

クラブ幹事要覧 MANUALE DEL
SEGRETARIO DI CLUB HANDBUCH
DES CLUBSEKRETÄRS 클럽 총무
요람 LE SECRÉTARIAT DU CLUB
MANUALE DEL SEGRETARIO
CLUB MANUAL DO SECRETÁRIO
DO CLUB KLUBBETTERÄRENS
HANDBOK クラブ幹事要覧
CLUB SECRETARY'S MANUAL
HANDBUCH DES CLUBSEKRETÄRS
LE SECRÉTARIAT DU CLUB MANUAL
DEL SECRETARIO DEL CLUB

CLUB SECRETARY'S MANUAL

A PART OF THE CLUB OFFICERS' KIT

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This is the 2012 edition of the *Club Secretary's Manual* (229). It is intended for use by club secretaries holding office in 2013-14, 2014-15, and 2015-16. The information in this manual is based on the Standard Rotary Club Constitution, Recommended Rotary Club Bylaws, Constitution and Bylaws of Rotary International, Rotary Code of Policies, and The Rotary Foundation Code of Policies. Please refer to those resources for exact guidelines. Changes to those documents by the triennial Council on Legislation, the RI Board of Directors, or The Rotary Foundation Trustees override policy as stated in this publication.

Photos: Alyce Henson and Monika Lozinska-Lee

Introduction

The *Club Secretary's Manual* was developed to support Rotary club secretaries worldwide. Because secretaries' responsibilities vary according to regional practices and established club procedures, you should adapt the suggestions in this publication to fit your club's needs.

Use this manual to prepare for your term in office. Bring it to the district assembly, and review its contents beforehand. Pay particular attention to the questions in appendix 2, which will help you get the most out of the facilitated discussions at the meeting. After you have completed your training, this manual will serve as a resource during your year in office.

Worksheets included in this manual are to be used at the district assembly. For responsibilities related to the club treasurer position, see the *Club Treasurer's Manual* (220).

Your Rotary club is a member of Rotary International. Through this membership, it is linked to the 34,000 Rotary clubs worldwide and granted access to the organization's services and resources, including publications in nine languages, information at www.rotary.org, grants from The Rotary Foundation, and staff support at RI World Headquarters and the international offices.

Comments?

For questions about your role as club secretary, contact your assistant governor, past club secretary, or your Club and District Support representative. Submit questions or comments about this manual to:

Leadership Education and Training Division
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698
USA
Email: learn@rotary.org
Phone: +1-847-866-3000
Fax: +1-847-866-9446

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Role and Responsibilities



On 1 July, you officially take office as club secretary. Your experience will depend on your club's size and activity and your familiarity with Rotary and your new role. Your primary responsibility as secretary is to help the club function effectively.

As secretary, you receive information from the club board, committees, and members; the district governor and your assistant governor; Rotary International; and The Rotary Foundation. It is important to monitor trends in club activities to help identify strengths and weaknesses, and to communicate this information to fellow club and district leaders for further action. To prepare for your role, consider these questions:

- How does the secretary work with the president in your club?
- How are club meetings planned?
- What is the secretary's role with the club website or newsletter?
- What is the process for tracking attendance, and what do attendance reports indicate about member satisfaction?
- What processes are in place for club archive maintenance, correspondence, and minutes?

Begin to think critically about how this information can be used to benefit your club.

If you are secretary of a Rotary e-club, this manual applies to you, except regarding club meetings. Please note the separate sections for each type of club in the Standard Rotary Club Constitution. For more information, see [What You Need to Know about Rotary E-Clubs](#) or contact your [Club and District Support representative](#).

Your responsibilities are summarized below and explained throughout the manual. As club secretary, you are responsible for

- Maintaining membership records
- Sending out notices of meetings of the club, board, and committees
- Recording and maintaining minutes of club, board, and committee meetings
- Making required reports to RI and your district
- Recording attendance at meetings, and reporting monthly attendance figures to the district governor within 15 days of the last meeting of each month
- Working with other club leaders
- Performing any other duties that usually pertain to the office of secretary

To further prepare for your role, attend the secretary training sessions at your district assembly, where you will meet incoming club presidents, secretaries, treasurers, and committee chairs from other clubs in the district, as well as district leaders. At this annual training meeting, club leaders discuss their roles, responsibilities, and goals for the coming year.

Record Keeping

The secretary is the custodian of all club records. At the beginning of the Rotary year, make arrangements with the outgoing secretary to receive the club files as well as office supplies and equipment. Club files should include the club charter, constitution, and bylaws; description of club locality; club history; minutes of all club and board of directors meetings; annual reports of club officers and committees; and a roster of club members. Work with the outgoing secretary to ensure that the records are complete. If the club doesn't have a system for maintaining records, including attendance and payment of dues, get one started.

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

At your first opportunity, review your club constitution to ensure that it is consistent with the current [Standard Rotary Club Constitution](#), and review club bylaws to verify that they are current (use the [Recommended Rotary Club Bylaws](#) as a reference). The bylaws should reflect the operation of your club, including officer responsibilities and club committee structure, but must not contradict your club's constitution or [RI Constitution and Bylaws](#). Work with the club president to ensure that your constitution and bylaws are kept current.

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

Club archive and library. The club archive contains historical information about the club and Rotary, including:

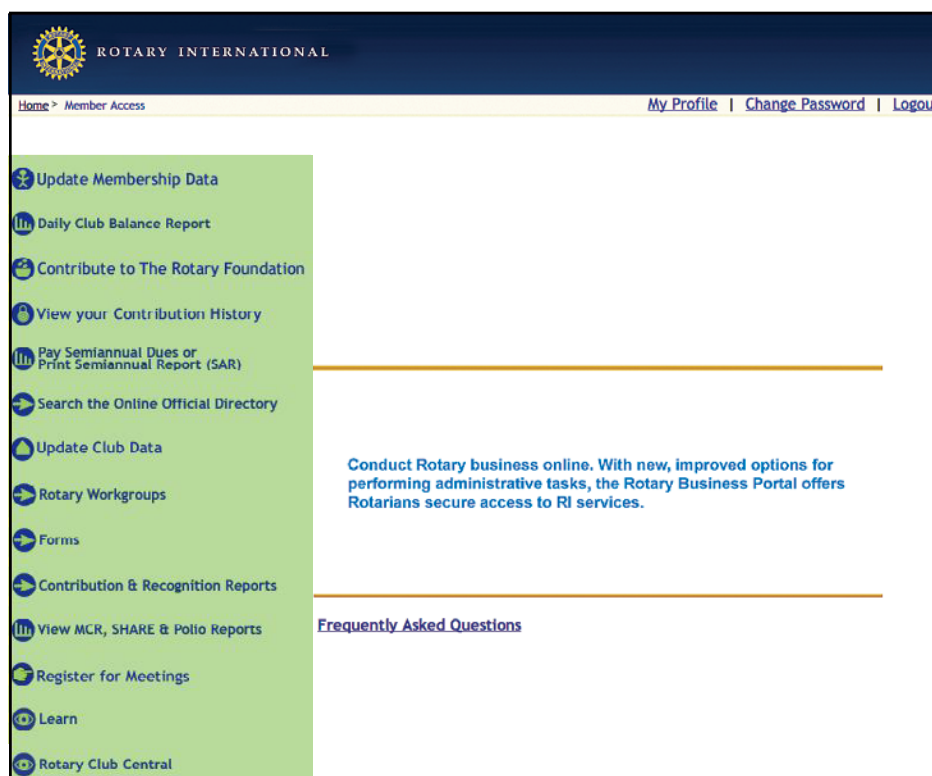
- Club's application for membership in RI and list of charter members
- Documentation relating to change of club name or locality
- Club constitution and bylaws with amendments
- Meeting notices and minutes
- District conference programs
- Press clippings, photos, slides, and videos relating to the club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

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

A club library is useful for new- and continuing-member education. It should contain Rotary publications and audiovisual resources (obtained from shop.rotary.org), along with archived issues of the club newsletter, the governor's monthly communication, *The Rotarian* or your Rotary regional magazine, and *Rotary Leader*.

Member Access. The [Member Access](#) area of www.rotary.org enables Rotarians to perform Rotary business online, which facilitates administrative tasks and ensures that RI has accurate records. Only you and your club president can activate other officers' Member Access privileges. Activation requires logging on to [Member Access](#) and indicating the officer's position.

The Member Access functionalities of club secretaries are shown on page 5.



Rotary International continues to enhance its services to Rotarians in its efforts to provide more online support.

Correspondence

In most Rotary clubs, the secretary responds to correspondence. Work with your club president to set up a process for responding to emails, letters, and faxes.

Special notices. You are responsible for sending out special notices to club members, including notices of board meetings, important committee meetings, and membership notifications.

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

Informing the district governor and RI. Inform the district governor and RI of special club activities and plans. The governor can share this information with other clubs through the monthly communication, the district website, or assistant governors, and RI may share it with the Rotary world through its publications or www.rotary.org.

Use the *RI Visual Identity Guide* to ensure that the Rotary emblem is correctly reproduced on club stationery. The Rotary emblem can be downloaded at www.rotary.org/graphics.

Beware of emails using Rotary terminology that ask for passport or other personal information. They are usually fraudulent and should be disregarded. Before providing any personal information, confirm the sender's identity and the reason for the request via separate email or phone call.

Use the promotional materials you receive from the district conference committee to promote attendance by club members.

District Conference

Like the club president, you should attend the district conference, which is intended to promote Rotary programs through fellowship, inspirational addresses, and discussion.

The conference also often serves as a district legislative body, and as an opportunity to discuss special topics suggested by the RI Board of Directors. Also, a representative is elected to the Council on Legislation, which meets every three years.

Club electors. Work with the president on the club's selection of electors to attend the district conference. Each club is entitled to one elector for every 25 members or major fraction thereof (not including honorary members), based on the club's membership records as of the most recent semiannual payment preceding the voting date. Each club is entitled to at least one elector, and electors must be active club members. Only active clubs can vote at the district conference.

A club may designate a proxy for any absent electors with permission of the governor.

Credentials certificates. The credentials certificate shows that the elector is qualified to vote on behalf of the club. The club secretary should follow these steps for each elector:

1. Complete the credentials certificate. Forms are provided by the district governor (if your club doesn't receive one, prepare your own).
 - Fill in the elector's name.
 - Insert the club's membership total and the number of electors to which the club is entitled.
 - Sign the certificate, and have it signed by the club president.
2. Deliver the original certificate to the elector, who will present it to the credentials committee at the beginning of the conference.
3. File a duplicate copy in the club files.

RI Convention

The RI Convention is the annual meeting during which RI business is conducted and its officers are officially elected. Each club should send at least one delegate to represent the club in all business decisions made at the convention. Work with the club president to select a delegate.

You should follow these steps to ensure that delegates are selected appropriately:

1. Elect delegates

Each club must elect at least one delegate, regardless of whether anyone else from the club plans to attend the convention. A delegate must be an active member of the club. Each club is entitled to one delegate for every 50 members or major fraction thereof (not including honorary members), according to the club's membership records as of 31 December preceding the convention.

If a club is entitled to two or more delegates, it may authorize one to cast all of the club's votes. Authorization is indicated by giving the delegate a credentials certificate (which includes the voting delegate's card) for each vote the delegate is authorized to cast. A delegate authorized to cast two votes should be given two credentials certificates, one authorized to cast three votes should be given three credentials certificates, and so on.

2. Select alternates

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

When electing its delegate(s), a club may choose an alternate for each, and, in the event this alternate is unavailable to serve, a second alternate. Alternates (and second alternates) are entitled to vote only if the delegates they were chosen to replace are absent.

3. Designate proxies

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

For more information on qualifying delegates, alternates, and proxies, see the [Manual of Procedure](#) (035).

Credentials certificates. You should follow the steps below to ensure that your club's credentials certificates are handled appropriately. For each delegate, your club must

1. Complete the credentials certificate including:

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

RI World Headquarters sends the appropriate number of credentials certificates to each club. Do not submit completed credentials certificates to RI.

2. Give the credentials certificate to the Rotarian who will attend the convention as the club's delegate or proxy with instructions to present the certificate(s) to the credentials committee at the convention's voting delegates booth.
3. File a copy of the certificate in the club files.

If you do not have the credentials certificate from RI, prepare a letter naming the delegate(s) and stating the number of active club members as of the preceding 31 December. Two officers (preferably the president and secretary) should sign the letter.

Preparing Your Successor

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

Before your term ends, you should make sure that club records are current and materials are orderly. Ask yourself the following to get started:

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

Resources

Contact information for RI and Foundation officers, appointees, and staff is listed in the *Official Directory* and at www.rotary.org. Download publications at www.rotary.org, or order them through shop.rotary.org or your international office.

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

Online Resources (www.rotary.org)

- [Member Access](#) — Members-only section of the Rotary website that enables Rotarians to contribute to The Rotary Foundation, manage e-newsletter subscriptions, register for the RI Convention, and access member benefits. Club officers can also obtain reports and records.

- [Rotary Code of Policies](#) and [Rotary Foundation Code of Policies](#) — Policies and procedures established by the RI Board of Directors and The Rotary Foundation Board of Trustees in support of the RI Constitution and Bylaws; revised following each Board or Trustees meeting.
- www.rotary.org — Information for club leaders about effective club operations, including links to club administration, membership, public relations, service projects, and The Rotary Foundation, and club-level resource pages.
- [Club Locator](#) — Search tool for finding Rotary clubs by name, city/town, or district number.

Informational Resources

- District directory or website — Includes meeting information for clubs in the district and contact information for the governor, governor-elect, assistant governors, district committees, club officers, and other Rotary leaders.
- [How to Propose a New Member](#) (254) — Brochure outlining the procedure for selecting and electing members. Includes a Membership Proposal Form.
- [Manual of Procedure](#) (035) — RI and Foundation policies and procedures, including RI constitutional documents, the RI Board of Directors, and the Trustees of The Rotary Foundation. Issued every three years after the Council on Legislation.
- *Official Directory* (007) — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information. Issued annually. Note: Rotarians, Rotary clubs, and districts are prohibited from making the *Official Directory* available as a commercial mailing list.
- [Shop.rotary.org](http://shop.rotary.org) — Rotary's online store for ordering RI publications, DVDs, forms, and supplies. Print catalog (019) also available.
- *Rotary Leader* — E-newsletter for Rotary leaders that can be used as a source for club newsletters and websites. Subscribe at www.rotary.org/newsletters.
- [The Rotarian](#) — RI's official magazine, published monthly. (Clubs that don't subscribe to *The Rotarian* subscribe to one of more than 30 [regional magazines](#) that are published in more than 20 languages.)

The club secretary should help the president prepare for and follow up on the assistant governor's visits.

Human Resources

- Assistant governor — Rotarian appointed to assist the governor with the administration of designated clubs. Your assistant governor will visit your club quarterly and is available to assist your club throughout the year. (Contact information is available from your district.)
- Contact Center — A team available to answer questions; can be reached at contact.center@rotary.org or toll-free (within USA and Canada) at 866-9-ROTARY (866-976-8279). Rotarians outside North America should continue to contact their international office.
- Past club secretaries — Rotarians who know your club procedures and history.
- RI Club and District Support representative (www.rotary.org/cds) — Staff members at international offices and RI World Headquarters who can answer many administrative questions and direct other inquiries to appropriate RI and Foundation staff.

Semiannual reports, changes in membership, club information changes, and Official Directory information can be submitted to RI through Member Access at www.rotary.org.

Semiannual Report

RI sends a semiannual report (SAR) packet to each Rotary club secretary in late June for the July billing and in late December for the January billing. The packet consists of two parts:

- Club membership list, per RI records, which serves as the basis for the estimated billing.
- Invoice for RI per capita and prorated dues, Council on Legislation fees, and magazine subscriptions. (Note that two Rotarians residing at the same address have the option of subscribing jointly to the official magazine.) The treasurer is responsible for this portion and should recalculate what is owed using the SAR worksheet provided in the packet.

Keep your club membership list current through Member Access so that the per capita billing is accurate. Your club's balance may be paid by credit card through Member Access by you, the treasurer, or the president. Clubs with fewer than 10 members are required to pay for 10 members.

If you do not receive the SAR packet by the end of July or January, you can print a copy from Member Access or request it by contacting data@rotary.org or your international office.

Submitting dues to the district and RI guarantees your club's membership and good financial standing in Rotary International, as well as access to the organization's resources.

Clubs accepting a transferring or former Rotarian must first secure a certificate from the former club confirming that person's membership, as well as verification that the member does not owe any debts to the club. A prospective member cannot join a new club until all debts to the former club have been paid.

For more information on the dues and fees collected from club members, refer to the *Club Treasurer's Manual*.

Termination and Reinstatement

Any club that does not pay its dues and fees to RI will be terminated and will not receive services from RI or the district. The club's membership can also be suspended or terminated if any member of the club has misused funds from The Rotary Foundation.

Termination

- Six months after the 1 January or 1 July deadline, clubs with unpaid per capita RI dues over US\$250 will be terminated.
- Clubs that have not fulfilled their entire financial responsibility within 365 days of termination will lose their original charter and will not be eligible for reinstatement.

Reinstatement

- Within 90 days of termination, the club must pay all financial obligations to RI, including a \$10-per-member reinstatement fee. Clubs with fewer than 10 members must pay for a minimum of 10 members.

Clubs that don't pay their dues and fees to RI will be terminated and will not receive services from RI or their district.

- More than 90 days but less than 365 days after termination, the club must pay all financial obligations to RI, pay a 10-member minimum reinstatement fee, complete a reinstatement application, and pay an additional \$15-per-member application fee, which is also subject to the minimum 10-member requirement.

Member termination

The club secretary should notify any member who fails to pay dues within 30 days after the deadline. The notification should specify the amount owed and the deadline. If the dues are not paid within 10 days of the notification date, membership may be terminated, subject to the discretion of the club's board. The board may reinstate membership upon a member's petition and payment of all debts to the club.

Monthly Attendance Reports

One of the main responsibilities of the club secretary is taking and calculating attendance and reporting the calculation monthly to the district governor. Attendance policy is explained below and in the Standard Rotary Club Constitution. You may want to ask your club administration committee to assist you by

- Educating club members about the attendance requirement
- Informing club members about how to make up a missed meeting, including participating in a Rotary e-club meeting
- Tracking attendance

Attendance. Meeting attendance is calculated by taking the number of active members present and dividing it by the total number of active members in your club. If your club has members who are excused under sections 3b and 4 of Article 9 of the Standard Rotary Club Constitution or because of a district officer position, count them as present if they attend a club meeting, but do not count them as absent if they do not attend.

Active members credited with attendance. When taking attendance at club meetings, there are specific ways to account for active and inactive members. Do include active club members, members credited with make-ups, and members excused by the board. Do not include members whose combined age and years of membership (in one or more clubs) is 65 or more, and who have received board approval after notifying the club secretary in writing of their desire to be excused from attendance.

Do not include current RI officers or visitors.

Make-ups. Excused absences cannot be longer than 12 months. You may give attendance credit to a member who misses a club meeting if, within 14 days before or after the missed meeting, the member meets one of the following conditions:

- Attends at least 60 percent of the regular meeting of another Rotary club or a provisional Rotary club, or is present at the usual time and place of another club's regular meeting and that club is not meeting

- Attends or travels with reasonable directness to or from any of the following:
 - RI Convention
 - Council on Legislation
 - International Assembly
 - Rotary institute
 - RI committee meeting
 - Any meeting held by direction/approval of RI Board of Directors
 - Multizone conference
 - District conference
 - District assembly
 - Any district committee meeting held by direction of district governor or RI Board of Directors
 - Regularly announced intercity meeting of Rotary clubs
- Attends and participates in a club service project or club-sponsored community event or meeting authorized by the board
- Participates directly and actively in a service project sponsored by the district, RI, or The Rotary Foundation in a remote area where a make-up opportunity isn't available
- Attends a regular meeting of any of the following: Rotaract club, Interact club, Rotary Community Corps, a Rotary e-club, a provisional Rotaract or Interact club or Rotary Community Corps, or a meeting of a Rotary Fellowship
- Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned
- Participates through a club website in an interactive activity requiring an average of 30 minutes of participation
- Is serving on Rotary business as an RI committee officer or member, a Rotary Foundation trustee, or district governor's special representative for the formation of a new club, or is conducting Rotary business as a Rotary International employee

Monthly attendance report to district governor. Every month, the secretary is responsible for sending the district governor a report of the club's monthly attendance, as described above. This report should be sent within 15 days of the last meeting of each month.

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

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

Additionally, the board may cancel up to four meetings per Rotary year for causes not otherwise specified, as long as the club does not cancel more than three consecutive meetings. Do not include these canceled meetings when calculating attendance.

Membership Changes

During the year, most clubs experience membership changes, including new members, changes in members' contact information, and membership terminations. Report all changes to RI through Member Access as soon as they become effective. Be sure to notify your district governor and update club records. By submitting new-member information, the club secretary ensures that the member's name is entered in the club membership record and that his or her subscription to *The Rotarian* or Rotary regional magazine is activated. If the new member is a former Rotarian, be sure to provide the name of the member's previous Rotary club and member ID number (if available) so that the member's history, including records of Foundation giving and RI offices held, is retained.

Clubs accepting a transferring or former Rotarian must first secure a certificate from the former club confirming that person's membership, as well as verification that the former member does not owe any debts to the club. A prospective member cannot join a new club until all debts to the former club have been paid.

Reporting changes through Member Access. Membership changes reported through Member Access are made directly to the RI database and processed immediately. Be aware that if you terminate a member, the change to the individual's membership status is immediate and permanent. Members can update their own contact information.

The [Membership Data Form](#) can be completed at www.rotary.org and submitted through Member Access, or download the form and email it to data@rotary.org. Save copies for your district governor and for your club files.

Visiting Rotarians Report

Provide visiting Rotarians with documentation of their attendance at your club meeting so their club will credit them with the make-up. This documentation could be a card given to the visitor or an email sent to the secretary of the visitor's club.

Rotarian Relocation Form

Rotarians who leave your club because they are moving may be eligible for membership in a Rotary club in their new community. Your club can propose a relocating Rotarian for club membership elsewhere (as can a member of the local club). Use the [Rotarian Relocation Form](#) to notify the other club's president or secretary about the prospective member.

Club Information Changes

Any change of club information (for example, a new meeting time, place, or day; a new president or secretary; a change of address for a president or secretary) should be reported immediately to your district governor and RI through Member Access or by e-mailing data@rotary.org.

Official Directory Information

Submit your club's data for the *Official Directory* through Member Access. If you do not have Internet access, send a letter containing the following information to RI World Headquarters or the international office serving your area: club name, district, and meeting place and day; names of the club president and secretary and their mail and email addresses and phone numbers. Also note whether your club prefers to receive the *Official Directory* on CD or online (through Member Access). Share this information with the district governor-elect so that he or she can contact incoming club presidents and the current governor. Retain a copy for your records.

Annual Report

Near the end of your year as secretary, you should prepare an annual report for presentation at the final club meeting of the year. Confer with the club president to ensure that you will not duplicate his or her report. The annual report should include brief statements about actions taken by the club's board of directors, membership gain or loss for the year, and any continuing projects that are not covered in the president's report.

3

Working with Club Leaders



An important part of a leadership role is developing relationships with fellow club leaders and members.

Club President

The secretary and the president must work as a team to ensure that the club operates effectively. Before you take office, meet with the incoming president to come to a mutual understanding of club operations, particularly the division of responsibilities between president and secretary.

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

Board of directors meetings. The club's board of directors is its governing body. Its members are the president, vice president(s), president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, immediate past president, and the additional number of directors specified in your club's bylaws.

The club secretary should assist the president with arrangements for regular meetings and any special meetings, such as board meetings and club assemblies.

The president will preside at club board meetings. Usually, the secretary has the following duties:

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

The president-elect may call meetings of the incoming board to prepare for the year.

Club assemblies. A club assembly is a meeting of all club members — an opportunity to discuss programs and activities and to educate members. The secretary issues the call for club assemblies, records the minutes, and assists the president during the meeting. Most clubs have four to six assemblies a year, while some clubs hold them monthly.

New members in particular should be encouraged to attend club assemblies to learn more about your club.

The secretary should work with the president and club administration committee to organize club assemblies, whose activities include:

- Brainstorming ideas for projects and activities
- Reviewing club strengths, opportunities, and weaknesses
- Setting goals and developing action plans
- Coordinating committee activities
- Promoting district conference or other district and RI meetings
- Learning more about Rotary and Foundation programs

The governor's visit. Every year, the district governor visits each club in the district. Before 1 July, the governor-elect or the assistant governor assigned to your club should notify your club of the date of the governor's official visit. To prepare, the president may call a special club assembly to request that committee plans, activities, and accomplishments be put in writing, and to discuss the progress made toward club goals. The assistant governor should attend the club assembly associated with the governor's visit and be available to respond to questions or concerns. Work with the club president to determine how you'll prepare for this meeting.

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

After candidates have been nominated for club offices, you should publish their names to all members, along with the names of any club members proposed as candidates for district governor, RI director, or RI president.

The RI Bylaws prohibit campaigning for any RI office. A complaint about such improper activities must be filed with your international office within 21 days of the election and must be submitted by an RI officer (such as the district governor or an RI director) or by a club.

Club Treasurer

The secretary and treasurer have several responsibilities that are interrelated. It is important to work closely with the treasurer to arrive at a mutual understanding of club operations, particularly the division of various responsibilities.

Club dues. Work with your treasurer to track dues collected from and owed by members. Send statements of club, district, and RI dues to all members regularly, as determined by the club. The statement should include any other amounts payable, such as the cost of meals. If you collect dues, work with the treasurer to transfer money and issue receipts.

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

The RI per capita dues per half year are:

- 2012-13: US\$26.00
- 2013-14: US\$26.50*

Many clubs issue membership cards, which members can show when making up a meeting at another club. The ID card is intended for personal use only. Cards are available through authorized vendors listed at www.rotary.org.

Contributions to The Rotary Foundation. In some clubs, the secretary — rather than the treasurer — processes and maintains records of contributions to The Rotary Foundation. The treasurer can access Rotary Foundation reports in Member Access if the appointment is reported in Member Access by you or your club president. For more information on forwarding contributions, consult the *Club Treasurer's Manual*.

Club financial review. Review with the treasurer the annual club financial record that was prepared for the outgoing board of directors and transferred to you with the club records, to determine if any bills

* Dues will remain constant after 2013-14 unless changed by the Council on Legislation.

The semiannual report can also be submitted to RI through Member Access at www.rotary.org.

require payment or debts should be collected. A complete report of these financial records should be prepared for presentation at the first meeting of the incoming board.

Finances recorded in the minutes of the board of directors meeting should accurately reflect the figures in the general ledger.

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

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

Best financial practice calls for two signatures on any club check or draft.

Club Administration Committee

As club secretary, you should work closely with this committee, which conducts activities associated with the effective operation of the club. It has the following responsibilities:

- Organizing club meetings and special programs
- Organizing social activities for members
- Producing the club newsletter and club website

In addition, the committee can be enlisted to help

- Track attendance at club meetings
- Maintain club membership lists and report to Rotary International
- Collect dues

Club meeting. Work with the president and the club administration committee to develop a program for each meeting. A good program can motivate members to increase their participation in activities serving the club, the community, and the world. Secretaries may be responsible for logistics for meetings, including:

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

Work with the public relations, service projects, Rotary Foundation, and all other committees as needed.

Club secretaries may also assist with these aspects of club meetings:

- Preparing announcements
- Planning program topics
- Scheduling guest speakers

Club newsletter. The club newsletter keeps members informed about upcoming meeting programs, recognition of outstanding service by a member, and details of service projects and activities.

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

Club website. The club website is your club's online presence, providing information to current and prospective members. You are responsible for helping the club administration committee develop content for the website. And you may be called upon to respond to emails from prospective members sent through the site.

Club Membership Committee

The secretary also works closely with the club's membership committee. Meet with the committee early on to discuss how you will work together.

Proposing and electing new members. The secretary is involved in three of the six steps listed below for proposing and electing new members (steps 1, 3, and 6). Follow through carefully and promptly with each step to maintain potential members' interest in joining your club.

1. An active member of the club or the membership committee submits the name of a prospective member to the board in writing, through the secretary. A transferring or former member of another club may be proposed for active membership by the former club. The proposal is kept confidential (except as otherwise noted).
2. The board ensures that the proposal meets all the classification and membership requirements of the club constitution.
3. The board approves or disapproves the proposal within 30 days of submission and notifies the proposer, through the club secretary, of its decision.
4. If the decision is favorable, the club or the proposer informs the prospective member of the purposes of Rotary and the privileges and responsibilities of membership. The prospective member signs the membership proposal form giving the club permission to publish his or her name and proposed classification (no classification is proposed for honorary membership), and the club publishes the information.

5. The Recommended Rotary Club Bylaws allow seven days for club members to consider the proposal and file written objections. If no objections are received, the prospective member is considered elected to membership, upon payment of the admission fee. If an objection is received, the board votes on the prospective member at its next meeting. If membership is approved despite the objection, the proposed member is considered elected to membership, upon payment of the admission fee.

The admission fee is waived for transferring or former members of another club as long as they provide documentation that they have no outstanding debts with the previous club and a certificate proving their membership. Honorary members and Rotaractors who ceased to be a member of Rotaract within the preceding two years are also exempt from paying an admission fee.

6. Following a new member's election, the president arranges for the member's induction, membership card, and new-member Rotary literature. The president or secretary reports the new member's information to RI. The president designates a current member to help the newcomer become involved in the club, and assigns the new member to a club project or function.

Appendix 1: Club Secretary's Calendar

Below is a sample calendar of activities for the club secretary. Modify it to reflect the activities of your club and district.

January-June (before taking office)

- Begin studying the *Club Secretary's Manual* and the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws.
- Confer with the president-elect and the outgoing secretary.
- Attend the district assembly.
- Attend meetings of the incoming board of directors.
- Assist the incoming president, as needed, in setting club goals.
- Attend the club assembly held by the president-elect after the district assembly to discuss club plans for the coming Rotary year.
- Attend meetings of the current board, if invited.
- Confirm with the current secretary that RI records have been updated to reflect incoming club officers.
- Register with Member Access.
- Work with the club president to secure Member Access privileges for your treasurer and Rotary Foundation committee chair
- Review semiannual report from RI and make any necessary corrections.

July

- Take office and assume official duties.
- Use Member Access to update club information, maintain membership records, and view reports.
- Obtain all club records from the outgoing secretary, and take custody of club property, including the current *Manual of Procedure*.
- Send statements of club dues and fees to all members, and record collections (may be done monthly, quarterly, or semiannually).
- Send both the semiannual report and dues payment, due to RI on 1 July. Note: The SAR should list all individuals who will be members as of 1 July. If you don't receive the SAR packet by the end of July, you can print a copy from Member Access or request one by contacting data@rotary.org or your international office.
- Receive the *Official Directory* from RI.

November

- Update your club's membership list in Member Access to ensure a correct SAR.

December

- Prepare for and assist with the annual meeting to elect officers; the election must be held by 31 December to guarantee inclusion in the next edition of the *Official Directory*. Note: If RI does not receive updated information, current officers will be listed again.
- Review semiannual report from RI and make any necessary corrections.

January

- Send statements of club dues and fees to all members, and record collections (may be done monthly, quarterly, or semiannually).
- Send both the SAR and dues payment to RI by 1 January. (Note: The semiannual report should list all individuals who will be members as of 1 January.) If you don't receive the SAR packet by the end of January, you can print a copy from Member Access or request one by contacting data@rotary.org or your international office.
- Work with the president and the board of directors to review the club's program of activities and prepare the midyear progress report.

February

- If your club has decided to propose one of its members as a governor-nominee candidate, send the resolution supporting the decision and the district governor-nominee data form to the district nominating committee.

April

- Begin briefing your successor so he or she will be ready to assume responsibilities on 1 July.
- Prepare credentials for delegates to the RI Convention.

May

- Update your club's membership list in Member Access to ensure a correct SAR.

June

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

Appendix 2: Discussion Questions for the District Assembly

Reviewing this manual before you attend the district assembly will help you prepare for your training, which will include facilitated discussion sessions that address the questions below. When considering the questions, refer to this manual and compare thoughts with other incoming club leaders.

What are the main responsibilities of the secretary in your club?

How will you work with the club president?

How will you work with the treasurer?

How can you support your club's committees?

What administrative duties can you streamline?

What is one annual goal you will work toward in the coming year? How does this support your club's strategic plan?

Worksheet 1: Responsibilities

Take five minutes to individually complete the chart below. Take five more minutes to compare your answers with your neighbors' answers.

Club secretary responsibility	How often performed?	Others involved	Strategy
Maintain membership records			
Record attendance at meetings and send monthly attendance reports to the district governor			
Send reminders for club, board, and committee meetings			
Record and maintain minutes of meetings			
Submit required reports, such as the semiannual report, to Rotary International			
Work with your club treasurer to collect and submit membership dues and magazine subscriptions to RI			
Other:			
Other:			

Worksheet 3: Goals

Use this worksheet to draft a long-range goal and annual goals for three years to reach the long-range goal. Ensure that your goals are:

Shared. Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.

Measurable. A goal should provide a tangible point to pursue.

Challenging. A goal should be ambitious enough to go beyond what your club has accomplished in the past.

Achievable. Rotarians should be able to accomplish the goal with the resources available.

Time specific. A goal should have a deadline or timeline.

Long-range goal (goal for your club three years from now)

Year 1 annual goal:

Year 2 annual goal:

Year 3 annual goal:

Worksheet 4: Action Plan

In the space below, write one annual goal from your goals worksheet. Then, determine the action steps that need to be taken to meet this goal.

Annual goal

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

Resources needed

Worksheet 5: Club Secretary Case Studies

Read each case study below and answer the questions. Create a plan using the case study action plan worksheet on page 33.

You are new to the position and the former secretary has given you three boxes full of club records and files. You want to move all files to be electronic.

How do you go about doing this?

How will you convince club members of the benefits of switching to electronic files only?

You also want to encourage members to use RI's online system, Member Access. How will you do so?

The Rotary Club of Carson has traditionally been a small club. One member has handled the responsibilities of the secretary and treasurer positions for several years. However, this member recently left the club due to health issues. Your club is rarely open to change, but you have a lot of innovative ideas you would like to see implemented. You have shared these ideas with your club president-elect and several other members. The club president-elect is skeptical, but the club members are excited.

How will you convince your club president-elect to give your ideas a chance?

How could these changes affect the dynamics of your club?

You have attended several board meetings and have noticed that little is accomplished at each meeting. You have organized the agenda, but it is never followed. You are frustrated that your time is not being used well and worry that club members would be upset if they knew what was going on at the board meetings.

As club secretary, how can you get the board back on track?

Your club is very busy and involved in many activities. Your club also has a number of club committees working on a variety of initiatives. As you talk with several committee members about upcoming event dates, you realize that the committees are not communicating with each other. Several events are being scheduled for the same date. You realize that club members are confused by the disorganization.

What do you do?

How can you encourage the club committee chairs to communicate with one another?

Case Study Action Plan

Action step	Who will be responsible?	How long will this step take?	How will progress be measured?	What resources are available?
1.				
2.				
3.				
4.				
5.				

What did you learn that you can apply to your club?

Worksheet 6: Problem-solving Guide

Use the Planning Guide for Effective Rotary Clubs and the goals worksheet from session 2 to develop your problem-solving guide. Analyze your club's goals, and think about potential challenges to achieving them. Then, offer solutions to these challenges.

	Goal	Potential Challenge	What resources are available?
Administration			
Membership			
Public Relations			
Service Projects			
Rotary Foundation			
Other			

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- Update club information and download reports
- View your club's semiannual report (SAR) and pay dues
- Enter your club's annual goals and track your achievements

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ROTARY INTERNATIONAL®

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

www.rotary.org