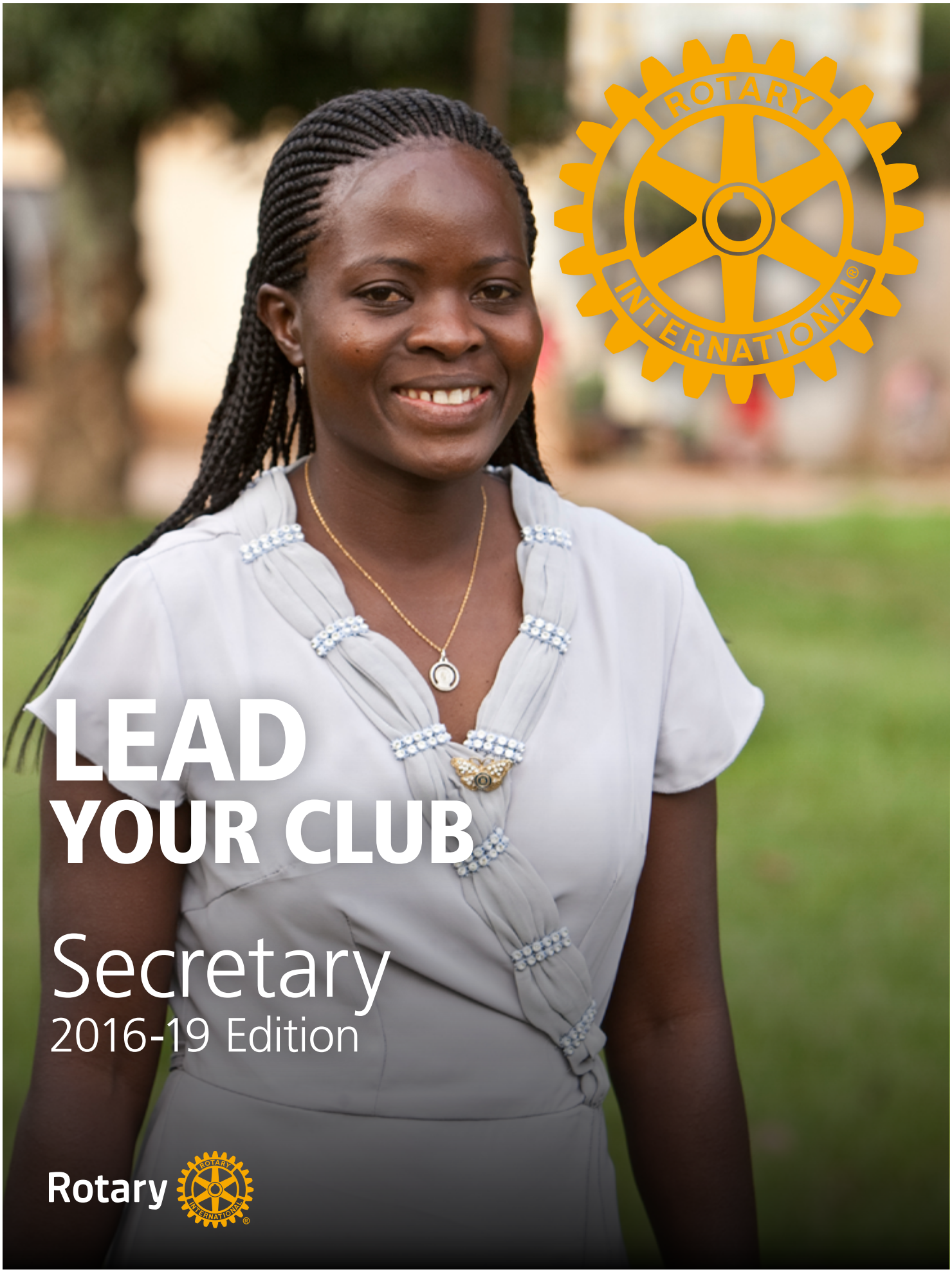


LEAD YOUR CLUB

Secretary

2016-19 Edition

Rotary

229-EN—(315)

This is the 2015 edition of Lead Your Club: Secretary for club secretaries holding office in 2016-17, 2017-18, and 2018-19. The information in this manual is based on Rotary's constitution and policy documents. Changes to these documents override policy as stated in this publication.

Use this manual to learn more about your role before you attend the district training assembly.

Questions?

If you have questions about your role, contact other leaders you work with, such as your assistant governor or past club secretaries. Your Club and District Support representative is also available to help. We offer support in nine languages online and through our staff at Rotary's headquarters in the U.S. and our international offices.

Send questions about this manual or any Rotary training materials to learn@rotary.org.

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YOUR JOB AS CLUB SECRETARY

As club secretary you help your club run well. Watch its trends to identify what works well and what doesn't, and share this information with club and district leaders.

Find detailed information in Lead Your Club: Secretary.

RESPONSIBILITIES
Attend the district training assembly and the district conference
Meet with the outgoing secretary and receive club records
Meet with the incoming board of directors
Create a My Rotary account on Rotary.org if you don't already have one
Update your club's records and member list on My Rotary as changes occur
Give the club treasurer the club invoices, due in January and July
Serve on the club board and club administration committee
Take minutes at club and board meetings and club assemblies
Update club and officer information for the Official Directory and Rotary's records
Manage club correspondence, responding to email and sending official notices and invitations
Keep promotional items, name badges, and other materials used at meetings and events
Take attendance and submit monthly attendance reports to the district governor
Preserve your club's historical records
Write an annual report at the end of the Rotary year
Assist the club president, treasurer, and committees as needed
Meet with your successor and hand over club records

WHAT ARE YOU WAITING FOR?
BE A VIBRANT CLUB







Be a Vibrant Club guide includes:

- A club success story from your region
- Ideas for your club to try
- Resources for your club on My Rotary





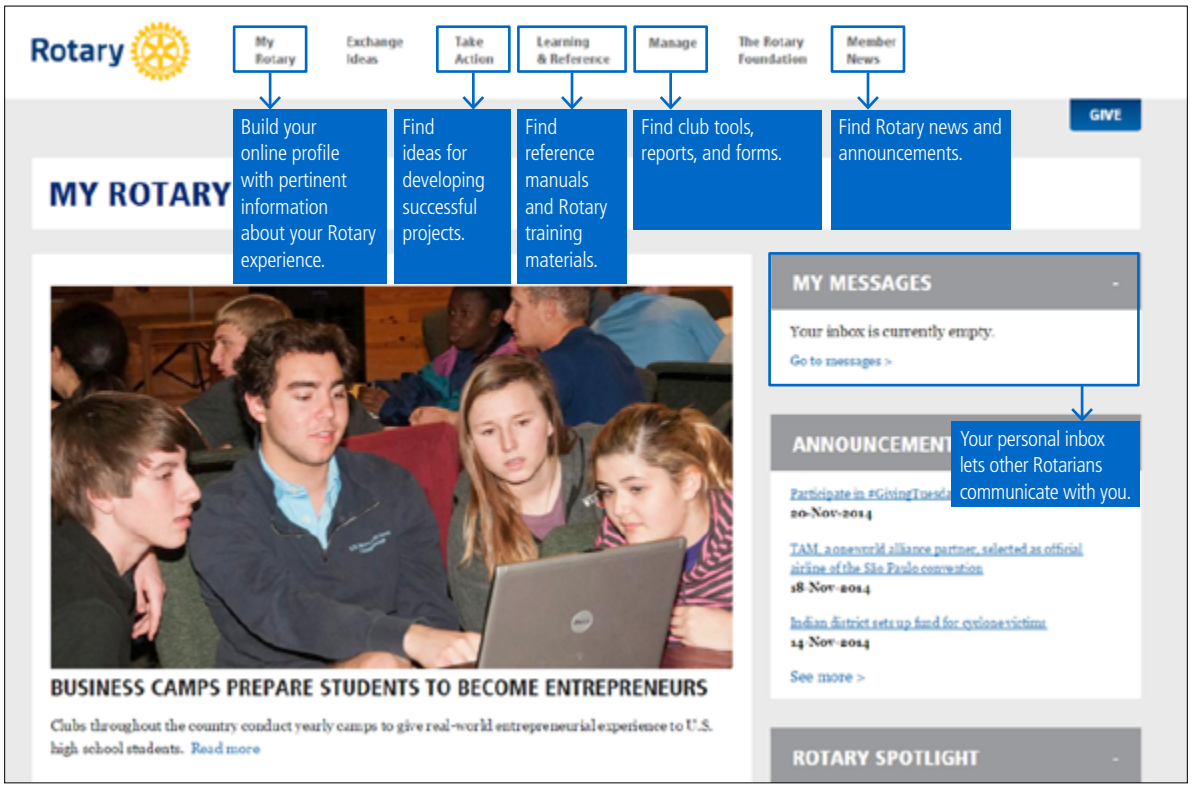
Get your free copy at
shop.rotary.org

Rotary

CHAPTER 1

MY ROTARY

My Rotary at Rotary.org allows you to do club business quickly and efficiently and ensures that Rotary has accurate records for your club. If you don't already have an account, appendix 1 shows how to create one.



When your term begins on 1 July, you'll automatically gain access to the features and links you'll need in order to carry out your duties. To find them, sign in to My Rotary. Then look under the Manage tab, on the Club Administration page.

As club secretary, you can use My Rotary to:

- Update personal information
- Update club data (learn how)
- Update membership data (learn how to add, edit, or remove member records)
- Use Rotary Club Central to review and edit your club's goals and progress toward them

- Generate club officer reports
- View daily club balance report
- View contribution and recognition reports
- View SHARE and polio reports

Only you and your club's president can add club officers, which will grant them access to the resources they need for their roles.

CHAPTER 2

CLUB ADMINISTRATION






TYPICAL ACTIVITIES

All club secretaries have similar responsibilities. Here's a quick look at the 18 months you'll spend in the role.

JANUARY-JUNE: PREPARE FOR YOUR OFFICE

- Create a My Rotary account on Rotary.org if you don't already have one (see appendix 1 for instructions).
- Become familiar with this manual, the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, and your club's constitution and bylaws.
- Review the discussion questions in appendix 2 before the district training assembly.
- Meet with the president-elect to:
  - Discuss club goals
  - Schedule the club's activities
  - Decide how you'll divide administrative tasks
- Meet with the outgoing secretary to:
  - Review club procedures
  - Review the club invoice
  - Get access to the club's records, property, and archives and the current Manual of Procedure
- Participate in your district training assembly.
- Attend meetings of your incoming board of directors and current board meetings, if invited.
- Participate in the club assembly held by the president-elect after the district training assembly to discuss club plans for the coming Rotary year.
- Prepare a schedule for sending statements of club dues and fees to all members (monthly, quarterly, or semiannually), and plan how you will record the dues and fees you receive.

JULY: TAKE OFFICE

- Give your treasurer the club invoice so it can be paid on time.
- Begin updating your club information whenever it changes, maintaining membership records (learn how to add, edit, and remove a club member and update club data), and viewing reports on My Rotary.
- Make sure new officers are assigned in My Rotary.

DECEMBER

- Provide support for the annual meeting to elect officers.
- Confirm that your club's membership list is up-to-date so that the club invoice you receive in January will be correct.

JANUARY

- Review the club's schedule of activities with the president and the board of directors and prepare the midyear progress report.
- Report incoming club officers by 1 February on My Rotary (learn how to add an officer) or email their names and contact information to data@rotary.org.
- Coordinate with the club treasurer to ensure that the club invoice is paid.

FEBRUARY

- If your club wants to propose a member to be a governor-nominee candidate, send the resolution supporting the decision and the district governor-nominee form to the district nominating committee.

APRIL

- Begin briefing next year's secretary.
- Prepare credentials for delegates to the Rotary convention. (See Rotary International Bylaws 15.050 and appendix 3.)

JUNE

- Confirm that your club's membership list is up-to-date so that the club invoice you receive in July will be correct.
- Prepare your annual report to the club.
- Give the club's records, materials, and archive to the incoming secretary.

WORKING WITH THE PRESIDENT

You'll work closely with your club president, mostly on meetings. Before the start of the year, meet to discuss your roles and responsibilities and how you plan to work together. For example, your president might lead the meetings, but you might plan them and make the logistical arrangements. Also discuss which duties should be delegated to other club leaders.

Both of you should also meet with current club leaders to learn the status of the club and its ongoing projects and activities. Attend meetings of the current board, if necessary, to learn more about the club's administrative procedures and ensure continuity in its operations.

WORKING WITH COMMITTEES

You are automatically a member of your club's administration committee. Its responsibilities include:

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

You should also meet with your club's membership committee early on to discuss its initiatives and how you can support them. For your duties in the new member election process, see Article 10 of the Recommended Rotary Club Bylaws.

MEETINGS

BOARD MEETINGS

You're a member of the club's board of directors, along with the president, president-elect (or president-nominee, if no successor has been elected), treasurer, immediate past president, and the additional directors specified in your club's bylaws. The vice president and sergeant-at-arms can also serve on the board.

The president leads club board meetings. Usually, the secretary has the following duties:

- Work with the president to set the agenda
- Send meeting notices to board members and confirm that they will attend
- Take minutes and generate a report for the club
- Provide support materials as needed
- Invite your assistant governor if appropriate

Before your term, the president-elect may call meetings of the incoming board to prepare for the year.

CLUB MEETINGS

E-clubs have different meeting requirements. See Article 6 of the Standard Rotary Club Constitution for details.

Help the president and the club administration committee create an agenda for each meeting. Your meeting responsibilities might include:

- Preparing announcements
- Planning programs
- Scheduling guest speakers

Ask your club administration committee to help with these meeting logistics:

- Distributing and collecting name badges
- Taking attendance
- Paying for meals
- Making arrangements (travel, expenses, letters of appreciation) for outside speakers
- Providing visiting Rotarians with documentation of their attendance

Consider varying the format of your regular meetings, for example, by holding a hands-on project or a cocktail hour each month.

CLUB ASSEMBLIES

Encourage your new members to speak up at the club assembly to make them feel more connected to the group and involved in decisions about the club's future.

Most clubs have four to six assemblies each year, while some clubs hold them monthly. All members should attend. Your role is to schedule the club assemblies in consultation with the president, work with the president and club administration committee to organize them, record the minutes, and assist the president during the meeting.

You might use the assemblies to:

- Discuss project ideas or provide updates on current projects
- Hold an open forum about what members like about the club and what they would like to change
- Get input and build consensus on goals and action plans
- Provide updates on committee activities and initiatives
- Increase participation in Rotary and Foundation programs
- Celebrate club and member achievements

GOVERNOR'S VISIT

The governor visits each club in the district. Before 1 July, the governor-elect or your assistant governor will tell you the date of the visit. To prepare, ask the president what is needed, for example, detailed reports on committee plans, activities, and accomplishments. Be ready to discuss the progress your club has made toward its goals. If you have questions about what the governor is expecting, ask your assistant governor.

For information on your responsibilities related to the district conference, see appendix 4.

COMMUNICATIONS

In most Rotary clubs, the secretary responds to correspondence or redirects it as needed. Work with your club president to establish a process for responding to email and letters.

NEWSLETTER

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

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

WEBSITE AND SOCIAL MEDIA

The club's website and social media accounts are its online presence, providing information to current and prospective members, the community, and local news outlets. Help the club administration committee develop content for the website, and respond to prospective members and project partners who contact you online.

Visit Rotary's Brand Center for free club newsletter templates, stationery, presentations, and more featuring our updated logos. Simply download and adapt them to your club's needs. Use Quick Start Guide for Club Websites to refresh your online presence.

INFORMING THE DISTRICT GOVERNOR AND ROTARY STAFF

Let the district governor and Rotary staff know about special club activities. Share successful projects and events on Rotary Showcase. Tell Rotary staff about initiatives your club has found to be effective.

ELECTIONS

Each club officer manual has a one-page job description that lists the responsibilities of the office. Make copies and distribute them to potential club officers. Or publish the qualifications of candidates for president, treasurer, secretary, and any other club leadership roles on the club website or in its newsletter. The annual meeting for the election of officers should be held no later than 31 December.

See your club bylaws and the Recommended Rotary Club Bylaws for more information on the process.

ANNUAL REPORT

As the Rotary year ends, prepare an annual report and present it at the final club meeting of the year. The club president will also prepare a report, so collaborate with him or her to avoid redundancies. Your report should review what has happened during the year, including actions taken by the club's board, changes to bylaws, membership gain or loss, and any continuing projects that are not covered in the president's report.

CHAPTER 3

MEMBERSHIP





UPDATING MEMBER LISTS

Your most important responsibility as secretary is keeping your club member lists up-to-date. You should enter changes on My Rotary as soon as they occur. This ensures that your club invoice is accurate. Also, adding new members activates their subscriptions to The Rotarian or your Rotary regional magazine. (If more than one Rotarian lives at an address, they all may subscribe jointly to the official magazine.)

There are three ways you can report your member data to Rotary:

1. Through your My Rotary account
2. Through your local integrated database (see a list of database vendors)
3. Using the Member Data Form, also found in appendix 6 (email it to data@rotary.org, fax it to + 1-847-556-2207, or mail it to your local Rotary office or fiscal agent)

To report member data through My Rotary, make sure you are signed in to your account. (See appendix 1 to learn how to create one.) From the Manage tab, go to Club Administration and choose Add/edit/remove member. Follow the links to change records as needed. For detailed information on these processes, you may download guides that show how to add, edit, or remove members.

See appendix 5 to learn how to propose and elect new members.

Verifying email addresses for all club members in Rotary's records makes it easier for them to establish My Rotary accounts on Rotary.org. No two members should use the same email address for their accounts.

REMOVING A MEMBER

As secretary, you contact any member who doesn't pay dues within 30 days of the deadline. Specify the amount owed and the deadline. If the dues are not paid within 10 days of the notification, your club board can end the person's membership. Your board can reinstate membership if the member asks you to do so and pays all of the money owed to the club.

When you remove a member from your club member list on My Rotary, the change is permanent and immediate. If you've removed a member by mistake, email data@rotary.org.

REPORTING CLUB CHANGES

Any change of club information (for example, a new meeting day, time, or place) should be reported immediately to your district governor and to Rotary. You can update the information on My Rotary or by emailing data@rotary.org.

OFFICIAL DIRECTORY INFORMATION

On My Rotary, you can update the meeting and officer information that will appear in your club's entry in the next Official Directory. You can also note whether you prefer to receive the directory on CD or online. You'll want to send officer information to the district governor-elect, too, so that he or she can contact incoming club presidents.

If you don't have Internet access, send a letter with the following information to Rotary or the international office that serves your area: club name; district; meeting day, time, and place; and the club president's and secretary's names, postal and email addresses, and phone numbers.

REPORTING MONTHLY ATTENDANCE

Take attendance at each club meeting and report it monthly to the district governor. Your club administration committee can assist you by:

- Reminding club members that they must attend or make up at least 50 percent of all club meetings
- Instructing club members how to make up a missed meeting, including by participating in a Rotary e-club meeting or a service project
- Taking attendance

The attendance policy — calculating attendance, recording make-ups, and provisions for e-clubs — is explained in Article 9 of the Standard Rotary Club Constitution.

COMMUNICATING WITH OTHER CLUBS

You'll need to communicate with other clubs when a member makes up a meeting at your club, transfers to your club, or relocates to a new community.

Give visiting Rotarians documentation of their make-up at your club meeting, or contact the secretary of the visitor's club.

When a member transfers to your club, ask their previous club to confirm their membership and that the member doesn't owe the club any money. If you don't receive a statement within 30 days, you can assume that the member doesn't owe any money. Transferring members and former members who rejoin a club need not pay a second admission fee.

When someone in your club moves out of your area, you can propose him or her for membership in another club. Use the Rotarian Relocation Form to notify the other club's president or secretary about the prospective member.

You may want to issue member ID cards, which your members can show when making up a meeting. The card is intended for personal use only. Cards are available through licensed vendors listed at Rotary.org.


GET
CONNECTED!
Make your Rotary experience truly international with these networking opportunities.
CONNECT ONLINE
Engage with other members: Online Discussion Groups
Enhance service projects: Rotarian Action Groups
Make new friends: Rotary Fellowships
Share your service accomplishments: Rotary Showcase
Collaborate on service projects: Rotary Ideas
Build peace and strengthen relationships: Intercountry Committees
Share your professional talents: Vocational Training Team
Meet prospective partners: Project Fairs
Share international hospitality: Rotary Friendship Exchange
CONNECT WITH A GROUP
Celebrate club partnerships: Twin Clubs
CONNECT IN PERSON
Rotary
EXCHANGE IDEAS: www.rotary.org/myrotary

CHAPTER 4

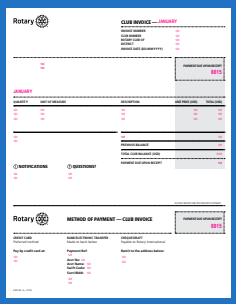
FINANCES






You and your club's treasurer share several responsibilities. Determine together how you'll approach them.

CLUB INVOICE



Sample club invoice

Rotary International bills clubs for dues and RI fees twice each year. You'll receive an invoice in early July and one in early January.

Dues are calculated based on the membership numbers you report through My Rotary, an integrated database, email, fax, or mail by 1 January and 1 July of each year. The invoice is due in full and the amount can't be adjusted, so keep your member lists current.

The treasurer is responsible for paying the amount shown on the invoice, but you or the president can also pay it. Credit card payments can be made directly through My Rotary. For details on paying the invoice, see Lead Your Club: Treasurer.

If you don't receive your invoice by the end of July or January, you can print a copy from Rotary.org or request it at data@rotary.org or from your international office.

DUES AND FEES

Rotarians are required to pay dues to their club, the district (if your district charges dues), and Rotary International. Your treasurer tracks dues collected from and owed by members.

CLUB DUES

Your club decides the amount members pay in club dues and when they're collected. These dues pay for expenses associated with meetings, meals, speaker gifts, and supplies.

You're responsible for sending the statements of club, district, and RI dues to all members regularly, as determined by the club. The statement should include any other amounts owed, such as the cost of meals. If you collect dues, work with the treasurer to transfer money and issue receipts.

The treasurer should inform you of members who haven't paid dues within 30 days. Send a notice that includes the amount owed and an absolute deadline. If the dues aren't paid within 10 days of the notification date, membership may be terminated, subject to the discretion of the club's board. The board may reinstate membership upon a member's petition and payment of all debts to the club.

RI PER CAPITA DUES

All members pay per capita dues to Rotary International. These dues pay for Rotary's general operating expenses, including producing publications in several languages; providing club, district, and project support; offering training and resources for incoming club leaders; and maintaining the Rotary website. See the Rotary International Bylaws for details.

The rate for the 2016-17 Rotary year is $28 per member per half year.

RI FEES

Rotary International also charges members for required magazine subscriptions, Council on Legislation fees, and other expenses. Fees for some regional magazines are collected directly by the editors.

Clubs served by Rotary International in Great Britain and Ireland have a different dues structure.

Clubs in Australia are subject to a goods and services tax for RI, district, and club dues, as well as for their regional magazine subscriptions.

Clubs in India are subject to a service tax for RI, district, and club dues, as well as for registration fees for the Rotary convention and the presidential summit. Payment for the subscription to The Rotarian magazine is not subject to service tax.

In some countries, changes to club bylaws (such as dues increases) must be registered with the government.

CLUB TERMINATION AND REINSTATEMENT

If your club doesn't pay its invoice promptly, Rotary International will terminate its membership, and the club will no longer receive services from Rotary or the district. A club can also be suspended or terminated if any member misuses funds from The Rotary Foundation. According to termination and reinstatement policy:

- 120 days after invoices are generated on 1 January and 1 July, clubs that owe $250 or more will be terminated.
- To be reinstated, a club has 30 days to apply for reinstatement and pay all past-due balances, all dues that have accrued since it was terminated, and a reinstatement fee of $30 per member.
- Clubs that haven't fulfilled their entire financial responsibility within 150 days of termination will lose their original charters and won't be eligible for reinstatement.

ROTARY FOUNDATION CONTRIBUTIONS

Your club's treasurer processes and maintains records of contributions to The Rotary Foundation that aren't made through Rotary.org and has access to Rotary Foundation reports on all contributions made by the club's members. Make sure you or your club president assigns the treasurer on Rotary.org so he or she can view these reports. For more information on forwarding contributions, see Lead Your Club: Treasurer.

Club reports are available through the Club Administration page. Review past and current member records, your daily club balance, Rotary Club Central data, and more.

CLUB FINANCIAL REVIEW

You and other club officers can access contribution and recognition reports on My Rotary. At the start of the year, give the previous year's club financial report to the treasurer to see if there are any outstanding balances to be paid or fees to be collected. Work with the treasurer to prepare a complete financial report to present at the first meeting of the incoming board.

Make sure that the financial status of the club that's documented in the minutes of board of directors meetings accurately reflects your club budget.

LEARN

EVERYWHERE WITH ROTARY'S LEARNING CENTER.



- Take courses
- Find resources
- Connect with an online community
- Talk with other registrants and course moderators
- Customize your user profile and track your progress

Learn how to tell your Rotary story, set goals in Rotary Club Central, apply for a grant, and much more.

Visit the Learning Center on www.rotary.org/myrotary to learn more.

Rotary

CHAPTER 5

CLUB RECORDS AND ARCHIVES






As club secretary, you manage all club records. At the beginning of the Rotary year, take over all club files, office supplies, and equipment from the outgoing secretary.

YOUR CLUB CONSTITUTION AND BYLAWS

Your club's policies and procedures are documented in its constitution and bylaws. Review your club constitution to make sure it's consistent with the current Standard Rotary Club Constitution, particularly after each Council on Legislation. Do the same for your club bylaws, using the Recommended Rotary Club Bylaws as a reference.

CLUB ARCHIVE

Your club may have archives of historical information about the club and Rotary, 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
- Club constitution and bylaws with amendments
- Meeting notices and minutes
- Press clippings, photos, slides, and videos relating to the club and its projects and activities

Document your club's activities during your term. At the end of the year, work with the president or the club administration committee to update the club archives, including a summary of activities for the year, photographs of officers and events, names of new members, and outstanding accomplishments.

INTRODUCING
THE NEW MEMBER SPONSOR RECOGNITION PROGRAM

BE RECOGNIZED FOR STRENGTHENING ROTARY'S MEMBERSHIP

This exciting new initiative acknowledges Rotary members who sponsor new members admitted on or after 1 July 2013. Sponsors are eligible to receive a specially designed membership pin and colored pin backer designating their achievements from Rotary as well as a place in the Membership Recognition Gallery coming soon to Rotary.org.



Rotary

JOIN LEADERS: www.rotary.org/myrotary

CHAPTER 6

RESOURCES






DISTRICT AND ROTARY SECRETARIAT SUPPORT

- Assistant governor — A Rotarian appointed to assist the governor with the administration of designated clubs. Your assistant governor checks in with your club quarterly and supports it throughout the year. (Get your assistant governor's contact information from your district.)
- Club and District Support representative — Staff members at Rotary's headquarters in the U.S. and international offices who can answer many administrative questions and direct other inquiries to appropriate RI and Foundation staff
- Rotary Support Center — A team at Rotary headquarters that's available to answer questions. Email them at contact.center@rotary.org or call +1-866-9-ROTARY (+1-866-976-8279) toll-free within the U.S. and Canada. Rotarians outside North America should contact their international offices.

POLICY AND REFERENCE DOCUMENTS

- Rotary Code of Policies and Rotary Foundation Code of Policies
- Recommended Rotary Club Bylaws
- Standard Rotary Club Constitution

ONLINE RESOURCES

My Rotary account on Rotary.org

Learning & Reference

- Learn by Role: Secretary — A page of club secretary resources
- Learning Center — Take courses to develop your skills and learn more about Rotary
- Official Directory — Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information. Issued annually.

Exchange Ideas

- Club Secretaries Discussion Group — Join a discussion with other club secretaries around the world

Manage

- Shop.rotary.org — Rotary's online store for ordering publications, DVDs, forms, and supplies
- Club Administration — Pay your club invoice and view reports about your club
- Club Invoice — Learn how to add, edit, and remove a member, add a club officer, pay your club invoice, and more

COMMUNICATIONS AND PUBLICATIONS

- Rotary Leader — A newsletter for club and district leaders that can be used as a source for club newsletters and websites
- The Rotarian — Rotary's official magazine, or a regional magazine
- District directory or website — Includes meeting information for clubs in the district and contact information for the governor, governor-elect, assistant governors, district committees, club officers, and other Rotary leaders
- How to Propose a New Member — A brochure that outlines the procedure for selecting and electing members and includes a Membership Proposal Form
- Be a Vibrant Club: Your Club Leadership Plan — A regional guide with ideas and tips for making your club vibrant

MEDIA

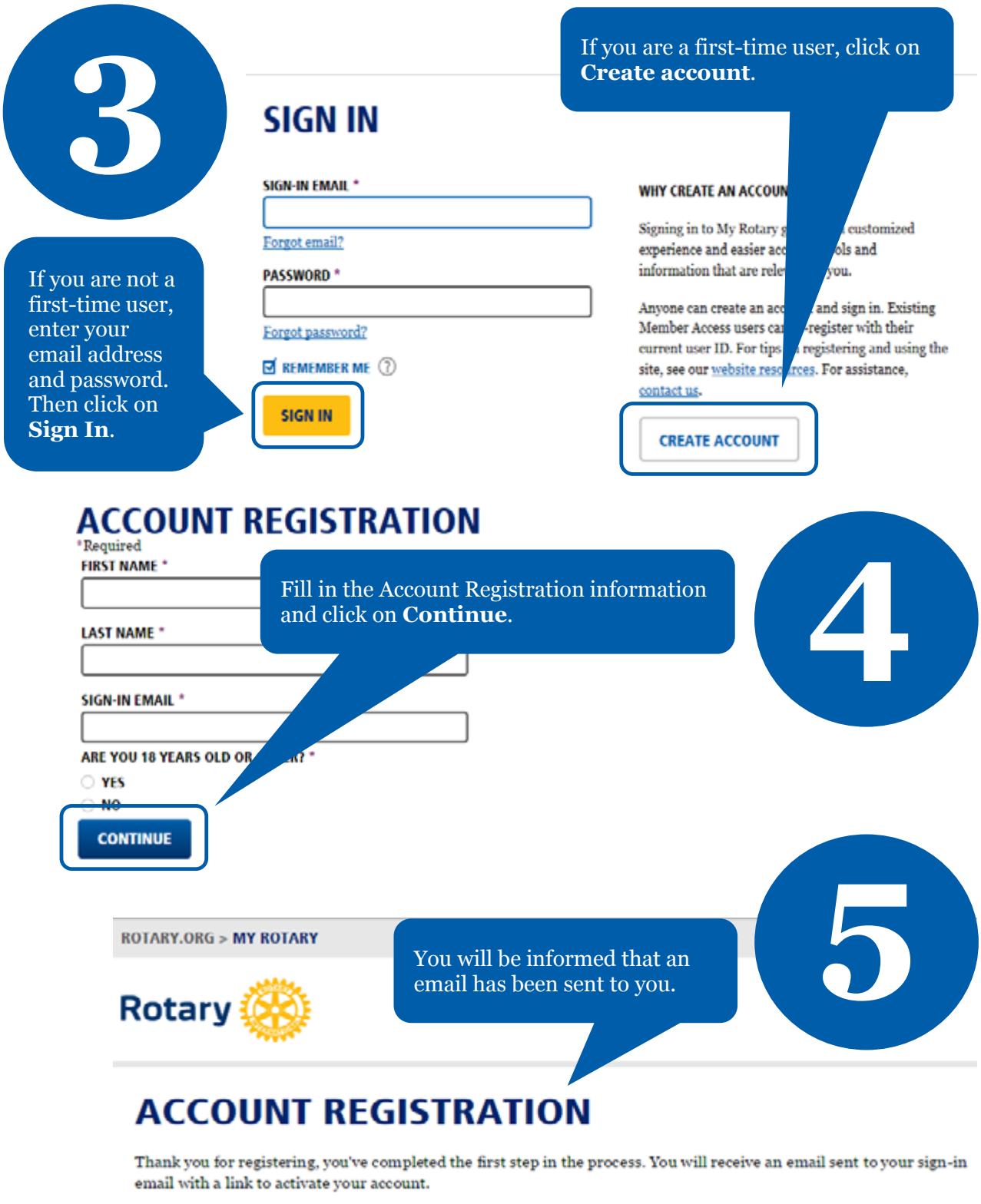
- Brand Center — Download Rotary logos, templates for your club brochure, stationery, and more
- Rotary Images — Find the right picture to help you tell Rotary's story in this library of thousands of images you can use to enhance your club's website, materials, and public image campaigns
- Rotary Videos — Use this collection of short videos to tell Rotary's story to your community and provide inspiration during Rotary meetings and events
- Rotary convention site — Promote the Rotary International Convention to your club and appoint a convention delegate (see appendix 3). This site offers links for registering online, reserving accommodations, purchasing tickets to host events, and downloading materials.

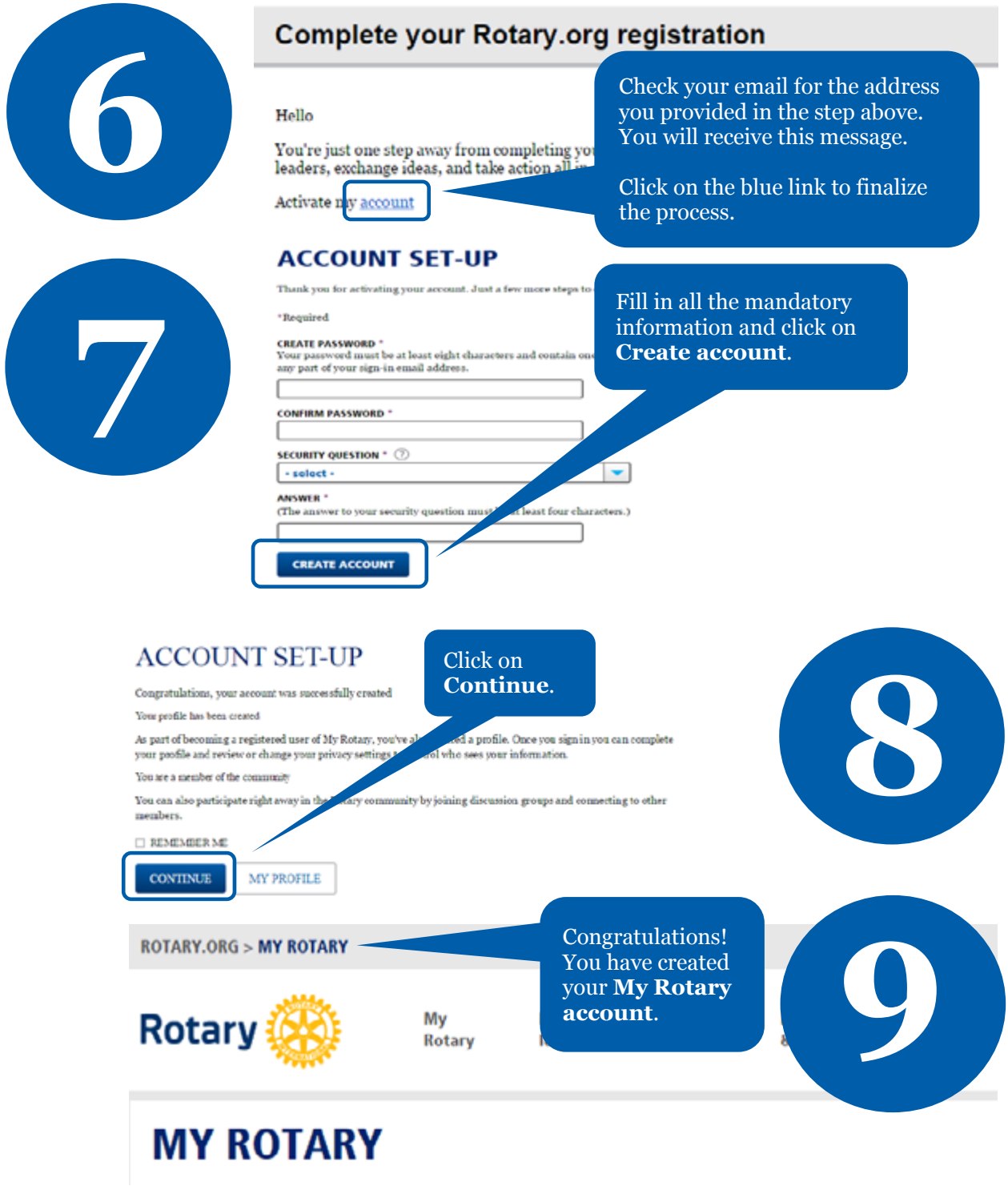
APPENDIX 1

HOW TO CREATE A MY ROTARY ACCOUNT






3
If you are not a first-time user, enter your email address and password. Then click on **Sign In**.
SIGN IN
SIGN-IN EMAIL *
Forgot email?
PASSWORD *
Forgot password?
REMEMBER ME
SIGN IN
If you are a first-time user, click on **Create account**.
WHY CREATE AN ACCOUN
Signing in to My Rotary g customized experience and easier acc ols and information that are rele you.
Anyone can create an acc and sign in. Existing Member Access users ca -register with their current user ID. For tips registering and using the site, see our website resources. For assistance, contact us.
CREATE ACCOUNT
ACCOUNT REGISTRATION
*Required
FIRST NAME *
LAST NAME *
SIGN-IN EMAIL *
ARE YOU 18 YEARS OLD OR
YES
NO
CONTINUE
Fill in the Account Registration information and click on **Continue**.
4
ROTARY.ORG > MY ROTARY
Rotary
You will be informed that an email has been sent to you.
5
ACCOUNT REGISTRATION
Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.



Rotary

March 2015

APPENDIX 2

DISCUSSION QUESTIONS FOR THE DISTRICT TRAINING ASSEMBLY

After reviewing this manual to prepare for your role, answer these questions. Then discuss your ideas with other incoming club leaders at your district training assembly.

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

How will you work with the club president?

How will you work with the treasurer?

How can you support your club's committees?

Which administrative duties can you streamline?

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

APPENDIX 3

ROTARY INTERNATIONAL CONVENTION DELEGATE SELECTION

The Rotary International Convention is the annual meeting at which Rotary conducts business and officially elects officers. Each club should send at least one delegate to represent the club in all business decisions made at the convention. Work with the club president to guide the process of selecting a delegate.

Follow these steps to see that your club is represented:

1. Elect delegates

Each club must elect at least one delegate and must officially designate all of its delegates even if no other members of the club plan to attend the convention. Only active members of the club may serve as delegates. Your club is entitled to have one delegate for every 50 members or major fraction thereof. This means that clubs with up to 74 active members have one delegate, those with 75 to 124 have two delegates, and so on. Use your club's official member count as of 1 January of the year of the convention, not including honorary members.

If your club has two or more delegates, it may authorize one of them to cast all of the club's votes. Indicate that authorization by giving the delegate a credentials certificate (which includes the voting delegate's card) for each vote the delegate is authorized to cast.

2. Select alternates

Your club may elect alternates to substitute for delegates who are unable to serve. Only Rotarians who plan to attend the convention should be appointed as alternates.

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

3. Designate proxies

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

For more information on choosing delegates, alternates, and proxies, see the Manual of Procedure.

CREDENTIALS CERTIFICATES

Rotary staff sends the appropriate number of credentials certificates to each club. Do not submit completed credentials certificates to Rotary. To issue your club's credentials certificates properly, for each delegate:

1. Complete the credentials certificate. Include:
   - The number of club members (not including honorary members) as of 1 January of the year of the convention
   - The number of delegates to which your club is entitled
   - The date on which the delegate (and the alternate or proxy) was selected
   - The name of the delegate
   - The name of the delegate's alternate, if you're designating one
   - The name of the delegate's proxy, if you're designating one, and the proxy's Rotary club name and district number
2. Give the credentials certificate to the delegate or proxy, with instructions to present it to the credentials committee at the convention's voting delegates booth.
3. File a copy of the certificate in club records.

If you do not have credentials certificates from Rotary, prepare a letter naming the delegates and stating the number of active club members as of 1 January. Two officers (preferably the president and secretary) should sign the letter.

APPENDIX 4

CLUB ELECTORS AT THE DISTRICT CONFERENCE

As club secretary, you are expected to attend the district conference, which updates club officers on Rotary and district programs and offers you an opportunity to meet other leaders in your district.

The conference also functions as a district legislative session and as a chance to discuss special topics suggested by the RI Board of Directors.

CLUB ELECTORS

Work with the president to guide the club's selection of electors for the district conference. Each club is entitled to have one elector for every 25 members or major fraction thereof. Use the club's membership count according to its records as of the club invoice immediately preceding the voting date, not including honorary members. Your club, even if it has fewer than 25 members, is entitled to one elector. Clubs with 25 to 37 active members also have one elector, those with 38 to 62 have two electors, those with 63 to 87 have three, and so on. All electors must be active club members. Only active clubs can vote at the district conference. If a club has multiple electors, they all must cast their votes for the same candidate or proposition, or none of the votes will count.

A club may designate a proxy for any absent electors, if it has the permission of the district governor.

CREDENTIALS CERTIFICATES

Your district governor will supply credentials certificates that electors present as proof that they are qualified to vote on behalf of their clubs. For each of your club's electors:

1. Complete the credentials certificate.
   - Insert the elector's name
   - Insert the club's membership total and the number of electors to which the club is entitled
   - Sign the certificate yourself and have the club president sign it
2. Give the original certificate to the elector, who will present it to the credentials committee at the beginning of the conference.
3. File a copy of the certificate in your club's records.

APPENDIX 5

PROPOSING AND ELECTING NEW MEMBERS

As club secretary, you are involved in proposing and electing new members. Follow each step carefully and promptly to maintain potential members' interest in joining your club. Keep membership proposals confidential except as noted below.

1. An active member of the club or the membership committee gives you the name of the prospective member to submit to the board. Alternatively, an active member or membership committee of another club proposes a transferring or past member for active membership in your club.
2. The board confirms that the proposed member meets all membership requirements.
3. The board approves or disapproves the proposal within 30 days of submission, and you notify the proposer of its decision.
4. If the proposal is approved, the proposer discusses Rotary's purpose and members' responsibilities with the prospective member. The prospective member signs the membership proposal form, giving the club permission to publish his or her name and proposed classification (no classification is proposed for honorary membership).
5. The Recommended Rotary Club Bylaws allow seven days for club members to consider the proposal and file any objections in writing. If the board receives no objections, the prospective member is considered elected to membership, upon payment of the admission fee. If the board receives an objection, the board votes on the proposed membership at its next meeting. If the membership is approved, the proposed member is considered elected to membership, upon payment of the admission fee.

   The admission fee is waived for transferring or former members of another club as long as they show a certificate that proves their membership and document that they owe no money to the previous club. Honorary members and Rotaractors who ended their Rotaract membership within the preceding two years are also exempt from paying an admission fee. Your club may consider lowering new members' fees for a year or two to prevent cost from impeding membership.
6. The club may elect honorary members proposed by the board.

After a member is elected, the president arranges for the member's induction, membership card, and Rotary new-member literature; designates a current member to help the newcomer become involved in the club; and assigns the new member to a club project or function. As club secretary, you add the new member's information to your club's own records and on My Rotary.

APPENDIX 6

MEMBER DATA FORM

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Rotary

MEMBER DATA FORM

If you have access to the Internet, membership changes can be reported through www.rotary.org/myrotary instead of using this form. 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 Latin alphabet in the individual's passport or other government-issued document. This form can be downloaded and completed electronically at www.rotary.org. Send one copy to your district governor, keep a copy for your club files, and send the original form to:

ROTARY INTERNATIONAL, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA **Fax:** +1-847-733-9340 **Email:** data@rotary.org

Rotary Club of _____ District _____

STATE/PROVINCE COUNTRY

Member Name: _____

FIRST MIDDLE INITIAL LAST

Rotary Member ID#* _____

*Only for resigning and transferring members. All new members will be provided with ID# by RI.

Mailing Address: _____

NUMBER AND STREET CITY

STATE/PROVINCE COUNTRY POSTAL CODE

EMAIL

☐ **ADD MEMBER**

☐ Male ☐ Female Date of Birth _____

DATE OF ADMISSION _____ MM/DD/YY

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

☐ Active Member ☐ Honory Member
☐ Past RI Director ☐ Past District Governor

Former Rotary Club of _____ District _____

STATE/PROVINCE COUNTRY

Language Skills: _____

New Member Sponsored by _____

Subscription: ☐ *The Rotarian* ☐ Rotary regional magazine

Sponsor's Member ID# (if known): _____

☐ **MEMBER INFORMATION**

DATE OF CHANGE _____ MM/DD/YY

☐ **Change of Address**

Old Mailing Address:

NUMBER AND STREET CITY

STATE/PROVINCE COUNTRY

POSTAL CODE

New Mailing Address:

NUMBER AND STREET CITY

STATE/PROVINCE COUNTRY

POSTAL CODE

☐ **Change of Email** _____ FORMER EMAIL

NEW EMAIL

☐ **Change of Name** _____ FORMER NAME

NEW NAME

☐ **Change Membership Type to** ☐ Active ☐ Honorary

☐ **TERMINATE MEMBER**

DATE OF TERMINATION _____ MM/DD/YY

Reason for Termination (check one)

☐ Attendance (1) ☐ Business Obligations (2) ☐ Deceased (3) ☐ Family Obligations (4)
☐ Health / Personal (5) ☐ Joining New Club (6) ☐ Relocation** (7) ☐ Other (8) Please specify _____

** If reason for termination is Relocation, please use the Membership Referral form at www.rotary.org/membershipreferral

CLUB SECRETARY (PRINT NAME) SIGNATURE DATE (MM/DD/YY)

ROTARY CLUB CENTRAL
PLAN TOGETHER
TRACK PROGRESS
ACHIEVE GOALS

Why should clubs use Rotary Club Central?

- It's a one-stop shop.
- It eliminates paper.
- It fosters continuity in leadership.
- It enables clubs to track their progress.
- It creates transparency.
- It showcases the important work that Rotary clubs do worldwide.

How do I get to Rotary Club Central?

Go to www.rotary.org/clubcentral.

Who can use Rotary Club Central?

All Rotarians can view the goals and achievements for their club. The current and incoming club president, secretary, executive secretary, treasurer, Foundation chair, and membership chair can add and edit the goals and achievements for their club.

Rotary

One Rotary Center
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www.rotary.org

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