



CI Club Structure & Operations

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CLUBS

Cosmopolitan supports many clubs in the United States and Canada. Club charter strength is set forth in the Cosmopolitan International Bylaws. The recommended structure of clubs is described here, but depending on the strength and needs of the individual club, the club structure and positions described here may vary.

The Club President

Being a Club President is a challenging yet rewarding opportunity. It calls for initiative, the ability and willingness to maintain and increase Club membership, promotion of active fundraising, selection of capable Committee Chairmen, supervision of Club officers and Board members, and goal setting consistent with the current Cosmopolitan International Operating Plan (is there such a document? I couldn't find one on the CI website.)

The Club President should become thoroughly familiar with Club bylaws in addition to Federation and International Bylaws and Board policies.

The Club President is the driving force behind all Club activities, and the delegator of most work assignments. Individual personality, interest in Club projects, and initiative in creating new Club activities should be used liberally in motivating members.

It is essential to have personal contact with all members of the Club and openly receive reactions to the various activities and projects. New members, as well as existing members, can give valuable advice and assistance.

Club President's Job Description

As presiding officer of the Club, the President works closely with the Board of Directors and Committee chairmen to establish and follow a Club annual plan, sets goals for improving the members' Club experience, and increases the impact of the Club's service in the community by adding new members to the Club. The Club President's duties are as follows:

- Establishes an annual plan for the Club including goals for membership, fundraising and community service.
- Establishes calendar for the year.
- Motivates members and Committees to achieve those goals.
- Organizes an effective leadership team by appointing and training effective Committee Chairpersons.
- Supports Committee activity to ensure a successful Club experience.
- Ensures that all Club officers are adequately trained with support from the Federation

Governor and International.

- Ensures that the Club continues to be relevant to the community and to the members
- through periodic assessments.
- Monitor involvement of new and inactive members and encourage their participation in Club events.
- Ensures Club establishes and maintains social media accounts, including Club website.
- Facilitates fun, educational, and efficient Club meetings; determines meeting agendas.
- Encourages Club members to invite guests and prospective members to meetings and activities.
- Leads effective and efficient Board meetings, and reports back to the Club.
- Attends Federation Board meetings, and reports results back to membership.
- Attends the Federation Convention and the International Convention.
- Reports on Federation and International communications.
- Implements a succession plan for future leaders, ensuring a seamless transition.
- Communicates regularly with Club members to keep them informed about the business and activities of the Club.
- Schedules fundraising events, social and interclub activities, and community service projects.
- Follows up on ongoing plans and activities.
- Ensures Club Secretary, treasurer and other officers are handling their responsibilities.
- Write or delegate to a Club member an article with picture for COSMO Topics
- Rewards and recognizes member and Committee achievements, through implementation of International awards program as well as Federation and Club award activities.
- Maintains strong connections with Federation and International officers to ensure effective communication.

A new Club President should seek mentorship and training from former successful officers. This ensures continuity of broad goals. One good way to prepare is to work closely with previous Club President in as many duties and activities as possible.

Club President-Elect

The President-Elect shall preside in the absence or disability of the President; and he/she shall assist the President in the conduct of his/her duties at meetings and otherwise, and to oversee other committees designated by the President. The President-Elect shall become President the following year.

Club Vice-President for Membership

The Membership Vice-President shall preside in the absence of the President and President-Elect. He/she shall diligently pursue the recruitment of new members and the retention of current members and shall have the responsibility for tracking proposed new member status. With the help of the Attendance Committee, the Membership Vice-President shall monitor member involvement, apprise the President and the Board of Managers of potential issues, and present the Attendance Committee's report at each Board of Managers meeting. Membership resignations shall be referred to the Membership Vice-President for immediate follow-up by personal contact. He/she shall report his/her findings to the Board of Managers before the Board of Managers acts on said resignation.

Club Secretary Job Description

Cosmopolitan Clubs depend on the Club Secretary to carry out his or her duties effectively and efficiently. A solid commitment to the daily affairs of the Club is required.

The Club Secretary's responsibilities and duties include:

- Maintains a filing system that will allow for efficient storage and retrieval of Club documents and data.
- Maintains accurate Club membership roster on International website (ClubRunner) and confirm roster when requested by Headquarters.
- Submits Newly Elected Club Officers' Report to Headquarters when requested by Headquarters.
- Maintains Club calendar.
- Reports deaths of members to Headquarters.
- Records attendance at meetings.
- Orders name badges from International website.
- Receives New Member Welcome packets mailed by Headquarters and disseminate to new members.
- Maintains permanent record of minutes of Club, Board, and Committee meetings.
- Prepares Club correspondence for President's signature.
- Works with incoming Club Secretary to ensure smooth transition.
- Maintains electronic file for Cosmopolitan publications, newsletters, and memos.
- Maintains electronic directory of Club members, complete with addresses, phone numbers, email addresses, and names of spouses/partner (available on website)
- Maintains chart of structure, listing names, emails, and telephone numbers of Committee chairs and members.
- Maintains electronic record of Committee correspondence.
- Maintains email record of Board meeting minutes.

Club Treasurer Job Description

Club Treasurers play an important role in the Club's ability to carry out service projects and fundraise. Club Treasurer duties include:

- Manages Club funds in accordance with Club annual plan and Board decisions with the July 1 through June 30 fiscal year framework.
- Sends invoices, collects dues and fees, and submits Federation and International dues in a timely manner.
- Provides regular reports on the state of the Club's finances to membership and Board.
- Maintains accurate financial records, including historical financial records.
- Acts as chairperson for the Budget Committee.
- Develops a budget for the following year and presents it for Board approval by the last quarter of the Cosmopolitan year.
- Each Club should adopt a fiscal year that runs from July 1 through June 30. Doing so puts all
- Club programs into the same cycle as Cosmopolitan International and allows for budget
- comparisons and a better understanding of Federation/International financial needs.
- Ensures the Club's financial activity is reviewed by an independent qualified accountant.
- Prepares and files the Club's taxes, if required to do so by local or federal tax code.

Club Sergeant-At-Arms Job Description

The sergeant-at-arms is appointed by the current Club President. Duties should be assigned by the President and may include:

- Ensures that the meeting place is set up and seating arranged
- Properly places flags (See appendix for "Guidelines for Display of the Flag), banners, lectern, gong, and gavel if used by the Club.
- Greets members and presents guests when instructed.
- Assists Club President in adopting and enforcing rules that govern regular meetings.
- Fines members who do not follow established rules and formalities.
- Helps maintain order and decorum.

Board of Managers

The Board of Managers (i.e., the Board of Directors) is the governing and final administrative body responsible for policy-making functions and conduct of the Club's business. The Board of Managers may consist of the following positions:

- President
- Past President
- President Elect
- Membership Vice President
- Secretary
- Treasurer
- Sergeant-At-Arms
- Board Member (1 year)
- Board Member (1 year)
- Board Member (2 year)
- Board Member (2 year)

The Club President or immediate past President typically serves as Chairman of this Board and is responsible for preparation and distribution of a Board meeting agenda. A typical agenda could include:

- Call to order by Chairman
- Roll call and declaration of a quorum
- Remarks by President
- Reading and approval of minutes of previous meeting
- Report of Secretary
- Report of communications
- Report of Treasurer
- Report of Committees
- Unfinished business
- New business
- Adjournment

COMMITTEES

Cosmopolitan Clubs may choose to be comprised of some or all of the following Committees.

Attendance Committee

Continuous stimulation of a member's interest in all areas of Cosmopolitan should be a major goal of the Attendance Committee. The Attendance Committee should be actively involved with these items:

- Determines how many members attend regularly.
- Communicates with members who routinely miss meetings.
- Initiates meeting features that stimulate interest.
- Determines what features bring about dissatisfaction.
- Develops the best mix of features for all members.

Membership Committee

A substantial amount of time and dedicated effort should be given to the operation of this Committee. The Chairman should be a Club Vice President or President-Elect and possess good leadership skills. The current and future health of the Club could depend on the reading and analysis of membership trends. The Cosmopolitan International website features a wide assortment of documents and forms to help promote a Club's membership and retention goals.

The Membership Committee is normally responsible for

- Makes recommendations for growth and retention.
- Presents regular reports to Board of Managers.
- Contact and consults with members dropping.
- Schedules and plans for membership meetings and events.

All Cosmopolitans and their Clubs have an obligation to monitor and maintain the highest possible membership strength. This program should be responsive to three (3) basic elements:

- Net Membership Growth
- Membership Retention
- New Club Building

Net Membership Growth can be attained through implementation of a sound and well-organized Club membership building program. The Membership Committee and its Chairman should first identify and evaluate the current Club purposes, goals, and objectives for membership. The International Board had established a Membership

Recruitment and Retention Plan which is available at www.cosmopolitan.org. Another resource is the “Great People Who Should Be Cosmopolitans” form, well-planned and thought-out new member events, and a general awareness that sharing the Cosmopolitan experience with others is our most important job. Membership Retention activities play a major role in achieving net membership growth. An area that is a significant charge of the Membership Committee is New Club Building.

This is normally accomplished through a sponsoring Cosmo, Club, or Federation. Refer to the New Club Building Manual that can be found on the International website.

New Club Building is one of the most satisfying service projects an existing Club can undertake. The decision to build a new Club most often comes from internal needs: preferences for more diverse meeting sites, dates and times, maturity of existing members, membership structure and Club activities. External needs normally come from specific charitable causes, unique social activities, and alternative service ventures.

The sponsoring Committee may consist of either a group of committed Cosmos, an energetic Club, or a group of Clubs (Federation). Although the major efforts come from the sponsoring Committee representative, significant additional support is provided by Club, Federation, and International.

Program Committee

Based on comments and surveys from Cosmos Internationally, the single most significant reason

for regular meeting attendance is an interesting and informative program.

Each Club may develop a style that works best for the membership composition. There are, however, proven tips for an efficient and effective program performance.

- Assigns or develops volunteer efforts for each meeting needing a program.
- Is mindful of “sensitive” program issues and the effect they could have on the more opinionated Club member.
- Makes a special point to show Club appreciation to the program speaker through a thank you letter.

Awards Program Committee

The awards program is designed to provide recognition to Clubs, Federations, and their leaders for exemplary activity. Each Club President has the responsibility to promote the various award categories personally or through an assigned Club Awards Committee. The Awards Program Brochure and supporting entry forms can be found on the Cosmopolitan International website at www.cosmopolitan.org.

Although special awards are important to the continued motivation of members and Clubs Club Presidents should make plans to include some of these in the coming year.

- Annual awards as discussed above.
- Attendance certificates for perfect attendance.
- Newsletter for Cosmo name recognition.
- Personal comments for observance of a good job.
- Thank-you notes for personal messages.
- Special event token for birthdays, anniversaries, etc.
- Officer lapel pins for Club officer recognition.

Financial

A Club's finances consist of two elements: income and expenses. Income is derived almost entirely from collection of dues, fines, initiation fees, and miscellaneous assessments. Major expenses will consist of meals, entertainment, supplies, International/Federation dues, and communication.

Club reporting of current and potential financial transactions and obligations are critically important for smooth Club operation. Specific financial controls and reporting are described in the bylaws and policies of the individual Club. Appropriate documents should be used to track monthly income and expenses. All financial documents and records should be kept according to standard accounting procedure.

International dues are payable quarterly in advance and based on verified Club membership as of July 1, October 1, January 1, and April 1. Federation and Club dues are set by each individual Federation and Club.

Budget Committee

A Budget Committee should be selected by the incoming Club President and assisted by those Cosmos most familiar with financial planning. The Club Treasurer will generally chair this committee.

A review of disbursements from the previous year will indicate what major accounts should be used and the expense estimate for each. Fixed expenses should be estimated first since they are routinely the type of expenses that can't be changed. Variable expenses, although important, are estimated last since they may be reduced or eliminated.

A similar review of past Club income will prove the need for a dues income account based on beginning-of-the-year membership only. If a membership dues increase is planned, it should be very modest in order to avoid shortfalls.

Although all Cosmopolitan Clubs are not-for-profit by law, a realistic budget should reflect a profit or surplus to cover contingencies. There are many ways to use this potential end-of-year surplus should it occur. A donation to the Cosmopolitan Diabetes Foundation or Cosmopolitan Foundation Canada, Inc. is a good example. Using a carry-over surplus to start the next year also is appropriate but should be specifically identified in the proposal. Once finalized by the Committee, the proposed budget should be presented to the Board of Managers for revisions or approval.

Periodic reviews of the approved budget are important. Quarterly is the most common interval. Financial controls established by the Board and/or Budget Committee are critical to a successful year.

A written report of these budget reviews should include a statement supporting any unexpected positive or negative variation of the income and expense accounts. Satisfactory variations normally indicate that estimated income and expenses for the entire year are on schedule. Sizeable variations call for immediate action - provisions for increased income or constraints on fixed expenses.

Organization Exempt Tax Filing (For Clubs in The US)

Every U.S. Club and Federation is required to file federal taxes as follows:

- File 990-N if revenue is less than \$50,000
- File 990-EZ if revenue is less than \$200,000 and the club has less than \$500,000 in assets
- File 990 if revenue is more than \$200,000 or the club has more than \$500,000 in assets.

Form 990 due dates are the 15th day of the 5th month after the fiscal year end. In other words, the due date for June 30 fiscal year end date would be November 15. Automatic three-month extensions may be filed on Form 8688.

Legal Structure

The International Board of Cosmopolitan International recommends that all Clubs be incorporated in order to eliminate the possibility of personal liability of Club officers and members. While this subject matter is technical and is governed by the laws of each state, Governors have the responsibility of communicating this endorsement and reminding Clubs of possible filing requirements.

Publicity and Media Coverage

Any Club program of media/public relations should include:

- Appointment of Club/event official as publicity Chairman.
- Establishment of a solid public relations plan consistent with Club needs.
- Publishing a Club newsletter and consideration of including media representatives on the mailing list.
- Preparation of general public service announcements (PSA) and inquiry about free publicity from radio stations.
- Invitation of media representatives to a Club meeting/program.

For most Clubs, years of dedicated effort typically leads to a solid reputation for community service. Each Club member (rookie as well as veteran) is an extension of the Club's reputation and becomes the spokesperson in public. Cosmopolitan International suggests an approach on each of four public endeavors:

- Politics – Individual member influence in partisan politics may have a significant impact on Club morale and standards. The best approach is to provide opportunity for expression of all issues and “sides” or none.
- Association with Other Local Service Clubs – In most cases close cooperation is the best approach, especially when planning future public activities.
- Association with Established Service Organizations – Many times there is a greater opportunity for service in helping another organization achieve a proven and profitable objective than in developing and fostering a novel but less desirable cause.
- Project/Function Endorsements – Although it is generally not a good practice to endorse a project and assume full responsibility, there may be times when an endorsement is beneficial (e.g., local ADA project). The best advice is caution.

Protocol

What to do? When and how to do it? For Whom? These and other questions should be considered when entertaining visiting Cosmopolitan International and/or Federation officials. Also in this same category are government and church dignitaries and other prominent people. By observing proper protocol, the Club openly displays welcomed courtesies and respect for an individual and acknowledges the dedication, commitment, and sacrifices (both personal and financial) involved. Specific guidelines for various events and activities can be found in the Cosmo Protocol publication. This publication should be read in advance of any event where a visiting dignitary is expected.

MEETINGS

First Club Meeting

The President's first Club meeting is a landmark event. It should be carefully and thoughtfully planned. The goals and aspirations of the President for the year ahead should be presented and explained. Newly elected Club officers and appointed Committee Chairmen should be recognized and given the opportunity to outline their responsibilities and plans for a successful year.

An appropriate and fitting touch to this first meeting might include an officer installation ceremony conducted by an International or Federation Officer. Plan the event well in advance should this approach be chosen and remember that any talks given should be brief and concise.

Formal Club Meetings

A successful Club meeting results when a team of two or more people actively exchanges ideas to accomplish goals. Normal circumstances call for the Club President to prepare for and preside over most formal meetings. The two most common are:

Board of Managers Meetings

In addition to the Club President, the managers, Club officers and reporting Committee Chairmen should attend this regular business meeting. All other Club members should be encouraged to attend Board meetings. This is where future Club policy and direction is decided. It is the ideal opportunity to contribute to and observe these developments.

Regular Club Meetings

As mentioned earlier, the current Club President is responsible for most formal meetings. In the absence of the Club President, the Club President-Elect or a past Club President should preside.

Regularly scheduled Club meetings may be held in conjunction with breakfast, luncheon, or dinner. It is often appropriate to publicize an informal time for members to socialize prior to or following the meeting. Adhering to established convene and adjourn times is extremely important when the Club President develops the agenda or order of business. A suggested agenda includes:

- Timely call to order and invocation.
- Club member and guest introductions.
- Pledge of Allegiance.
- Club announcements and Committee reports.
- Vital/emergency Club business (if applicable).

- Presentation of program (if applicable).
- Cosmo pledge.
- Timely adjournment.

Many members attend meetings on a regular basis, although this is not required for Cosmopolitan membership. For most active members, attendance is important. For others, the Club meeting is clearly social. There should be something for everyone, and the meeting should be wisely balanced in order to attract new members and retain veterans. At periodic intervals, review how the regular Club meeting is perceived by members as well as guests. Points to consider are:

- Remind all members to personally greet visitors, guests and other members, especially those absent from previous meetings. Personal contacts make great impressions, stimulate recruiting and encourage retention.
- Capture the opportunity to promote Cosmopolitan membership to visitors and guests by distributing information about your Club and the Cosmopolitan organization and/or an inexpensive gift to remind them of “The Club that Fights Diabetes.”
- A guest speaker should be advised of any Club meeting time restrictions and/or parameters. Circumstances causing delays and overruns should be addressed with tact and discretion and in a manner that fits the specific program.
- Show courtesy and respect toward guest speakers and recognize them with applause or standing applause at the close of the program.
- The day following a Club meeting/program, it is appropriate for the Club to send a letter of appreciation to the guest speaker as well as others who participated in the program.

Meeting Customs and Practices (Visual and Vocal)

There is general agreement that membership in Cosmopolitan builds friendships and serves the community. This is typically accomplished without extensive and formal ritual, ceremony, or decorum. There are, however, both visual and vocal conventions that are meaningful to a structured Club meeting. Every Club may observe as many as possible.

Club banners and colors - signify dignity and values
 Cosmo emblem - symbol of unity, service, and action
 Flag display - colorful display of International unity
 Gong and gavel - symbols of order and authority
 Invocation - conveys dignity and stability
 Member pin and badge - membership and personal identification
 National anthem - musical tribute
 Pledge of Allegiance - proper national observance
 Speakers' lectern or podium - utilized for effective speaking