

2012 – 2013

District Governor
Rebecca MacPherson

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Rotary International District 5040
for the use of its Club Presidents

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Please note that the information it contains may be amended at any time
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Club President's Calendars and Monthly Checklists

These calendars and checklists are designed to help Rotary Club Presidents-Elect and Presidents plan and monitor club activities on a monthly basis. They also serve as a monthly reminder of activities and deadlines that apply to all Rotary clubs.

You should read the entire checklist to gain an overall perspective of the next 18 months.

You may wish to place a check in each box (✓) after the item has been addressed to your satisfaction.

An asterisk (*) indicates a Rotary Foundation-related item. Please contact The Rotary Foundation of Rotary International for more details.

The Rotary events listed below do not have fixed dates. Write the dates that your club will attend the events on the lines below and then add them to the appropriate month on the blank lines provided. You can also use the blank lines in each month to add local events that are specific to your club.

- District Conference _____
- District Leadership Seminar _____
- District Membership Seminar _____
- District Rotary Foundation Seminar _____
- Official Visit of the District Governor _____
- Assistant Governor Visits _____
- Club Assemblies _____
- Installation of Club Officers _____

Visit the RI website www.rotary.org for details on specific programs listed, or contact your club and district support representative with any questions.

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 <i>New Year's</i> SARS to RI	2 Submit District Dues	3	4	5	6	7
8	9	10	11	12	13	14
15 International Assembly San Diego 15 th – 21 st	16	17	18	19	20	21
22	23	24	25	26	27	28 RLI Lower Mainland Sessions
29	30	31				

Notes:

January 2012

Rotary Awareness Month – Share information about the relevance of vocational service to Rotary's mission.

Rotary's Annual International Assembly – all Governors-elect training will be held from 15th – 21st January 2012 at the Manchester Grand Hyatt San Diego.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge
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Club Events/Projects

Date

As **President-elect**

- Begin developing goals and appointing committee chairs.
- Begin preparing for next year's club budget and reviewing the status of continuing club projects.
- Register for presidents-elect training seminar (PETS).
- **Read the Club President's Manual:**
http://www.rotary.org/RIdocuments/en_pdf/222en.pdf
- Encourage all incoming club officers and new members to attend the District Assembly.
- Ensure that the RI website & District website are updated with 2012/2013 Executive information.
- Educate your club about the Rotary Peace and Conflict Studies Program and promote it in your community. Begin recruiting applicants. Applications due 30th April 2012.
- Educate the club about the Youth Exchange STEP program and start identifying applicants from your community.
- Educate your club about the Rotary Youth Leadership Awards (RYLA) and start finding suitable candidates.

Notes:

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11 District Team/AG Training
12 District Strategic Planning	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28 RYLA South Application Deadline	29			

Notes:

February 2012

World Understanding Month – 23rd February is World Understanding and Peace Day (Rotary's anniversary).

Family Week — Second week of February The goal of Family Week is for Rotary clubs to connect with families in their communities, particularly those that need extra attention.

- Share information on Family Week with club chairs.
- Recognize successful projects in your area. Domestic violence, child abuse and neglect, drug and alcohol abuse, and gang activity are just a few of the formidable challenges facing today's family.
- Clubs are urged to use this opportunity to promote family projects already underway or think about starting new ones.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

As **President-elect**

- Complete all Pre-PETS assignments and discuss with Assistant Governor.
- Hold the first meeting of the board-elect.
- Prepare for PETS – discuss with President and Board the goals for completing :
 - **The Planning Guide for an Effective Rotary Club,**
 - **The Foundation Goal Form**
 - **The Membership Goal Form**
- Register for the District Assembly in your area.
- Educate your club on RYLA and identify prospective candidates.
- RYLA South deadline for applications 28th February 2012.

Notes:

March 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9 PETS Seattle 9 th to the 11 th	10
11	12	13	14	15	16	17 St. Patrick's Day
18	19	20	21	22	23	24
25	26	27	28	29 RYLA South Mar. 29 th - April 1 st	30	31 District Assembly & Future Vision, Terrace

Notes:

March 2012

Literacy Month – Highlight successful literacy projects in your District or increase awareness of the area's literacy needs.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

As **President-elect**

- Attend PETS
- Set the club's annual giving goal to The Rotary Foundation, taking into account the "Every Rotarian Every Year" campaign.
- Be the Club Speaker the week of March 12th – 16th.
Tell your members about your PETS experience.
- **10th March** – Deadline to submit President and Secretary names to RI for inclusion in the 2012-2013 RI Directory.
- **11th to 16th March** – Adventures in Tourism in Kelowna
- **9th – 15th March** – World Rotaract Week. Conduct activities in support of your local Rotaract club or help organize one.
- **29th March to 1st April** – RYLA South, Camp Jubilee.
- **31st March** – District Assembly & Future Vision Training – Terrace.

Notes:

April 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6 <i>Good Friday Deadline Presidential Citation</i>	7
8 <i>Easter Sunday</i>	9 <i>Easter Monday</i>	10	11 Adv. in Tourism Mar 11 th – 16 th Kelowna	12	13	14 District Assembly & Future Vision, L. Mainland
15	16	17	18	19	20	21 District Assembly & Future Vision, Pr. George
22	23	24	25	26	27	28 District Interact & Rotaract Conference
29 Adv. in Citizenship Apr 29 th to May 2 nd - Ottawa	30					

Notes:

April 2012

Magazine Month – Promote the Rotarian Magazine.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

As President-elect

- Attend the District Assembly with other incoming club officers and members.
- Attend the District Future Vision Assembly with other club officers and members.
- Complete the budget for the club for your year.
- **Have you booked for the District Conference at the River Rock Casino?**
- Encourage incoming executive to register for RLI at District Conference.
- RYLA Lakelse candidates to be selected and interviewed.
- **14th April** – District Assembly & Future Vision Training – Lower Mainland.
- **21st April** – District Assembly & Future Vision Training – Prince George.
- **28th April** – District Interact and Rotaract Conference.
- **29th April – 2nd May** – Adventures in Citizenship – Ottawa.
- **30th April** – Deadline for Peace Scholar applications.
- **28th April** – RLI – Powell River
- **May 2nd to 5th** – Adventures in Forestry – Prince George.

Notes:

May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Adventures In Forestry 2 nd – 5 th Pr. George	3	4	5
6 International Convention in Thailand May 6 th – 9 th	7	8	9	10	11	12
13 Youth Exchange Outbound Orientation 13 th – 15 th Squamish	14	15	16	17 District Conference May 17 th - 20 th - Richmond RLI	18	19
20	21 <i>Victoria Day</i>	22	23	24	25	26
27	28	29	30	31		

Notes:

May 2012

Incoming Club Officers Finalize Their Goals on the Planning Guide for Effective Rotary Clubs for the upcoming Rotary year and share them with your club at a Club Assembly. Attend the RI Convention.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

As **President-elect**

- Hold Club Assembly to discuss plans made at District Assembly and upcoming RI theme. Discuss goals set for giving to The Rotary Foundation.
- Finalize the Planning Guide for Effective Rotary Clubs and submit it to the District Governor-elect & Assistant Governor before 31st May. (If this has not been completed at PETS).
- Finalize Rotary Foundation contribution goals and membership goals for the coming year.
- Review the status of current club projects and how they will affect planning for the upcoming year.
- Review the status of current Humanitarian Grants and ensure progress/final reports have been submitted.
- **2nd – 5th May** – Adventures in Forestry – Prince George.
- **13th – 15th May** – Youth Exchange Outbound Orientation – Quest University, Squamish.
- **15th May** – deadline for RYLA Lakelse registration.
- **17th – 20th May** – **Attend District Conference at the River Rock Casino, Richmond**
- **2nd June** – District Assembly/Future Vision – Sechelt.

Notes:

June 2012

Rotary Fellowship Month – Encourage Rotary Fellowships to conduct local and international service projects in conjunction with shared interests or professions.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

As President-Elect

- Confer with the Secretary and incoming Secretary to update the RI membership database via the web, - www.rotary.org/memberaccess, on 1st June, so that the July Semiannual Report from Rotary International will be up-to-date and accurate.
- Finalize the club budget for the coming year.
- Confer with the outgoing President to ensure a smooth transition.
- Arrange for a joint meeting of the incoming and outgoing board to ensure continuity if not already done.
- Organize an installation event for the new board.
- Watch for plans for 2012/13 Scholarships on District Website
- **2nd June** – District Assembly & Future Vision session – Sechelt.
- **5th – 8th July** – RYLA Lakelse

Notes:

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 SARS to RI	2 <i>Canada Day</i> Submit District Dues and Insurance.	3	4	5 RYLA Lakelse July 5 th - 8 th .	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes:

July 2012

New Rotary officers begin their year of service.

Club Meetings and Important Rotary Dates

Date Topic/speaker Task Member in Charge

Club Events/Projects-

Date Project

As President ■ Congratulations! Enjoy your year.

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to the District Secretary no later than 7 days after the last meeting of the month.
- Plan and conduct Club Assembly to discuss and adopt the year's program.
- Affirm goals set for the club's participation in Rotary Foundation programs.
- Work with the club Secretary to complete the RI semiannual report and send with dues to RI. See page 53 for the address.
- Submit District per capita dues to the District Treasurer as per invoice.
- Submit Insurance payment together with District dues. Ensure that insurance forms are complete with club details as required.
- Update classification roster. Prepare current list of filled and unfilled classifications.
- Initiate membership development programs for the year.
- Check the District Governor's official visit schedule.
- **1st – 23rd July** – Youth Exchange – BC Tour.
- **1st July** – Deadline for RYLA North applications.

Notes:

August 2012

Membership and Extension Month – Highlight the importance of exciting and effective service projects in attracting new members and retaining existing ones.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Conduct club activities to support membership development and extension efforts.
- Induct appropriate Scholar and Group Study Exchange team member alumni.*
- Consider nominating a club member for one of these service awards from The Rotary Foundation: District Service Award, Citation for Meritorious Service, or Distinguished Service Award. *
- Promote attendance at the District Conference in Quesnel.

Notes:

September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 <i>Labour Day</i>	4	5	6	7	8
9	10	11	12	13	14 RYLA North – Pr. George Sept 16 th – 18 th	15 District Interact & Rotaract Leadership Assembly
16	17	18	19	20	21	22
23	24	25	26	27	28	29 RLI Lower Mainland
30						

Notes:

September 2012

New Generations Month – Work with your District Interact, Rotaract, and Youth Exchange chairs to organize projects that focus on career development. Recognize outstanding club projects benefiting youth.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to district secretary no later than 7 days after last meeting of the month.
- Promote attendance at the 2013 District Conference in Quesnel.
- Conduct youth-related activities and programs.
- Monitor membership development initiatives and goals.
- Identify a suitable candidate and submit applications by 31st October deadline for Adventures in Film (February).
- **9th – 11th September** – Youth Exchange Inbound Orientation.
- **15th September** – Deadline Youth Exchange Club Agreements and Certificate of Compliance.
- **16th – 18th September** – RYLA North, Prince George.
- **29th September** – RLI – Lower Mainland.

Notes:

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8 <i>Thanksgiving Day</i>	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Notes:

October 2012

Vocational Service Month – This month offers a unique opportunity to promote vocational service activities. Recognize successful projects, award outstanding individuals, and highlight Rotary's vocational service efforts through the District Website, newsletters, and local media.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- **Based on the club's contributions to The Rotary Foundation, submit a timely request for Paul Harris Fellow recognition items for presentation at a club ceremony during November, "Rotary Foundation Month". ***
- Conduct vocation-related activities and programs.
- Monitor membership development initiatives and goals.
- Promote the Youth Exchange program and identify candidates from your program to send on Youth Exchange. Deadline **31st October**.
- Adventures in Citizenship (May) – find a suitable candidate. Deadline 5th December.
- **31st October** – Deadline Youth Exchange Student selection by club.
- **31st October** – Deadline for applications for Adventures in Film.
- **Promote attendance at the District Foundation Dinner – 24th November.**

Notes:

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 World Interact Week 5th – 12th	6	7	8	9	10
11 <i>Remembrance Day</i>	12	13	14	15	16	17
18	19	20	21	22	23	24 Foundation Dinner
25	26	27	28	29	30	

Notes:

November 2012

Rotary Foundation Month – Promote attendance at your District Foundation Seminar/Dinner.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge
_____	_____	_____
_____	_____	_____
_____	_____	_____

Club Events/Projects

Date	Project
_____	_____
_____	_____
_____	_____

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Promote attendance at the District Conference in Quesnel.
- **Attend and promote District Foundation Dinner – November 24th.**
- Conduct related activities and programs on Rotary Foundation programs, including Polio Plus and fund development.
- Monitor membership development initiatives and goals.
- **5th – 12th November – World Interact Week.** Support your local Interact club or help organize one.
- **5th December** – Application deadline for Adventures in Citizenship in May – find a suitable candidate.

Notes:

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 <i>Christmas Day</i>	26 <i>Boxing Day</i>	27	28	29
30	31					

Notes:

December 2012

Family Month – *It is often said that children are the future of the world. Healthy and happy children are key to achieving Rotary's goal of building international understanding and peace in the world. There is no better place to nourish a young mind than in a family whose basic needs have been met and who can spend time together. Celebrate Rotary's commitment to family in December. Consider bringing together the mothers, fathers, children, grandparents, aunts, uncles, cousins, and members of your Rotary family into shared activities.*

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- **Confer with the secretary to update the RI membership database via the web, www.rotary.org/memberaccess, on 1st December, so that the January Semiannual Report from Rotary International will be up-to-date and accurate.**
- **Update the membership information on Club Runner to ensure accurate invoices for District dues.**
- Conduct activities to demonstrate your club's commitment to family and community.
- Monitor membership development initiatives and goals.
- Assess the progress of club projects and provide progress reports for Humanitarian Grants.
- **Hold annual club election at Annual General Meeting by 31st December.**
- Plan and conduct an assembly to review progress on Clubs' Annual Goals.
- **TBA** – District interviews for Youth Exchange Outbound.
- **1st December** – Youth Exchange long application due to District Youth Exchange.
- **3rd December** – Deadline Adventures in Citizenship.
- Identify a candidate for Adventures in Film – www.Rotary5040.org – link to Adventures Programs under "Services". **Deadline – 15th December.**

January 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's SARS to RI	2	3	4	5
6	7	8	9	10	11	12
13 International Assembly 13 th – 19 th San Diego	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29 Deadline – Club's PE name to District & R.I.	30	31		

Notes:

January 2013

International Assembly San Diego, California, USA - Governors-elect Training, January 13th – 19th, 2013.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- **Work with the club Secretary to complete the semiannual (SARS) report and send with dues to RI.** See page 53 for address.
- **Submit District per capita dues.** See page 53 for address.
- **Ensure the President-Elect is registered for PETS.**
- Promote attendance and plan to send club representatives to the District Conference and to the RI Convention.
- Conduct activities and programs to provide members with continuing education on RI and to publicize Rotary to the community.
- Monitor membership development initiatives and goals.
- Conduct a semiannual checkup on all committee activities and objectives.
- **31st January** – Deadline for reporting next year's club President and Secretary to RI for the Official Directory (2013-2014) and to the District Governor Elect, as well as Rotary International and District websites.
- Educate your club about the Rotary Youth Leadership Awards (RYLA) and start finding suitable candidates for RYLA Camp Jubilee (16 – 18 year olds).
- Identify candidates for Adventures in Technology & Forestry.
- Youth Exchange Winterfest – Mandatory for all inbound students.
- Promote District Conference in May.

Notes:

February 2013

World Understanding Month – 23rd February is World Understanding and Peace Day (Rotary's anniversary).

Family Week — Second week of February - The goal of Family Week is for Rotary clubs to connect with families in their communities, particularly those that need extra attention.

- Share information on Family Week with club chairs.
- Recognize successful projects in your District. Domestic violence, child abuse and neglect, drug and alcohol abuse, and gang activity are just a few of the formidable challenges facing today's family.
- Clubs are urged to use this opportunity to promote family projects already underway or think about starting new ones.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

- Plan and conduct monthly board meeting.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Promote attendance at the RI Convention & District Conference.
- Conduct club activities to promote world understanding and peace and identify a possible candidate for the Peace Scholarship.
- Monitor membership development initiatives and goals.
- Identify candidates for RYLA South and submit applications.
- Identify candidates for Adventures in Technology & Forestry (Prince George).
- **Promote District Conference in May.**
- **TBA** – Adventures in Film – Powell River
- **15th – 17th February – PETS in Seattle.**
- **23rd February** (Rotary's anniversary) is World Understanding and Peace Day. Conduct activities that emphasize Rotary's commitment to international understanding, friendship, and peace.

March 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 World Rotaract Week 11 th – 17 th	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29 <i>Good Friday</i>	30
31 <i>Easter</i>						

Notes:

March 2013

Literacy Month – Highlight successful literacy projects in your District or increase awareness of the area's literacy needs.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Promote attendance at the District Conference in Quesnel.
- Conduct literacy related activities and programs
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Monitor membership development initiatives and goals.
- Payment for RYLA Camp Jubilee prior to 31st March.
- Educate your club on RYLA Lakelse (13 – 15 year olds) and identify prospective candidates.
- **11th – 17th March** – World Rotaract Week. Conduct activities in support of your local Rotaract club or help organize one.
- **31st March** – **Deadline for Presidential Citation.**
- **31st March** – Deadline for Adventures in Forestry – Prince George.

Notes:

April 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <i>Easter Monday</i>	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 District Interact & Rotaract Conference
28	29	30				

Notes:

May 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17 District Conference May 17 th – 20 th Quesnel	18
19	20 <i>Victoria Day</i>	21	22	23	24	25 Youth Exchange Orientation 25 th /26 th
26	27	28	29	30	31	

Notes:

May 2013

Incoming club officers finalize their goals on the Planning Guide for Effective Rotary Clubs for the upcoming Rotary year and share them with their club at a club assembly.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Plan and conduct monthly board meeting.
- Promote attendance at the District Conference in Quesnel.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Review the status of current Humanitarian Grants and ensure progress/final reports have been submitted.
- **Confer with the Secretary and incoming Secretary to update the RI membership database via the web, www.rotary.org/memberaccess on 1st June, so that the July Semiannual Report from Rotary International will be up-to-date and accurate.**
- Monitor membership development initiatives and goals.
- **15th May**– Deadline to submit nominations for The Rotary Foundation Citation for Meritorious Service.
- **17th – 20th May** – **District Conference in Quesnel.**
- **25th & 26th May** – Youth Exchange Orientation. Mandatory for Inbound students.
- **31st May** – Planning Guide Deadline.
- **23rd – 26th June** – **Rotary International Convention – Lisbon, Portugal**

June 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 International Convention, Portugal June 23 rd – 26 th , 2013	24	25	26	27	28	29
30						

Notes:

June 2013

Rotary Fellowships Month Encourage Rotary Fellowships to conduct local and international service projects in conjunction with shared interests or professions. Attend the RI Convention.

Club Meetings and Important Rotary Dates

Date	Topic/speaker	Task Member in Charge

Club Events/Projects

Date	Project

- Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity and review achievement of club annual goals.
- Ensure monthly membership and attendance report to District Secretary no later than 7 days after last meeting of the month.
- Send club representatives to the RI Convention.
- Prepare a year-end audit of the club's financial transactions, working with club Secretary and Treasurer and report to the club.
- Review:
 - Rotary Foundation goal achievements and program participation.
 - Membership growth and identify areas of continued action.
 - All Humanitarian Grants activity and provide progress or final reports to The Rotary Foundation for all open grant projects. *
- Confer with the President-Elect to ensure a smooth transition.
- Promote club members' participation in Rotary Fellowships.
- Plan a dignified ceremony for the installation of new club officers.
- **23rd – 26th June** – RI Convention in Lisbon, Portugal.

Congratulations on a successful year!

Weekly Club Meeting Agenda

Rotary Club of _____

Week of: _____

Presiding: _____

1. Call to Order Time: _____

2. Oh Canada: leader: _____

3. Invocation by: _____

4. Meal:

5. Introduction of Visiting Rotarians, Special Visitors & Guests by: _____

6. Special Announcements and / or Presentation of Banners: _____

7. Fines and / or "Happy Dollars": _____

8. Birthdays and Anniversaries: _____

9. Attendance Report: _____

10. Special Features (magazine summary; Rotary information; 4-Way Test): _____

11. Special Remarks; Coming Events; Next Week's Program _____

12. Program: Chair/Introducer: _____

Speaker: _____

13. President's Additional Thanks to Speaker and Memento _____

14. Adjournment: Time: _____

15. Special Comments on Meeting or Notes for Next Week's Meeting: _____

BOARD OF DIRECTOR'S MEETING

Date: _____ Call to Order Time: _____

Location: _____

1. Secretary's Report and Minutes of Last Meeting:

2. Treasurer's Report:

3. Membership Chair Report:

4. Public Relations Chair Report:

5. Service Projects Chair Report:

6. Rotary Foundation Chair Report:

7. Special Events Reports:

8. Old Business:

9. New Business:

10. Adjournment Time: _____

Continue notes by subject on page 2:

INDUCTION OF NEW MEMBERS:

"THE RIGHT HAND OF ROTARY FELLOWSHIP"

"You have been chosen to membership in the Rotary club because your fellow members believe you to be a leader in your special line of activity, and because you manifest those qualities of head and heart which fit you to interpret and impart the message of Rotary to your fellow human beings."

You are a representative of your vocation in this club and any contribution of an educational value pertaining to your craft must naturally come to us through you. On the other hand, you become the ambassador from us to your classification or craft, and it becomes your duty to carry the ideals and principles of service which we have inspired to the vocation you have the honor to represent.

While membership in the Rotary club is an honor and privilege, it involves corresponding duties and obligation. The price of efficient membership is regularity in attendance at the weekly functions. Only circumstances which cannot reasonably be controlled are accepted as an excuse for absence. Only busy people are eligible for membership in the club. One of the great privileges of Rotary is fellowship, and the mutual confidence which it inspires. It is always true that persons who would have friends must show themselves friendly. We therefore expect you to bear your full share of responsibility for the development of those closer relationships which will enable us to derive and impart the maximum of assistance and inspiration.

Every worthy member must keep constantly before them the primary object of Rotary. "Service Above Self" is its motto, and what is thus embodied in its distinguishing phrase, must be personalized in the character and life of its members, as a first condition of the fulfillment of its ideal. Rotary cannot perform its task by artificial allegiance to its ideal. It can touch and transform business life and social institutions only through members who are living embodiments of its creed. We would earnestly remind you of the power of example, of the uselessness of adherence to principles which do not find embodiment in practice, and of the fact that nothing really is believed until it is felt to be necessary.

A large section of the community will know and judge Rotary through your embodiment of it in character and service; and we accept you as a member because we believe our principles and organization to be safe in your keeping. We also expect much from you in help and inspiration which will enable us to be better Rotarians, and with this hope, we most heartily offer you the right hand of Rotary fellowship.

New Member Information

- Attendance
- Rotary International Programs
- Menu of Service Opportunities
- Rotary International Web Site Tour
- Public Relations: The Responsibility of Each Rotarian
- Rotary's Guiding Principles
- The Rotary Foundation
- Your Club, District, and RI

RI Structured Programs Information

- Community Service
- Rotary Volunteers
- Interact
- Rotary Youth Leadership Awards
- Rotaract
- Vocational Service
- Rotary Community Corps
- World Community Service
- Rotary Fellowships
- Youth Exchange
- Rotary Friendship Exchange
- Club President Roles and Responsibilities
- Member Access Section of Rotary Web site
- Effective Rotary Clubs
- Preparing for PETS
- A Guide to Membership Retention

Club Officer Information

Welcome to Rotary International's center for online learning. This section has been developed for independent study of RI information. Rotary International is the association of Rotary clubs; therefore, all training aims to educate Rotarians who are members of effective clubs?

Learning Modules

The following learning modules are in PowerPoint format. Need to see a PowerPoint presentation and don't have PowerPoint? Not to worry. Install PowerPoint Viewer. (Free download <http://office.microsoft.com/en-us/FX010857971033.aspx>.)

All of the publications and forms that Rotary International makes available for download can be found here covering:

- **2012-2013 Material**
- **Membership**
- **The Rotary Foundation**
- **RI Programs**
- **Newsroom**
- **Events**
- **Club-District Support**
- **Training and Graphics**

Most of the items listed in the Download Center are available as portable document format (.pdf) files. Adobe Reader is required to view and print the files. The software can be downloaded, free of charge, at

<http://www.adobe.com/products/acrobat/readstep2.html>

Visit

www.rotary.org/training/elearning

www.rotary.org/newsroom/downloadcenter

and for:

District 5040: www.rotary5040.org

Rotary International: www.rotary.org

The Rotary Foundation: www.rotary.org/foundation

Rotary E Learning Center: www.rotary.org/training/elearning/

Pacific Northwest PETS: <http://www.pnwrotarypets.org/>

The 4-Way Test:

Of the things we think, say and do:

- **Is it the truth?**
- **Is it fair to all concerned?**
- **Will it build goodwill and better friendship?**
- **Will it be beneficial to all concerned?**

Declaration of Rotarians in Businesses and Professions

**As a Rotarian engaged in a business or profession, I am expected to:
Consider my vocation to be another opportunity to serve.**

- Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;
- Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;
- Be fair to my employer, employees, associates, competitors, customers, the public, and all those with whom I have a business or professional relationship;
- Recognize the honor and respect due to all occupations which are useful to society;
- Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
- Adhere to honesty in my advertising and in all representations to the public concerning my business or profession;
- Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

Object of Rotary

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

First The development of acquaintance as an opportunity for service;

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

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

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

Strengthen Your Rotary Club by Implementing the Club Leadership Plan

The Club Leadership Plan

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

The Club Leadership Plan, an extension of the District Leadership Plan, is vital to the stability, growth, and success of Rotary during our second century of service. It provides clubs with an administrative structure to standardize their procedures and guide their activities in pursuit of the Object of Rotary.

The Club Leadership Plan begins by having Rotary clubs develop standard procedures for continuity, communication, and Rotarian involvement. The plan includes strategic planning and goal setting using the *Planning Guide for Effective Rotary Clubs*. Its simple committee structure focuses on the central functions of a club and can be expanded to address club service goals and fellowship.

The Club Leadership Plan provides the basis upon which each club builds its own identity. The nine steps for implementation are functions that all Rotary clubs need to address to be effective. A club may address these functions in any way it chooses. This flexibility allows the Club Leadership Plan to be implemented throughout the Rotary world. The Club Leadership Plan is supported by the new Recommended Rotary Club Bylaws, the Rotary leadership development cycle (including the Presidents-Elect Training Seminar and District Assembly), the *Planning Guide for Effective Rotary Clubs*, and the *Memo of Club Visit*.

The Club Leadership Plan has been proven successful by clubs around the world and is the suggested structure for both new and existing Rotary clubs. All clubs should review the plan and determine which practices are already in place and which would benefit the club.

Assistant governors should assist club leaders with their assessment and support their efforts to implement the plan. Implementation of the Club Leadership Plan will result in an effective club that is able to improve its community and the world.

The Elements of an Effective Club are to:

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

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

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

Club Committees

Club committees are charged with carrying out the annual and long-range goals based on the four Avenues of Service. The President-Elect, President, and immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency.

The President-Elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

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

- **The Rotary Foundation:** This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.

Training Requirements

Club committee chairs should attend the District Assembly prior to serving as chair.

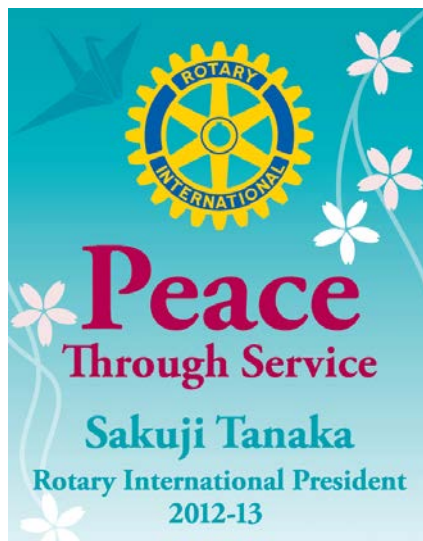
Relation to the District Leadership Team

Club committees should work with Assistant Governors and relevant District committees.

Reporting Requirements

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

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



Contact List for D5040:

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Ken Wilson **DG 2014-2015**
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Rotary International Assistance to District Governors and Clubs

Christopher Brown **Senior Co-ordinator**
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Susan Schmidt **Co-ordinator**
susan.schmidt@rotary.org 1-847-866-3203

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 West Regional Rotary Foundation Co-ordinator
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 F: 403 327 5944

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Rotary International
One Rotary Center
1560 Sherman Ave.
Evanston, IL 60201, USA
Telephone: 847-866-3000
Fax: 847-328-8554 or 847-328-8281
Office Hours: 8:30 a.m. to 5 p.m. Central Time

Important Address and Information Sites

Donations to The Rotary Foundation may be made on line at www.TRFCanada.org.

Links to Rotary Foundation forms for Canadian Rotarians at www.TRFCanada.org.

US-Canada exchange rate posted monthly at www.TRFCanada.org

Rotary Foundation Donations by mail can be sent to:
(in Canadian or U.S. dollars)

The Rotary Foundation (Canada) Box B9322
P.O. Box 9100,
Postal Station F
Toronto, ON M4Y 3A5

Send RI membership dues and payments to:

Rotary International Box B9330
P.O. Box 9100,
Postal Station F
Toronto, ON M4Y 3A5

For Rotary Foundation Information on Paul Harris Fellow Points, updates on Foundation grant applications and other information contact The Rotary Foundation Contact Center at contact.center@rotary.org or toll-free at 866-9-ROTARY (866-976-8279). Operational hours are Monday-Friday, 8:00-17:00 Central Time.

Foundation website: www.Rotary.org/Foundation

Recommended Rotary Club Bylaws

*Bylaws of the Rotary Club of

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

For Rotary E-clubs, Governors should contact their Club and District Support Representative (www.rotary.org/cds) for more information about Recommended Rotary E-Club Bylaw and other E-club issues.

Article 1 Definitions

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

Article 2 Board

The governing body of this club shall be the Board consisting of _____ members of this club, namely, the President, Immediate Past President, President-Elect (or President-Nominee, if no successor has been elected), Vice-President, Secretary, Treasurer, and the Sergeant-at-Arms. At the discretion of the Board, also added can be the _____ Directors elected in accordance with article 3, section 1 of these bylaws.

Club Bylaws

Article 3 Election of Directors and Officers

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

Section 2 – The officers and directors shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as Sergeant-at-Arms.

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

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

Article 4 Duties of Officers

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

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

Section 3 – *President-elect.* It shall be the duty of the President-Elect to serve as a director and to perform such other duties as may be prescribed by the President or the board.

Section 4 – *Vice-President.* It shall be the duty of the Vice-President to preside at meetings of the club and the board in the absence of the President and to perform other duties as ordinarily pertain to the office of Vice-President.

Club Bylaws (continued)

Section 5 – Secretary. It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1st January and 1st July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the District Governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of Secretary.

Section 6 – Treasurer. It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains 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 7 – Sergeant-at-Arms. The duties of the Sergeant-at-Arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the President or the board.

Article 5 Meetings

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

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

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

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

Club Bylaws (continued)

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

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

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

Article 6 Fees and Dues

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

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

Article 7 Method of Voting

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

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

Article 8 Avenues of Service

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

Club Bylaws (continued)

Article 9 Committees

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

- **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Public Image**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- **Administration**

This committee should conduct activities associated with the effective operation of the club.

- **Service Projects**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

- **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Club Bylaws (continued)

Additional ad hoc committees may be appointed as needed.

- (a) The President shall be *ex officio* a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the President or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

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

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the President for his or her year. In declaring the duties of each, the President shall reference appropriate RI materials and the Avenues of Service when developing plans for the year.

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

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for no longer than twelve months.

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

Club Bylaws (continued)

Article 12 Finances

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

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

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

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

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

Section 6 – The fiscal year of this club shall extend from 1st July to 30th June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1st July to 31st December, and from 1st January to 30th June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1st July and 1st January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

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

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

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

Club Bylaws (continued)

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

Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

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

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

Article 14 Resolutions

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

Article 15 Order of Business

- Meeting called to order
- Introduction of visitors
- Correspondence, announcements, and Rotary information
- Committee reports if any
- Any unfinished business
- Any new business
- Address or other program features
- Adjournment

Club Bylaws (continued)

Article 16 Amendments

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

Note: Club By Laws are from the Manual of Procedure 2010 and available on the RI website.

*Constitution of the Rotary Club of

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

Article 1 Definitions

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

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

Article 2 Name (select one)

The name of this organization shall be Rotary Club of _____
(Member of Rotary International)

or

The name of this organization shall be Rotary E-Club of _____
(Member of Rotary International)

Article 3 Locality of the Club (select one)

The locality of this club is as follows: _____

or

The locality of this E-club is (worldwide) and can be found on the Worldwide Web at: www. _____

Article 4 Object of Rotary

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

First The development of acquaintance as an opportunity for service;

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

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

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

Club Constitution (continued)

Article 5 Five Avenues of Service

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

1. **Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles.
3. **Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. **International Service**, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
5. **New Generations Service**, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Club Constitution (continued)

(Select one Article 6)

Article 6 Meetings

Section 1 — Regular Meetings

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

Section 2 — Annual Meeting

An annual meeting for the election of officers shall be held not later than 31st December as provided in the bylaws.

or

Article 6 Meetings (for E-Clubs)

Section 1 — Regular Meetings

- (a) *Day.* This club shall hold a regular meeting once each week by posting an interactive activity on the club's website on the day provided in the bylaws. The meeting shall be considered as held on the day that the interactive activity is to be posted on the website.
- (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.
- (c) *Cancellation.* The Board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The Board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Club Constitution (continued)

Section 2 — Annual Meeting

An annual meeting for the election of officers shall be held not later than 31st December as provided in the bylaws.

Article 7 Membership

Section 1 — General Qualifications

This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

Section 2 — Kinds

This club shall have two kinds of membership, namely: active and honorary.

Section 3 — Active Membership

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

Section 4 — Transferring or Former Rotarian

(a) Potential Members

A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits. Potential members of this club who are current or former members of another club who have debts to the other club are ineligible for membership in this club. This club may demand that a potential member present written proof that no money is owed to the other club. The admission of a transferring or former Rotarian as an active member pursuant to this section shall be contingent upon receiving a certificate from the board of the previous club confirming the prospective member's prior membership in that club.

(b) Current or Former Members

This club shall provide a statement whether money is owed to this club when requested by another club with respect to a current or former member of this club being considered for membership in the other club.

Club Constitution (continued)

Section 5 — *Dual Membership*

No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 — *Honorary Membership*

- (a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the Board. Persons may hold honorary membership in more than one club.
- (b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 — *HOLDERS OF PUBLIC OFFICE*

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

Section 8 — *Rotary International Employment*

This club may retain in its membership any member employed by RI.

Article 8 Classifications

Section 1 — *General Provisions*

- (a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

Club Constitution (continued)

(b) *Correction or Adjustment.*

If the circumstances warrant, the Board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 — *Limitations*

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

Article 9 Attendance

(Select one introductory paragraph to Section 1)

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:

or

Section 1 (for e-Clubs) — *General Provisions*

Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member participates in the regular meeting posted on the club's website within one week following its posting, or makes up a missed meeting 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 meetings of another club or of a provisional club; or

Club Constitution (continued)

- (2) Attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 - (3) Attends a convention of RI, a Council on Legislation, an International Assembly, a Rotary Institute for past and present officers of RI, a Rotary Institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the Board of Directors of RI or the President of RI acting on behalf of the Board of Directors of RI, a Rotary multi-zone conference, a meeting of a committee of RI, a Rotary District Conference, a Rotary District Assembly, any District meeting held by direction of the Board of Directors of RI, any District committee meeting held by direction of the District Governor, or a regularly announced intercity meeting of Rotary clubs; or
 - (4) Is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
 - (5) Attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
 - (6) Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or
 - (7) Participates through a club website in an interactive activity requiring an average of 30 minutes of participation. When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.
- (b) *At the Time of the Meeting.*
- If, at the time of the meeting, the member is
- (1) Traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
 - (2) Serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
 - (3) Serving as the special representative of the District Governor in the formation of a new club; or
 - (4) On Rotary business in the employ of RI; or
 - (5) Directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or

Club Constitution (continued)

- (6) Engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 — *Extended Absence on Out posted Assignment*

If a member will be working on an out posted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 — *Excused Absences*

A member's absence shall be excused if

- (a) The absence complies with the conditions and under circumstances approved by the Board. The Board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months.
- (b) The age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club Secretary in writing of the member's desire to be excused from attendance and the Board has approved.

Section 4 — *RI Officers' Absences*

A member's absence shall be excused if the member is a current officer of RI.

Section 5 — *Attendance Records*

In the event that a member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

Article 10 Directors and Officers

Section 1 — *Governing Body*

The governing body of this club shall be the Board constituted as the bylaws may provide.

Section 2 — *Authority*

The Board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Club Constitution (continued)

Section 3 — Board Action Final

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

Section 4 — Officers

The club officers shall be a President, the Immediate Past President, a President-Elect, and one or more vice-presidents, all of whom shall be members of the Board, and a Secretary, a Treasurer, and a Sergeant-at-Arms, who may or may not be members of the board as the bylaws shall provide.

Section 5 — Election of Officers

(a) Terms of Officers other than President

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

(b) Term of President

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

(c) Qualifications.

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

and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Club Constitution (continued)

Article 11 Admission Fees and Dues

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

Article 12 Duration of Membership

Section 1 — *Period*

Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 — *Automatic Termination*

(a) *Membership Qualifications.*

Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

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

(b) *How to Rejoin.*

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

(b) *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.

Club Constitution (continued)

Section 3 — Termination — Non-payment of Dues

(a) *Process*

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

(b) *Reinstatement.*

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

Section 4 — Termination — Non-attendance

(a) *Attendance Percentages.*

A member must:

- (1) Attend or make up at least 50 percent of club regular meetings in each half of the year;
- (2) Attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement). If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such nonattendance for good cause.

(b) *Consecutive Absences*

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

Section 5 — Termination — Other Causes

(a) *Good Cause.*

The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1; The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.

Club Constitution (continued)

(b) Notice.

Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.

(c) Filling Classification

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

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

(a) Notice

Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.

(b) Date for Hearing of Appeal

In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.

(c) Mediation or Arbitration

The procedure utilized for mediation or arbitration shall be as provided in Article 16.

(d) Appeal

If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.

(e) Decision of Arbitrators or Umpire

If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Club Constitution (continued)

(f) *Unsuccessful Mediation*

If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 — Board Action Final

Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 — Resignation

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

Section 9 — Forfeiture of Property Interest

Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club if, under local laws, the member may have acquired any right to them upon joining the club.

Section 10 — Temporary Suspension

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

- (a) Credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
- (b) Those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) It is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
- (d) That in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this clause, the member shall be excused from fulfilling attendance responsibilities; the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines, albeit for a period no longer than is reasonably necessary in all the circumstances.

Club Constitution (continued)

Article 13 Community, National, and International Affairs

Section 1 — *Proper Subjects*

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

Section 2 — *No Endorsements*

This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 — *Non-Political*

(a) *Resolutions and Opinions*

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

(b) *Appeals*

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

Section 4 — *Recognizing Rotary's Beginning*

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

Article 14 Rotary Magazines

Section 1 — *Mandatory Subscription*

Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine. 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.

Club Constitution (continued)

Section 2 — *Subscription Collection*

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

Article 15 Acceptance of Object and Compliance with Constitution and Bylaws

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

Article 16 Arbitration and Mediation

Section 1 — *Disputes*

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

Section 2 — *Date for Mediation or Arbitration*

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

Section 3 — *Mediation*

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

Club Constitution (continued)

(a) *Mediation Outcomes*

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

(b) *Unsuccessful Mediation*

If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 — Arbitration

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

Section 5 — Decision of Arbitrators or Umpire

If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 17 Bylaws

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

Article 18 Interpretation

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

Article 19 Amendments

Section 1 — Manner of Amending

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

Club Constitution (continued)

Section 2 — Amending Article 2 and Article 3

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

Note: Club Constitution is from the Manual of Procedure 2010 and available on the RI website.

What is the role of your Assistant Governor?

Name: _____

Phone No: _____ **e-mail:** _____

Meet with and assist the incoming club presidents before the beginning of the Rotary year to discuss the clubs' goals and to review the Planning Guide for Effective Clubs and section 2.010.1 "Failure to Function" of the Rotary Code of Policies

- Attend each club assembly associated with the Governor's official visit
- Visit each club regularly, preferably monthly with a minimum of one visit each quarter of the Rotary year, and meet with the club president and other club leadership to discuss the business of the club and resources available to them
- Assist club leaders in scheduling and planning for the Governor's official visit
- Keep the governor posted on progress of the clubs and suggest ways to enhance Rotary development and address problems
- Encourage clubs to follow through on requests and recommendations of the Governor
- Monitor each club's performance with respect to service projects
- Identify and encourage the development of future district leaders
- Attend the district team training seminar and AG Training
- Attend the Presidents-elect Training Seminar and the District Assembly
- Advise the incoming Governor on district committee selections
- Attend and actively promote attendance at the District Conference and other district meetings
- Participate in Foundation programs, annual and special giving events, and other special assignments as necessary

As key members of the district leadership team, Assistant Governors should participate in the development of the incoming Governor's district goals during the year prior to the appointment of committees. The objective is to reach a consensus about what the district wants to achieve, and then to appoint Rotarians to committees only as necessary to achieve the district goals and objectives.

The Date for Your Clubs Official District Governor's Visit is _____.

Preparing for the District Governor's Official Visit

The official visit can be an exciting time for the club, providing opportunities to learn about important issues facing Rotary and to discuss possible solutions to pressing club issues. To ensure the widest possible participation by club members:

- Announce the forthcoming visit at weekly club meetings.
- Publish announcements about the visit in the club bulletin.
- Ask club members to make a special effort to attend the official visit. Invite partners, spouses and the Rotary Family to attend.
- Arrange for recognition or awards to be presented by the Governor (for example, Paul Harris Fellows).

Club leaders must work together to create the basis for a thoughtful discussion on important club topics and issues that would benefit from the Governor's knowledge and experience. To establish this foundation, it is important to implement these steps:

- Review the club's progress toward the goals established in the Planning Guide for Effective Rotary Clubs and be prepared to discuss it during the visit.
- Make a list of questions, problems, and concerns that can be addressed during the visit.
- Arrange reports of committee plans, activities, and accomplishments.
- Arrange your schedule to allow for as much time with the Governor as needed.
- Make appropriate arrangements for the Governor's spouse, if necessary.

ROTARY LEADERSHIP INSTITUTE

In Rotary District 5040 we believe that the Rotary Leadership Institute is so important that we ask every club to sponsor at least two members of their club to attend a Rotary Leadership Institute course each Rotary year. District 5040 aspires to become one of Rotary's best educational and teaching centers. RLI's Academic Plan is the initial road map for Rotarians to journey to academic excellence. With few exceptions, we expect graduates of our training programs to become leaders in their Rotary club, their district and their vocations.

The Rotary Leadership Institute is a grassroots-training program begun in 1992 by club Rotarians. Its purpose is to help future club leaders prepare for their club and community leadership role through a quality training and educational experience. The RLI has spread to more than 160 districts in numerous countries because local clubs recognize the importance of training future leaders.

The Rotary Leadership Institute is an unofficial affiliate of Rotary International, but not an official program of RI or under its control.

What is RLI?

It's a series of leadership courses offered in three full-day parts (Parts I, II, III). Those completing each part are eligible for the next part. The courses are designed to provide Rotary knowledge and to develop leadership skills for voluntary organizations. RLI is fun, interactive, participatory, and uses skilled faculty and facilitation techniques to make the experience valuable and enjoyable.

Who are the Faculty?

The faculty members are carefully selected by the Institute for their teaching and facilitation abilities. They are drawn from all areas of the district. Some are Past Governors, Assistant Governors, successful club presidents and Rotarians with professional experience in adult education. Each faculty member attends a full day training program and periodic reorientation programs.

Why Should I Attend RLI?

Leadership skills in a voluntary organization are often different from business and professional leadership skills. It is important that club leaders have every opportunity for education because the success or failure of our clubs depends on the quality of their leaders. This is an outstanding opportunity for you to improve your Rotary knowledge. Just the interaction with other Rotarians makes the courses worthwhile.

Rotary Leadership Institute (RLI)

What is the Cost?

Each course costs \$85 per day, includes breaks, lunch and course materials.

When are RLI Courses?

District 5040 courses are held throughout the year. Check the district website events pages at www.Rotary5040.org for dates and locations.

Where Will Courses be Held?

RLI courses will be held at any location in District 5040 where a minimum of 15 candidates are registered and there is appropriate facilities. Rotarians may also attend RLI courses in other districts with the approval of the host district.

How do I register for RLI?

Registration forms, program details and location of the next course are available on the District 5040 website Events Pages at www.Rotary5040.org.

This is what Rotarians in District 5040 are saying about RLI:

- “I liked the intelligence, dedication, respect, humour and ability shown by participants.”
- “Presenters are very competent; good information and well timed.”
- “Variety of topics and variety of presenters.”
- “A lot of different ideas and approaches from others in the class.”
- “Interactive aspect was great. Exercises were excellent.”
- “Splendid day and very effective.”

For Information Contact:

John Vokes, Chair,
RLI Committee District 5040
Phone: 604-575-7337
E-Mail: john.vokes@shaw.ca

