

Club Secretary Procedure Manual



Rotary District 9790

NOTE: - This document is a 'live' document and may have updates. Click on the link to see if you have the latest version ([Latest Version](#))

If you have any Ideas for improvement of this document send an Email to webmaster8@rotary9790.org.au

Contents

Page

Calendar of Events	3
Templates	4
Club Banners	4
Semi Annual Report for RI	4
RDU Semi – Annual Magazine Subscription and Members Report	5
District Dues/Insurance and Report	5
Club Officers for World Directory	5
Club Officers for Next Rotary Year.. Club Posts Next Year Link	5
Incoming Exchange	5
Outgoing Exchange Student	5
Changeover Dinner	5
New Member	New Member Form Link
Termination of Membership	Terminate a Member Link
Transfer of Member	Terminate a Member Link
Change in Member Information	Change member Detail Link
PHF Recognition	PHF Recognition Form Link
Attendance	Attendance Figures Link
RI Member Access	RI Member Access Link
Insurance Matters	Insurance Matters Link
District Register of Members	Click here for Directory Information
Leave Of Absence	11
Board Meeting	11
AGM	11
Membership Cards	11
Club Library	11
RDU Merchandise	Rotary Downunder Link
Club Bulletins	12
The Rotary Foundation	12
Service Projects	Service Project Link
New Member Data Form (Annex A:)	13
Example of a Meeting Agenda (Annex B:)	15
Example of Minutes (Annex C:)	16
Example of Correspondence Form (Annex D:)	17
Example of Letterhead (Annex E:)	18
Example of AGM Minutes (Annex F:)	19

Calendar of Events

The calendar indicates when tasks need to be completed.

<p>January</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • District Dues/Insurance • Club Officers Next Rotary Year • Club Bulletin (Weekly) • Service Projects 	<p>February</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Officers Next Rotary Year • Club Bulletin (Weekly) • Service Projects 	<p>March</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Officers Next Rotary Year • Club Bulletin (Weekly) • Service Projects
<p>April</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Bulletin (Weekly) • Service Projects 	<p>May</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • RDU Semi – Annual Magazine Subscription • Club Bulletin (Weekly) • Service Projects 	<p>June</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Semi Annual Report for RI • Changeover Dinner • Club Bulletin (Weekly) • Service Projects
<p>July</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • District Dues/Insurance • Changeover Dinner • Club Bulletin (Weekly) • Service Projects 	<p>August</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Bulletin (Weekly) • Service Projects 	<p>September</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Bulletin (Weekly) • Service Projects
<p>October</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Bulletin (Weekly) • Service Projects 	<p>November</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Club Officers for World Directory • AGM by End of November for Vic Incorporated Clubs • Club Bulletin (Weekly) • Service Projects 	<p>December</p> <ul style="list-style-type: none"> • Attendance within 5 days from last meeting for the month. • Semi Annual Report for RI • RDU Semi – Annual Magazine Subscription • AGM by End of December for NSW Incorporated Clubs • Club Bulletin (Weekly) • Service Projects

Secretary Tasks

The role of Secretary can be a very demanding position in any Rotary Club. It is the most important role but can also be very rewarding if tasks occur when they are required to happen.

Templates (Electronic and Hard Copy)

As Secretary you should hold copies of the following in case they are required (This is dependent on the club that you belong to):

- Member Proposal Form 254 EN – This form is available from the District Website at Rotary9790.org.au and select Forms in the grey bar at the top of the page.
- New Member Data Form – This form could be as per Annex A:
- Membership Cards – Obtained from RDU
- Meeting Agenda – Prepared by the Secretary (example is attached as Annex B:)
- Minutes – Prepared by the Secretary (example is attached as Annex C:)
- Correspondence Form – Prepared by the Secretary (example is attached as Annex D:)
- Letterhead – Prepared by the Secretary (example is attached as Annex E:)
- AGM Minutes – Prepared by the Secretary for those clubs that are incorporated (example is attached as Annex F)
- 100% Attendance Certificates – Obtained from RDU
- Certificates of Service: – Obtained from RDU
 - President
 - Secretary
 - Treasurer

Club Banners

You should be aware where your club purchases their Club Banners:

- Company Name
- Phone / Fax No or Email address for placing the order
- Quantity to order
- Order information that includes Order Number and name of Banner

Semi Annual Report for RI (December and June)

- Complete as per the checklist.
- If it is not you, approach the Club Records Officer for the member's details. At this stage the RI number for each member can be placed on the Club records.
- Calculate the monies required as per the current Active membership.
- Get a cheque from the Treasurer. (Cheques payable to Rotary International)
- **Mail to RI** and keep a copy for your records.
- Send a copy to the District Secretary.

RDU Semi – Annual Magazine Subscription and Members Report (December and May)

- Complete as per the checklist.
- If it is not you see the Club Records Officer for the member's correct details. The RDU Subscription number for each member can be placed on the Club records.
- Get a cheque from the Treasurer. (cheque payable to RDU)
- **Mail to RDU** and keep a copy for your records.

District Dues/Insurance and Report (January and July)

- Complete as per checklist.
- See the Club Records Officer if it is not you, for the Members correct details.
- Get a cheque from the Treasurer. (payable to Rotary International District 9790 Inc.)
- **Mail back to District Treasurer with cheque.**

Club Officers for World Directory (November)

- Using Member Access (as explained on Page 10 of this Document) enter the details for the Club Officers where indicated.

Club Officers Next Rotary Year (January to March)

- District needs to know the names of members that are going to hold a position within your club, this includes Officers, Board Members and Committee Chairs. This will ensure that names are placed into the District Directory in the new Rotary year.

This is done by selecting this link ([Click here for Club Officers Next Rotary Year](#)) which takes you to the page for entering the required information. First search for your club and then using the Add link proceed to add the positions your club uses and the relevant name for that position.

Incoming Exchange Student (For those clubs that support Youth Exchange)

- Organize Dinner Badge for presentation on first night at Club.

Outgoing Exchange Student (For those clubs that support Youth Exchange)

- Items that are required to be purchased for the student by the supporting Club:
 - Blazer
 - Business Cards
 - Australian Flag

Changeover Dinner – (Late June or Early July)

- Attendance List (Liaise with Pres Elect) Early April.
- Send invitations out late April or early May
- Have the RSVP back first week in June
- Have Presidents Collar Bar (RDU catalogue No 1776) engraved for the incoming President.

- **Print Certificates:**
 - 100% Attendance (if required)
 - Certificates of Appreciation (if required)
 - President (Framed)
 - Secretary (if required)
 - Treasurer (if required)
- **Have Lapel Badges for (Obtainable from RDU):**
 - President
 - Past President
 - Secretary (if required)
 - Past Secretary (if required)
 - Treasurer (if required)
 - Past Treasurer (if required)
- **Get Dinner Badge for new President (if required)**
- **Order Theme badges from RDU mid May (order one per member plus five extras for Honoraries, Exchange Student and spares) if your club buys them for your members.**
- **Have someone issue the Theme Badges to the club members on the night (use the Apologies list on the night to assist in working out who missed out).**
- **Get outgoing President's name placed on to the Presidents' Board if you have one.**

Membership

New Member

- **As Secretary (in some clubs this may be the Membership Chair) you should hold copies of the New Members Proposal Form in your folder.**
- **When received back from the sponsoring member organize a Board meeting.**
- **Upon Board approval a notice is to be sent to all club members to notify them of a proposed new member and ask for any objections. Club members have a week to lodge any objections.**
- **If there are no objections by club members then liaise with the treasurer to get an invoice for Membership Fees and Club Dues. This is to be given to the new member at Induction.**
- **Notify the Club Roster Officer of the induction date so that the new member can be placed on the Club Rosters.**
- **Organize the Dinner Badge for the new member as well as an Away Dinner Badges (if used) for the new member and partner.**
- **Print up a Rotary Induction Certificate, which is found in the New Members Pack, which you can get from RDU (try to keep some in reserve). Frame the Certificate with a Certificate Frame.**
- **At induction notify Attendance of the new member, and have ready:**
 - New Members pack,

- Framed Induction Certificate,
- Dinner Badges for New Member and Partner,
- Membership invoice,
- You are to read the Objects of Rotary when asked (found in the New Members pack)
- After induction have the new member complete the “New Member Detail” Form and then give to this to the Club Records Officer for inclusion on the Club computer.
- After induction notify District of the new member’s details via the Rotary9790 Website.
- The information that needs to be notified is:

This is done by selecting this link ([Click here for New Member Form](#)) which takes you to the Member Pages area and the forms for filling out. Select New Member and insert the detail (don’t forget the members club name) and then click on submit. You will receive a copy for your records. A copy is automatically sent to District, RI and RDU so you do not need to complete any additional paperwork.

Termination of Membership

- If a member of the club is to be terminated then this should first be approved by the Board prior to the end of the month for attendance purposes and especially prior to end of June and December, as there is an RI/RDU subs issue which could mean that fees must be paid for them.
- If you do this on the District Website, RI and RDU are also notified automatically and you do not need to submit any additional paperwork.
- The Terminated Member information that needs to be notified is:

This is done by selecting this link ([click here to Terminate a Member](#)) which takes you to the Member Pages area and the forms for filling out. Select Terminated Member and insert the detail (don’t forget the members club name) and then click on submit. You will receive a copy for your records. A copy is automatically sent to District, RI and RDU so you do not need to complete any additional paperwork.

Transfer of Member

- Send a letter of introduction to the new club informing them of the member’s details and advise them of the financial status of the transferring member.

This is done by selecting this link ([click here to Terminate a Member](#)) which takes you to the Member Pages area and the forms for filling out. Select Terminated Member and select Club Transfer and Date (don’t forget your club name) in the Comments Box insert the name of the Gaining Club and then click on submit. You will receive a copy for your records. A copy is automatically sent to District, RI and RDU so you do not need to complete any additional paperwork.

- If you are the club gaining a Transferring Member you need to complete the New Member form as mentioned above.

Change in Member Information

- As Club Member details change, it is necessary that you as the Club Secretary inform District, RI and RDU of the changes, this can be done by notifying District via the District Website (This automatically informs RI and RDU).
- The changed information that needs to be notified are:

This is done by selecting this link ([click here to change member detail](#)) which takes you to the Member Pages area and the forms for filling out. Select Change Member Info and enter that information that has changed and then click on submit. You will receive a copy for your records. A copy is automatically sent to District, RI and RDU so you do not need to complete any additional paperwork.

Paul Harris Fellow Recognition

- To order a PHF Recognition or a Multi PHF fill in the form on the District Website ([Click here for PHF Form](#)) Print the form and send the completed form to:

Rotary International (The Rotary Foundation)
South Pacific & Philippines Office
P.O. Box 1415
Parramatta NSW 2124 Australia

- So that District keeps the correct information for all the members it is essential that clubs notify District if a member has received a PHF Recognition. Sometimes this is picked up by the District Bulletin Webmaster, however this may be overlooked. To ensure that member details are correct please go to the District Website and enter the detail.

This is done by selecting this link ([click here for PHF Recognition](#)) which takes you to the Member Pages area and then select the PHF Recognition link (don't forget your club name) and then click on submit. A copy is automatically sent to District, you should receive a copy for your records.

Attendance (Monthly)

- The process for working out the attendance figures for each meeting is explained in the table below.

Club Figures		
#1	Total All Members (inc Hon, Exempt, Active)	36
#2	Less Hon Members	-1
#3	Less Exempt Members (85 Rule only if member is over 65 years old) (Combination of the members Age + Their years in Rotary = 85 +)	-9
#4	Less Excused Ill Health Members	-1
#5	Plus Exempt Members Present (Not Inc)	6
#6	Used for Attendance (Total of #1 + #2 + #3 + #4)	25
Meeting %		
#7	Members Present	18
#8	Plus Makeups	1
#9	Total Present	19
#10	% this Meeting (#9 divided by #6 multiplied by 100)	76
Monthly %		
#11	Number of meetings for the month	4
#12	% for the month (Total of figures for each meeting held in the month divided by the number of meetings held for the month)	68.59
<p>Note: Exempt members are not included in the attendance figures for club attendance but their attendance is included for themselves towards their 100% attendance for the year</p>		

- Sent to District by the 5th day after the last meeting for the month** either by the Secretary or the Attendance Officer, in his absence a member of the Attendance Committee (A copy should be sent to the Club Secretary for info).

This is done by selecting this link ([click here to add Attendance figures](#)) which takes you to the Member Pages area and then select the Attendance Form (don't forget your club name) and then click on submit. A copy is automatically sent to District, you should receive a copy for your records.

RI Member Access

As the Club Secretary (this relates to the Club President also) for your club you have automatic access to your club details and club membership details for the year (If changes are required please use the District Website as listed in this document). To use this you will need to register your Email address and they will automatically send you a Password to that Email address. Please remember it (if forgotten see the link at the bottom of the Login Page).

Select this link ([click here for member access](#)) to access RI Member Access.

- **User Name: - Your Email Address**
- **Password: - What RI gives you when you first register. (You are able to change this at a later date to something you will remember)**

Insurance Matters

The Insurance page on the District Website has comprehensive information about the need to be insured correctly and the forms required:

- **General**
 - General Information
 - Claims Procedure
- **Policies**
 - Policy 1 - Industrial Special Risk
 - Policy 2 - Legal Liability
 - Policy 3 - Personal Accident and Travel
 - Policy 4 - Association Liability
- **Insurance Forms**
 - Insurance Proforma
 - Insurance Risk Assessment
 - Molestation Claims Procedure
 - Rotary Insurances Summary
 - Risk Management Checklist

Click on the link ([click here for insurance](#)) to access information on Insurance matters.

Certificate of Currency for Liability cover should be requested from the District Insurance Officer by Email to (insurance@rotary9790.org.au) at the start of the Rotary year. Please remember to file this form for future use during the year. If a Shire or Council needs to be noted on the certificate for a specific event, notify the District Insurance Officer and a new certificate will be issued for that event.

NOTE: The main thing to remember is to get clarification from the Broker if you have any queries.

District Register of Members

- You can check the membership detail that District holds for your club by selecting the Directory link on the Member Page of the Website or [Click here for Directory Information](#). Search for your club name. If information is incorrect then submit a Change Member Details Form as explained earlier on Page 8.
- Members can check their own contact details and advise District if a change is necessary. Club secretaries can also use this as a source of information for their club. It also serves as a directory for members who need to contact other members in District.

Leave Of Absence

- When approved by the Board, notify the Club Records and Attendance Officers of the dates so that adjustments can be made to the attendance reports and club records.

Board Meeting

- Have an Agenda for the president and secretary.
- Take the Minutes.
- Send the Minutes to the president for approval.
- Send the Minutes to board members once approved by the president.

AGM (By the end of November for Vic Clubs and the end of December for NSW Clubs)

- Notify members of the AGM date and agenda 21 days prior to the meeting.
- Prepare an AGM agenda which includes the election of Officers for the following Rotary year and approval of accounts from the prior Rotary year.
- Ensure minutes of the AGM are recorded, approved at the next AGM and filed.
- Lodge an annual statement by the Public Officer with the Registrar within one month after the AGM.

Membership Cards (If Club issues these to Club Members)

- Print out for new members.

Club Library Books and Pamphlets held by the Secretary

RDU Merchandise

- To order merchandise from RDU you can do this two ways
 - Visit their Website at www.rotarydownunder.com.au and place the order this is a safe and secure website.
 - or phone them on (02) 9897 3118.

You may ask them to Invoice the club with the order or they may require you to pay via credit card.

Club Bulletin (Weekly by Club Bulletin Editor)

- District runs a competition for the best Bulletin by clubs during the year. For your club to be eligible for this competition your Bulletin Editor is to send a copy to bulletins@rotary9790.org.au every week it is produced.

The Rotary Foundation (TRF)

- This is the Rotary Charity and monies collected Every Rotarian Every Year (EREY) should be sent to The District Secretary with cheques made payable to "**The Australian Rotary Foundation Trust**" as this allows for a Tax Deduction for those members needing it, plus all monies donated this way stays in Australia.
- Club Annual Giving contributions cheques should be sent to The District Secretary by the end of May with cheques made payable to "**The Rotary Foundation**".

Service Projects (Monthly)

It is the intention of the District Governor to capture the efforts in relation to the projects that are performed at club level. The information required is the:

- Project name (eg. Market)
- Amounts donated to the project
- Number of club members involved
- Total number of hours dedicated to the project (eg. If five members put in two hours each then the total hours are ten)

This is done by selecting the following link ([click here to add a Service Project](#)) this will take you to the Member Pages area and the Service Project form.

Annex A: Membership Data Form

Name:	
Nickname:	Gender: Male / Female

Date of Birth:	
Degrees / Diplomas:	
Partner' Name:	Birthday:
Partner Rotarian: Yes / No	Anniversary Date:
Partner's Salutation: Mrs / Miss / Ms / Mr	

Children:		
Male / Female	First Name	Birthday

Home Address:		
	Australia	Postcode:
Phone:	Phone 2:	
Mobile:	Fax:	
E-mail:		

Business Details

Occupation:	Position:
Business Name:	
Business Address:	
	Australia Postcode:
Phone:	Phone 2:
E-mail:	Fax:
Assistant:	Company:
Car Phone:	Call Back:

Club Details

Classification:	
Member Type: Ordinary / Honorary	
Date of Induction:	Sponsor's Name:
Membership No: (Inserted by Club)	Roster for Duty: (Inserted by Club)
RI No: (Inserted by Club)	Regional Mag No: (Inserted by Club)
RI Occupation:	
Subscriptions: Regional Magazine	
Previous Rotary Clubs:	
Other Clubs:	
Achievements:	

Other Details

Interests: (eg. Bush Walking, Fishing)
Languages: (eg .English – Speak / Write)

Preferences

Send Mail to: Home / Work Address	Preferred E-mail:
Send Bills to: Home / Work Address	Preferred Fax:
Bills by E-mail: Not Applicable	Bulletin To: Home / Work Address
Messages By: Letter	

**Rotary Club of (Insert Name)
Meeting Agenda**

Time	SGT At Arms	3 Minute Warning
Time	SGT at Arms	Call all to attention and say grace Propose Loyal Toast Fellowship Introduce the President
	President	Welcome Introduce the Guest Speaker &/or Program for the meeting Introduce Guests Have visiting Rotarians introduce themselves Presidents Announcements Introduce Chairman
	Chairman	Announcements Secretary Directors Committee Chairmen Attendance Report What's new in my profession Rotary Information Birthdays and Anniversaries Reports Rosters
	SGT at Arms	Fines session
	Chairman	Introduce the Guest Speaker Questions of the Guest Speaker Thank the Guest Speaker and present the gift if required Further announcements Hand back to President
	President	Thank you to Chairman, Guests and Rotarians Reminder for next week's meeting Close the meeting

ROTARY CLUB OF(Insert Name)
Minutes of Board Meeting No: Held at (Insert Location)
(Insert Date)

Meeting Commenced (Insert Time) pm

Present: .

Apologies:

2010.1..1.1 **Minutes of Meeting No:** (insert Number) on (Insert Date) 2010 were tabled and accepted.

Moved (Insert Name), Seconded (Insert Name) **CARRIED**

2010.1.2.1 **Matters arising:**

2010.1.3.1 **Correspondence items:** (Insert Numbers) Inward and (Insert Numbers) Outward were tabled and accepted. Moved (Insert Name), Seconded (Insert Name) **CARRIED**

2010.1.3.2 **Matters Arising:**

2010.1.4.1 **Treasurers Report:** The report was tabled and accepted.

Moved (Insert Name), Seconded (Insert Name) **CARRIED.**

2010.1.4.2 **Accounts for Payment:**

Moved (Insert Name), Seconded (Insert Name) that cheque numbers (Insert Numbers) be passed for payment. **CARRIED**

2010.1.5.1 **International Report –**

2010.1.6.1 **New Generation Report –**

2010.1.7.1 **Vocational Report –**

2010.1.8.1 **Community Service Report –**

2010.1.9.1 **Club Administration Report –**

2010.1.10.1 **General Business –**

Meeting Closed at (Insert Time) pm (approx)

Note: Numbering is 2010 (Year) .1 (Meeting Number for Rotary year) .1 to.10 (Item Numbers) .1-? (Topics contained in the Items).

Annex D: Example of Correspondence Form

Rotary Club of (Insert Name)
List of Correspondence – Board Meeting –

Inward

No	Subject	Handed To
----	---------	-----------

Outward

No	Subject	Who Raised
----	---------	------------



Rotary Club of (Insert Club Name)

(Insert Address)

President:
(Insert Name)

Secretary:
(Insert Name)

Date

Yours in Rotary

Name

Rotary Club of (Insert Name)

Minutes of the Annual General Meeting held at (Insert Location)

(Insert Date)

Meeting Opened at pm

Present: As per the attendance records for the dinner meeting of the same night.

- 1.1 **Minutes of the Previous Meeting** The minutes of the AGM of (insert Date) were read and confirmed on the motion of (Insert Name), Seconded (Insert Name) **CARRIED**
- 1.2 **Presidents Report** Past President (Insert Name) tabled his report as was published in the Annual Report. Moved (Insert Name), Seconded (Insert Name) **CARRIED**
- 1.3 **Financial Report** Treasurer (Insert Name) read the Auditors Report which stated that the Financial Report presented an accurate picture of the clubs financial position. Moved (Insert Name) , Seconded (Insert Name) that the Financial Report be received. **CARRIED**

Note: Item 1.4 is a guide and you can insert your Club Positions as you see fit.

- 1.4 **Election of Office Bearers** Chairman called for nominations.
President 20 -20 to serve as President Elect 20 –20 , (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Vice President, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Secretary, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Treasurer, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Directors (Place the Name your club uses as Directors)
Club Administration, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Vocational, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Community, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
New Generations, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
International, (Insert Name) Nominated by the Nomination Committee (Insert Name) Seconded by (Insert Name) **CARRIED**
Public Officer, (Insert Name) Nominated (Insert Name) Seconded by (Insert Name) **CARRIED**

1.5 **General Business**

Meeting Closed at pm