

CLUB SECRETARY'S MANUAL

INCLUDES CLUB TREASURER SECTION



ROTARY INTERNATIONAL®

Addendum to the *Club Secretary's Manual*

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

Page 9 and 56

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

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

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Delete the last 2 paragraphs and replace with the following:

Active Members Credited with Attendance

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

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

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

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

- Legal holiday, including a commonly recognized holiday

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

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Club Treasurer

As club treasurer, your responsibilities include:

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

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

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

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

Club Dues

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

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

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

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

Contributions to The Rotary Foundation

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

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

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

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

Club contribution records and the recognition summary reports are available to club presidents and club secretaries through Member Access at www.rotary.org.

Budget

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

Tips on Budget Preparation

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

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

Estimated Expenses

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

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

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

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

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

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

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

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

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

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

Sample Budget Form

Rotary Club of _____

Budget for fiscal year beginning 1 July _____

Estimated income:

Membership dues _____

Other income _____

Total _____

Estimated expenses: _____

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

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RI Southern South America Office

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