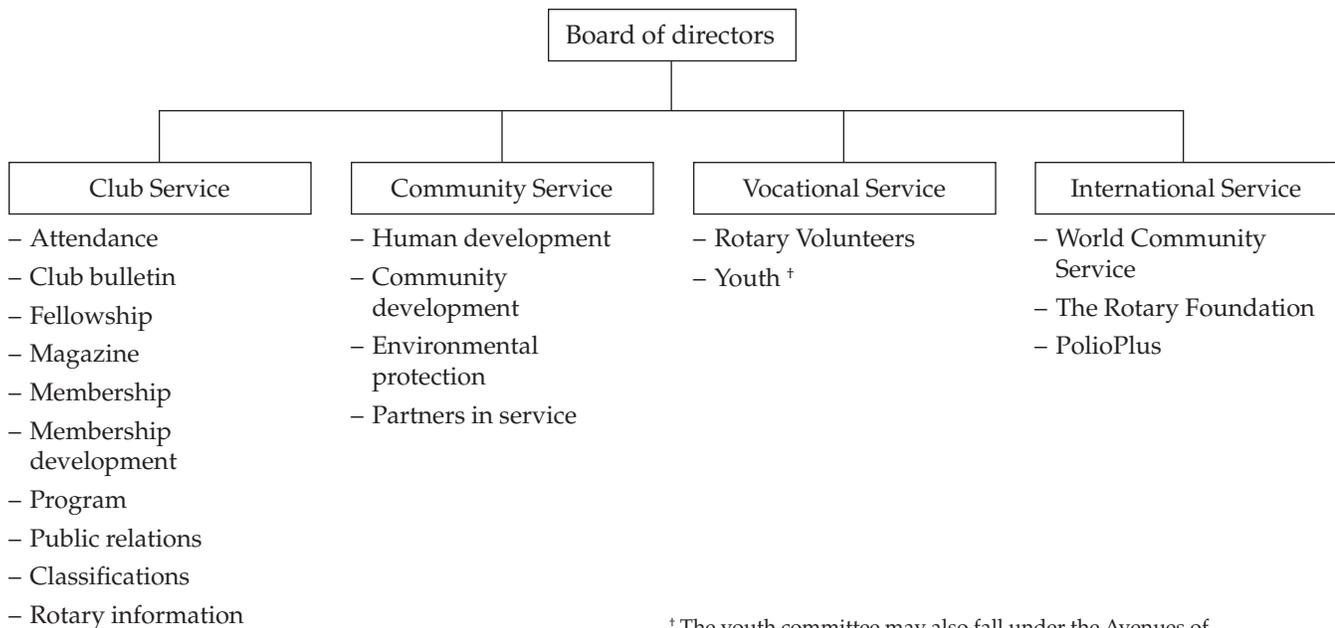
It is helpful to meet with your successor so he or she will be prepared to assume office on 1 July. At the end of the year, following the last club meeting in June, turn over all the files, records, supplies, and equipment to your successor.

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# 10 **Important Documents**

## Club Committee and Subcommittee Structure

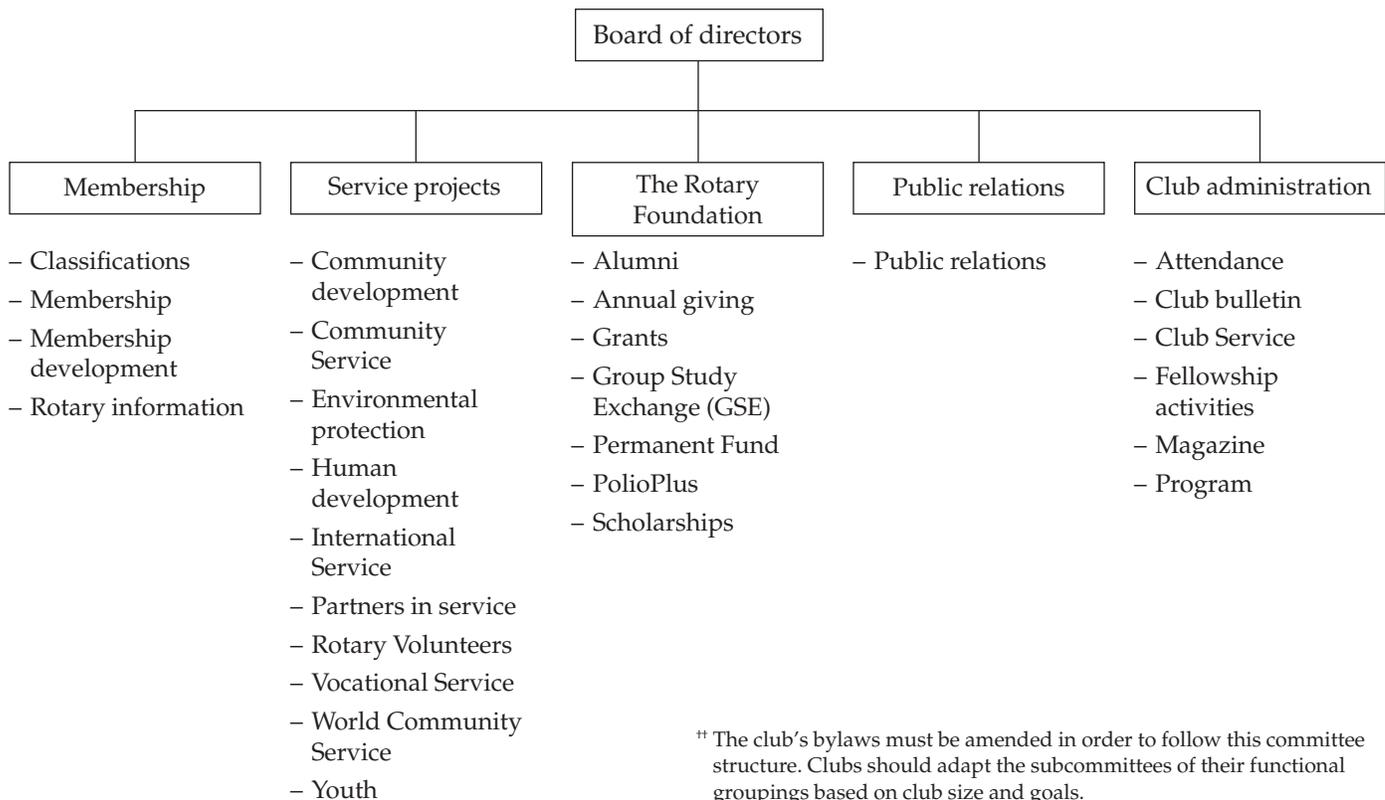
Based on the Recommended Rotary Club Bylaws and the Rotary Code of Policies



† The youth committee may also fall under the Avenues of Community Service or International Service.

## Optional Club Committee and Subcommittee Structure

Based on functional grouping \*\*



\*\* The club's bylaws must be amended in order to follow this committee structure. Clubs should adapt the subcommittees of their functional groupings based on club size and goals.



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

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Complete the following discussion questions using this manual to prepare for the facilitated discussions you will participate in at the district assembly. Advance study of the *Club Secretary's Manual* (229-EN) and thought regarding these questions will help prepare you for your training.

### **Roles and Responsibilities**

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1. If you've served as a club secretary before, what were your greatest challenges? What did you learn?
2. What are the duties of a club secretary?
3. What club business can the secretary perform using Member Access?
4. What can you do to support committees?
5. Which administrative duties related to membership include the club secretary? Service projects? The Rotary Foundation? Developing Rotary leaders?
6. How should you prepare for your year as club secretary?

7. What should you do as soon as you take office?
  
8. How will you work with the club president?
  
9. Which reports is the club secretary responsible for?
  
10. What is the secretary's annual report?
  
11. What publications or printed materials will be essential resources during your year as club secretary?
  
12. Near the end of the year, what actions should you take to ensure a smooth transfer of responsibility to the incoming club secretary?

### **Working with Your Team**

---

1. How can you communicate effectively with committee chairs? Other club members? The club president and board?

2. Who is available at the club level to assist you and other club leaders?

3. Who is available at the district level to support club plans?

### **Goals**

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1. What goals will your club pursue?

2. What strategies will your club use to achieve those goals?



# Membership Data Form (Please print legibly)

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

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

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

**REPORTING NEW MEMBER** **DATE OF ADMISSION** \_\_\_\_\_  
 MM/DD/YY

Male  Female

Kind of Member:  Active  Honorary

Check Past RI Offices Held:  Past Director  RI Past District Governor

Transferring member?  Yes — If yes, old ID# \_\_\_\_\_  No

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

Spouse's Name \_\_\_\_\_  
 FIRST MIDDLE INITIAL LAST

Occupation\* \_\_\_\_\_ Language Skills\* \_\_\_\_\_

*\*Please refer to Occupations and Language Skills lists provided with the Semiannual Report.*

Subscription?  THE ROTARIAN or  Approved regional magazine \_\_\_\_\_

Former Rotary Foundation Alumnus? If yes, which program(s)?  
 Ambassadorial Scholar  Group Study Exchange  Rotary Grants for University Teachers  Rotary World Peace Scholar

**CHANGE OF DATA** **DATE OF CHANGE** \_\_\_\_\_  
 MM/DD/YY

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

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

Change of Name \_\_\_\_\_  
 OLD NAME NEW NAME

**Change of Spouse Information** (please specify): \_\_\_\_\_

**Change Kind of Membership to:**  Active  Honorary

**REPORT OF MEMBERSHIP TERMINATED** **DATE OF TERMINATION** \_\_\_\_\_  
 MM/DD/YY

**Please Indicate if:**  Current Club President  Current Club Secretary  Current District Governor  
 Incoming District Governor  Past District Governor  Current Director, RI  Past Director, RI

**Reason for Termination** (check one):  Attendance  Business pressure  Business transfer  Deceased  
 Disinterest  Health/personal  Joined other club  Moved  
 None given  Other (please specify): \_\_\_\_\_

Please notify appropriate Rotary clubs of a former Rotarian moving to their locality.

\_\_\_\_\_  
 CLUB SECRETARY (PRINT NAME) SIGNATURE OF CLUB SECRETARY MM/DD/YY

Date mailed to RI \_\_\_\_\_

Changes can also be made automatically using Member Access on the RI Web site.

PLEASE FILL IN COMPLETELY and PRINT CLEARLY AND LEGIBLY.

Use only one form for each member reported. Make two copies — send one copy to your district governor, and retain a copy for your club files. Send original form to ROTARY INTERNATIONAL, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA. You may also fax the form to ROTARY INTERNATIONAL at (847) 328-8554 or (847) 328-8281. This form can be downloaded from the RI Web site (www.rotary.org).



# \*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

**T**he 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 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 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 6 Membership

**Section 1 General Qualifications.** This club shall be composed of adult persons of good character and good business and professional 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

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

Rotary's cause may 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 7 Classifications

### Section 1 General Provisions.

- (a) *Principal Activity.* Each member shall be classified in accordance with the member's business or profession. 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.
- (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 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 8 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 sections 3 or 4 of this article shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

## Article 9 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 11, 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 upon the election of a successor. 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.

## Article 10 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 6, section 4 shall not be required to pay a second admission fee.

## Article 11 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 7, section 2.

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

- (a) *Attendance Percentages.* A member must
  - (1) attend or make up at least 60 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.

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 8, 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.
- (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.

**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 15.

- (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 15.
- (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.

## Article 12 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 13 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 14 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 15 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 Rotary International 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 16 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 17 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 18 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.





# \*Bylaws of the Rotary Club of

## Article 1 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 \_\_\_\_\_ members of the board of 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 have 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 president elected in such balloting shall be the president-nominee and serve as a member of the board for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

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

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

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

## Article 2 Board of Directors

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

## Article 3 Duties of Officers

**Section 1** — *President.* It shall be the duty of the president to preside at meetings of the club and board and to perform such 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 member of the board of directors of the club 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 board in the absence of the president and to perform such other duties as ordinarily pertain to the office of vice president.

**Section 4** — *Secretary.* It shall be the duty of the secretary to keep the records of membership; record the attendance at meetings; send out notices of meetings of the club, board, and committees; record and preserve the minutes of such meetings; make the required reports to RI, including the semiannual reports of membership, which shall be made to the general secretary of RI on 1 January and 1 July of each year, and including prorated reports to the general secretary on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, the report of changes in membership, which shall be made to the general secretary of RI, and the monthly report of attendance at the club meetings, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit to RI subscriptions to *The Rotarian*; and perform such 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 same to the club annually and at any other time upon demand by the board, and to perform such 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 such other duties as may be prescribed by the president or the board.

## Article 4 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 5, 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...")*

\* 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 club constitution and with the constitution and bylaws of Rotary International. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the board of directors of RI. For the most up-to-date version of the recommended club bylaws, please see the RI Web site.

**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 article 8, sections 3 and 4 of 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 8, 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) members of the board, due notice having been given.

**Section 5** — A majority of the board members shall constitute a quorum of the board.

## Article 5 Fees and Dues

**Section 1** — The admission fee shall be \$ \_\_\_\_\_ to be paid before the applicant can qualify as a member.

**Section 2** — The membership dues shall be \$ \_\_\_\_\_ per annum, payable semiannually on the first day of July and of January, with the understanding that six dollars (US\$6.00) of each semiannual payment shall be applied to each member's subscription to *The Rotarian* magazine.

(Note: The subscription price of *The Rotarian* is US\$12.00 per annum.)

## Article 6 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.

## Article 7 Committees

### Section 1

- (a) The president shall, subject to the approval of the board, appoint the following standing committees:
  - Club Service committee
  - Vocational Service committee
  - Community Service committee
  - International Service committee
- (b) The president shall, subject to the approval of the board, also appoint such committees on particular phases of club service, vocational service, community service, and international service as deemed necessary.
- (c) The club service committee, vocational service committee, community service committee, and international service committee shall each consist of a chairman,

who shall be named by the president from the membership of the board, and not less than two (2) other members.

- (d) The president shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (e) Each committee shall transact such business as is delegated to it in the 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 to the board and approved by the board.
- (f) The president may appoint one or more committees dealing with various aspects of youth activities, which, depending on their respective responsibilities, may be under any, or all, of the vocational service, community service, or international service committees. Where feasible and practicable in the appointment of such committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

### Section 2 — Club Service Committee.

- (a) The chairman of the club service committee shall be responsible for all club service activities and shall supervise and coordinate the work of all committees appointed on particular phases of club service.
- (b) The club service committee shall consist of the chairman of the club service committee and the chairmen of all committees appointed on particular phases of club service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of club service:
  - Attendance committee
  - Club bulletin committee
  - Fellowship committee
  - Magazine committee
  - Membership committee
  - Membership development committee
  - Program committee
  - Public relations committeeAppoint one member each year to the following committees:
  - Classifications committee
  - Rotary information committee
- (d) The president shall appoint the president-elect or vice president to oversee and coordinate the work of the classifications, membership, membership development, and Rotary information committees.
- (e) Where feasible and practicable in the appointment of club committees, there should be provision for continuity of membership, either by appointing one or more members for a second term or by appointing one or more members to a two-year term.

- (f) The classifications and Rotary information committees shall each consist of three (3) members, one member of each committee to be appointed each year for a term of three (3) years. The first appointments made under this provision shall be as follows: one member for a term of one year; one member for a term of two (2) years; one member for a term of three (3) years.
- (g) The magazine committee shall, wherever feasible, include the editor of the club publication and a local newspaper or advertising member of the club.

**Section 3 — Community Service Committee.**

- (a) The chairman of the community service committee shall be responsible for all community service activities and shall supervise and coordinate the work of all committees appointed on particular phases of community service.
- (b) The community service committee shall consist of the chairman of the community service committee and the chairmen of all committees appointed on particular phases of community service.
- (c) The president shall, subject to the approval of the board, appoint the following committees on particular phases of community service:
  - Human development committee
  - Community development committee
  - Environmental protection committee
  - Partners in service committee

**Article 8 Duties of Committees**

**Section 1 — Club Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to club service. The chairman of the club service committee shall be responsible for regular meetings of the committee and shall report to the board on all club service activities.

- (a) *Attendance Committee.* This committee shall devise means for encouraging attendance at all Rotary meetings — including attendance at district conferences, intercity meetings, regional conferences, and international conventions by all club members. This committee shall especially encourage attendance at regular meetings of this club and attendance at regular meetings of other clubs when unable to attend meetings of this club; keep all members informed on attendance requirements; promote better incentives for good attendance; and seek to ascertain and remove the conditions that contribute to unsatisfactory attendance.
- (b) *Classifications Committee.* This committee shall as early as possible, but no later than 31 August of each year, make a classification survey of the community; shall compile from the survey a roster of filled and unfilled classifications, applying the classification principle; shall review, where necessary, existing classifications represented in the club; and shall counsel with the board on all classification problems.
- (c) *Club Bulletin Committee.* This committee shall endeavor, through the publishing of a weekly club bulletin, to stimulate interest and improve attendance, announce the program of the forthcoming meeting, relate high-

lights of the previous meeting, promote fellowship, contribute to the Rotary education of all members, and report news of the club, of its members, and of the worldwide Rotary program.

- (d) *Fellowship Activities Committee.* This committee shall promote acquaintance and friendship among the members, promote participation by members in organized Rotary recreational and social activities, and do such work in pursuance of the general object of the club as may be assigned by the president or the board.
- (e) *Magazine Committee.* This committee shall stimulate reader interest in *The Rotarian*; sponsor a magazine month; arrange for brief monthly reviews of the magazine on regular club programs; encourage the use of the magazine in the induction of new members; provide a copy of the magazine for non-Rotarian speakers; secure international service and other special subscriptions for libraries, hospitals, schools, and other reading rooms; send news items and photographs to the editor of the magazine; and in other ways make the magazine of service to the club members and non-Rotarians.
- (f) *Membership Committee.* This committee shall consider all proposals for membership from the personal side and shall thoroughly investigate the character, business, social and community standing, and general eligibility of all persons proposed for membership and shall report their decisions on all applications to the board.
- (g) *Membership Development Committee.* This committee shall review continually the club roster of filled and unfilled classifications and shall take positive action to initiate and present to the board the names of suitable persons to fill unfilled classifications.
- (h) *Program Committee.* This committee shall prepare and arrange the programs for the regular and special meetings of the club.
- (i) *Public Relations Committee.* This committee shall devise and carry into effect plans (1) to give the public general information about Rotary, its history, object, and scope; and (2) to secure proper publicity for the club.
- (j) *Rotary Information Committee.* This committee shall inform prospective members about the privileges and responsibilities of Rotary club membership; keep members informed about the history, object, and activities of Rotary at all levels; and oversee the orientation of new members during their first year in the club.

**Section 2 — Vocational Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their vocational relationships and in improving the general standards of practice in their respective vocations. The chairman of this committee shall be responsible for the vocational service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of vocational service.

**Section 3 — Community Service Committee.** This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in their community relationships. The chairman of this committee shall be responsible for the community service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of community service.

- (a) *Human Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in dealing within the community with the welfare of human beings of all kinds throughout the whole span of life by providing assistance and support to those in need.
- (b) *Community Development Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in working to make the community a better place to live by improving the physical condition of the community and its facilities.
- (c) *Environmental Protection Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in monitoring and improving the quality of the community's environment.
- (d) *Partners in Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in building relationships with other Rotary-sponsored organizations within the community and in cooperating with them in service.

**Section 4** — *International Service Committee.* This committee shall devise and carry into effect plans which will guide and assist the members of this club in discharging their responsibilities in matters relating to international service. The chairman of this committee shall be responsible for the international service activities of the club and shall supervise and coordinate the work of any committees that may be appointed on particular phases of international service.

## Article 9 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 article 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)*

## Article 10 Finances

**Section 1** — The treasurer shall deposit all funds of the club in some bank to be named by the board.

**Section 2** — All bills shall be paid only by checks signed by the treasurer upon vouchers signed by any two officers. A thorough audit by a certified public accountant or other qualified person shall be made once each year of all the club's financial transactions.

**Section 3** — Officers having charge or control of funds shall give bond as may be required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

**Section 4** — 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 magazine

subscriptions to RI shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

*(Note: Magazine subscriptions for members joining during a semi-annual period are payable upon invoice from the Secretariat.)*

**Section 5** — At the beginning of each fiscal year the board shall prepare or cause to be prepared a budget of estimated income and estimated expenditures for the year, which, having been agreed to by the board, shall stand as the limit of expenditures for the respective purposes unless otherwise ordered by action of the board.

## Article 11 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 for the time being 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 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 induction of the new member; the club secretary shall issue a membership card and shall report the new member to RI; and the Rotary information committee shall provide appropriate literature for presentation at the induction and assign a member to assist in the assimilation of the new member.

## Article 12 Resolutions

No resolution or motion to commit this club on any matter shall be considered by the club until it has been considered by the board. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

## **Article 13 Order of Business**

Meeting called to order.

Introduction of visiting Rotarians.

Correspondence and announcements.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

## **Article 14 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 club constitution and with the constitution and bylaws of RI.



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## Club Treasurer Section

As club treasurer, your duties include:

- Managing all club funds and maintaining accounts of them
- Receiving and disbursing funds
- Preparing financial reports
- Helping to develop the budget
- Performing other fiscal duties normally associated with your office

As stated in the Recommended Rotary Club Bylaws, the treasurer prepares an accounting of the club's financial status once a year and at any other time at the request of the board. At the end of the year, the treasurer turns over all funds, books of accounts, and other club property to the incoming treasurer or the president.

The club bylaws also suggest that the treasurer deposit all club funds in a bank named by the board, and that all bills be promptly paid by checks signed by the treasurer after two officers have verified in writing that the transactions are legitimate. Also, a thorough audit of all the club's financial transactions should be made annually by a certified public accountant or other qualified person.

In addition to the above specific duties, the treasurer may be asked to process and maintain records of contributions to The Rotary Foundation of Rotary International. See page 13 of the *Club Secretary's Manual* for more information on suggested procedures.

## **Coordinating with Club Secretary**

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Meet with the club secretary to coordinate fiscal plans and responsibilities.

The secretary will typically record all collections and forward the money to you. Always give a receipt for money received to the secretary for club records.

## **Collecting Club Dues**

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

If a member is slow in returning payment, a follow-up statement and, if necessary, a phone call is in order. The names of members who are noticeably delinquent in their dues should be sent to the board of directors so that necessary action can be taken in accordance with the club constitution and bylaws.

## **Developing a Budget**

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The adoption of a club budget is a guide to many aspects of the club's service and fellowship activities. It also is good protection against financial difficulties; by accepting and adhering to a budget, the club protects against unnecessary expenditures and guards against obligating itself beyond its means.

As the Recommended Rotary Club Bylaws suggest, at the beginning of each fiscal year the board should prepare a budget of estimated income and expenditures for the year. The appropriations and expenditures agreed upon stand for the year unless otherwise changed by action of the board.

### **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 that will be received for the year to determine the amount available for expense appropriations (see top of the sample budget form).

### **Estimated expenditures**

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

**Secretary's office.** Items might include printing and stationery, salaries, postage, telephone, faxes, Web hosting, 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 appropriation for the club bulletin should be listed under a separate heading and incorporated into the budget under the “Club Service activities” category.

**The Rotary Foundation.** Though not required to do so, some clubs incorporate contributions to The Rotary Foundation in their budgets.

**Rotary International.** The required subscriptions to the official magazine (THE ROTARIAN or approved Rotary regional magazine) are explained in the Standard Rotary Club Constitution.

**RI Conventions.** 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, frequently including the incoming club president.

**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 incoming president 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.** Many clubs place an extra charge on meals at weekly meetings to meet the expenses of invited guests. This surcharge does not usually apply to visiting Rotarians.

Other items that might be included under miscellaneous expenses: flowers, road signs, musicians, bank charges, contributions to district funds, gifts to retiring officers, gratuities, 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 incorporated into the budget.

## **Accounting for Service Project Funds**

Rotary clubs frequently raise funds for service projects. It is sound business practice to keep such funds separate from club operating funds.

You can also promote good public relations by issuing reports on how money collected from the community is being used in club projects.

# SAMPLE BUDGET FORM

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

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

**Estimated receipts:**

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

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

Total \_\_\_\_\_

**Estimated expenditures:** \_\_\_\_\_

Item	Appropriation Last Year	Expenditure Last Year	Amt. Under/Over Last Year	Appropriation This Year
<b>Secretary's Office</b> (List each major or standard expense separately.)				
<b>Committees</b> Club Service Vocational Service Community Service International Service Other Committees				
<b>Rotary International</b> Per capita dues Subscription to THE ROTARIAN or Rotary regional magazine Other magazines				
<b>Rotary International &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				

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# Offices of the RI Secretariat

## **World Headquarters**

Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698 USA. Tel: (847) 866-3000, Fax: (847) 328-8554 or (847) 328-8281. Web site: [www.rotary.org](http://www.rotary.org). Faxback: (800) 510-8726.

## **RI Brazil Office**

Rotary International, Rua Tagipuru 209, 01156-000 São Paulo, S.P., Brazil. Tel: (55-11) 3826-2966, Fax: (55-11) 3667-6575. Web site: [www.rotaryint.com.br](http://www.rotaryint.com.br)

## **RI Europe and Africa Office**

Rotary International, Witikonstrasse 15, CH-8032 Zurich, Switzerland. Tel: (41-1) 387 71 11, Fax: (41-1) 422 50 41.

## **RI Japan Office**

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

## **RI Korea Office**

Rotary International, Rm. 705, Miwon Bldg., 43 Yoido-dong, Yongdungpo-gu, Seoul, Korea 150-733. Tel: (82-2) 783-3077, 783-3078, or 782-3080, 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) 23748101 to 05, Fax: (91-11) 23340895 or (91-11) 23340896.

## **RI Southern South America Office**

Rotary International, Florida 1, P. 2, 1005 Buenos Aires, C.F., Argentina. Tel: (54-11) 5032-0096, (54-11) 5032-0097, or (54-11) 5032-0098, Fax: (54-11) 5032-0099.

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

Rotary International, McNamara Centre, Level 2, 100 George St., Parramatta, N.S.W., Australia 2150. Tel: (61-2) 9635-3537, Fax: (61-2) 9689-3169.

## **RI in Great Britain and Ireland**

Kinwarton Rd., Alcester, Warwickshire, England B49 6PB. Tel: (44-1789) 765411, Fax: (44-1789) 765570. E-mail: [secretary@ribi.org](mailto:secretary@ribi.org)

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## Object of Rotary

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 every 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.



Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)