



Secretary's Manual

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The Role of the Secretary

All Club secretaries have similar responsibilities that help keep our Clubs operating effectively.

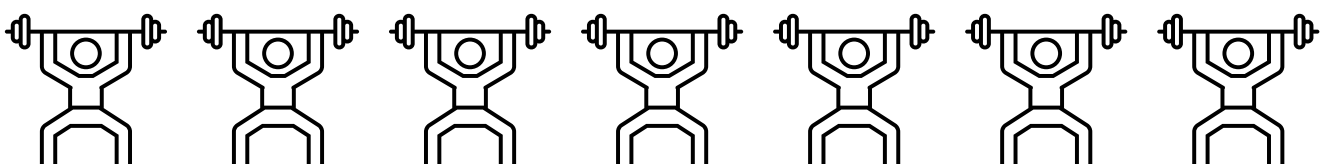
- Attend the district training assembly and the district conference.
- Meet with the previous secretary and receive the club's records.
- Meet with the incoming club officers or board of directors to plan the year ahead. Review your club's strategic plan if it's current or talk to the board about updating it.
- Update your club's records and member list using My Rotary or your club management system. If you use a club management system, check to make sure that it can submit information to Rotary International.
- Make sure that your club has the most recent Rotary Governance documents to refer to as needed.
- Make sure the club treasurer has the club invoices in time for payment.
- Serve on the club board and club administration committee.
- Work with the club membership committee to decide who will manage the membership leads process.
- Take minutes at club and board meetings and club assemblies.
- Update club and officer information for the ClubRunner and Rotary's records.
- Manage club correspondence, including responding to emails and sending official notices and invitations.
- Keep promotional items, name badges, and other materials that are used at meetings and events.
- Preserve your club's historical records.
- Write an annual report for the club at the end of the Rotary year.
- Assist the club president, treasurer, and committees as needed.
- Meet with your successor and give them the club's records.

Club executive secretary/director

Some clubs have an executive secretary/director role to handle administrative duties, in addition to a club secretary. Club executive secretary/director is the only role that can be held by a non-member and the only one that can be a paid position.

Club secretary is the official role recognized by Rotary International as the person who'll receive club communications and work on the club's behalf. Make sure that your club officer assignment in My Rotary is the club secretary role, not club executive secretary/director.

There's no benefit to being listed as both club secretary and club executive secretary/director because both positions have the same online access level. If your club doesn't have a club executive secretary/director position, though, you can report another officer or director of your club as being in that role, so they'll have access to the online tools.



Your Year

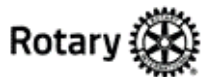
January – June

Prepare for your term.

- Subscribe to Rotary Newsletters that support your Club's activities (to do this log onto [My.rotary.org](https://www.myrotary.org); search Newsletters; click on manage subscriptions; tick on the newsletters you wish to receive; click on update).
- If there are enough of us, we can have a discussion group on messenger – please let me know if you think this would be helpful)
- Become familiar with the Rotary Code of Policies (this document is 583 pages. If you would like a copy I can email it to you), the Standard Rotary Club Constitution (**Attachment 1**) or Standard Rotaract Constitution and your Club's Bylaws.
- Meet with your President elect to:
 - Discuss Club goals.
 - Schedule club activities.
 - Decide how you'll divide administrative tasks.
 - Decide who'll manage membership leads for your club.
 - Determine how you'll handle club communications.
- Meet with the current secretary to:
 - Review club procedures
 - Review the club invoice
 - Discuss how the current leaders have managed membership leads
 - Get access to the club's records, archives, and other property
- Meet with your club's membership committee to discuss its initiatives and how you can support them.
- Review the current Manual of Procedure (another 76 page document that I can send to you if you would like a copy).
- Participate in your district training assembly.
- Attend meetings of the current and incoming board of directors, if you're invited.
- Participate in the club assembly held by the president-elect after the district training assembly to discuss club plans for the coming year.
- Prepare a schedule for sending statements of club dues and fees to all members (monthly, quarterly, or twice a year), and plan how you'll record the dues and fees you receive.

July
Take office

- Update your club information and maintain accurate membership records throughout the year.
- Make sure new club officers are reported in My Rotary so they have access to online tools and resources.
- Make sure the club treasurer has received the club invoice so it can be paid on time, within 60 days. (A sample invoice is below.)



CLUB INVOICE — JANUARY 2022

INVOICE NUMBER INV-0000501431
 CLUB NUMBER
 ROTARY CLUB OF Chicago
 DISTRICT 6450
 INVOICE DATE 01-01-2022

Rotary Club of

Chicago, IL,
United States

JAN-JUN CHARGES

QUANTITY	UNIT OF MEASURE	DESCRIPTION
119	Members	CLUB DUES
14	Months	Pro Rata Dues
124	Subscriptions	Rotary Magazine - Paper
11	Months	Rotary Magazine - Paper Pro Rata
4	Subscriptions	Rotary Magazine - Digital

TOTAL JAN-JUN CHARGES
PREVIOUS BALANCE
TOTAL CLUB BALANCE (USD)

PAYMENT DUE UPON RECEIPT
5,025.62 USD

UNITPRICE(USD)	TOTAL (USD)
35.00	4,165.00
5.83	81.62
6.00	744.00
1.00	11.00
6.00	24.00

NOTIFICATIONS

Want to go paperless? Opt your club out of the paper invoice in My Rotary under Edit invoice preferences.

QUESTIONS?

Contact :

T:

E: @rotary.org

December – February
Midyear tasks

- After you report new club officers or members, use My Rotary to confirm that Rotary received your updates.
- Prepare the midyear progress report to outline the club's status and achievements so far this year.
- Review the club's schedule of activities with the president and the board of directors.
- Support the annual meeting to elect club officers.
- Confirm that your club's membership data is current in My Rotary by 1 January, so you receive an accurate club invoice.
- Make sure the treasurer has received the club invoice so it can be paid on time.
- Work with the president to report the club's achievements toward the Rotary Citation in Rotary Club Central.
- Rotaract club secretaries: Follow the citation instructions for Rotaract clubs.
- Report next year's club officers using My Rotary or your club management system (ClubRunner) by 1 February.
- If you wish to propose a governor-nominee designate candidate, send the resolution that supports the decision and the governor-nominee designate form to the district nominating committee.

April-June Preparing for next year

- Begin briefing next year's secretary.
- Prepare your annual report to the club.
- Give the club's records, archives, and other property to the incoming secretary.
- Confirm that your club's membership data is current in My Rotary by 1 July so that you'll receive an accurate club invoice. If you use a club management system (ClubRunner), make sure your information is being sent to Rotary.
- Rotaract club secretaries: Update club and member data and report club officers by 30 June.

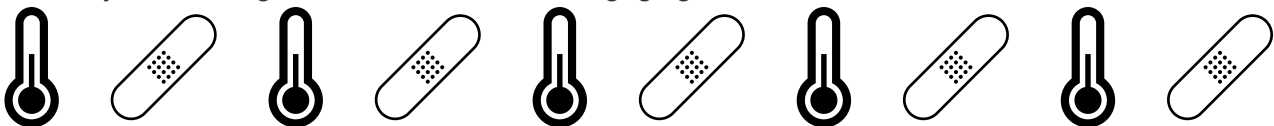
The club secretary is responsible for promptly reporting membership information to Rotary International in addition to other duties listed in the club constitution and bylaws. The Rotary club secretary also needs to report next year's club officers to Rotary International by 1 February.



Club Health Check

If your club has poor attendance, it's likely a sign that it isn't engaging all its members. The Club Health Check ([Attachment 2](#)) and member satisfaction survey ([Attachment 3](#)) can help you learn what people like about the club and what you can improve.

Remember, your club can change its meeting options to better accommodate people. Clubs can choose when, how, where, and how often to meet. Work with your club leaders to change things that aren't working and make your meetings more accessible and engaging.



Managing member information

Your primary responsibility as secretary is keeping your club member lists current and reporting that information to Rotary. Let's quickly review some facts about membership.

Rotary recognizes two membership types: active and honorary.

Active club members:

- Include Rotarians and Rotaractors
- Are counted in Rotary's membership totals
- Pay Rotary International dues
- Can vote on club matters
- Can become club officers
- Can serve as district governor, if they're Rotarians

Your club can offer various types of active membership to help attract and retain members, including family, associate, junior, or corporate memberships. The club sets its own policies on club dues and service expectations for each type of active membership. Update your club's bylaws to reflect these policies and to detail each type of club membership, its eligibility rules, and the club dues such members will pay. (Remember that you need to report all of these members as active and collect RI membership dues from them.)

Rotaractors can also be dual members, which means that they can join a Rotary club while remaining members of their Rotaract clubs.

Your club can set its own rules for dual membership and for people who are transferring from another club, but to join, qualified members usually need only to:

- Demonstrate good character, integrity, and leadership
- Have a good reputation in their business, profession, and community
- Be willing to serve their community and others around the world

Managing member lists

The best way to keep your club membership list current is to enter any changes in My Rotary or your club management system as soon as they occur, but certainly no later than 1 July or 1 January for Rotary clubs. This ensures that your club invoice will be accurate. If you use a club management system, work with your vendor to make sure Rotary International receives the information.

To report member data through My Rotary, make sure you are signed into your account.

Other membership tasks

Counting satellite club members

If your club sponsors a satellite club, the members of the satellite club are officially members of your club. But membership updates for the satellite club aren't managed in My Rotary. You can send member updates for a satellite club to Data Services at data@rotary.org.

Helping manage membership leads

You can review information about prospective members who have been referred to your club on the Membership Leads page in My Rotary. You'll receive email notifications about new candidates or members who are transferring from another club.

Work with your club president and membership chair to review and update candidates' status as they progress through the process.

Issuing member ID cards

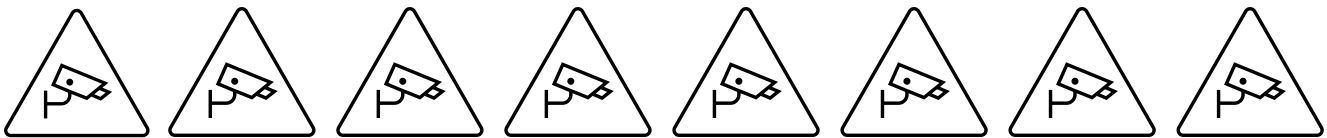
You may want to issue ID cards, which members of your club can show when they attend a meeting of another club. The card is intended for personal use only. Many of the licensed vendors listed on My Rotary sell these cards, or you can use the templates in the **Brand Centre** to make them.

Handling a member's move to a new club

When someone transfers from a different club, ask their previous club to confirm their membership and that the person doesn't owe the club or district any money. RI and district dues that were paid to the previous club will be valid until the next invoice period. If you don't receive a statement from the previous club within 30 days, assume that the person doesn't owe any money.

You'll need to enter a start date for the person's membership in your club. It's best to use the day after they left their previous club so that their records will show continuous Rotary membership.

When someone in your club moves away, you can refer them to a club in their new community using the Membership Leads page in My Rotary.



Working with the president and committees

Meeting with the current club leaders before you take office will help you learn more about the club's goals, projects, and activities. Attend meetings of the current board, if you can, to learn administrative procedures and ensure continuity. You'll coordinate the most with the president and treasurer.

Before the year begins, meet with your club president to discuss your roles and responsibilities and how you'll work together. For example, the president might lead club meetings, but you might help plan them and make logistical arrangements, such as:

- Preparing any announcements
- Planning programs
- Scheduling guest speakers
- Distributing and collecting name badges
- Making travel arrangements, handling expenses, or sending thank-you notes for speakers.
- Helping visiting members, including providing any documentation they need

Rotary club secretaries will also want to discuss which duties should be assigned to other club leaders and how you can delegate your online access to them.

In Rotary clubs, the club secretary is automatically a member of the administration committee. The committee's responsibilities include:

- Planning interesting club meetings and fun social events
- Producing club communications, such as a newsletter

- Helping the club treasurer collect membership dues if necessary.

You can work with the rest of the administration committee to keep members informed about club and district activities using the club's newsletter, website, and social media accounts. The committee produces the newsletter, and you can help by providing content such as committee reports, board decisions, and items from the governor's monthly communication. You can also find interesting and relevant content for the newsletter in RDU Magazine, in your regional magazine, or on My Rotary.

Visit Rotary's Brand Center to find newsletter and banner templates, images, ads, presentations, and more that all comply with Rotary's brand guidelines. Simply download them and add your club name or information.

Additional duties for you and the president

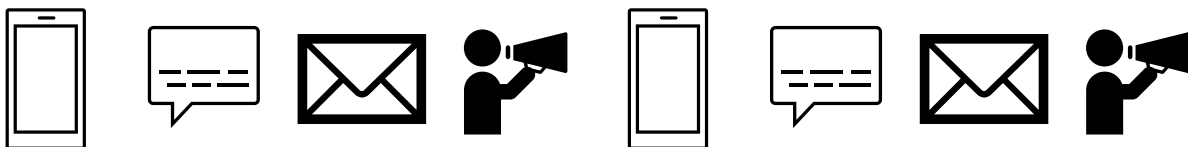
All members and participants deserve an environment where they feel welcome, respected, and valued. This should be a key focus for every member of the club, and it should be established and modelled by club leaders. Communicate clearly about how your club makes its roles and processes equitable and inclusive. The club president and secretary are responsible for receiving reports about any issues related to membership diversity, harassment complaints, and club disputes. The club board is responsible for examining and handling any issues that are brought to it. Work together to determine your processes and share this information with club members.



Communicating with the Governor and Rotary staff

Tell the District Governor and Rotary staff about special club activities. The governor can share this information with assistant governors or with other clubs. Post successful projects and events on Rotary Showcase. Tell Rotary about initiatives or strategies that your club has found to be effective. Share your success stories with Club and District Support. Rotary staff members may write about them in our publications or on My Rotary.

When the governor visits, share your thoughts about the health of the club, including how well club meetings are attended.



Club records and archives

As club secretary, you manage all club records. Ask the previous secretary for your club's files, office supplies, and equipment.

Your club may have materials that it should retain, including:

- Your club's application for membership in Rotary and a list of charter members
- Documentation of any changes to the club's name or meeting place
- Your club constitution and bylaws with amendments
- Meeting notices and minutes
- News stories, photos, slides, or videos about the club, its projects, and its activities

When retaining and providing access to these records, be sure to follow Rotary's Personal Data Use Policy.

To find out if Rotary has an important item or piece of information about the organization or chartering of your club, write to history@rotary.org.

Document what your club does during your term and keep any information that you share with Rotary or the district. At the end of the year, work with the president or the administration committee to write a report for your club's archives. It should include a summary of the year's activities, photographs of officers and events, names of new members, and outstanding accomplishments.



Voting and electors

If you're a Rotary Club Secretary, you're expected to attend the District Conference. The conference is your chance to learn more about Rotary and District programs and to meet other leaders in your area.

The conference may also include a district legislative session where club electors discuss and vote on important district matters.

Some of these meetings are also held via zoom and it is very important to ensure your President is made aware of these meetings. The President must attend or complete a delegation form and have it signed by two Board Members. Every Club is entitled to have one elector. The form must then be sent to the District Secretary prior to the commencement of the meeting.



Managing Club Business

Your administrative responsibilities

A club that operates smoothly is on its way to being a successful club. The president, secretary, and treasurer all have important roles in making that happen, including:

- Overseeing the management of club finances and ensuring that the club invoice is paid
- Making sure that updates to your membership list in My Rotary are made within 30 days
- Ensuring that members subscribe to a Rotary magazine
- Following the reporting requirements for your district and Rotary International
- Making changes to your club's bylaws as necessary

Club standards

All clubs are expected to achieve certain goals that are fundamental to Rotary's purpose, and your club's success starts with these common objectives.

- Carry out successful projects related to the five Avenues of Service.

- Strengthen Rotary's Membership.
- Support the Rotary Foundation
- Develop leaders beyond the club level.

A functioning club needs to:

- Meet regularly (at least twice a month)
- Implement service projects that address needs locally or in other countries
- Keep its membership list current in Rotary's database by using My Rotary or a club management system
- Conduct its operations in ways that are consistent with the RI Constitution and Bylaws and the Rotary Code of Policies
- Maintain an environment that is free of harassment and promptly address any allegations of harassment according to the Rotary Code of Policies
- Pay per capita dues to RI, and pay RI membership and district dues without outside assistance
- Subscribe to *Rotary* magazine or a licensed regional magazine (RDU)
- Welcome visits by the assistant governor, governor, or any officer of Rotary International
- Resolve club disputes amicably and maintain cooperative relations with the district
- Have liability insurance that is appropriate for the region
- Comply with requests from the RI Board to terminate a member who admits to, is convicted of, or is otherwise found to have engaged in harassment as defined by the Code of Policies
- Avoid initiating or maintaining litigation against Rotary International, The Rotary Foundation, associate foundations, Rotary's international offices, or the district

Address any election complaints using the process established in the RI Bylaws section 13.030.

Let your assistant governor know if your club isn't meeting some or all of these standards. They can give you the resources and support you need to be successful.

Understanding how your Club operates

Each Club operates differently so it's important to understand how yours works while adhering to Rotary International's Policies.

Your club policies provide guidance and stability as well as a structure for managing change. They can be adapted to fit your club's evolving needs, within the framework of RI's own policies.

These documents are the foundation for RI's policies and procedures:

- Constitution of Rotary International
- Bylaws of Rotary International
- Standard Rotary Club Constitution
- Standard Rotaract Club Constitution

The standard club constitutions include the fundamental rules for all clubs. They're updated every three years to include changes enacted by the Council on Legislation.

Your club's bylaws provide additional guidelines for managing your club. Start with the Recommended Rotary Club Bylaws or the Recommended Rotaract Club Bylaws, which reflect current Rotary policy. Use them as a template and adapt them to reflect your club's practices.

Amending your club's bylaws

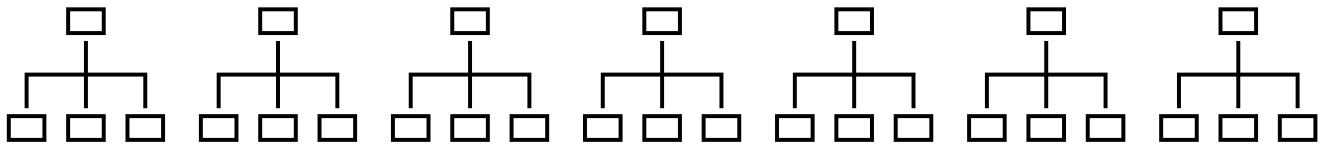
Club members need to vote on any proposed amendments to the bylaws. Be sure to notify members about the proposed amendment at least 21 days before a regular meeting, and then be sure that at least one-third of the active members (a quorum) are present to vote. In order to pass, the amendment needs to be approved by two-thirds of the members present.

Any amendments need to conform to the Standard Rotary Club Constitution and the Rotary International Constitution and Bylaws. Clubs within Rotary International in Great Britain and Ireland should refer to the RIBI Constitutional Documents.

Each club is responsible for adopting Rotary policies, as well as any changes to them. Rotary's governance documents are updated regularly to reflect policy changes. You can find the most recent version of the Standard Rotary Club Constitution and other documents on the Policies and Procedures page of My Rotary.

Club and board decisions

Certain decisions are made by a club's members, while others are voted on by the club's board. Refer to your club's constitution and bylaws every time you vote on an amendment or elect officers.



Reporting requirements

It's important to keep your club, member, and officer information current in Rotary's database so you receive accurate club invoices, have access to reports and resources, and are accessible to other clubs through My Rotary. It also means that you'll receive relevant communications from RI. Every club needs to submit information on:

- New and terminated members, within 30 days (but no later than 1 July or 1 January, in order to receive a correct invoice)
- New officers for the next Rotary year, by 1 February
- The use of Rotary Foundation funds, if your club has been awarded a grant (In RIBI, district grants are reported through the district foundation grants and stewardship teams.)

Make sure your club has a procedure for reporting changes to club member data, as well as officers and their contact information (including email addresses), to Rotary International.

Reporting through My Rotary

To use My Rotary to report members, officers, or club data, all you need is a My Rotary account. The club president, secretary, treasurer, Foundation chair, membership chair, and executive secretary/director can make these changes. These guides can help.

How to add a club member

Instructions for adding new members

ADD MEMBERS

How to manage club members

Instructions for editing and removing members

MANAGE MEMBERS

How to manage club officers

Instructions for adding, editing, and removing club officers

MANAGE OFFICERS

How to update club details

Instructions for adding or editing your club information that appears on My Rotary, such as contact information, location, meeting times, and websites

UPDATE CLUB DATA

Reporting through your club management system (CLUBRUNNER)

If you use a club management system, report your officers and changes to member information in that system, and make sure Rotary International receives the updates. These resources can help.

Club management vendor list

Find approved club management vendors and learn about the process of choosing one for your club or district.

VENDOR LIST

How to choose or change a club management vendor

Find help selecting or changing a vendor and linking that vendor to Rotary International's database.

MANAGE VENDORS

Data integration guide

Use this guide to make sure your club management system is linking your club data directly to Rotary International's database.

DATA INTEGRATION

Make sure that your primary or preferred vendor (ClubRunner) can transmit data to Rotary International. The list of official participating vendors specifies the type of information you might need to update and whether the vendor can submit that information to Rotary International. Note that read-only vendors can only get data from My Rotary.

Please write to data@rotary.org if you have questions about setting up a club management vendor or integrating data with My Rotary.



Financial Management

Your fiscal responsibilities include monitoring the Club's funds, ensuring that the dues and fees are paid, and maintaining good stewardship.

- Dues and fees – be sure to establish or review a system for collecting payments from members and paying dues and fees to Rotary International and your District.
- **Club dues** usually cover the Club's operating expenses. Review your Club's expenses to determine how much to charge. Remember that added costs for traditional meetings, such as venue rental, meals and speaker gifts could exclude some prospective members. Collect your dues according to a set schedule that your Club determines and records in its bylaws.
- **District dues** - Many districts maintain funds to pay for district-sponsored projects and district administration, which each club contributes to through per capita dues. The amount is approved

each year (if it changes) at the presidents-elect training seminar, district training assembly, or district conference.

- **Rotary International dues** - Twice a year, **Rotary clubs** are charged per capita dues by Rotary International. They are:-
 - In 2022-23: \$35.50
 - In 2023-24: \$37.50
 - In 2024-25: \$39.25
 - In 2025-26: \$41.00

Any further dues increases would need to be approved by the Council on Legislation.

All dues are payable on 1 July and 1 January. For each new member admitted during a billing cycle, the club pays prorated dues to Rotary International: one-sixth of the amounts listed above for each full month of membership.

Rotaract clubs will be billed annually in January. Annual Rotaract per capita dues are:

\$5.00 for university-based clubs
 \$8.00 for community-based clubs

These dues cover Rotary International's general operating expenses and give you access to services and resources, including courses in multiple languages; club, district, and project support; training, guidance, and resources for club leaders; and the tools, reports, and resources in My Rotary.

- **Rotary fees** – are collected annually each January and include subscription to the Rotary magazine (RDU), any regional taxes or insurance.

Club invoices and magazine subscriptions – Club officials also handle Club invoices and magazine subscriptions. Rotary emails an invoice that's based on your Rotary club's membership list to the club president, secretary, treasurer, and executive secretary/director in July and in January.

Rotary emails an invoice that's based on your Rotaract club's membership list to the club president, secretary, treasurer, and executive secretary/director in January.

The club secretary keeps the membership list updated by adding and removing members' names within 30 days of any changes. Remember that the 1 July membership figures reflect membership activity from the previous year, so anyone who joins *on* 1 July or after will be counted toward growth in the year that is just starting.

Be sure a current club membership list is reported to Rotary International within 30 days or by 1 January and 1 July, whichever is soonest, so you receive an accurate invoice. If you're using a club management system, remember to check the list on My Rotary to make sure it's accurate.

If you have difficulty making club or membership updates using My Rotary or your club management system, contact data@rotary.org, your local Rotary office, or your fiscal agent. Rotary can make updates for clubs if you send the Member Data Form (Attachment 5) to Data Services staff: Email: data@rotary.org

The president, secretary, treasurer, and executive secretary/director, as well as the membership, public image, Rotary Foundation, and service projects chairs, can pay the invoice by credit card on My Rotary's Club Administration page.

Paying dues affirms your club's membership and good financial standing in Rotary International, gives you access to Rotary resources, and is a condition of eligibility for the Rotary Citation.



Magazine Subscriptions

Reading a licensed Rotary magazine is an easy and engaging way to stay informed about Rotary. In each issue, you'll find a blend of local Rotary news and international stories. By learning about successful club projects from around the world, you can get new ideas for your own club.

This is why it's important to comply with the requirements set by the RI Board of Directors to subscribe to and promptly pay for *Rotary* magazine or a regional Rotary magazine (RDU).

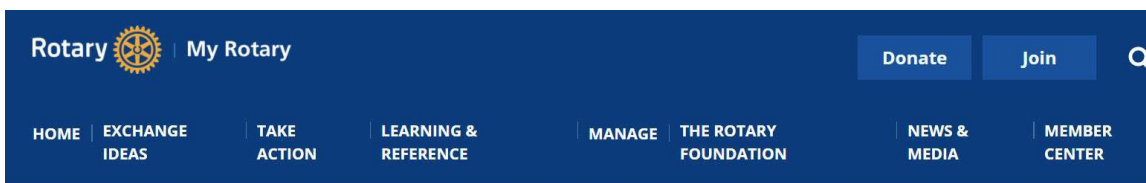
Rotary charges only for *Rotary* magazine on the club invoice. Regional magazine subscriptions are managed by the regional editors and are sometimes included in district dues.



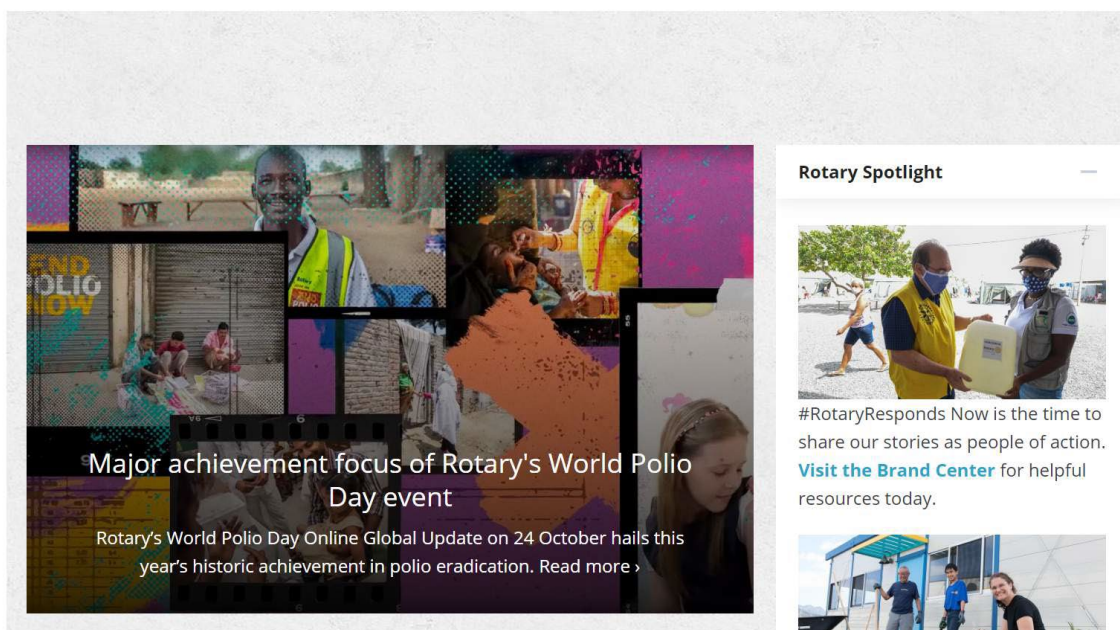
Online Resources

You have many online resources available to help you fulfill your responsibilities and conduct club business efficiently.

A My Rotary Account



My Rotary



My Rotary provides customized access to many functions and types of information. You can:

- Review reports on membership, club trends, club giving and alumni program participation.
- Browse Rotary Showcase to find project ideas and search for projects partners.
- Use the Brand Centre to find logos and create club and event brochures.
- Contribute to the Rotary Foundation
- Take courses in the Learning Centre.

Club Administration functions

On the Club Administration page in My Rotary, you can update Club details, members and officers and select or change your Club management system (ClubRunner) if you use one.

Lane Cove

[Club Details](#) [Members](#) [Administration](#)

Rotary Club

NOT EDITABLE

Location	District	Chartered
null, Australia	9685	1958

Contact Information

[EDIT](#)

Email Address

None

Phone Number

Fax Number

None

Website

<http://www.lanecoverotary.org/>

Rotary Language

English

[EDIT](#)

The Lane Cove Golf Club

Language

Notes

When

Tuesday at 18:30

Where (In-Person)

180 River Rd.
Lane Cove, 2066, Australia

[+ ADD MEETING](#)

Delegating Administrative Tasks

As a club officer, you can give someone else temporary permission to conduct online Rotary business on your behalf. This is called delegation. The person you delegate to needs to be at the same organizational level and needs an active My Rotary account. Your delegates can't view your personal information, such as your profile, contribution history, or discussion group activity. They can, however, access the same tools and sensitive information that you can as a president, treasurer, secretary, and executive secretary/director.

Delegation

[Profile](#) [Delegation](#) [Connections \(0\)](#) [Messages \(0\)](#) [Account Settings](#) [Donor Self-Service](#)

Delegation

You can delegate temporary permission to conduct online Rotary business on your behalf to any individual in your club or district who has an active My Rotary account. You control the start and end date and can schedule multiple delegations at one time.

[View the delegation quick guide](#)


Your Roles ? Club Secretary Rotary Club Altamira Start 01-Jul-2020 - End 30-Jun-2021 Delegate role	Roles you have delegated ? You have no roles currently delegated.	Roles delegated to you ? You have no roles currently delegated to you.
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Rotary Club Central

Set and track your goals for the year in Rotary Club Central. You can enter and update goals for membership, Rotary Foundation giving, service, young leaders, and public image, which District leaders can view and edit. Officers have access during their term and the year prior and the year after.

All members can view their Club's goals. Service projects can be imported from the Grant Centre and Rotary Showcase.

Monitor your Club's progress toward the goals and use the report functions. Evaluating trends can help incoming officers know how to focus their efforts for the coming year.


Club Central

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.

Please note: data reported outside Rotary Club Central, including data reported in My Rotary, will be delayed for at least 24 hours.

Rotary Club of

0 OF 3 ACHIEVEMENT

←
2021-22
→

PRINT

Members & Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image
All

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> Club membership <div style="font-size: 12px; margin-top: 5px;"> Show goal details and history </div> </div> <div style="text-align: right; font-size: 12px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> ACHIEVEMENT <div style="font-weight: normal; font-size: 18px;">23</div> </div> <div style="font-size: 12px; margin: 0 5px;">OF</div> <div> GOAL <div style="font-weight: normal; font-size: 18px;">30</div> </div> </div> <div style="font-size: 10px; margin-top: 5px;">As Of 7-Oct-21</div> </div> </div> </div>	
<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> New member sponsorship <div style="font-size: 12px; margin-top: 5px;"> Show goal details and history </div> </div> <div style="text-align: right; font-size: 12px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> ACHIEVEMENT <div style="font-weight: normal; font-size: 18px;">0</div> </div> <div style="font-size: 12px; margin: 0 5px;">OF</div> <div> GOAL <div style="font-weight: normal; font-size: 18px;">3</div> </div> </div> </div> </div></div>	

Membership Leads



This is where you can view and manage leads that your District has assigned to your Club. The President, Secretary, Membership Committee Chair and executive secretary/director get an alert to review the lead and take the next steps.

Awards and Recognition

The Awards page of My Rotary has information about various recognition opportunities for Clubs, members and non-members.

Awards

Members of the Rotary community help make clubs stronger, communities better, and peace possible. Thank them for their dedication and valuable contributions by recognizing them with one of these Rotary International or non-contribution-based Rotary Foundation awards.

- [Recognize a club](#)
 - [Recognize individuals](#)
 - [Recognize non-Rotarians](#)
-

Recognize a club

Rotary citation for Rotary clubs

The most important award for Rotary clubs.

Who can nominate: club officers

Nomination deadline: 30 June

Award type: electronic certificate

Resources:

- [2020-21 Citation Goals and Instructions for Rotary Clubs \(PDF\)](#)
- [Learn more about the Rotary Citations](#)

Newsletters

As mentioned previously, subscribe to topic-based newsletters to stay current on various Rotary subjects that are interesting and relevant to you and your club.



Newsletters

Our newsletters help you stay current on the topics that interest you most. Anyone can subscribe once they create an account and sign in. To get started as a new subscriber, or to make changes to your existing subscriptions, click the button below.

[MANAGE SUBSCRIPTIONS](#)

End Polio Now

An update about Rotary's polio eradication efforts that includes inspiring stories and the latest statistics.

Giving & Grants

Information to help you support Rotary's work through contributions and grant-funded activities.

Membership Minute

Rotary stories and the latest membership development ideas, strategies, and resources.

Peace in Action

A forum for the Rotary Peace Centers community.

Rotary Convention

News, updates, and deadline information about Rotary's annual convention.

Rotary Leader

Practical information to help club and district leaders achieve success.

Rotary Service

Information to help Rotary members plan effective and inspired service projects.

Rotary Weekly

An update on news and information for Rotary members, as well as developments from around the Rotary world.

Give


Donate


All fields are required unless marked optional.


Choose what you would like to support


Featured Causes
Areas of Focus
Endowment
Global Grants

Contributions to these featured causes are eligible for Paul Harris Fellow recognition.


Annual Fund
[Learn more](#)


Polio Fund
[Learn more](#)


World Fund
[Learn more](#)


Disaster Response Fund
[Learn more](#)

☐ I would like to make this donation in honor or in memory of someone

Refer people to the Donate page for an easy and secure way to give to the Foundation.

Rotary Staff members

Contact Rotary Staff members with your questions about Club policies, Rotary resources or other topics.

- Club and District Support can help with policies and procedures; diversity; equity; and inclusion; adult harassment; operational processes, such as new clubs, name changes and club mergers.
- The Rotary Support Centre can answer questions about general Rotary topics, The Rotary Foundation, donations, recognition points; Paul Harris Fellows and Rotary Staff teams.

Encourage members to register for a My Rotary account which will allow them to:

- Create and manage a profile with their contact information, background, occupation, Rotary program participation and areas of expertise.
- View goals and achievements in Rotary Club Central
- Find and connect with other Clubs and members
- Browse projects in Rotary Showcase
- Review their personal contribution history
- Take courses in the Learning Centre.

Taking Minutes

Article 7 Meetings; Section 3 of the Standard Constitution (**Attachment 1**) states that within 30 days after all Board Meetings, written minutes should be available to all members.

From my experience, everyone has their own way for taking minutes. Your President may have their own idea on how they want the minutes documented. Some people like an action register, and some like the minutes documented as per the agenda. The choice is really up to the President.

Whether you've been tasked with taking notes for a committee or you've been appointed Secretary to the Board of your organization, preparing meeting minutes doesn't have to be an arduous task. Here are some tips and ideas that will help you get started with writing and preparing effective meeting minutes.

Personally, I like to get the agenda and have my minutes partially prepared prior to the meeting. I also like to have prompters – so I will have something like:

President's Report

[illegible]

Moved:

Seconded:

Carried Yes/No

I prefer to have as much done as possible prior to the meeting. I also like to collect reports before the meeting so Board members can read them before attending the meeting, saving some of our valuable time. Also, if you have the reports prior to the meeting, you can already have them in your minutes, which then makes it easy to add and document any points that come from the report.

If your meetings are conducted by zoom, it's always a good idea to record the meeting, however the President or Chair of the meeting will need to ask for permission to record the meeting and if there are any objections. You can store the recording of the meeting in the cloud or on your own device.

There are many ideas and templates of minutes on 'Google' so take a look and find one that you're comfortable using.



Annual General Meeting

All clubs are required to have an Annual General Meeting.

This information is found in the Standard Constitution (**Attachment 1**) Article 7 Meetings; Section 2

- a. An annual meeting to elect officers and present a mid-year report, including current year income and expenses, together with a financial report on the previous year, shall be held before December 31, as provided in the bylaws.
- b. A satellite club shall hold an annual meeting of it's members before 31st December to elect officers for the satellite club.

Please see **Attachment 6** for a sample AGM agenda.

The Role of the Public Officer

The **public officer** in an incorporated organisation plays a crucial role in ensuring legal compliance and effective communication. Here are the key responsibilities of a public officer:

1. **Official Point of Contact:** The public officer serves as the official point of contact for the incorporated association. They are responsible for receiving legal documents and notices on behalf of the organization.
2. **Authorized Signatory:** The public officer is automatically one of the authorised signatories for the association. However, they are not automatically a signatory to the association's bank account.
3. **Official Address:** Every association must have an official address in the same state of their Club, where the public officer can generally be found. This address cannot be a post office box. The public officer must promptly notify NSW Fair Trading or ACT Access Canberra of any change in the association's official address.
4. **Vacancies and Appointments:**
 - The person nominated as the public officer during the association's incorporation becomes the first public officer.
 - They must be a resident in their jurisdiction.
 - If a vacancy occurs, the committee must fill it within 28 days.
 - A public officer may vacate the position due to various reasons, such as resignation, removal, bankruptcy, or ceasing to be a resident of NSW or the ACT.
 - The new public officer must notify Fair Trading within 28 days of the appointment.
5. **Responsibilities:**
 - **Address Changes:** The public officer must promptly notify Fair Trading of any change in the association's official address.
 - **Document Collection and Delivery:** They collect all association documents from former committee members and deliver them to the new committee.
 - **Returning Documents:** Upon vacating office, the public officer returns all association documents to a committee member within 14 days.
 - **Official Contact:** The public officer acts as the official contact for the association, including receiving and bringing documents served on the association to the attention of the committee.
 - **Custody of Documents:** The public officer maintains custody of any documents as required by the association's constitution.



The Brand Centre

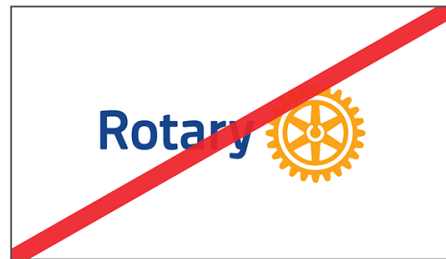
We are Rotary. We are People of Action. No other organisation is quite like Rotary. By using our voice consistently in all our messaging, we can ensure that our communications reflect our distinct character.

Do's and Don'ts

Avoiding common errors

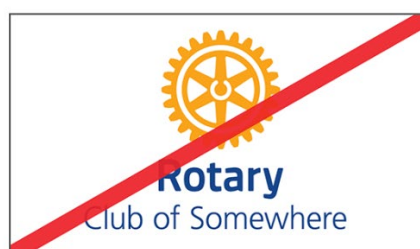
Every member plays a role in strengthening the Rotary brand. You and your club help build Rotary's brand recognition by using our logos correctly and consistently.

Review these examples of how to use Rotary's brand guidelines in order to avoid common errors.



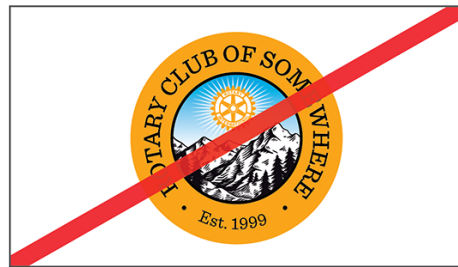
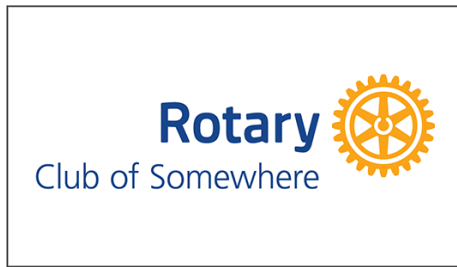
Correct: When creating your official logo, use your club, district, or zone logo instead of the Rotary, Rotaract, or Interact Masterbrand Signature alone.

Incorrect: Don't use the Rotary, Rotaract, or Interact Masterbrand Signature without your club, district, or zone name.



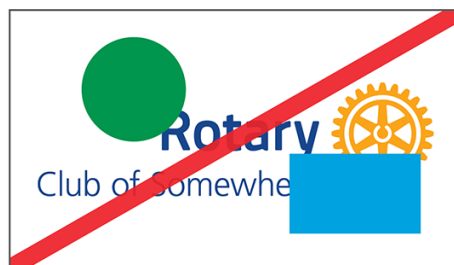
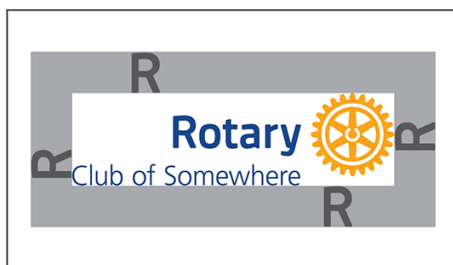
Correct: [Use the template](#) to create your club and district logos so that everything is in the proper place.

Incorrect: Don't move around or manipulate the components of the Rotary, Rotaract, or Interact logo.



Correct: Use your official club logo, which includes your club name along with the Masterbrand Signature, as the main identifier in all your promotional materials.

Incorrect: Don't alter the Mark of Excellence to make it represent another object, don't change the colour and font of your club name, and don't add any other images to the correct club logo.



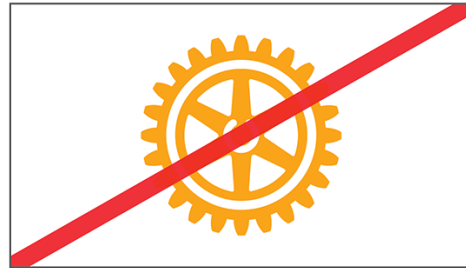
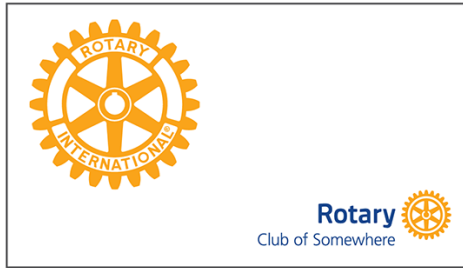
Correct: Ensure that the logo is shown in its entirety, with enough space around it (the height of the capital "R" in the Rotary or Rotaract wordmark or the capital "I" in the Interact wordmark).

Incorrect: Don't use only part of the logo, obscure any part of it, or use elements of it in another logo.



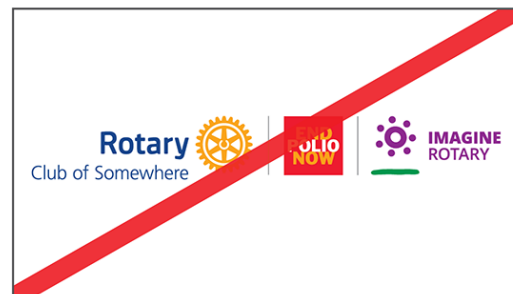
Correct: Use only the brand colours specified for the Mark of Excellence, the Masterbrand Signature, and your club name. By using the [Brand Center templates](#) to create your logo, you'll automatically have the right colours.

Incorrect: Don't use colours in your logo that aren't part of the template. The other brand colours in our palette are for different elements of your promotional materials.



Correct: Use the Mark of Excellence near your club or district logo for clarity and recognition.

Incorrect: Don't use the Mark of Excellence alone or as your club's official logo. Use only the Mark of Excellence available in the Brand Center. Remember that there's no simplified version of it.



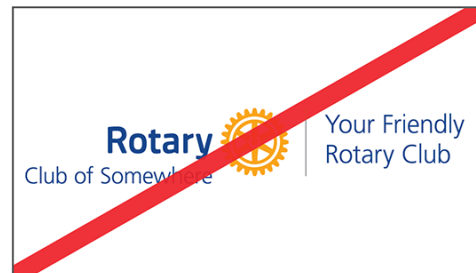
Correct: Use the logo lockup templates to reflect your club or district's relationship with one partner, sponsor, event, or program. If you have several partners or co-sponsors, list them elsewhere in your materials, away from the logo lockup.

Incorrect: Don't add more vertical lines in the lockup template to include more partners, programs, events, or sponsors.



Correct: Add only the name of your club, district, zone, or official Rotary entity to the Masterbrand Signature.

Incorrect: Don't add extra descriptive text, club mottos, event themes, or other wording to your logo. If you want to include this information in your design, add it away from your logo.



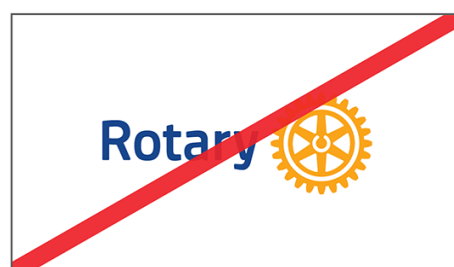
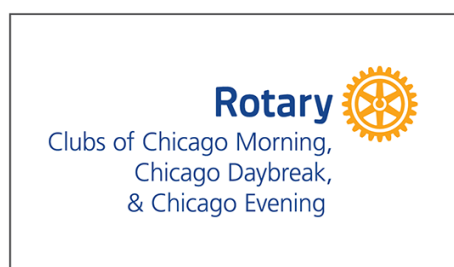
Correct: Use the lockup template to add the names or logos of partners, sponsors, events, or programs.

Incorrect: Don't add descriptive text or other logos that aren't related to the partner, sponsor, event, or program. If you want to include this information in your design, add it away from your logo.



Correct: Use Rotary's current branding and logos.

Incorrect: Don't use previous versions of the Rotary logo. The only exception is when it appears in historic photos that illustrate stories referencing specific events before July 2013.



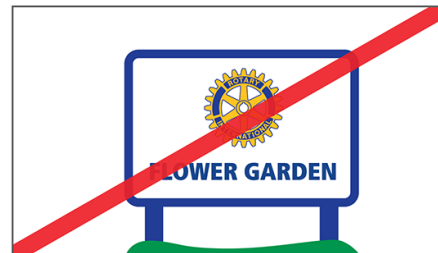
Correct: Use more than one name in a logo to represent a collaboration of many clubs, districts, or zones for an event or project. You can use a [geographic identifier](#) if all clubs or districts from an area are involved.

Incorrect: Don't use the Rotary, Rotaract, or Interact Masterbrand Signature on its own, which implies that the project or event is being organized or led by Rotary International.



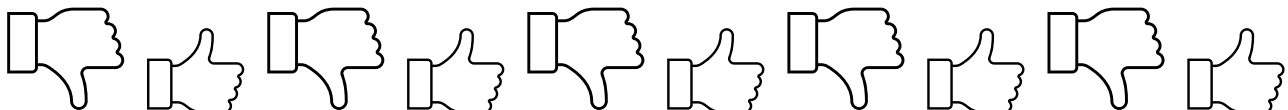
Correct: When you're creating your logo, you can add your club name in your own language. The logo template will accommodate this.

Incorrect: Don't change the word "Rotary" into another language.



Correct: Include your club, district, or zone logo that uses Rotary's current brand elements on a sign or other material nearby if you dedicate a place or object in your community. Remember to [apply for licensing approval](#) before you begin.

Incorrect: Don't use the retired Rotary logo (the wheel) or current brand elements without identifying your club, district, or zone.



Youth Protection

This is a subject which remains important throughout your year as Secretary. Details of how to approach this subject are contained in the D9705 web site. Go to:

- Functional Areas
- Risk Management
- Youth Protection

Read the Preamble and then access each of the downloads on the LHS of the first page to ascertain the scope of this topic.

There is action to be taken by the President at the commencement of the year because a Youth Protection Club Certification needs to be submitted to the D9705 Youth Protection Officer by 1 July 2024. It is one of the downloads just mentioned, but it looks like this:

District 9705 Youth Protection Club Certification

We, the President, and Youth Protection Officer of the Rotary club of confirm that our club will comply with RCOP and RI and District Policies, listed below, in relation to Youth protection requirements applicable to all youth programs and activity where youth are involved in the 2024-2025 Rotary year.

We also confirm:

- that volunteers will be prohibited from contact with program participants until a written application, reference check, and criminal background check via a WWC Check (NSW) or WWVP Card (ACT) have been conducted and clearance for unsupervised contact with program participants has been issued.
- A copy of all club materials that advertise the Youth programs (excluding youth exchange), including brochures, applications, policies, and websites (website URL will be sufficient) will be provided to the District Youth Protection Officer
A copy of any club youth-protection training materials will be provided to the District Youth Protection Officer

President:

Print Name: _____

Sign Name: _____

Date: _____

Email: _____

Youth Protection Officer:

Print Name: _____

Sign Name: _____

Date: _____

Email: _____

Phone: _____

Club Mailing Address: _____

Sign and return one copy of this page by e-mail, or post by 1 Jul 2024 to the District 9705 Youth Protection Officer. Email: protection@rotary9705.au

Listed Documents:

RI Code of Policies

RI Youth Protection Policy

D9705 Youth Protection Policy

Working With Children Checks/Working with Vulnerable People Registrations

It is the duty of the secretary to ensure that your Club's Child Protection Officer has a complete list of all member's WWCC/WWVP numbers (verified) and that all required documentation is sent through to the District Child Protection Officer.



How To Contact Me:

Jane Whitten

D9705 Secretary

Blayney Rotary

secretary@rotary9705.au

0419 623 293

If you would like some assistance with ClubRunner, please don't hesitate to contact me. I am more than happy to do one on one sessions with you via zoom.

Standard Rotary Club Constitution

Article Subject

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Constitution of the Rotary Club of

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A director on this club's Board.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Satellite club (when applicable): A potential club whose members shall also be members of a club.
7. In Writing: A communication capable of documentation, regardless of the method of transmission.
8. Year: The twelve-month period beginning 1 July.

Article 2 Name

This organization shall be the Rotary Club of

(Member of Rotary International).

The name of any satellite of this club shall be Rotary Satellite Club of

(A satellite of Rotary Club of _____).

Article 3 Purposes

The purposes of this club are to:

- (a) pursue the Object of Rotary;
- (b) carry out successful service projects based on the five Avenues of Service;
- (c) contribute to the advancement of Rotary by strengthening membership;
- (d) support The Rotary Foundation; and
- (e) develop leaders beyond the club level.

Article 4 Locality of the Club

The locality of this club is:

Any satellite club of this club shall be located in this locality or the surrounding area.

Article 5 Object

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

- First.* The development of acquaintance as an opportunity for service;
- Second.* High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 6 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 and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
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 by striving for positive peace in the community.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and positive 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. Youth 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 positive world peace and cultural understanding.

Article 7 Meetings

Section 1 — Regular Meetings.

- (a) *Day and Time.* This club shall hold a regular weekly meeting on the day and time set in the bylaws.
- (b) *Method of Meeting.* Attendance may be in person, by telephone, online, or through an online interactive activity. An interactive meeting shall be considered to be held on the day that the interactive activity is posted.
- (c) *Change of Meeting.* For good cause, the board may change a regular meeting to any day between the preceding and following regular meetings, to a different time of the regular day, or to a different place.
- (d) *Cancellation.* The board may cancel a regular meeting for these reasons:
 - (1) a holiday, or during a week that includes a holiday;
 - (2) in observance of the death of a member;
 - (3) an epidemic or a disaster that affects the whole community; or
 - (4) an armed conflict in the community.

The board may cancel up to four regular meetings a year for causes not listed here, but may not cancel more than three consecutive meetings.

- (e) *Satellite Club Meeting (When Applicable).* If provided in the bylaws, a satellite club shall hold regular weekly meetings at a day, time, and place decided by its members. The day, time, and place of the meeting may be changed in a way similar to that provided for the club's regular meetings in section 1(c) of this article. A satellite club meeting may be cancelled for the reasons in section 1(d) of this article. Voting procedures shall be as provided in the bylaws.
- (f) *Exceptions.* The bylaws may include provisions that are not in accordance with this section. A club, however, must meet at least twice per month.

Section 2 — Annual Meeting.

- (a) An annual meeting to elect officers and present a mid-year report, including current year income and expenses, together with a financial report on the previous year, shall be held before 31 December, as provided in the bylaws.
- (b) A satellite club shall hold an annual meeting of its members before 31 December to elect officers for the satellite club.

Section 3 — Board Meetings. Within 30 days after all board meetings, written minutes should be available to all members.

Article 8 Membership

Section 1 — *General Qualifications.* This club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

Section 2 — *Types.* This club shall have two types of membership, active and honorary. Clubs may create other types in accordance with section 7 of this article. These members are reported to RI as either active or honorary.

Section 3 — *Active Members.* A person who possesses the qualifications in article 4, section 2(a) of the RI constitution may be elected as an active club member.

Section 4 — *Satellite Club Members.* Members of a satellite club of this club shall also be members of a club until the satellite club is admitted to RI membership as a Rotary club.

Section 5 — *Prohibited Dual Memberships.* No member shall simultaneously

- (a) belong to this and another club other than a satellite of a club, or
- (b) be an honorary member in this club.

Section 6 — *Honorary Membership.* This club may elect honorary members for terms set by the board, who shall:

- (a) be exempt from paying dues;
- (b) not vote;
- (c) not hold any club office;
- (d) not hold classifications; and
- (e) be entitled to attend all meetings and enjoy all other privileges in the club, but have no rights or privileges in any other club, except to visit without being a Rotarian's guest.

Section 7 — *Exceptions.* The bylaws may include provisions that are not in accordance with article 8, sections 2 and 4 - 6.

Article 9 Club Membership Composition

Section 1 — *General Provisions.* Each member shall be classified in accordance with the member's business, profession, occupation, or community service. The classification shall describe the principal and recognized activity of the member's firm, company, or institution, the member's principal and recognized business or professional activity, or the nature of the member's community service activity. The board may adjust a member's classification if the member changes positions, professions, or occupations.

Section 2 — *Diverse Club Membership.* This club's membership should represent a cross section of the businesses, professions, occupations, and civic organizations in its community, including age, gender, and ethnic diversity.

Article 10 Attendance

Section 1 — General Provisions. Each member should attend this club's regular meetings, or its satellite club's regular meetings, and engage in this club's service projects, events, and other activities. A member shall be counted as attending a regular meeting if the member:

- (a) is present in person, by telephone, or online for at least 60 percent of the meeting;
- (b) is present but called away unexpectedly and later presents to the board satisfactory evidence that leaving was reasonable;
- (c) participates in the regular online meeting or interactive activity posted on the club's website within one week after its posting; or
- (d) makes up the absence in any of the following ways within the same year:
 - (1) attends at least 60 percent of the regular meeting of another club, a provisional club, or a satellite of another club;
 - (2) is present at the time and place of a regular meeting or satellite club meeting of another club for the purpose of attending, but that club is not meeting at that time or place;
 - (3) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board;
 - (4) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned;
 - (5) participates through a club website in an online meeting or interactive activity;
 - (6) 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
 - (7) attends an RI convention, a council on legislation, an international assembly, a Rotary institute, any meeting convened with the approval of the RI board of directors or the RI president, a multizone conference, a meeting of an RI committee, a district conference, a district training assembly, any district meeting held at the direction of the RI board, any district committee meeting held by direction of the governor, or a regularly announced intercity meeting of clubs.

Section 2 — Extended Absence While Working at a Distance. If a member works on a distant assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment replaces attendance at the regular meetings of the member's club, if the two clubs agree.

Section 3 — Absence Because of Other Rotary Activities. An absence does not require a make-up if, at the time of the meeting, the member is:

- (a) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (1)(d)(7);
- (b) serving as an officer or member of an RI committee or as a TRF trustee;

- (c) serving as the special representative of the governor in forming a new club;
- (d) on Rotary business in the employ of RI;
- (e) directly and actively engaged in a district-sponsored, RI-sponsored, or TRF-sponsored service project in a remote area, where making up attendance is impossible; or
- (f) engaged in Rotary business duly authorized by the board, which precludes attendance at the meeting.

Section 4 — *RI Officers' Absences.* An absence shall be excused if the member is a current RI officer or a Rotarian partner of a current RI officer.

Section 5 — *Excused Absences.* A member's absence shall be excused if:

- (a) The board approves it for reasons, conditions, and circumstances it considers good and sufficient. Such excused absences shall not last longer than 12 months. However, if a leave is taken for medical reasons, follows the birth or adoption of a child, or takes place during foster care of a child, the board may extend it beyond the original 12 months.
- (b) The sum of the member's age and years of membership in one or more clubs is 85 years or more, the member has been a Rotarian for at least 20 years, the member has notified the club secretary in writing of a desire to be excused from attendance, and only these requirements are taken into consideration.

Section 6 — *Attendance Records.* When a member whose absences are excused under subsection 5(a) of this article does not attend a club meeting, the member and the absence shall not be included in the attendance records. If a member whose absences are excused under section 4 or subsection 5(b) of this article attends a club meeting, the member and the attendance shall be included in this club's membership and attendance figures.

Section 7 — *Exceptions.* The bylaws may include provisions not in accordance with article 10.

Article 11 Directors and Officers and Committees

Section 1 — *Governing Body.* The governing body of this club is the board, as provided in the bylaws.

Section 2 — *Authority.* The board has general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 — *Board Action Final.* In all club matters, the decision of the board is final, subject only to an appeal to the club. However, when the board decides to terminate membership, the member, according to article 13, section 6, may appeal to the club, request mediation, or request arbitration. An appeal to reverse a board decision requires a two-thirds vote of the members present at a regular meeting specified by the board, provided that a quorum is present and the secretary has given notice of the appeal to each member at least five days before the meeting. The club's action on an appeal is final.

Section 4 — Officers. The club officers shall be a president, the immediate past president, a president-elect, a secretary, and a treasurer and may also include one or more vice-presidents, all of whom shall be members of the board. The club officers may also include a sergeant-at-arms, who may be a member of the board, if the bylaws provide. Each officer and director shall be a member in good standing of this club. Club officers shall regularly attend satellite club meetings.

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 takes office on 1 July immediately following election and serves for the term of office or until a successor is elected and qualified.
- (b) *Term of President.* A president-nominee shall be elected as provided in the bylaws, at least 18 months but not more than two years before the day of taking office as president. The nominee becomes president-elect on 1 July in the year before taking office as president. The president takes office on 1 July and serves a period of one year. When a successor is not elected, the current president's term is extended for up to one year.
- (c) *Qualifications of President.* A candidate for president must be a member of this club for at least one year before being nominated, unless the governor determines that less than a full year satisfies this requirement. The president-elect shall attend the presidents-elect training seminar and the training assembly unless excused by the governor-elect. If excused, the president-elect shall send a club representative. If the president-elect does not attend the presidents-elect training seminar and the training assembly and has not been excused by the governor-elect or, if excused, does not send a club representative to these meetings, the president-elect shall not serve as club president. The current president then shall continue to serve until the election of a successor who has attended a presidents-elect training seminar and training assembly or training deemed sufficient by the governor-elect.

Section 6 — Governance of a Satellite Club of This Club.

- (a) *Satellite Club Oversight.* This club shall provide general oversight and support of a satellite club as deemed appropriate by the board.
- (b) *Satellite Club Board.* For day-to-day governance, a satellite club shall have an annually elected board, drawn from its members and comprising the officers of the satellite club and four to six other members as the bylaws shall provide. The highest officer of the satellite club shall be the chair, and other officers shall be the immediate past chair, the chair-elect, the secretary, and the treasurer. The satellite board shall be responsible for the day-to-day organization and management of the satellite club and its activities, in accordance with Rotary rules, requirements, policies, aims, and objectives, under the guidance of this club. It shall have no authority within, or over, this club.
- (c) *Satellite Club Reporting Procedure.* A satellite club shall annually submit to the president and board of this club a report on its membership, activities, and programs, accompanied by a financial statement and audited or reviewed accounts, for inclusion in this club's reports for its annual general meeting and any other reports that may, from time to time, be required by this club.

Section 7 — Committees. This club should have the following committees:

- (a) Club Administration;
- (b) Membership;
- (c) Public Image;
- (d) Rotary Foundation; and
- (e) Service Projects.

The board or president may appoint additional committees as needed.

Article 12 Dues

Every member shall pay annual dues as prescribed in the bylaws.

Article 13 Duration of Membership

Section 1 — Period. Membership shall continue during the existence of this club unless terminated as provided below.

Section 2 — Automatic Termination. Membership shall automatically terminate when a member no longer meets the membership qualifications.

- (a) *Rejoining.* When a member in good standing has their membership terminated, that person may apply for membership again, under the same or another business, profession, occupation, community service, or other classification.
- (b) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term of membership set by the board, unless extended. The board may revoke an honorary membership at any time.

Section 3 — Termination Non-payment of Dues.

- (a) *Process.* Any member who fails to pay dues within 30 days after they are due shall be notified in writing by the secretary. If the dues are not paid within 10 days after the notification, the board may terminate membership, at its discretion.
- (b) *Reinstatement.* The board may reinstate the former member to membership if the former member requests and pays all debts to this club.

Section 4 — Termination Non-attendance.

- (a) *Attendance Percentages.* A member must:
 - (1) attend or make up at least 50 percent of regular club meetings or satellite club meetings; engage in club projects, events, and other activities for at least 12 hours in each half of the year; or achieve a proportionate combination of both; and
 - (2) attend at least 30 percent of this club's regular meetings or satellite club meetings or engage in club projects, events, and other activities in each half of the year (assistant governors, as defined by the RI board of directors, shall be excused from this requirement).

A member who fails to attend as required may be terminated unless the board consents to the non-attendance for good cause.

- (b) *Consecutive Absences.* Non-attendance may be considered a request to terminate membership in this club, if a member fails to attend or make up four consecutive regular meetings, unless otherwise excused by the board for good and sufficient reason or pursuant to article 10, sections 4 or 5. After the board notifies the member, the board, by a majority vote, may terminate the member's membership.
- (c) *Exceptions.* The bylaws may include provisions not in accordance with article 13, section 4.

Section 5 — Termination — Other Causes.

- (a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for club membership or for any good cause by a vote of at least two-thirds of the board members present and voting, at a meeting called for that purpose. The guiding principles for this meeting shall be article 8, section 1; The Four-Way Test; and the high ethical standards of a Rotarian.
- (b) *Notice.* Before the board acts under subsection (a) of this section, the member shall be given at least 10 days' written notice and an opportunity to respond in writing to the board. Notice shall be delivered in person or by registered letter to the member's last known address. The member has the right to appear before the board to state his or her case.

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

- (a) *Notice.* Within seven days after the board's decision to terminate or suspend membership, the secretary shall notify the member in writing. Within 14 days after the notice, the member may give written notice to the secretary of an appeal to the club or a request for mediation or arbitration. The procedure for mediation or arbitration is provided in article 17.
- (b) *Appeal.* In the event of an appeal, the board shall set a date for the hearing at a regular club meeting held within 21 days after receipt of the notice of appeal. At least five 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. The action of the club is final and binding on all parties and shall not be subject to arbitration.

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. A member's resignation from this club shall be in writing, addressed to the president or secretary. The board shall accept the resignation unless the member owes debt to this club.

Section 9 — Forfeiture of Property Interest. Any person whose club membership is terminated in any manner shall forfeit all interest in any funds or other property of this club if, under local laws, the member 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 are made that a member has refused or neglected to comply with this constitution, or is guilty of conduct unbecoming a member or harmful to the club; and

- (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) no action should be taken on the membership of the member, pending the outcome of a matter or an event that the board believes should properly occur first; and
- (d) it is in the best interests of the club to temporarily suspend the member without a vote on the member's membership and to exclude the member from attendance at meetings and other club activities and from any club office or position;

the board may, by at least a two-thirds vote, temporarily suspend the member for a reasonable period up to 90 days and with any other conditions the board sets. A suspended member may appeal the suspension or may request mediation or arbitration as provided in section 6 of this article. During the suspension, the member shall be excused from attendance requirements. Before the suspension ends, the board must either move to terminate the suspended Rotarian or reinstate the Rotarian to full regular status.

Article 14 Community, National, and International Affairs

Section 1 — *Proper Subjects.* Any public question involving the welfare of the community, the nation, and the world is a proper subject of fair and informed discussion at a club meeting. 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, is 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 15 Rotary Magazines

Section 1 — *Mandatory Subscription.* Unless this club is excused by the RI board of directors, each member shall subscribe to an official magazine. Two Rotarians who reside at the same address may subscribe jointly to an official magazine. The subscription fee shall be paid on the dates set by the board for the payment of per capita dues for the duration of membership in this club.

Section 2 — *Subscription Collection.* The subscription fee shall be collected by this club from each member in advance and remitted to RI or to the office of a regional publication as determined by the RI board of directors.

Article 16 Acceptance of Object and Compliance with Constitution and Bylaws

By paying dues, a member accepts the principles of Rotary expressed in its object and agrees to comply with and be bound by the club constitution and bylaws. On these conditions alone is a member entitled to the privileges of this club. Each member shall be subject to the terms of the club constitution and bylaws whether or not the member has received copies of them.

Article 17 Arbitration and Mediation

Section 1 — *Disputes.* Any dispute between any current or former member(s) and this club, any club officer, or the board, except a decision of the board, shall, upon a request to the secretary by any disputant, be resolved by either mediation or arbitration.

Section 2 — *Date for Mediation or Arbitration.* Within 21 days after receipt of the request, the board shall, in consultation with the disputants, set a date for the mediation or arbitration.

Section 3 — *Mediation.* The procedure for mediation shall be

- (a) recognized by an appropriate authority with national or state jurisdiction; or
- (b) recommended by a competent professional body whose recognized expertise covers alternative dispute resolution; or
- (c) recommended in documented guidelines determined by the RI board or TRF Trustees.

Only Rotarians may be mediators. The club may ask the governor or the governor's representative to appoint a mediator with appropriate mediation skills and experience.

- (a) *Mediation Outcomes.* The outcomes or decisions agreed to by the disputants after mediation shall be recorded and copies given to each party, the mediator or mediators, and the board. A summary statement acceptable to the parties shall be prepared for the information of the club. Any disputant, through the president or secretary, may call for further mediation if a 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 disputant shall appoint a Rotarian as an arbitrator and the arbitrators shall appoint a Rotarian as an umpire.

Section 5 — *Decision of Arbitrators or Umpire.* The decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and not be subject to appeal.

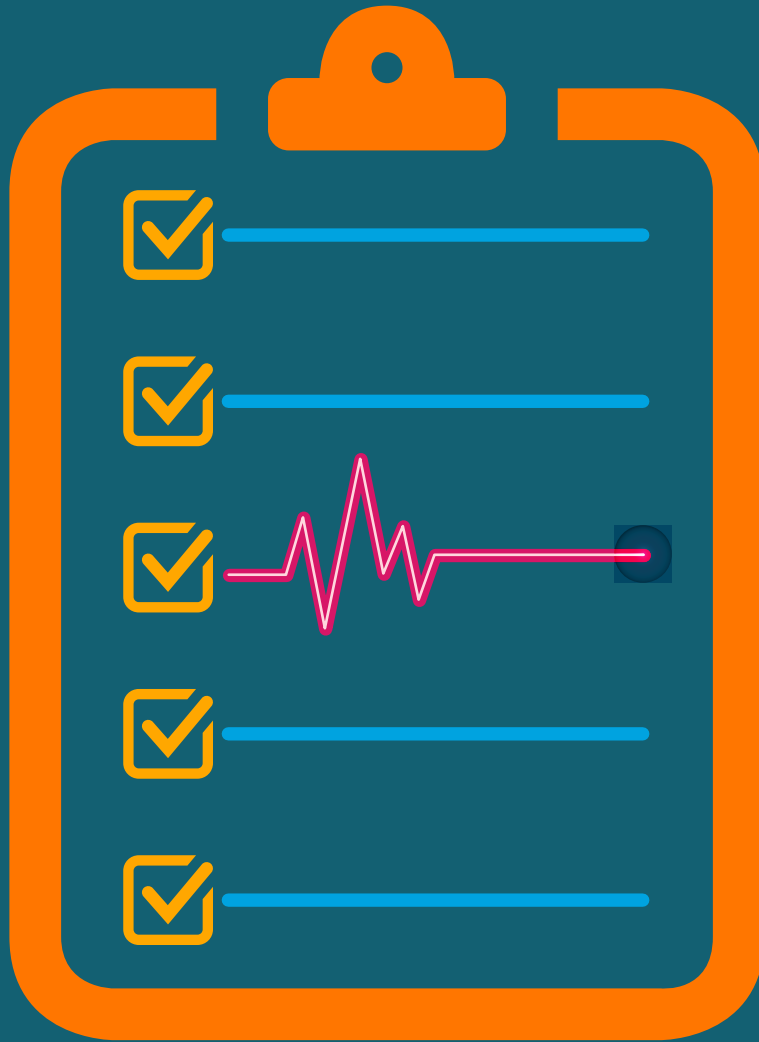
Article 18 Bylaws

This club shall adopt bylaws that are consistent with the RI constitution and bylaws, with the rules of procedure for an administrative territorial unit, where established by RI, and with this constitution, to give additional provisions for the government of this club. The bylaws may be amended as they provide.

Article 19 Amendments

Section 1 — *Manner of Amending.* Except as provided in section 2 of this article, this constitution may be amended only by a majority vote of those voting at the council on legislation.

Section 2 — *Amending Article 2 and Article 4.* Article 2, Name, and article 4, Locality of the Club, may be amended at any regular club meeting, if a quorum is present, by at least a two-thirds vote of all voting members. Notice of the proposed amendment shall be given to each member and the governor at least 21 days before the meeting. The amendment shall be submitted to the RI board of directors and becomes effective only when approved. The governor may offer an opinion to the RI board of directors about the proposed amendment.



CLUB HEALTH CHECK

Just as routine doctor's visits help us identify health risks before they become serious, a club health check can diagnose problem areas and prescribe remedies. This resource is intended to help club leaders assess their clubs. In using it, you're taking a step to maintain your club's health and preserve its value for members and the community. Mark the boxes next to the statements you consider to be true, based on the past 12 months. Then discuss the results with your fellow club officers. If you left more than five of the boxes in any section blank, that area should be addressed. Act on the suggested remedies for any problem areas you've identified.

YOUR CLUB EXPERIENCE



Members who have a positive club experience are more likely to stay. In turn, they create a positive experience for others, because their enthusiasm is contagious. If your club's members genuinely enjoy being a part of the club, you're on the right path. Your experience includes not just your club meetings and other activities, but also the connections you've made and your pride in Rotary's work.

- ☐ I look forward to attending club meetings and other club activities.
- ☐ Our club meeting programs are relevant, interesting, and varied.
- ☐ We have a greeter or greeters who welcome members and visitors to meetings.
- ☐ Our meetings are organized and are run professionally.
- ☐ Members make an effort to meet and talk with different people at each meeting.
- ☐ I've made several new friends in the club.
- ☐ Our club tries new things (activities, meeting practices and formats, service, socials, etc.) to enrich members' experience.
- ☐ We are inclusive in who we invite to our club, how we welcome guests, the topics we discuss, and the service we focus on.
- ☐ Members other than club leaders participate in Rotary events at the district or international level.
- ☐ Most members are aware of Rotary's Avenues of Service and areas of focus, take part in projects, and feel proud to be a part of the club.
- ☐ We raise funds in a way that allows members to contribute what they wish.
- ☐ We recognize members' service, engagement, and donations by nominating them for and presenting them with awards.
- ☐ I have made international connections through Rotary.
- ☐ Guests are asked to introduce themselves and are invited back.
- ☐ We provide members with flexible meeting opportunities (attending virtually or in person or watching recordings if they miss a meeting).

COMMENTS

**SEE THE NEXT PAGE FOR YOUR
PROGNOSIS AND REMEDIES**





If members are not having a good experience, your club is at risk of losing them. Look at the boxes you left blank and consider trying those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Club meetings	<ul style="list-style-type: none"> + Try something new at a meeting. For example, show one of these inspirational speeches and have a discussion afterward. + Hold online meetings when in-person meetings aren't feasible, or allow some members to connect virtually and others to attend in person. + Find a skilled person in the club or district who can facilitate and run online meetings. + Contact your Club and District Support representative or your regional membership officer for ideas.
Rotary experience beyond the club	<ul style="list-style-type: none"> + Sponsor another Rotaract or Rotary club. + Start or get involved in an Interact program. + Connect members to Rotary's various programs. Sponsor an Interact club, organize a RYLA event, create a scholarship, or start an exchange. + Remind members that they can join a Rotary Fellowship or Rotary Action Group. + Promote district events that are open to all members. Have someone who has attended in the past talk about the experience. + Promote the work that Rotary and Rotaract do both globally and locally, including polio eradication. + Work with your local Toastmasters club to build leadership and communication skills among members. + Visit other clubs to connect with new people and see what they're doing that your club could try.
Unmet expectations	<ul style="list-style-type: none"> + Find out what experience your members want to get out of your meetings by using the Member Satisfaction Survey, and then give them that experience. + Encourage members to develop leadership skills by taking online courses developed by Toastmasters International.

SERVICE AND SOCIALS



Participating in service and having fun with fellow members are the primary reasons members join and stay involved in Rotary. The healthiest clubs vary their activities and offer a number of ways to get involved. Try a new kind of social event or a different service experience and watch the impact it has on your club.

- ☐ Our club holds regular get-togethers (in addition to club meetings) for socializing and networking.
- ☐ Our club encourages members to bring partners, spouses, friends, and family members to club meetings and events.
- ☐ Our club offers members leadership opportunities and professional development.
- ☐ Our club invites members of the Rotary family (such as Interactors, Rotary Youth Exchange students, and Rotary Peace Fellows) to participate in meetings and events.
- ☐ Our club sponsors a Rotaract or Interact club, sponsors or hosts a Rotary Youth Exchange student, is involved with New Generations Service Exchange, or organizes a Rotary Youth Leadership Award (RYLA) event.
- ☐ Our club has direct communication with partners, friends, and alumni.
- ☐ We consult community leaders and community members to determine needs before choosing a project.
- ☐ We visit My Rotary Discussion Groups, attend project fairs, or consult The Rotary Foundation Cadre of Technical Advisers to look for ideas and partners before we choose a new project.
- ☐ Our club has a service project in progress.
- ☐ All members can give input, such as their vocational expertise, on service and social activities.
- ☐ Our club service projects align with Rotary's areas of focus.
- ☐ Our club has applied for or used Rotary Foundation grant funds for a service project.
- ☐ At least one member of our club attends a Rotary Foundation grant management seminar each year.
- ☐ Our club contributes to The Rotary Foundation.
- ☐ Our club has a Rotary Foundation committee chair and a service projects committee chair.

COMMENTS



Clubs that have inadequate social or service opportunities are at risk of losing members who don't feel connected or empowered. The good news is that these deficiencies can be remedied in fun and rewarding ways. Look at the boxes you left blank and consider trying those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Opportunities for service	<ul style="list-style-type: none"> + Sponsor an Interact club, organize a RYLA event, create a scholarship, start an exchange, join a Rotary Action Group, or support the Rotary Peace Centers. + Let members know about Rotary's exchange programs.
Quality of projects	<ul style="list-style-type: none"> + Use Community Assessment Tools and A Guide to Global Grants to improve the quality of your projects. + Connect with your Cadre advisers to get guidance on service projects. + Evaluate your club's service projects to determine if repeating them is worth the effort.
Social activities	<ul style="list-style-type: none"> + Put one or two members in charge of organizing socials throughout the year. + Join a Rotary Fellowship. + Find or create a variety of events with different times or formats.
Leadership	<ul style="list-style-type: none"> + Help your members develop and practice their leadership skills. Promote the Learning Center's professional development catalog. + Give new and young members leadership roles.

MEMBERS



A healthy club is one that is growing and changing. Having members with diverse perspectives and backgrounds will fuel innovation and give your club a broader understanding of your community's needs. Pay attention to how your members are feeling about the club. Research shows that one of the most common reasons members leave is that club leaders are not open to new ideas. Involving members and giving them a voice in their club's future will strengthen both the club and members' commitment to Rotary. Consult your club's membership profile in Rotary Club Central for the most recent statistics.

- ☐ Our club has had a net increase in members in the past year.
- ☐ Our club has had a net increase in members who represent diverse groups.
- ☐ Our club represents the racial or ethnic diversity of our community.
- ☐ Our club seeks to attract members from professions in the community that are underrepresented in the club.
- ☐ New members are officially inducted and are given an orientation, informational materials, and opportunities to get involved.
- ☐ Our club actively engages Rotary alumni (former Rotaractors, Rotary Youth Exchange students, Rotary Peace Fellows, and participants of other Rotary programs).
- ☐ Our club shows its appreciation of each member's unique contributions.
- ☐ Our club retains at least 90% of its members each year.
- ☐ At least 75% of our club members are involved in a hands-on service project, a leadership role, or other assigned roles.
- ☐ A designated person checks and follows up on membership leads assigned to our club.
- ☐ Member benefits are explained and promoted to new and continuing members.
- ☐ Newer and seasoned members are paired for mentoring relationships.
- ☐ We ask members to speak at meetings about their vocations or other topics of interest.
- ☐ Our club has a membership committee whose chair and members are dedicated to attracting and engaging club members.
- ☐ Members attend district events and seminars on Rotary topics that interest them.

COMMENTS



Clubs that have deficiencies in membership are at risk of becoming outdated, dull, and less valuable to their members and community. Fortunately, there are many tools available that are proven to give results. Look at the boxes you left blank and consider trying those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Member diversity	<ul style="list-style-type: none"> + Attract a wide array of members by using Diversifying Your Club: A Member Diversity Assessment. + Learn about Rotary's Commitment to Diversity, Equity, and Inclusion and related efforts.
Professional diversity	<ul style="list-style-type: none"> + Expand the skill sets of your members by recommending professional development courses.
Stagnant or declining membership	<ul style="list-style-type: none"> + Create a membership development plan. + Learn how to connect to prospective members and manage your membership leads in one place. + Target prospective members using this exercise. + Teach members your club's process for proposing new members and explain that they can also refer qualified prospects to other clubs. + Make sure that members are aware of all the ways they can be involved with Rotary besides through attending club meetings.
Members leaving	<ul style="list-style-type: none"> + Start with the Enhancing the Club Experience: A Member Satisfaction Survey to improve current members' experience. + Learn and act on trends using the Improving Your Member Retention: A Retention Assessment and Analysis. + Use the exit survey in Understanding Why Members Leave to consider the reasons your club can address. + Let resigning members know they can rejoin or change clubs when they are ready and stay in touch in the meantime. + Encourage Rotaractors to consider dual membership.
Orientation and Rotary knowledge	<ul style="list-style-type: none"> + Offer new member orientation, professional development, and ongoing learning opportunities from Rotary's Learning Center.

IMAGE



Clubs that have fun and make an impact are more enjoyable for members and more attractive to potential ones. A positive public image improves your club's relationship with the community and prospective members. Make sure your club is getting credit for the service it provides. Demonstrating that your club meets real needs confirms your value to your community.

- ☐ We have a public-facing, visually appealing club website that explains what the club does, who its members are, and the benefits of membership.
- ☐ We have social media accounts that show our followers the difference we make in our community.
- ☐ Our social media accounts reach a range of audiences.
- ☐ Our club appeared in the local media several times last year.
- ☐ We promote our club and Rotary through various media in the community (television, radio, billboards, etc.).
- ☐ Our club invites members of the media to cover our service work.
- ☐ Our club materials follow Rotary's brand guidelines.
- ☐ We use materials and templates from Rotary's Brand Center that show our members as people of action.
- ☐ We use marketing materials from Rotary International, such as public service announcements, videos, images, and logos.
- ☐ We display Rotary or Rotaract signs and banners at our meeting place, service project sites, and events.
- ☐ Our club's presence is known in our community.
- ☐ The club brochure we give to community members and prospects shows the impact we make.
- ☐ Our club has members who have marketing expertise.
- ☐ We build Rotary's public image by making sure our guests and the public have positive experiences with our club.
- ☐ Our club has a public image committee whose chair and members are dedicated to public image and outreach.

COMMENTS



Clubs that don't have a visible presence in their community are at risk of minimizing their impact or being perceived as irrelevant. Rotary has resources that can help. Look at the boxes you left blank and consider trying those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Community awareness	<ul style="list-style-type: none"> + Find resources in Rotary's Press Center and use them in your community's media. + Plan events to raise community awareness of Rotary. Use the events guide in Rotary's Brand Center.
Outdated materials	<ul style="list-style-type: none"> + Find editable club brochures and membership materials in Rotary's Brand Center. + Follow the Visual and Voice Guidelines in any materials your club creates. + Use Rotary videos and images of your members in your materials.
Online presence	<ul style="list-style-type: none"> + Find a member with the skills and time to create and manage your club website and social media pages. + Take the course The Rotary Brand in the Learning Center. + Use Rotary videos and images and videos of your own members. + Use Rotary's Social Media Toolkit to update your digital presence.
Marketing expertise	<ul style="list-style-type: none"> + Find tips in Club Public Image Committee Basics and put members with public relations expertise on the committee. + Recruit professionals with marketing expertise using ideas from Finding New Club Members: A Prospective Member Exercise. + Refresh your club's social media presence using the Social Media Toolkit in Rotary's Brand Center.

BUSINESS AND OPERATIONS



When your club runs smoothly, it's likely that you have good leaders who are thinking about the club's future. The leaders shape the club, and it's crucial to have skilled people in those leadership positions. For this reason, leadership development, strategic planning, and succession planning are also ways to fortify your club.

- ☐ Our club has a strategic plan that we update regularly.
- ☐ We set annual goals and enter them in Rotary Club Central.
- ☐ Our club strives for and often earns the Rotary Citation.
- ☐ Our club board meets at least quarterly to review our strategic plan, measure our progress toward goals, and adjust bylaws and other documents as needed.
- ☐ Our club board changes what isn't working well and updates club bylaws accordingly.
- ☐ We have a process for ensuring continuity that includes identifying future club leaders and preparing them for leadership positions, documenting procedures, and involving current, past, and future leaders in decisions.
- ☐ Our club president attends the presidents-elect training seminar (PETS), and club leaders attend the district training assembly.
- ☐ Club leaders use My Rotary or integrated club management software to conduct Rotary business.
- ☐ Our club elects incoming officers by 31 December and reports them to Rotary International no later than 1 February.
- ☐ Our club secretary reports new members within 30 days after they join.
- ☐ Our club sets and approves a budget for the upcoming Rotary year, designates a treasurer, and keeps separate bank accounts for administration and fundraising or project funds.
- ☐ Our club sets and achieves fundraising goals using a variety of fundraising activities.
- ☐ We ask our members to complete a member satisfaction survey each year and use the results to shape the club.
- ☐ More than half of our club's members have a My Rotary account.
- ☐ Our club has a club administration committee chair.

COMMENTS



Clubs that don't have skilled members in leadership roles or that neglect members' needs risk becoming ineffective and obsolete and losing their members as a result. There are plenty of remedies for clubs that want to thrive. Look at the boxes you left blank and consider trying those suggestions as well as these:

PROBLEM AREA	PRESCRIPTION
Planning and goal setting	<ul style="list-style-type: none"> + Create a vision for your club and set long-range and annual goals using the Strategic Planning Guide. + Strive to achieve more than half of the goals in Rotary Club Central to earn the Rotary Citation. + Rotaract clubs should use the Citation Goals and Instructions worksheet. + Select goals that are meaningful not just to the club's board but to the club as a whole. + Use Strengthening Your Membership to make a membership development plan.
Innovation	<ul style="list-style-type: none"> + Update your club bylaws to include new membership types, such as family memberships. + Review the Club Types, Formats, and Models resource to review the experience your club strives to offer its members.
Processes	<ul style="list-style-type: none"> + Develop standard processes for inducting and orienting new members, following up with prospective members, proposing a new member, leadership continuity, etc. + Use the member satisfaction survey.
Leadership	<ul style="list-style-type: none"> + Find tips and resources in online learning plans for club leaders. + Offer leadership development opportunities and promote self-paced learning with Rotary's online professional development courses.
Managing funds	<ul style="list-style-type: none"> + Take the Club Rotary Foundation Committee Basics online course to learn about giving options. + Find best practices in Club Treasurer Basics.
Managing your club on MyRotary	<ul style="list-style-type: none"> + Use the Club Administration section of My Rotary to get reports; add, edit, or remove a member; pay your club invoice; and track your membership leads. (Note: For Rotaract, only club presidents can use the Club Administration page on My Rotary.)

WHAT'S NEXT?



Using the Club Health Check is the first step in becoming a healthier, more vibrant club. Take note of which areas had the most marks and which had the fewest. Look at the suggested remedies and take action. When you visit your doctor, you may get advice about maintaining your good health or possibly a prescription or two to combat an ailment. If you don't follow the advice or take the prescriptions, you aren't making the most of your visit. Similarly, to make the most of your club health check, use the suggested resources to treat your problem areas.

Paul Harris said, "May our happiness increase with our usefulness." As our communities and their needs change over time, clubs have to adapt to continue to be useful. Your efforts to make changes will recharge your members and keep your club fit and relevant.

NEXT STEPS

1. Score each section. Each mark is worth one point.

Category	Score
Your club experience	
Service and social events	
Members	
Image	
Business and operations	

2. Look at the categories with the lowest scores. How can your club turn the suggested remedies into action? Enter your next steps below.

Action	Time frame	Person responsible

FEATURED RESOURCES

[Club Planning Assistant](#)

[Membership Assessment Tools](#)

[Membership resources](#)

[Brand Center](#)

[Learning Center](#)



Rotary MEMBER DATA FORM

Club officers can report membership changes, or Rotarians and Rotaractors can make changes to their own member information, through rotary.org/myrotary instead of using this form. Privacy is important to Rotary International and the personal data provided will be shared with RI, your Rotary or Rotaract club and district officers (or their delegates), or for official Rotary business. For further information, see [Rotary's privacy policy](#). This form can be used to report new or terminating members or membership information changes to RI. Use a separate form for each member. Please report the name as it appears in the Latin alphabet in the individual's passport or other government-issued document. This form can be downloaded and completed electronically at [Rotary.org](https://rotary.org). Send one copy to your district governor, keep one copy for your club files, and send the original form to:

ROTARY INTERNATIONAL, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA

Fax: +1-847-556-2207

Email: data@rotary.org

☐ Rotary Club ☐ Satellite Club ☐ Rotaract Club

	_____ District _____	
CLUB NAME	_____	
STATE/PROVINCE	COUNTRY	
Member Name	_____	
FIRST	MIDDLE INITIAL	LAST
Member ID#*	_____	
*Only for resigning and transferring members. All new members will be provided with an ID# by RI.		
Mailing Address	_____	
NUMBER AND STREET	CITY	
STATE/PROVINCE	COUNTRY	POSTAL CODE
EMAIL	_____	

☐ ADD MEMBER

☐ Male ☐ Female ☐ Self-describe _____ ☐ Prefer not to say

Birth Year _____

*Transferring Member? If yes, provide Member ID# above.

Former Club Type: ☐ Rotary Club ☐ Satellite Club ☐ Rotaract Club

Former Club Name _____ District _____

STATE/PROVINCE COUNTRY

Language Skills _____ New Member Sponsor _____

Subscription ☐ Rotary magazine ☐ regional Rotary magazine Sponsor's Member ID# (if known) _____

☐ UPDATE MEMBER INFORMATION

☐ Change of Address

Former Mailing Address

NUMBER AND STREET CITY

STATE/PROVINCE COUNTRY

POSTAL CODE

☐ Change of Email _____

FORMER EMAIL

☐ Change of Name _____

FORMER NAME

☐ Change Membership Type to ☐ Active ☐ Honorary

☐ TERMINATE MEMBER

Current Reason for Termination (check one)

☐ Non-attendance (1) ☐ Non-payment of club dues (2) ☐ Business obligations (3) ☐ Family obligations (4)

☐ Health (5) ☐ Personal (6) ☐ Joining new club (7) ☐ Relocation** (8)

☐ Deceased (9) ☐ By club for cause (10) ☐ Lack of participation (11)

** If the reason for termination is Relocation, the relocating member should fill out the Join form at my.rotary.org/member-center/member-relocation to be matched with a club in their new area.

DATE OF ADMISSION _____

DD/MM/YY

☐ Active Member

☐ Past RI Director

☐ Honorary Member

☐ Past District Governor

DATE OF CHANGE _____

DD/MM/YY

New Mailing Address

NUMBER AND STREET CITY

STATE/PROVINCE COUNTRY

POSTAL CODE

NEW EMAIL

NEW NAME

DATE OF TERMINATION _____

DD/MM/YY

CLUB OFFICER OR ROTARY/ROTARACT MEMBER (PRINT NAME)

SIGNATURE

DATE (DD/MM/YY)

Attachment 4

Personal Data Use Policy

While serving in a Rotary leadership role, you are granted access to Personal Data that Rotary International and/or The Rotary Foundation considers confidential.

When handling this Personal Data, you must abide Rotary's privacy policies including Rotary's Privacy Policy found at: <https://my.rotary.org/en/privacy-policy>.

1. Personal Data is any information that relates to an individual who is or can be identified from the data, either alone or in conjunction with other information. Examples of Personal Data are:
 - a. Name + any information listed below
 - b. Home address
 - c. Phone number
 - d. Email address
 - e. Gender/sex
 - f. Marital status
 - g. Spouses' name
 - h. Occupation
2. Personal Data can only be used for Rotary's authorized Core Business Purposes, which include:
 - a. Fulfilling Rotary's obligation to Rotarians and Rotaractors
 - b. Supporting The Rotary Foundation, including fundraising efforts
 - c. Facilitating convention and event planning
 - d. Communicating key organizational messages
 - e. Supporting the programs and membership of Rotary
3. Personal Data can only be used for the authorized purposes and cannot be used or disclosed for any purposes unrelated to the purpose for which it was shared with you.
4. Personal Data must be safely stored and transported, and you must notify Rotary immediately if you suspect or discover any breach (including any unauthorized access or accidental sharing) of Personal Data. Email privacy@rotary.org as well as your Rotary staff contact in the event of a potential or confirmed breach.
5. Personal Data should be retained only as long as needed for the purposes for which it was provided. Once the purpose has ended, you must securely delete the Personal Data.
6. You will comply with Rotary's Privacy Policy (found at: <https://my.rotary.org/en/privacy-policy>) with regard to your handling of Personal Data.

If you need to request Personal Data from Rotary, please [download the Request for Personal Data form](#).

Rotary Club
Annual General Meeting 202X
To be held at XXXXXXXXXX on Date.

Agenda

Meeting Commenced:

Present:

Apologies:

Agenda:

Item 1: Adoption of Minutes of Previous AGM – (Date of the last AGM)

M: S: Carried

Item 2: Adoption of Treasurers Report as tabled by Treasurer (name) and (date the report was tabled).

M: S: Carried

Item 3: Election of Public Officer for the XXXX/XX Rotary Year
 – NSW Fair Trading – (Form 9 required if changing Public Officer)

Nominated: S: Carried

Public Officer to sign and submit:

- Annual Summary of Financial Affairs. NSW Fair Trading – Form 12
- Lodgement of incorporation documentation
 (Form 6 if changing Constitution)

Item 4: Directors Reports - tabled as per Board minutes (date)

M: S: Carried

Item 5: Election of Office Bearers for 2021/2022 Rotary year.

Nominations to hand:

Incoming President:

Secretary/Club Admin:

Treasurer:

Directors: 1.
 2.
 3.
 4. (add however many Directors your Board wishes to have)

IPP:

Any more nominations?

Position	2022-23 Elected
President	
President Elect	
Secretary	
Treasurer	

6 Directors (Minimum 4)

Director	
Director	
Director	
Director	
Director	
Imm. Past Pres.	

Motion: The 2022-23 Board of Directors be accepted:

Seconded: Carried

Item 6: Election of Club Auditor

Motion- That (Name) be elected in the position of Auditor for the Rotary Club (Name) for the Rotary year of 202X-XX.

Seconded:

Carried

Item 8: General Business

Meeting Close:

Secretary closed the meeting at:

hrs

Insert your charity logo in the document header

Meeting minutes template

[Charity name]

[Committee/board] meeting

Date:	
Time:	
Place:	

Attendees:	
Apologies:	

Item**Description**

1	Declaration of interests		
	Who	Conflict of interest disclosed	Note
2	Review of actions from previous meeting		
	Action/resolution	Who	Status
3	Acceptance of minutes of previous meeting		
	Proposed resolution: That the minutes of the [committee or board] meeting held on [date] be accepted.		
	Moved:	Seconded:	
	Passed/Not passed		

4	Acceptance of new members	
	Proposed resolution: That the new members listed below be accepted.	
	[name]	
	Moved:	Seconded:
	Passed/Not passed	
5	Operational report	
	Proposed resolution: That the operational report be accepted	
	Moved:	Seconded:
	Passed/Not passed	
6	Finance report	
	Proposed resolution: That the finance report be accepted	
	Moved:	Seconded:
	Passed/Not passed	

7	General business	
	<p><i>Rundown of general business items from the meeting goes here. This should include:</i></p> <ul style="list-style-type: none"> • <i>any decisions or resolutions made</i> • <i>relevant amendments to motions, and a summary of debate if required/relevant</i> • <i>declared conflicts of interest (and whether these people left the room during voting or discussions)</i> • <i>any divisions or noting of who voted for or against the motion (if requested)</i> • <i>movers and seconders of the motion voted on</i> <p><i>Aim to be thorough, transparent and informative</i></p>	

8	Next meeting	
	Time:	
	Date:	
	Place:	
9	Meeting close	

Minute taker:	
Signed:	
Date:	

This template is an example only. Check your charity's rules and any legislation that applies to it to find out whether you need to make any changes to this template before using it.