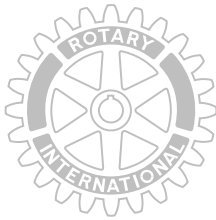


Rotary International



Includes:

- Treasurer leaflet
- Sergeant-at-Arms leaflet

Club Secretary's Manual

Club Secretary's Manual

Memo: *Club Secretary's Manual*
To: Rotary Club Secretaries
From: Rotary International

Congratulations upon your election!

This booklet, which is based on the experiences of many Rotarians who have served as secretary, should help you to gain a clear understanding of your obligation to your club and demonstrate ways to simplify your work. In addition to guidelines related to the club secretary's function, this booklet includes the "Standard Rotary Club Constitution," "Recommended Rotary Club Bylaws," and a calendar.

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. We wish you success in meeting the challenges of the year ahead.



Rotary International

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Duties of the Club Secretary



The basic duties of a club secretary as described in the *Manual of Procedure* are as follows:

- Maintains membership records;
- Records attendance at meetings;
- Reports monthly attendance figures to the club and district immediately following the last meeting of each month;
- Sends out notices of meetings of the club, board, and committees;
- Records and preserves minutes of the meetings of the club, board, and committees;
- Makes required reports to RI including:
 - semiannual reports of membership (due 1 July and 1 January);
 - pro-rated reports of active, senior active, and past service members who have been elected to the club between semiannual reporting periods (due 1 October and 1 April); and
 - changes in membership, which should be submitted to the General Secretary of RI;
- Collects and remits to RI subscriptions to *THE ROTARIAN*; and
- Performs such other duties as usually pertain to the office of secretary.

Club Secretaries and Effective Clubs

The RI Board has determined that effective clubs are able to:

- sustain and/or grow their membership base;
- implement successful projects that address the needs of their communities and communities in other countries;
- support The Rotary Foundation through both program participation and financial contributions; and
- develop leaders capable of serving in Rotary beyond the club level.

As club secretary, you serve as the club's primary information conduit. It is your job to 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 regional Rotary magazine and *Rotary World*, information from the district governor and/or assistant governor, and information from the Secretariat. 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; and
- Increase participation in the activities of The Rotary Foundation.

If you are responsible for submitting 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? To whom should you convey trends and concerns?

Look beyond the purely administrative aspects of completing forms and filing records to find the information that can truly influence the club and make it more effective.

Secretary's Calendar

Weekly and monthly reminders during year

Weekly: Assist the president with arrangements for weekly meetings; cooperate on special meetings such as board meetings, club assemblies, etc.

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

March-April-May-June (Pre-induction period)

- Begin studying basic Rotary literature (see the "Preparation" section beginning on page 5).
- Confer with the president-elect.
- Confer with the outgoing secretary.
- Attend the district assembly.
- Attend informal 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 current board meetings, if invited.

July — Literacy Month

- Prepare the semiannual report and send it to the Secretariat of RI.
- Secure all club records from the outgoing secretary and take custody of club properties, including the *Manual of Procedure* (035-EN).
- Send statements of club dues to all members, record collections, and issue membership identification cards.
- Attend the club assembly.
- Help prepare for, or follow up on, the district governor's official visit.

August — Membership and Extension Month

- Review the status of members' dues for report to the board of directors.

September — New Generations Month

- Cooperate with the president in carrying out provisions of bylaws referring to nominations of candidates for club offices.

October — Vocational Service Month

- Send prorated dues and report form to RI for all new (non-honorary) members admitted in July, August, and September.

November — The Rotary Foundation Month

- Assist in the election process for the upcoming annual meeting, which must be held by the end of December.

December

- Prepare for and assist with the annual meeting to elect officers.
- Immediately following the annual meeting, complete the *Rotary Club Officers Report Form*, which you should have received in late October. Mail copies of the completed form to the governor and governor-elect and retain a copy for your records.

January — Rotary Awareness Month

- Prepare the semiannual report and send it to the RI Secretariat.
- Help plan the club assembly.
- Cooperate with the president and the board of directors in reviewing club's program of activities and preparing the midyear progress report.
- Send statements of club dues to all members, record collections, and issue membership cards.
- The *Rotary Club Officers Report Form* **must** be received by the Secretariat, or your service center, no later than 31 January to guarantee inclusion in the next edition of the *Official Directory*. If not, current officers will likely be listed again.

February — World Understanding Month

- Review the status of members' dues for report to the board of directors.

April — Magazine Month

- Send prorated dues and report form to RI for all new (non-honorary) members admitted in January, February, and March.
- Begin briefing your successor on the various aspects of the job.

May

- Prepare credentials for delegates to the annual RI Convention.

June

- Assist the president in planning for and conducting the final meeting of the Rotary year.
- Prepare the annual report.
- Assist the president in updating the club history.
- Hold a conference with your successor; turn over all records of the club and custody of all club properties.

Preparation

Before taking office, the incoming club secretary should become familiar with all aspects of Rotary and have a thorough understanding of Rotary principles and procedures. As secretary, you will also be expected to have a clear understanding of the classification principle.

Rotary publications

Each of the following publications relates directly to the role of club secretary and should be carefully reviewed in preparation for your job.

Your club constitution and bylaws

As secretary, you need to be thoroughly familiar with the Constitution and Bylaws of Rotary International as well as the bylaws of your club. You will be called upon frequently for technical information about the principles and procedures by which Rotary clubs operate. You will find these in the “Standard Rotary Club Constitution” (012A-EN), in *your* club bylaws, or in the Constitution and Bylaws of Rotary International. Your expertise will save the club president and board members much time and work.

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.”

Also, maintain a separate file containing a copy of the club constitution and bylaws, along with a description of the territorial limits of the club.

The “Standard Rotary Club Constitution” (012A-EN) and “Recommended Rotary Club Bylaws” (012B-EN) are found in the back of this manual.

Manual of Procedure

The *Manual of Procedure* (035-EN) contains the answer to practically any question on Rotary administration, practice, or procedure. It 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 will be helpful in answering questions that may arise. A gratis 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. Be sure that you have the latest edition. Additional copies may be ordered at club expense through your RI service center.

RI Catalog

You will be called upon to provide Rotary publications, supplies, and audiovisual resources to various club members. You will want to consult the *Catalog* (019-EN) for these items. Updated annually, the *Catalog* provides a complete list of resources — some of which are gratis — that may be obtained from the order department at your RI service center. (*Publication prices are subject to change without notice.*)

RI *does not* sell lapel buttons, badges, gavels, flags, and other items; these are available from licensed suppliers. Advertisements in *THE ROTARIAN*, the official magazine of Rotary International, provide information on suppliers of these items. A list of the licensed suppliers of Rotary emblems and Rotaract and Interact merchandise is included in the green pages in the back of the *Official Directory*.

Rotary’s official magazine

You will find *THE ROTARIAN* and the 27 regional magazines in 20 languages 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.

Program publications and audiovisual resources

Rotary International produces a range of publications and audiovisual programs covering various aspects of Rotary. Many of these are of value only when a club is interested in a specific type of program or activity. Therefore, no general distribution to clubs is made. Club committees should request only those items that are of particular interest to them. Descriptions and prices appear in the *Catalog* (019-EN).

Classifications

It is important that you have an understanding of the classification principle used in Rotary, especially with the processing of new members. Questions regarding classification can sometimes become quite involved. Adherence to the classification principle will prevent many difficulties.

A classification describes either the principal activity of a firm or a person's business or professional activity. It is *not* to be the person's profession or office, e.g., "lawyer" or "bank president."

In a town with three banks, the presidents could all be active members of one club. One would hold the classification of "Commercial Banking" and another could be an additional active member. The third bank president could hold the classification of "Banking Management," which describes his or her professional activity.

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

Some clubs still use the old "major-minor" system, such as "Insurance-Life." This type of terminology is now discouraged. Classifications should be as simple as possible; in this case, "Life Insurance."

The RI Board strongly recommends that clubs have a diverse membership that reflects the entire business and professional life of the community, with no more than 10 percent of the classifications in a related field represented within the club.

The following questions, with answers based upon established procedures, customs, and precedents in Rotary, may be helpful in the secretary's week-to-week activities related to classifications:

1. *What is a classification survey?*

It is a survey of all business and professional establishments in a community conducted for the purpose of preparing a list of possible classifications. Such a list should include the business and professional activities of qualified executives found within the territorial limits 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 territorial limits. A survey makes possible the preparation of a roster of filled and unfilled classifications. The roster should list the names of current club members, along with their respective classifications.

2. *Why is it important to prepare, maintain, and use a roster of filled and unfilled classifications?*

Because it is the logical basis for club growth, providing for more certain and balanced control of membership expansion.

3. *How does one distinguish between the part played by the Classifications committee, the Membership committee, and the Membership Development committee in handling proposals for membership?*

The Membership Development committee proposes qualified candidates for membership, while the Classifications committee (or the board) determines whether proposed active 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 if 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.

4. *Is it the place of business or the place of residence that is considered when determining eligibility for active Rotary membership?*

Either the place of business or the residence must be within the club's territorial limits, the city limits, the territorial limits of an adjoining club, or an immediately adjoining community not part of the territory of an existing Rotary club.

Classification is not the only criteria for Rotary club membership. You will find the qualifications for membership given in Article V of the "Standard Rotary Club Constitution."

Beginning Your Job

The Rotary club secretary, along with other club officers and board members, takes office on the first day of July each year (Article VIII, Section 4, "Standard Rotary Club Constitution").

Pre-induction activities

Before you take office, the incoming president should confer with you in order to arrive at a mutual understanding of club operations, particularly how various functions are divided between president and secretary.

Frequently the incoming club president will call informal meetings of the newly elected board of directors, or of committees, before 1 July. The incoming president will probably ask you to join the group so that you may be informed of its plans and be in a position to cooperate from the beginning in the most effective manner.

If you are secretary *for the first time*, you and the incoming president should have a conference with the outgoing officers in order to benefit from their experience. While custom may not entitle you to attend meetings of the outgoing board of directors, this privilege may be granted if your president makes the request. By attending these meetings, you will gain a greater knowledge of the administrative plans of the club. This will also help ensure continuity of effort on the part of the new officers.

Transfer of records and club properties

Make arrangements with your predecessor to receive the complete records of the club. This includes the files, supplies on hand, and any equipment such as songbooks, bell, gavel, etc.

Complete club records should include the club charter, the constitution and bylaws of the club, the 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, rosters of members of the club, and a photograph of each officer of the club with a notation on the back stating the office held

and for what period. If these records are not complete, you may want to locate as much of the missing material as possible, since the information will be of considerable value to the club.

If the club does not have a permanent system of records for listing attendance of members and payment of dues, you should initiate such a system.

Custodian of the club archive/library

Ordinarily, the secretary is the custodian of the club archive and library (if there is one), which contain historical information about the club itself as well as reference material on Rotary policy, procedures, programs, and history. This material is invaluable to committees of the club and a useful source of reference for officers and members. Some of the data usually kept in the club archive (dating from the organization of the club) are up-to-date files of:

- a) *Rotary World*
- b) Governor's Monthly Letters
- c) *Convention Proceedings* (032-EN)
- d) Meeting notices, club bulletins
- e) Press clippings, photos, slides, cassettes, etc., relating to the club and its activities
- f) District assembly and district conference programs

A club library is basic to Rotary education. It should contain standard Rotary publications and audiovisual resources (ordered from the *Catalog*), along with back files of the club bulletin, *THE ROTARIAN* and/or your official Rotary regional magazine.

Official Directory

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

This book is indispensable for any correspondence with other clubs. When arranging a trip, many Rotarians consult the *Official Directory* and plan their attendance make-up in advance. Consult the *Catalog* (019-EN) to order copies for club members.

Visual Identity Style Manual

Rotary clubs and districts throughout the world create thousands of pieces of printed materials to meet a variety of needs. Letterheads, envelopes, personal cards, brochures, program leaflets, club bulletins, and district newsletters all appear in a bewildering variety of designs and formats. In 1995, the RI Board agreed to adopt a standardized visual identity for all RI publications and requested a manual be produced to serve as a reference for all clubs and districts. RI's *Visual Identity Style Manual* (547-EN) was created to guide all Rotarians in maintaining a positive, professional image for the organization.

The manual serves as the standard reference for the design of publications 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 distinctive 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.

Rotary club telephone listing

You may want to list your phone number in both the alphabetical and classified sections of your community's telephone directory under the heading of "Rotary club," as well as under your own name so that visitors and members of the community can contact your club.

Review of the club audit

You should carefully review the audit, which was prepared for the outgoing board of directors and transferred to you with the club records, to ascertain if there are any bills payable. A complete tabulation of these should be prepared for presentation at the first meeting of the incoming board. A conference may be held, if necessary, with the club president and treasurer to arrange for paying these bills with the least possible delay. At the same time, attention should be given to any accounts *receivable* and plans developed for collecting them at an early date.

You should arrange for the prompt payment of all club bills and maintain careful records concerning these bills and their payment. It is customary in many clubs 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 voucher. (See "Recommended Rotary Club Bylaws," Article X, Section 2.)

The Rotary Foundation of Rotary International

Many clubs ask the secretary to maintain contribution records. In carrying out this task, be certain to do the following:

- Forward all contributions received from club members to the appropriate address — in the USA, contributions should be sent to The Rotary Foundation, P.O. Box 75133, Chicago, IL 60675-5133; in Canada, contributions should be sent to The Rotary Foundation-Canada, P.O. Box 9988, Postal Station A, Toronto, ON M5W 2J2; outside of the USA and Canada, contributions should be sent to the RI service center or the fiscal agent serving the clubs in your country.
- Make sure each contribution is accompanied by a *Rotary Foundation Recognition/Contribution Form* (123-EN).
- Maintain an account listing of all contributions as they are received and forwarded to Evanston, your fiscal agent, your RI service center, or the district annual giving subcommittee chairperson.
- 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," not "Rotary International." Contributions may be made by check, money order, or traveler's check. Other forms of contributions may be by assignment of stock, life insurance policies, property, will bequests, etc. Contact the Gift Acceptance and Administration section of The Rotary Foundation in Evanston for assistance in transmitting these types of contributions.

As secretary, you will receive tax receipts for all contributions made by the club. Questions that you are unable to answer concerning contributions should be directed to the district Rotary Foundation chairperson or district Annual Giving subcommittee chairperson.

If it is necessary to write to Evanston with contribution questions, remember to provide all necessary details: your name, mailing address, and telephone number; your correct club name and district number; the date and amount of the contribution in question; and names, addresses, and identification numbers of individuals who should receive recognition, along with any other pertinent information.

Reports and Follow-ups

An essential part of your work will be to prepare and submit the required reports to Rotary International, including the semiannual reports of membership, which shall be made to the general secretary of Rotary International on 1 July and 1 January of each year with a copy of the worksheet sent to the district governor; the prorated reports on 1 October and 1 April; the report of changes in membership, which shall be made to the general secretary; and the monthly report of attendance at the club meetings, which shall be made to the district governor no later than 15 days following the last meeting of the month.

Semiannual report to Rotary International

One of your first and most important duties as club secretary is to prepare the semiannual report certifying the number of members of the club to the Board of Directors of RI on 1 July. Forms for this purpose are sent from RI to the incoming secretary. If you do not receive your club's set of semiannual report forms by 1 July, request a set from your RI service center. 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. If the forms have not reached you by that date, be sure to write or call your RI service center for a duplicate set.

The report, together with forms regarding 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*. Failure to remit payment on schedule can result in the suspension and subsequent termination of your club's membership in RI. The Secretariat receives more than 29,000 of these reports; promptness in submitting them will assist in the maintenance of accurate records.

Please note that on 1 October and 1 April of each year, per capita dues* in the prorated amount of US\$8.75 shall be payable by each club for each non-honorary member of the club who has been elected to membership in the club since the start of the July or January semiannual period for which the dues are payable. The Secretariat will send you a special form for this purpose. Also, your club is billed pro rata for the number of copies of *THE ROTARIAN* or other approved regional magazine sent to the new member (see Article XII, "Standard Rotary Club Constitution"). The member who drops out of the club receives *THE ROTARIAN*, or other approved regional magazine, for the remainder of the six-month period. An additional US\$1 per capita is required in each Rotary year in which the Council on Legislation meets, to cover expenses of the Council on Legislation.

Monthly attendance report to district governor

One of your weekly duties is to record attendance at each weekly meeting and, subsequently, 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 mailing of your report. A form for recording club attendance is printed in the "Forms" section of this manual.

In a smaller club, it is possible to make a notation in a master record book as each member arrives at the meeting. In a larger club, a ticket should be used to record attendance and verify for the hotel or restaurant the number of meals served.

It is of the utmost importance that you understand thoroughly the attendance requirements as stated in the "Standard Rotary Club Constitution."

At the close of each regular club meeting, furnish the Attendance committee with the names of all absentees so that absent members may be contacted with the suggestion that they make up at a nearby club. If illness is the cause of absence, pass this information along to your Fellowship or "remembrance" committee.

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.

Instructions for calculating attendance percentages

Calculate the attendance percentage for each week by dividing the number of members credited with attendance for that week by the number of members in the club but excluding:

- honorary members;
- members absent and excused because of protracted ill health or impairment; and
- senior active members, if 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 the request.

* Per capita dues effective August 2000. Consult the current *Manual of Procedure* for further information on per capita dues.

All other members excused by the board from attendance at a regular meeting must be included in the calculation.

A member who misses a meeting of the club 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:

- attends at least 60 percent of the time devoted for the regular meeting of another Rotary club or a provisional Rotary club;
- is present at the usual time and place of a regular meeting of another club for the purpose of attending such 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, 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 Institute for past, present, and incoming officers of RI; a Rotary regional conference; a Rotary International committee meeting; any meeting held by direction of or approved by the Board of Directors of RI; a district conference; a district assembly; any district committee meeting held by direction of the district governor; or a regularly announced intercity meeting of Rotary clubs;
- participates directly and actively in a district-sponsored or a Rotary International or Rotary Foundation-sponsored service project in a remote area where the opportunity of making up attendance is completely 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, by direction of the club;
- attends a club service project authorized by the club board of directors.

If a regular meeting of a club is canceled because it falls on a legal holiday, because of the death of the club president, or because of an epidemic or a disaster affecting the entire community, the meeting shall be ignored in calculating the club’s record of attendance. Additionally, the board may cancel up to two meetings per Rotary year, and such canceled meetings are also ignored in calculating attendance.

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 meeting of the club board of directors, a roundtable meeting, or any other informal gathering of Rotarians.

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

		Column A	Column B	Column C
Date of Meeting	Total Membership (except honorary)	No. of Members Used in Calculating Attendance*	No. of Members Present or Made Up*	Weekly Percentage (B÷A=C)
2 October	52	50	48	96.00
9 October	52	50	48	96.00
16 October	54		Holiday	
23 October	54	50	48	96.00
30 October	55	51	47	92.16
			TOTAL	380.16
			Average Percentage	95.04

* Do not include any member excused under Article VII, Section 3 of the "Standard Rotary Club Constitution."

Calculating the average monthly attendance percentage

Add the percentage figures for each week and divide the total by the number of meetings required by the club's constitution for the monthly attendance report. In the example above, the sum of attendance percentages (380.16) is divided by the 4 (the number of meetings the club held during the month) to arrive at 95.04 percent as the average attendance figure for the month.

This is the attendance percentage to be reported to the district governor no later than 15 days after the last meeting of the month.

Reporting attendance of visiting Rotarians

Immediately after each meeting you should report the attendance of each visiting Rotarian to the secretary of the visitor's club. Failure to do so may deprive visitors and their clubs of the attendance credit that they deserve. 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. You should keep on hand at all times an adequate supply of the *Visiting Rotarian Report Card* (253-EN). These cards may be printed locally or may be obtained from a RI licensed suppliers. This card may be filled in by the visitor during the meeting and then mailed to the home club by you or by the visiting Rotarian.

Reporting changes in membership

During the year there are likely to be a number of changes in club membership. All these changes should be reported, *as soon as they become effective*, using the *Membership Data Form* found on page 37. This form is also available from the Rotary Web site: www.rotary.org. The *Membership Data Form* can be used for reporting:

1. A New Member — Upon receipt of this information, the new member's name will be entered in the club membership record and

the member will begin to receive *THE ROTARIAN* or an approved regional magazine.

2. A Change of Data — Any change in a Rotarian's type of membership or mailing address should be reported to your RI service center so that its membership records will always be correct.
3. A Membership Termination

These changes should be reported immediately after they occur by completing the appropriate section of the *Membership Data Form* and submitting it to your RI service center. Be sure to send a copy to the district governor and retain one copy for club records.

Rotarians who move to other localities

Rotary clubs should know about Rotarians who move into their territories. These Rotarians are often eligible for membership in the Rotary club in their new community. Club officers are urged to relay, when appropriate, information concerning such members. "Notification of Rotarian Moving to Your Locality" (see sample form at the back of this manual) is a convenient means of informing another Rotary club of a Rotarian who has moved. Make copies of this form for use during the year.

Change of officer or meeting information

Any change of president or secretary, or change of address of a president or secretary, should be reported immediately to your RI service center and the district governor. It is important to your club that RI mailing lists be kept up-to-date. If the club changes its meeting time, day, or place, this information also should be sent immediately to your RI service center, the district governor, and neighboring clubs. A sample *Change in Club Information Report Form* has been included in the "Forms" section of this manual.

Information for the *Official Directory*

In October you will receive from the Secretariat a copy of the *Rotary Club Officers Report Form* for publication in the *Official Directory*. Fill in the form completely, following the instructions given. This form should be completed promptly at the close of the annual meeting and mailed immediately to the Secretariat or your service center. Send a copy to the incoming district governor, who needs to make contact early with incoming club presidents, and to the district governor, and retain a copy for your records.

The annual report

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 on action of 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.

Cooperation with Club President

You and your president are a team, with the work of one complementing that of the other to achieve the greatest possible success. This teamwork begins at the moment of election, when you and the president congratulate each other, and it continues through your entire term of office. Article IV, Section 2, of the “Standard Rotary Club Constitution” sets forth the time of election as not later than 31 December.

Division of functions

Your duties as secretary (Article III, Section 4, “Recommended Rotary Club Bylaws”) are closely interrelated with those of the president. It is therefore desirable that there should be, from the beginning, a mutual understanding of club operations, particularly how various functions are divided between president and secretary. You and the president-elect should get together as soon as possible after your election for a frank discussion of this subject. In this way, each will understand the responsibilities of the other and the methods by which the club is to be administered.

Preparatory sessions of board of directors

The incoming president may call one or more sessions of the incoming board prior to 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 decide on the year’s objectives and begin the year on 1 July with a minimal effect on the ongoing program of the club.

The work of the incoming president and the incoming board members can be facilitated if all the materials required for these preparatory sessions are ready in advance. You should discuss with the incoming president ways in which you can assist in the preparations for these sessions. The incoming president 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 to determine whether to invite your assistant governor to any board meetings.

First meeting of board of directors

You should have ready all records and other materials needed for the exceedingly important first official meeting of the club's board of directors. It is advisable that you confer with the president to ascertain what should be accomplished in the first meeting.

With the president, you might 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. It is suggested that you call all members of the board by telephone on the day of the meeting to remind them of its importance.

The first club assembly

As a follow-up to the district assembly, the incoming president will arrange for the first club assembly — a meeting of officers, directors, and committee chairpersons — recommended to be held soon after returning from the district assembly. The purposes of this meeting are: (1) to discuss the program and objectives for the year as agreed upon by the board of directors; (2) to convey to committee chairpersons the information obtained at the district assembly; and (3) to explain printed matter available from RI.

Although the club assembly has no administrative functions, it does offer an opportunity to appraise the club's program of activities and exchange ideas about steps that may be taken to make the program more effective. The secretary issues the call for the meetings, records the minutes, and assists the president.

District governor's official visit

One of the most important events during the year will be the district governor's official visit to your club. At the district assembly, the governor will undoubtedly discuss how this visit will be handled and the extent to which other district leaders will be involved. Depending on your district's structure, some of the activities traditionally related to the official visit may be handled by the assistant governor.

In preparation for the governor's visit, the president will probably 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.

It is your responsibility to help the president and committee chairpersons prepare for this visit. A few days before the meeting, the president may ask you to assist in contacting all club members who should be in attendance.

The district governor may also arrange for a special conference with you and the club president.

The *Planning Guide for Effective Rotary Clubs* is distributed to the incoming club president by the district governor. The president, in cooperation with club and district leaders, will complete this form regarding the club's goals for the

year as related to membership, service, The Rotary Foundation, development of future leaders, and club administration. You should be prepared to assist the president in this task on the basis of committee reports and other information from the files.

Utilizing Rotary publications

The president receives three copies of each issue of *Rotary World* and a copy of the Governor's Monthly Letter and should share these with you.

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 consult with the president about supplying the club bulletin editor with significant items of interest to the entire membership. One copy of *Rotary World* should be given to the club bulletin editor. A working plan regarding the use of the material should be agreed upon with the president. Thereafter, you could make use of such items as soon as you receive these publications.

You may receive the bulletins of other clubs and numerous other pieces of printed matter pertaining to activities of Rotary clubs. You will want to call these to the attention of the club bulletin editor and those club members who are most likely to be interested.

Reviewing administrative procedures

At midyear, the president and board members may wish to review the club's administrative procedures and program of activities in the light of the district governor's or assistant governor's recommendations to determine what changes can or should be made or where special emphasis should be placed. Your assistance in this matter can be most helpful.

Nomination of candidates for club offices

It is the function of the secretary to help the president carry out provisions of the bylaws that refer to the nomination of candidates for club offices. You, therefore, should know these provisions of your own club bylaws, including the date already set by the club for this election. You will want to remind the president what needs to be done and then do all those things that fall within the province of your office. 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.

Special meetings

In the case of special meetings, such as the annual meeting and the final meeting of the club year, you will want to help the president take care of many extra details in order to make these meetings outstanding events.

It is particularly desirable to have 100 percent attendance at both the annual meeting and the final meeting. The annual meeting is devoted to the election

of officers and directors to serve for the following year, while the final meeting affords each member an opportunity to review the club's status and the progress it made during the year.

Club history

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, names of new members, outstanding accomplishments, meetings, etc. The custom of having a club "historian" is a popular practice in many clubs.

Week-to-Week Duties

Time schedule for weekly meetings

You can help the president prepare a time schedule for the weekly meeting. You may also want to remind the president of any items that should be brought to the attention of the membership. However, *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. Keep a bulletin board for posting items of interest; this will reduce time allotted for announcements.

Special duties at weekly meetings

Often, the secretary will assist the president in seeing that everything is prepared for the weekly meeting.

Depending on the custom of the club, the secretary may supervise the distribution of the name badges and, after the meeting, gather them up and arrange them in the proper order on the badge board. In some clubs, the sergeant-at-arms and/or a special committee is placed in charge of the badge board, but, as it is your duty to act as custodian of the badges between meetings, it is your responsibility to see that the badges are at the meeting on time and that they are put away safely afterwards.

You will provide special name badges or cards for visiting Rotarians and guests. It is suggested that you hand a quantity of these cards to the chairperson of the Fellowship committee. At the close of the meeting, you should arrange to collect these cards so that you can send them on to the visiting Rotarians' clubs in order that attendance credit may be given. You should do this promptly as a courtesy to other clubs. It will enable the secretary of the visiting Rotarian's club to prepare the attendance report on time.

You will, of course, record the attendance of members and pay the hotel/restaurant for any meals for which the club is responsible.

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.

This aspect of club administration requires a businesslike approach. The members of the club will appreciate an accurate and thorough handling of these matters. If you prepare and mail statements promptly, it is likely that members themselves will make payments without delay. Record all collections and issue membership identification cards, duly signed by yourself. Forward monies collected to the treasurer of the club promptly. Be sure that you always receive a receipt from the treasurer. Delinquencies in dues should be reported to the board periodically.

Note: Every Rotarian should carry the official identification card certifying that the carrier's club is a member of Rotary International and that the carrier is a member of the club in good standing. You may obtain these "Membership Identification Cards" (418-EN) from your RI service center at a nominal cost. See the *Catalog* (019-EN).

Special notices

You will be called upon to prepare and send out notices of all meetings of the board of directors. Occasionally an important committee meeting will require a special notice. In a small club, this information may be conveyed by telephone. In a large club, official notices might be mailed, with a possible supplemental reminder by telephone on the day of the meeting.

Article X, Section 4, of the "Standard Rotary Club Constitution" provides 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 terminates automatically.

Article X, Section 5, of 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 meeting to the board of directors.

Board of directors meetings

It is the custom in most clubs for the secretary of the club to act also as secretary of the meetings of the board of directors. Prior to each meeting, you should consult with the president on any topics that he or she anticipates will be brought up for discussion. In this way, you can bring to the meeting the background information or other material that the board will need in the course of the discussion. You will, of course, 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. Subsequent to 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 chairpersons. Copies of the minutes should be placed in the club's historical files.

The club bulletin

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 by a committee), cooperate by furnishing certain information that should be included in the publication. This may result from committee recommendations, decisions of the board, or from items in *Rotary World*, the Governor's Monthly Letter, *The Rotarian*, a regional magazine, or district reviews.

Copies of each bulletin should be sent to the district governor, assistant governor, and those clubs with which you exchange bulletins. Because this club publication is frequently sent outside of its own district, it is important to include in the heading, in addition to the name of the club, the name of the state or province, country, and the Rotary district number.

Outside speakers

You should make sure that speakers who are coming from out of town to address the club are met upon their arrival — if not by you, perhaps by the chairperson of the Program or Fellowship committee.

Because it is the general practice for clubs to reimburse out-of-town speakers or local non-Rotarian speakers for their expenses, you should ensure that such a speaker submits an expense statement and that the treasurer makes payment, either at the close of the meeting or by check soon thereafter. The Program chairperson or the club member who arranges for a program should have a clear-cut understanding with speakers about their fees and/or expenses at the time they are invited to address the club and should give this information to you in advance.

Although it may be written by another club member, a letter of appreciation should be sent to outside speakers. This is a simple courtesy that reflects Rotary fellowship. Speakers also may appreciate receiving bulletins and local newspaper notices that refer to their part in the club program.

Proposals for membership

Three of the five steps for proposing new members (steps 1, 3, and 5) are functions of the club secretary. You should follow through carefully and promptly on each step in connection with membership proposals 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*.

The five steps in the recommended procedure of proposing for and electing to membership are:

1. The name of a prospective member, proposed by an active, senior active, or past service member of the club or by the Membership Development committee, shall be submitted to the board in writing, through the club secretary. The proposal shall 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 desired.
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.
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 (including the kind of membership proposed), following which the prospective members shall be requested to sign the membership proposal form and to give permission for his or her name and proposed classification (if active membership) to be published to the club.
5. If no written objection to the proposal, stating reasons, is received by the board from any member of the club within seven days following publication of the name of the prospective member, the prospective member, upon payment of the admission fee as prescribed in the bylaws, shall be considered elected to membership.

If any 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, shall be considered elected to membership.

Following such election, the president shall arrange for the new member's induction and orientation, and the club secretary shall issue a membership card to the member and shall report such action to RI.

Items for new members

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

The following is a partial list of materials available from your RI service center that your club may wish to provide to new members. Consult the *RI Catalog* for a description of these items. Strategies for member education can be downloaded from the RI Web site (www.rotary.org) and are also discussed in the *Club President's Manual*.

Publications and audiovisuals

Official Directory (007-EN)

“Standard Rotary Club Constitution” (012A-EN)

“Recommended Rotary Club Bylaws” (012B-EN)

This Is Rotary (001-EN)

Getting Started in Rotary (333-EN)

What’s Rotary? (419-EN)

The Rotary Foundation Handbook (300-EN)

You and Your Rotary Foundation (171-EN)

Other items

Welcome to Rotary [folder] (265-MU)

Membership Identification Card (418-EN)

Lapel pins, membership certificates, name badges, and other items are available from licensed suppliers listed in the green pages in the back of the *Official Directory*. Some suppliers also offer framed copies of The 4-Way Test and the Object of Rotary.

Informing the district governor and RI

You can help to advance Rotary’s broad program if you furnish information to the district governor and RI service center 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, through a variety of means, will publicize it to the Rotary world.

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

You will want to assist club committees in every possible way, but you should refrain from doing any of their work. You can advise them and handle the administrative portion of the work, such as sending out meeting notices or helping to prepare the report of a meeting, as agreed upon by you and the committee chairperson.

Remember that, to a considerable extent, the success of a Rotary club depends upon the activity of each of its members. Committee service provides an effective way of capitalizing upon the special qualifications of each member. Too much help from you, therefore, would deprive members of an opportunity to develop their own special abilities.

There is one service, however, that you should provide to the committees without hesitation. That is to keep them informed about developments in Rotary. You can pass on to them information that you receive from the assistant governor, the district governor, the Secretariat, bulletins of other clubs, and many other sources.

Prompt handling of correspondence

In your capacity as club secretary, you will receive correspondence from a number of sources. You will find that the best way to handle this correspondence is to make a rule of answering each letter within 24 hours of its receipt. In this way, there is no accumulation of correspondence and those who expect an answer will not be disappointed.

The club should have its own stationery, and as secretary, you will be expected to arrange for this. The majority of clubs use the official Rotary emblem with the club's name and district number appearing above or below it. Sometimes the names of the officers and directors appear on the letterhead. Many clubs print a supply of master letterheads with the emblem, the name of the club and its location, including state or province and country, which they imprint each year with the names of current club officers and directors. Proof sheets of the Rotary emblem or computer disks containing the emblem are listed in the *Catalog* and available from your RI service center. The emblem can also be downloaded from the RI Web site.

Intercity meetings

If the club is sponsoring an intercity meeting, you will have much to do in assisting the committee in charge with plans and arrangements. If another club is the sponsor of such a meeting in which your club is participating, you should ascertain exactly how many club members plan to attend and inform the secretary of the sponsor club as early as possible. Any cancellations or additions should also be reported promptly. Cooperation in this respect is essential. Usually, the host club must guarantee a certain number of meals and failure to know how many people are attending may result in considerable financial loss.

Nominations: club — district — international

After club officers have been nominated for the new year, you should publish their names to the membership in accordance with established procedures.

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 RI 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. It must be submitted by an officer of RI or by a club.

District Meetings and the Convention

The club secretary has well-defined duties and responsibilities regarding district meetings and the Convention of Rotary International. Your cooperation is vital to assure adequate participation of your club so that its members may be apprised of Rotary's broad program worldwide. You will also want to attend these meetings for your own information and inspiration.

The district assembly

Each incoming secretary is *expected* to attend the annual district assembly. This should be a **MUST** on your calendar for the year. The president-elect also must attend the district assembly or send a representative.

The district assembly brings together incoming club presidents, secretaries, and other key club leaders for purposes of instruction and discussion of specific aspects of the Rotary program. In particular, the assembly is designed to develop Rotary club leaders who have the necessary skills, knowledge, and motivation to:

- sustain and/or grow their membership base;
- implement successful projects that address the needs of their communities and communities in other countries; and
- support The Rotary Foundation through both program participation and financial contributions.

The leaders of the district assembly will have many new suggestions for making Rotary's program more effective. Also, there will be new faces among the presidents-elect and incoming secretaries. The district assembly offers the first opportunity for all of the incoming officers of the district 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.

The district conference

The purpose of the annual district conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to 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 Board of Directors of RI. The conference elects a representative to the triennial Council on Legislation and sometimes adopts proposed legislation for the Council's consideration.

You should attend the district conference, cooperating 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 assist in stimulating interest among them so that as many as possible will attend.

Designating electors to the district conference

You should cooperate with the president in making arrangements for the club to designate the requisite number of electors to attend the district conference. Note that 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 that in which the conference of its district is held.

Duties of the club secretary

1. *Selection of the club's elector(s)*

An elector must be an active (including additional active), senior active, or past service member of your club. Each club is entitled to one elector for every 25, or major fraction thereof, of its members (excluding honorary members) based upon the number of members in the club as of the most recent semiannual payment preceding the month in which the conference is held. Each club, no matter how small, is entitled to at least one elector.

2. *Completion of credential certificate*

Credential certificate forms are provided by the district governor. If your club does not receive one, prepare your own. Fill out an original and duplicate credential certificate listing the electors' names and remember to:

- a) Insert the club's membership, excluding honorary members, as of the last day of the month before the conference convenes and the corresponding number of electors to which the club is entitled.
- b) Sign the credential certificate and also have it signed by the club president.

3. *Delivery of credential certificate*

Give the original of the certificate to the electors to present to the credentials committee the first morning of the conference.

4. *Record for club files*

Retain the duplicate copy of the credential certificate in the club files.

The RI Convention

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. This understanding of the broad purposes of Rotary will give you a much clearer perspective of your responsibilities as club secretary.

Designating delegates to the RI Convention

The bylaws of RI provide that the authority of each delegate and alternate at each RI Convention shall 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).

Steps in providing for club representation at the convention

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, senior active, or past service 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 and 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 and two voting delegate's cards; a delegate authorized to cast three votes should be given three credential certificates and three voting delegate's cards, etc. (See step no. 5.)

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 for each delegate an alternate 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*

Any club, if unrepresented at the convention by a delegate or an alternate, may designate as its proxy any active, senior active, or past service member of any club within its own district to cast one or more of the votes to which the club is entitled. A club that is not located

within a district may designate as its proxy for its absent delegate or delegates any active, senior active or past service member of any club, wherever located.

A Rotarian may serve as proxy for more than one delegate.

Proxies, representing clubs other than their own, may be recognized by the convention only if they have been designated as such prior to the opening date of the convention.

4. *Completion of credential certificates*

For each delegate, the Rotary 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 delegate (and the alternate or proxy) was selected;
- Name of delegate;
- Name of alternate, if selected; and
- Name of proxy, if designated, and name of the proxy's Rotary club and district number.

The president and secretary of the club must sign the credential certificate.

5. *Delivery of credential certificates and voting delegate's cards*

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 there. Do not send credential certificates to the Secretariat.

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, will have a counter near the registration area at the convention where the credentials will be confirmed and voting badges issued.

6. *Record for club files*

It is important that you record those elected to represent the club at the convention.

Note: If the credentials form is not received or is misplaced, 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 non-honorary club members as of 31 December prior to the convention. The letter must be signed by two officers, preferably the president and secretary.

Material for convention delegates

You should provide delegates to the RI Convention with any information concerning candidates for RI offices and special legislation.

Hotel reservations

District conferences — You should receive a request from the housing committee of the conference or your district governor for the number of club members who will require hotel reservations for the meeting that should be answered without delay. 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 — The club president will receive information several months in advance regarding hotel reservations for the forthcoming RI Convention. The president should pass this on to all members who plan to attend the convention so they may make requests for reservations. Members should complete the convention registration form and send it (with the deposit, when required) to the convention office, so that it arrives before the hotel rooms are assigned.

As additional members of the club indicate their intention to attend the convention, they, too, should send their requests for hotel rooms directly to the convention office. Any necessary cancellations should also be reported without delay. When reservation cards for hotel rooms are received, they should be distributed according to the instructions on the cards. Careful and prompt attention will ensure that club members and their guests have a better opportunity to receive the type of accommodations they desire. As club secretary, you are in a position to see that this process is followed so that none of the members are disappointed in obtaining convention housing.

The End of the Year

During the last few weeks of your tenure of office you should pay special attention to “balancing the books” so that your successor will receive records and equipment in usable form.

Take an inventory

In order to balance the books, it will be helpful if you take an inventory, asking yourself some of the following questions:

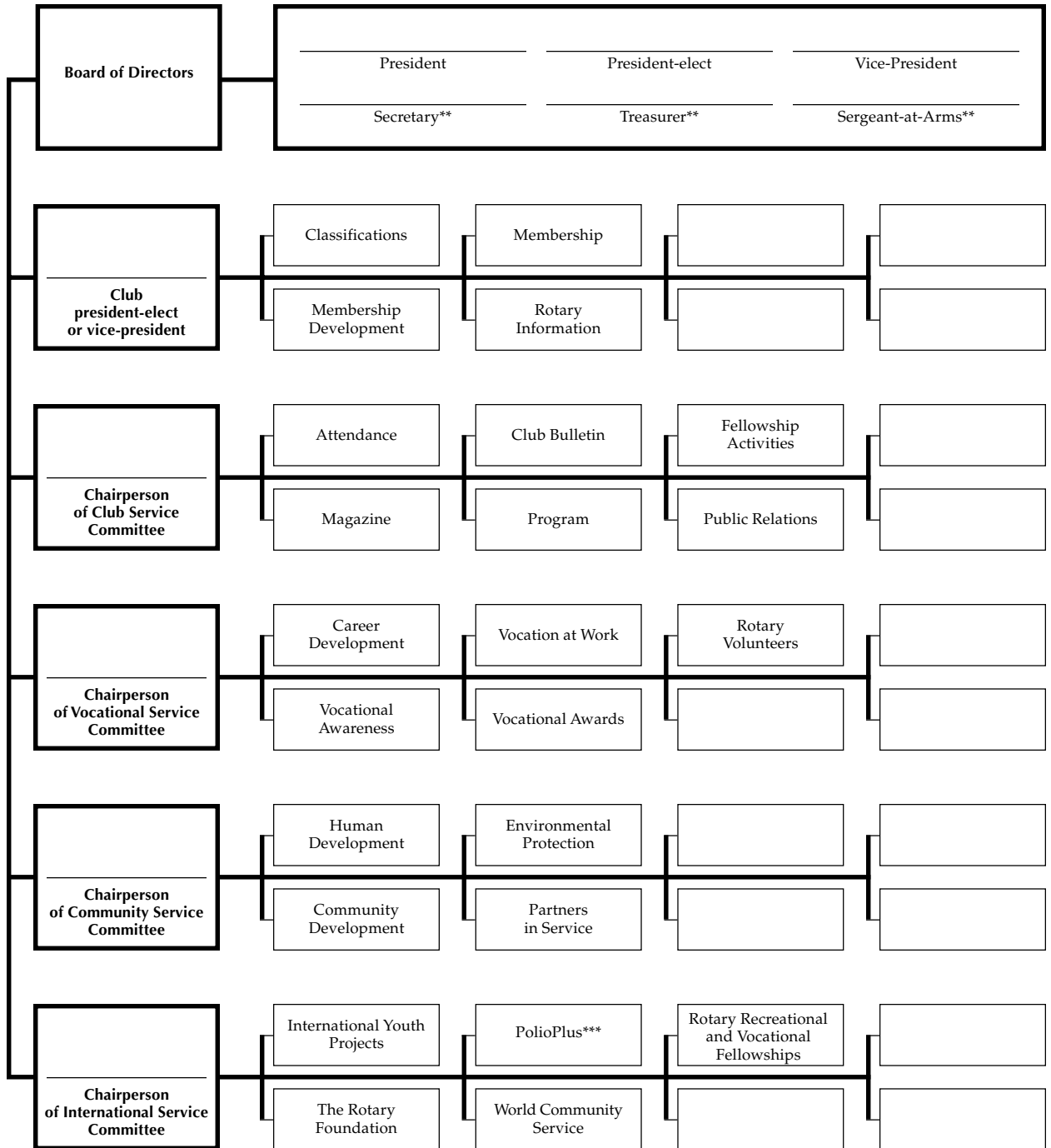
1. Are all of the club’s records on attendance, membership, payment of club dues, contributions to The Rotary Foundation, etc., in order? You should have a copy of the audit of club funds ready for your successor.
2. Is the file containing the club’s basic documents complete and in order? Remind your successor of the importance of keeping these documents (club’s constitution and bylaws, charter and description of the territorial limits) in a safe place.
3. Have you placed copies of all necessary reports in the club files? These would include minutes of meetings of the board of directors, committee reports, attendance reports, roster of members, etc.
4. Have you checked such equipment as gongs, gavels, club meeting badges, songbooks, etc., to see that they are in good condition? You may want to replace damaged equipment. Order it in time so there will be no loose ends at the time of the final meeting of the club year.

Meet with your successor

In an earlier chapter, mention was made of the value of a conference between the outgoing and incoming club officers. It is now your turn, as outgoing secretary, to arrange for such a conference so that your successor may be prepared to assume office on 1 July. Without doubt, you will recall various situations in the club that should be brought to the attention of your successor. 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.

Committee Plan for a Rotary Club

Adapt this committee pattern to the size and needs of your club*



* In a club of under 30 members it may be necessary to combine committees. For example, the Magazine committee could be combined with the Club Bulletin committee, or the Membership and Membership Development committees might be combined.

** Any or all of these may or may not be members of the board as provided by the bylaws of the club.

*** May be included under the Community Service committee, if preferred.



Membership Data Form (Please print legibly)

Rotary Club of _____
 STATE/PROVINCE _____ COUNTRY _____ District _____

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

KIND OF MEMBER: Active Additional Active Past Service Senior Active Honorary

CHECK PAST RI OFFICES HELD: Past Director, RI Past District Governor

Prior Rotary Club of _____
 STATE/PROVINCE _____ COUNTRY _____ District _____

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 Volunteer Discovery Grants
 Other (please specify): _____

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 ADDITIONAL ACTIVE PAST SERVICE SENIOR 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 _____

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) and be submitted by e-mail to data@rotaryintl.org.

Attendance Record

	1	2	3	4	5
	Date of Meeting	Total Membership (except honorary)	No. of Members Used in Calculating Attendance	No. of Members Present or Made Up	Percentage
July					
				TOTAL	
			Average Percentage		
August					
				TOTAL	
			Average Percentage		
September					
				TOTAL	
			Average Percentage		
October					
				TOTAL	
			Average Percentage		
November					
				TOTAL	
			Average Percentage		
December					
				TOTAL	
			Average Percentage		

Attendance Record

	1	2	3	4	5
	Date of Meeting	Total Membership (except honorary)	No. of Members Used in Calculating Attendance	No. of Members Present or Made Up	Percentage
January					
					TOTAL
					Average Percentage
February					
					TOTAL
					Average Percentage
March					
					TOTAL
					Average Percentage
April					
					TOTAL
					Average Percentage
May					
					TOTAL
					Average Percentage
June					
					TOTAL
					Average Percentage



Rotary International

**NOTIFICATION OF ROTARIAN
MOVING TO YOUR LOCALITY**

To the Secretary
of the Rotary Club of _____

This is to inform you that Rotarian

_____ (name)

will be moving to _____

and will be associated with

_____ effective _____
(firm, company or institution) (date)

Admitted to membership in this Rotary club in _____.

Membership terminates on _____
(date)

Served this club as

Rotary Club of _____

(secretary's signature)

Note: This form is used to notify Rotary clubs of Rotarians moving to a new locality. However, there is no obligation to your club to consider the above-named person for membership. No acknowledgment of this notification is necessary.

CD3-264-EN — (1189)994

Change in Club Information Report Form

As club secretary, it is your responsibility to inform both your RI service center and the district governor of any changes in information regarding the club's officers or the time and place of its weekly meeting. This can be done by letter or by using a copy of this form.

Rotary Club of:

Account number (if known):

Meeting Information

Meeting Place is now:

City:

Meeting Day is now:

Meeting Time is now:

President

Year

Name:

Mailing Address:

Telephone Number:

Office

Residence

Secretary

Year

Name:

Mailing Address:

Telephone Number:

Office

Residence

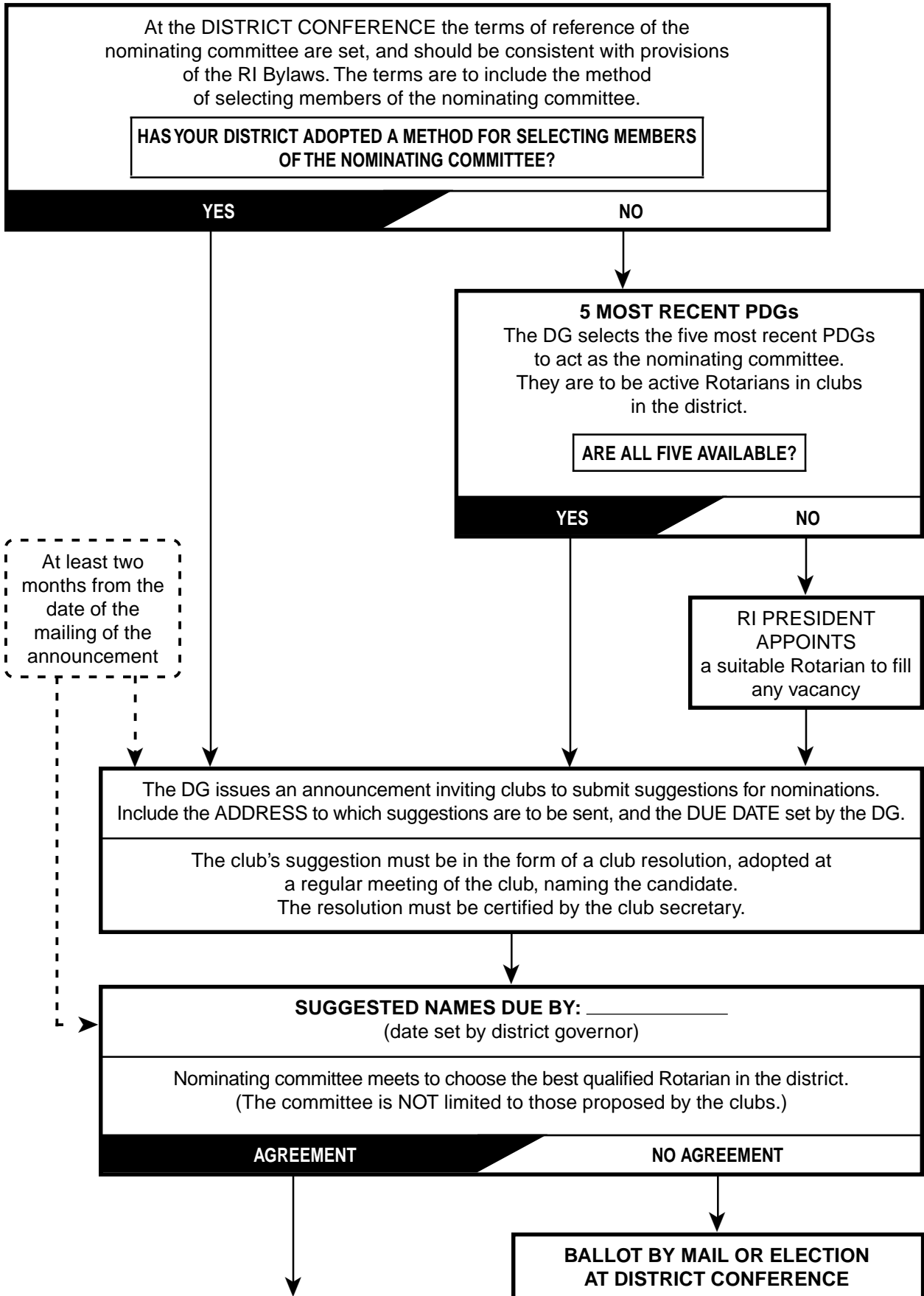
Information on the incoming president and secretary is to be provided on the *Rotary Club Officers Report Form*, which you will receive in October, preceding club elections. A sample of the form is found on the following page.

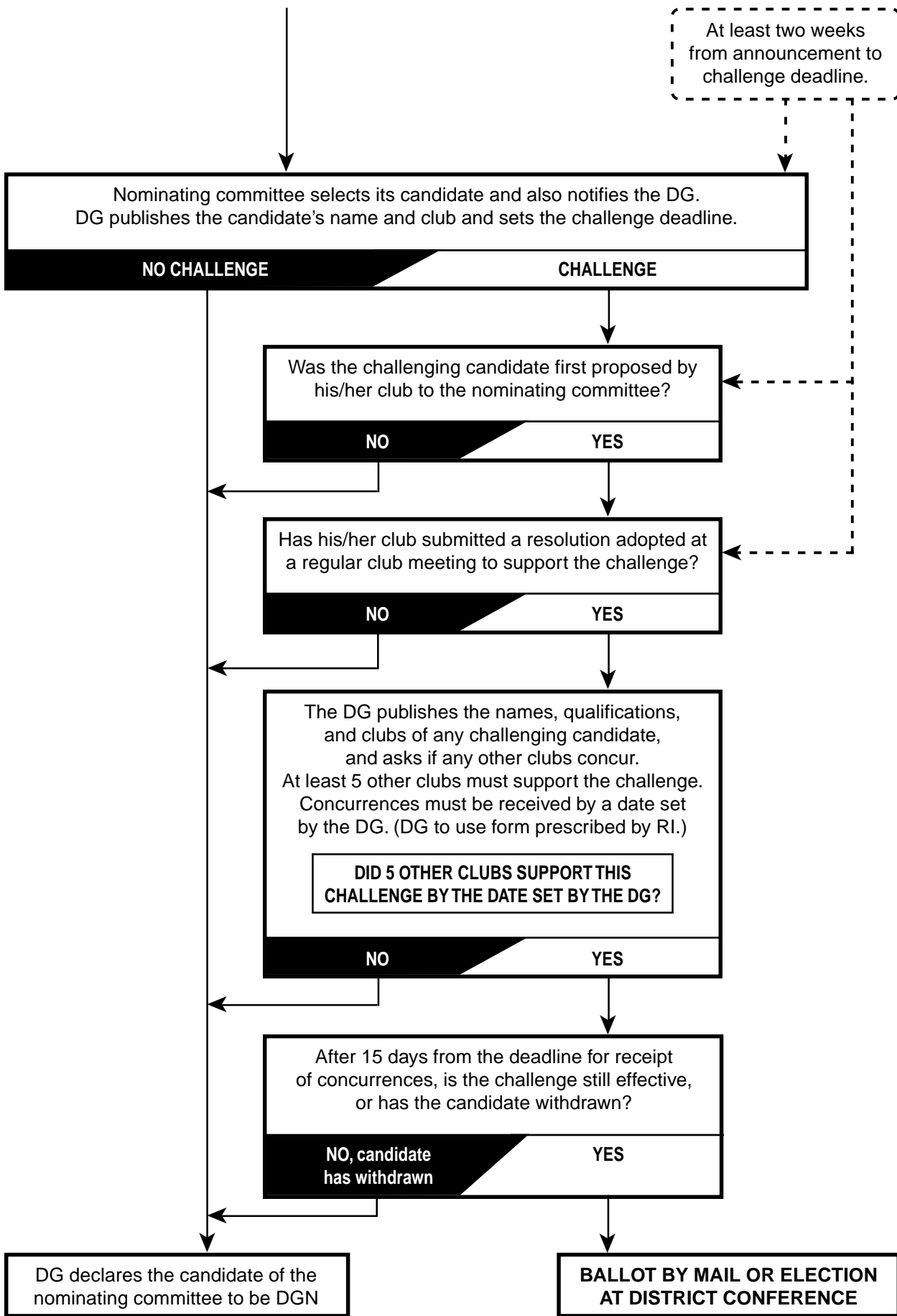
The Rotary Club Officers Report Form

This is a sample copy of the form that will be mailed to you to be filled out and returned to the Secretariat, or your service center, by 31 January. Please make copies to be sent to the district governor and governor-elect and to retain for your records. Changes in the information that occur after this date should still be reported promptly to the service center serving your area.

<p>CLUB NAME _____</p> <p>MEETING PLACE _____</p> <p>MEETING PLACE ZIP/POSTAL CODE _____</p> <p>Your Rotary club's contact phone number to be published _____</p> <p>2000-2001 PRESIDENT _____</p> <p>2000-2001 SECRETARY _____</p> <p>2000-2001 EXECUTIVE SECRETARY/DIRECTOR _____</p>	<p>CLUB NUMBER _____</p> <p>DAY _____ TIME _____</p>	
<p>The following is to be published in the 2001-2002 Official Directory:</p>		
<p>Please print name of the 2001-2002 President</p> <p>1. _____</p> <p style="font-size: small;">1. First Name Last Name</p> <p>2. _____</p> <p style="font-size: x-small;">2. Member ID No. Spouse first name (see your Semiannual Report)</p> <p>Mailing address: Select type of address you are providing <input type="checkbox"/> club office <input type="checkbox"/> business <input type="checkbox"/> residence Type or print address below</p> <p>3. _____</p> <p style="font-size: x-small;">3. Street Address or P.O. Box</p> <p>4. _____</p> <p style="font-size: x-small;">4. This line for street address continuation</p> <p>5. _____</p> <p style="font-size: x-small;">5. City State/Province</p> <p>6. _____</p> <p style="font-size: x-small;">6. Zip/Postal Code/Pin Country</p> <p>7. _____</p> <p style="font-size: x-small;">7. Business Phone Fax Number</p> <p>8. _____</p> <p style="font-size: x-small;">8. Residence Phone E-Mail</p>	<p>Please print name of the 2001-2002 Secretary</p> <p>1. _____</p> <p style="font-size: small;">1. First Name Last Name</p> <p>2. _____</p> <p style="font-size: x-small;">2. Member ID No. Spouse first name (see your Semiannual Report)</p> <p>Mailing address: Select type of address you are providing <input type="checkbox"/> club office <input type="checkbox"/> business <input type="checkbox"/> residence Type or print address below</p> <p>3. _____</p> <p style="font-size: x-small;">3. Street Address or P.O. Box</p> <p>4. _____</p> <p style="font-size: x-small;">4. This line for street address continuation</p> <p>5. _____</p> <p style="font-size: x-small;">5. City State/Province</p> <p>6. _____</p> <p style="font-size: x-small;">6. Zip/Postal Code/Pin Country</p> <p>7. _____</p> <p style="font-size: x-small;">7. Business Phone Fax Number</p> <p>8. _____</p> <p style="font-size: x-small;">8. Residence Phone E-Mail</p>	<p>Complete only if your club employs an executive secretary/director. Title: <input type="checkbox"/> executive secretary <input type="checkbox"/> executive director</p> <p>Please print name of the 2001-2002 Executive Secretary/Director</p> <p>_____</p> <p style="font-size: small;">First Name Last Name</p> <p>Executive secretary/director is a <input type="checkbox"/> Rotarian <input type="checkbox"/> non-Rotarian</p> <p>Type or print address below</p> <p>_____</p> <p style="font-size: x-small;">Street Address or P.O. Box</p> <p>_____</p> <p style="font-size: x-small;">This line for street address continuation</p> <p>_____</p> <p style="font-size: x-small;">City State/Province</p> <p>_____</p> <p style="font-size: x-small;">Zip/Postal Code/Pin Country</p> <p>_____</p> <p style="font-size: x-small;">Business Phone Fax Number</p> <p>_____</p> <p style="font-size: x-small;">Residence Phone E-Mail</p>
<p>Date _____ Secretary's Signature _____</p>		

FLOWCHART OF NOMINATION OF DISTRICT GOVERNOR-NOMINEE



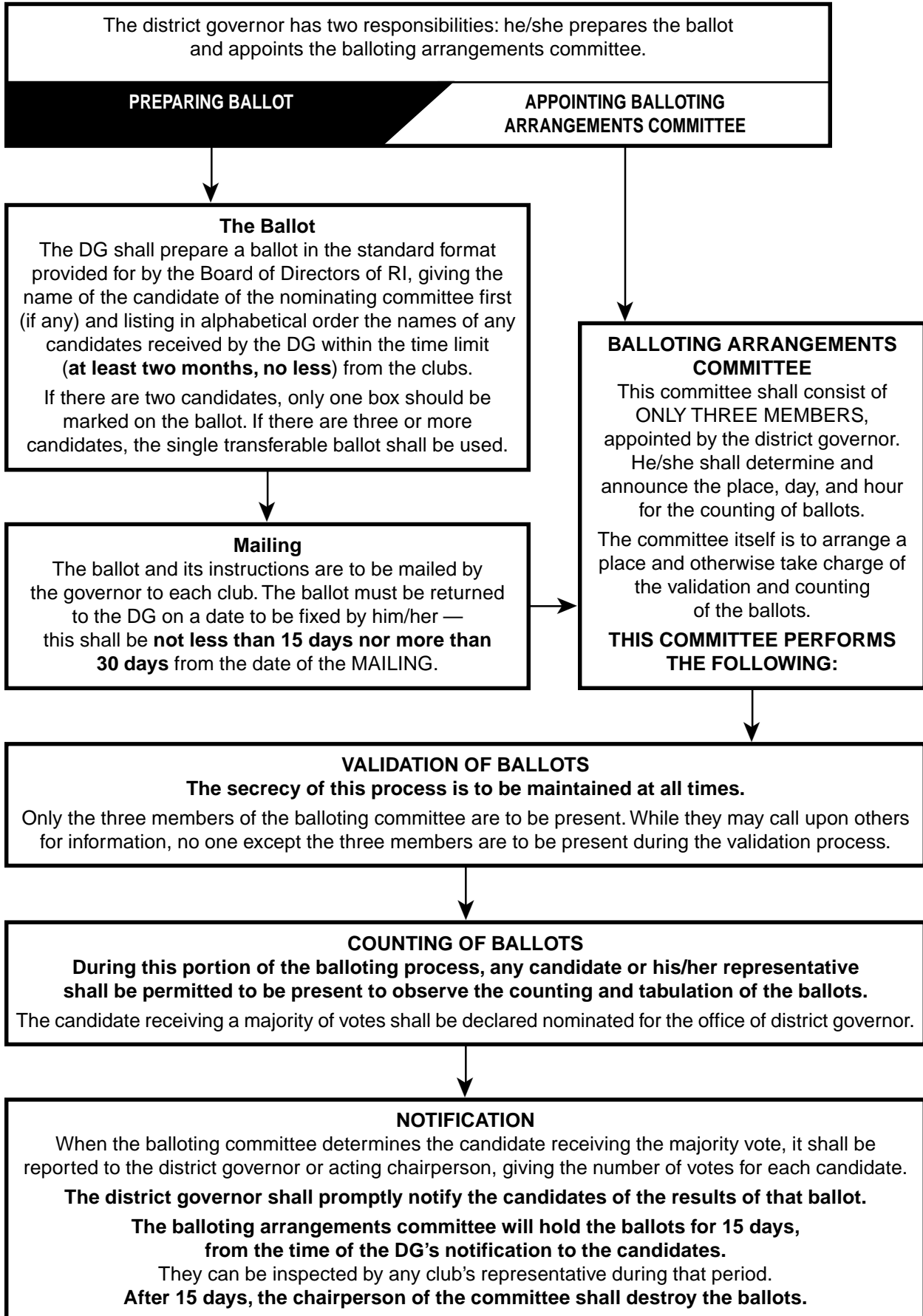


The DG notifies the General Secretary within 10 days and the clubs within 15 days.

(March 1999)

BALLOT BY MAIL/VOTING AT DISTRICT CONFERENCE

(Note: When the form of voting for a DGN at a District Conference uses ballots, the procedures of ballot-by-mail shall apply.)





*Constitution of the Rotary Club of

Article I 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 II Name

The name of this organization shall be Rotary Club of

(Member of Rotary International)

Article III Locality of the Club

The locality of this club is as follows:

Article IV Object

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

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

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

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

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

Article V 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 VI 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.

**** Interim Provision Relating to Section 2 —** Notwithstanding the provisions of article VI, section 2, no one who was a member of a Rotary club as of 1 July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council on Legislation.

Section 3 — Active Membership. A person possessing the qualifications set forth in article V, 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.

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

* The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.
 ** The 2001 Council on Legislation adopted an enactment which eliminated types of membership (senior active, past service, and additional active) and revised the classification principle. However, no one who is a member of a Rotary club as of 1 July 2001 will lose membership by reason of the new provisions. All such persons will be considered active members.

furtherance of Rotary ideals 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 VII 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 from a classification. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

**** Interim Provision Relating to Section 2 —** Notwithstanding the provisions of article VII, section 2, no one who was a member of a Rotary club as of 1 July 2001 shall lose membership by reason of enactment 01-148 adopted by the 2001 Council on Legislation. (See footnote for Interim Provision to article VI, section 2 of this constitution.)

Article VIII 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 or Rotary Community Corps or of a provisional Rotaract or Interact club or Rotary Community Corps; 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 inter-city 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.

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.

(c) *Extended Absence on Outposted Assignment.* If the member, while working within the member's own country of residence for an extended period on an outposted assignment and with the mutual agreement of the member's club and a designated club, attends meetings of the designated club.

Section 2 — 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 3 — RI Officers' Absences. A member's absence shall be excused if the member is a current officer of RI.

Section 4 — Attendance Records. Any member whose absences are excused under the provisions of subsection (b) of section 2 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 IX 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 XI, section 6, may either appeal to the club 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 presi-

dent, 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. The president shall serve as president-elect for the year immediately preceding the year as president. The president shall take office on 1 July and shall serve for 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.

Article X 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 VI, section 4 shall not be required to pay a second admission fee.

Article XI 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 is still active in the same classification and continues to meet all other 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 remains active in the same classification and continues to meet all other conditions of club membership; and

(3) a member whose classification is lost without default of the member may retain such classification and be granted a special leave of absence not to exceed one (1) year to enable the member to obtain new employment in the current or a new classification. Such member must continue to meet all other conditions of club membership. Termination of membership would take effect only at the end of the period of leave granted to the member.

- (b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person 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 has been filled.

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 VIII, sections 2 or 3, 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 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 either to appeal to the club or to arbitrate as provided in article XV.
- (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) *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.
- (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.

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 XII 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 XIII 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 XIV 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 XV Arbitration

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 be settled, upon a request to the secretary by any of the disputants, by arbitration. The procedure utilized for such arbitration shall be as provided in article XI, section 6, subsections (c) and (e).

Article XVI 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 XVII 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 XVIII 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 II and Article III.* Article II (Name) and Article III (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 a majority of 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 I 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 serve as a member of the board as president-elect 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 the year of service on the board as president-elect.

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 II 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 I, section 1 of these bylaws, the president, vice-president, president-elect, secretary, treasurer, and the immediate past president.

Article III 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, 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 IV 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 V, section 2 of the standard Rotary club constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December...")

Section 2 — The regular weekly meetings of this club shall be held on _____ (day) at _____ (time).

Due notice of any changes in or canceling of the regular meeting shall be given to all members of the club. All

members excepting an honorary member (or member excused by the board of directors of this club, pursuant to article VIII, section 2(b) 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 VIII, section 1.

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 V 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 VI 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 VII 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 committee

Appoint 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 VIII 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 highlights 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 IX 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 VIII, section 2(b) of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article X 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 semiannual 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 XI 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 XII 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 XIII 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 XIV 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.

Treasurer



As treasurer, your job is to have custody of and maintain accounts of all club funds, receive and disburse funds, prepare financial reports, help develop the budget, and perform other fiscal duties normally associated with your office.

The functions of the club treasurer are delineated in the “Recommended Rotary Club Bylaws” (012B-EN), which explains that the treasurer prepares an annual accounting of the club’s financial status and at any other time upon demand by the board. The treasurer also performs other duties pertaining to the office and upon retirement 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, budgetary expenses often are within the scope of the treasurer’s interests.

Coordination with club secretary

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

- The primary duty of the club secretary, in relation to club finances, is to send to all members statements of club dues, payable on 1 July. According to the custom of the club, the secretary should prepare and mail — monthly, quarterly, or semiannually — statements that also may include other items, such as the cost of meals.
- After payments have been made, the secretary should record all collections, sign membership identification cards, issue them to the members, and forward the money to you as club treasurer.

- Always give a receipt for money received to the secretary for the records.
- Once or twice a year, it is your responsibility to prepare and distribute to club members a report on the financial condition of the club, showing income and expenditures.

Collecting club dues

Club members have a right to know and understand the purposes for which they are paying dues. They should be aware that the club must pay to Rotary International for each active, additional active, past service, and senior active member's uniform per capita dues, to be used for purposes set forth in the RI bylaws.

In addition, it is a condition of membership that each active, additional active, past service, and senior active member become a paid subscriber to the official magazine of RI (*THE ROTARIAN*) or to an approved regional magazine prescribed by the RI Board. This is in accordance with Article XII of the "Standard Rotary Club Constitution." Subscribing to a Rotary magazine is *not* optional or at the discretion of the individual member.

The most widely practiced method of collecting dues is to mail statements to members. This is done by the club secretary. If a member is slow in returning payment, a follow-up statement and, later, a phone call is in order. Perhaps the member's name is passed to a collection committee. Club secretaries should submit the names of members who are noticeably delinquent in their dues to the board of directors so that necessary action can be taken in accordance with the club constitution and bylaws.

Developing a budget

The adoption of a budget for the club is a guide to many aspects of the club's service and fellowship activities; it also is good protection against financial difficulties. A budget accepted and adhered to protects the club against overly enthusiastic expenditures by committees and guards the club against obligating itself beyond its means.

The "Recommended Rotary Club Bylaws" suggest that "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." The appropriations and expenditures agreed upon stand for the year unless otherwise changed by action of the board. Here are some tips on budget preparation (check against the sample form at the end of this leaflet):

- 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 probably be received for the year to determine the amount available for expense appropriations (the top of the form provides for this).

Here are items for estimated expenditures:

Secretary's office. Items might include printing and stationery, salaries, postage, telephone, faxes, rent, badges, and miscellaneous office equipment.

Committees. Fix the amount that the club authorizes each committee to spend; notify the chairpersons 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.

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 to official regional magazines are explained in Article XII, Sections 1 and 2 of the "Standard Rotary Club Constitution."

Conventions and conferences. Each club is entitled to send one voting delegate for each 50 members, or major fraction thereof, to the annual Convention of Rotary International. Some clubs pay part or all of the cost of attending for one or more of its delegates, one of whom frequently is the incoming club president.

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.

The Rotary club should reimburse the incoming president for travel expenses to the district assembly and the club presidents-elect training seminar. Funds also might be budgeted for attendance of club officers and committee chairpersons 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.

There are many other items that might be included under miscellaneous expenses, such as 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. By operating with a budget, a club can better handle appeals for certain types of contributions.

Contingency fund. If at all possible, every budget should provide for a small emergency fund from which extraordinary 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.

Accountability 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.

It is good public relations to issue reports on the disposition of money collected from the community to assist in the projects.

Rotary Club of _____

Budget for fiscal year beginning 1 July _____

Estimated receipts:

Admissions fees _____

Other income _____

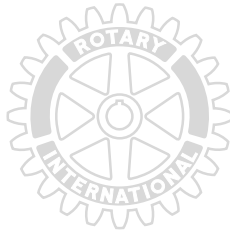
Total _____

Budget approved by
the board of directors on _____

Estimated expenditures: _____

Item	Appropriation Last Year	Expenditure Last Year	Amt. Under (Over) Last Year	Appropriation This Year
Secretary's Office (List separately the major or standard items of expense)				
Committees Club Service Vocational Service Community Service International Service (The Rotary Foundation)				
Rotary International Per capita dues Subscription to <i>THE ROTARIAN</i> or official regional magazine Other magazines				
Rotary International & District Meetings International Convention Regional conferences District conference Club presidents-elect training seminar District assembly Other meetings				

Sergeant-at-Arms



The function of the sergeant-at-arms is to help maintain an orderly, dignified, and effective Rotary club meeting, one that will make the right kind of impression on club visitors and guests. You should be constantly on the alert to prevent any occurrence that might detract from the dignity and prestige associated with Rotary clubs.

Specifically, your function is to handle the physical preparations for, and the mechanical part of, a meeting and, unobtrusively, to guide its general conduct.

As sergeant-at-arms, you play an important role in the overall success of each weekly meeting. Because of the duties you perform, the club president is free to concentrate on conducting the meeting. Also, what you do determines the ease with which the operational aspects are carried out. Frequently, you can give some special assistance that helps to make guests feel "more at home." But more important is the manner in which you carry out your duties. It can directly influence your club's attendance record.

Getting started

Your first responsibility is to learn from the club president and the chairpersons of the Attendance, Fellowship Activities, and Program committees what, in general, they will expect from you each week. In coordination with them, you will take charge of the mechanics of club meetings throughout the year.

Prior to each club meeting, you should consult with the Program committee chairperson regarding any special equipment such as a podium for a speaker, a stand for a movie projector, special lighting effects, or any other props that may be needed for the program.

You may wish to confer with the chairperson of the Fellowship Activities committee each week for ideas on improving the camaraderie at meetings. And be sure to speak with the club president prior to each weekly meeting in case there are some specific requirements or suggestions.

Typical assignments

The sergeant-at-arms must follow one cardinal rule: always arrive at the meeting place at least 15 or 20 minutes ahead of time to ensure that everything is ready. Are the tables and chairs properly arranged? Are the gavel, gong, and banners on hand? Is the sound system operating at the correct level? Are the lighting, temperature, and ventilation correctly regulated? Are you prepared for showing audiovisuals?

Here are some other assignments the sergeant-at-arms typically handles:

Be at the door. Stand at the door of the meeting place five minutes before the meeting begins. Welcome visitors if no one has been assigned to do this. See that all the members are inside the room by meeting time.

Name badges. Be sure that all members are wearing their name badges. These are especially helpful to visitors and new members.

Seating. See that members are seated promptly and without confusion; that, if feasible, there are no vacant places between members; that no cliques are sitting together; and that all guests are taken care of properly. (Assume these duties only if they have been assigned to you rather than the Fellowship committee.)

The meal. Make sure the food is served promptly.

Late arrivals. Call attention, in a humorous way, to members who come in late — this usually spurs them to be on time at the next meeting. (Some clubs impose fines for tardiness; others sing a humorous song of rebuke.)

Songbooks. If singing is the custom, be sure that the songbooks or sheets are distributed. If there is no song leader, do what you can to improve the singing.

Maintain order. In a diplomatic manner, see that the members pay attention to the president's gavel and that no one annoys the speaker by talking.

Early departures. Keep an eye out for eat-and-run Rotarians and, by calling their attention to the habit in a tactful way, try to discourage the practice, which can be a discourtesy to speakers.

Farewell to guests. When the meeting breaks up, encourage members to speak to the guests, especially to those who took part in the meeting, and express thanks and pleasure at having them visit the club.

In practice, there will be much more for you to do than just the performance of these routine duties. You will need to feel the pulse of the meetings, to anticipate those things that may be needed. You will not only learn much about the operation of the club, you may find ways to improve it. Most important and satisfying of all, this job will provide you with many real opportunities for friendly service to your club — its members, officers, and guests.

Your success as sergeant-at-arms will depend not only upon how well you meet your responsibilities from week to week throughout the year, but also on how well you plan your work now.

Rotary Year Planner

Use this planner to help prepare for important events and responsibilities preceding and during your year in office.

Prior to taking office	
January <i>Rotary Awareness Month</i>	Notes:
February <i>World Understanding Month</i> <i>RI Family Week (second week of the month)</i> <i>23 February — World Understanding and Peace Day and Rotary's Anniversary</i>	
March <i>World Rotaract Week</i> <i>(the week in which 13 March falls)</i>	
April <i>Magazine Month</i>	
May	
June <i>RI Convention</i> <i>Rotary Recreational and Vocational Fellowships Month</i>	

During office	
July <i>Literacy Month</i>	Notes:
August <i>Membership and Extension Month</i>	
September <i>New Generations Month</i>	
October <i>Vocational Service Month</i>	
November <i>Rotary Foundation Month</i> <i>World Interact Week</i> <i>(the week in which 5 November falls)</i>	
December	

<p>January <i>Rotary Awareness Month</i></p>	<p>Notes:</p>
<p>February <i>World Understanding Month</i> <i>RI Family Week (second week of the month)</i> <i>23 February — World Understanding and Peace Day and Rotary's Anniversary</i></p>	
<p>March <i>World Rotaract Week</i> <i>(the week in which 13 March falls)</i></p>	
<p>April <i>Magazine Month</i></p>	
<p>May</p>	
<p>June <i>RI Convention</i> <i>Rotary Recreational and Vocational Fellowships Month</i></p>	

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Object

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

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

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

Third. The application of the ideal of service in 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.



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