



Rotary International District 1070

Club Secretary's Handbook



District Governor Rtn. Dick Parsley

Rotary Club of Wellingborough Hatton

**Duties and Responsibilities
of the Club Secretary
May 2009 Edition**

Produced by

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District Secretary 2009 – 2010

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Duties and Responsibilities of the Club Secretary

1 The President

You are the President's right hand person, relied on for guidance in procedure and in the administration of the club. Unless you are entering the post for the first time, you can also provide valuable continuity, telling the President and the Club Council what has been done before and why.

The President may be well organised and methodical, but if not, it should be your aim firstly to encourage methodical routines and secondly to fill in any gaps that may occur if you are unsuccessful in the first aim! As part of these aims, you should ensure that matters that are the President's responsibility are dealt with at the correct time. Unfortunately this may involve you in doing some, or all, of the tasks yourself and getting a final approving signature afterwards.

Advise the President to **book the District Governor for their Charter Night** now if they have not already done so. (Remember if there is a toast to R.I. & R.I.B.I. the District Governor is the only person able to respond or appoint someone to deputise for them)

Have arrangements been made for the **District Governor's official visit to the club**? Someone should meet him and buy him a drink!

If the club has a special anniversary during the year and you want the RIBI President to be present - start planning it now - but do so in conjunction with the District Governor Elect.

You should be familiar with the RIBI Constitution and Standard Club Constitution, April 2008 Edition (reissue due after April RIBI conference) and with the **RI Manual of Procedure**, 2007 Edition (currently a gold, spiral book), reprinted following the COL in April 2007.

Both of which are available to download from the RIBI and RI websites.

Prepare standard agendas for weekly, business and council meetings. Discuss the agenda with the President before each meeting to see if any extra items need to be included. Hand over a copy of the agenda, ideally before, but no later than the beginning of the meeting.

2 Club Administration

- **Prepare any notices** to be passed on to the club members (see later note about 'Channel or Filter'). Inform members of nominations for Club, District, RIBI and RI offices.
- **New member Induction:** Make yourselves familiar with the process. There is a flowchart on the back of the form (see Appendix). Expedite proposals for membership ensuring that each stage of the process is administered in a timely manner. 7 day notices can be sent out by email (note change from 10 days, following RIBI conference in April 2009). See also "The Information Meeting".
- **Write minutes of Club Council & Business meetings** and distribute these to club and Council Members respectively or in accordance with the tradition of the club.
- **Supervise any vote** that is taken.
- In conjunction with the President, **prepare notices and agendas for club AGM, SGM and any special meetings**. Give a copy of the agenda to the President at the meeting.
- **The AGM is called to:**
 - Receive the report of the Club council and committees and the Treasurer's interim report in particular for the budget for next year (to determine subs and entry fees)

- Elect Honorary members
- Elect up to six ordinary members of your Club Council
- Confirming the appointment of, or selecting, the Club committee chairmen
- Appointing a person or persons to examine the Club accounts.
- Elect District Council representatives and substitutes
- **After the AGM**, send the names of the members elected to be the club representatives at District Council and any alternate attendees to the District Secretary. Notify the District Secretary either in writing or by email (see "IT Network" section).
- **The SGM is called to:**
 - Elect President for 2010/2011; 2011/12
 - Elect the Vice President(s), Secretary and Treasurer for 2010/2011;
 - Approve Club accounts for the previous year (these must have been examined).
 - Elect the Voting Delegates and their deputies to the 2010 RIBI Conference at Bournemouth 2010 and
 - Selecting candidates for the offices of President and Hon Treasurer of RIBI for nomination at the annual conference of RIBI
- Liaise with the person arranging your club programme to ensure that someone has been asked to receive any **outside speakers** when they join your meeting. Ask outside speakers at the meeting if they have any expenses and arrange for a letter to be written afterwards to thank them.

It is your responsibility to complete the necessary paperwork for **entries in the directories**. The RIBI Form 6 (information about the incoming officers for the RIBI directory) should be completed to RIBI by 31 January 2010 - a copy should be sent to the District Secretary, by RIBI and is to be completed on-line via the RIBI website (an example of this form is in the Appendix).

The use of Form 6 is under review by R.I.B.I., and may be dispensed with for the future with it being expected that you will keep your R.I. Global database up to-date. Further advices are awaited!

District Directory (information about incoming officers and committee chairmen and alterations to your Club membership) should be returned by the middle of end of April 2010. This is now completed electronically, a copy of your Club entry is sent to you by e.mail, all you have to do is make the alterations, not altering any of the format, that will then be your entry for the next year, what you put into that entry will be the entry, there will no longer be any need to send proofs!

Any alterations are then dealt with by you advising me of that alteration, I in turn then advise the printers.

I will then send you a revised copy of your Club entry to confirm the alteration.

Make sure you get a photograph of your incoming club president in good time or that they send this to the Assistant governor in your Area, normally required to be with the AG by the 31st December each year, there should be 2 copies, one for the DGE and the other sent to me for the District Directory. These have proved to be a problem area in the past and we are looking of ways to improve the communication of these details, electronically. Hopefully these details will be in place before the end of 2009.

If you hand **correspondence** to someone else in the club, make a note of to whom and when and give them a date when you want a reply or an action then chase if it is not done. A useful aid would be a concertina folder with each club member having an allocated slot. This way you can check that members collect their papers and take them with them at the end of each meeting.

Most importantly, LOG all correspondence, where it came from and to who you sent it; likewise any correspondence that you send on behalf of the Club should be LOGGED!

3 Effective Club Assemblies

How many of you set aside a special meeting for the assembly as opposed to tacking it on to one of your ordinary meetings?

RIBI says that the whole process should take about 2-3 hours.

How long do your assemblies normally take?

If you are a lunchtime meeting how many of you hold the assembly in an evening rather than the normal club time?

How many of you, as secretary, are involved in the planning of the meeting or actually take part in it? If you take part what is your function? How can we improve on the situation?

Firstly, let's go back to the basics on what is the purpose of the Assembly: -

- The assembly forms a vital link between the worldwide group of Rotary and the individual members in the clubs
- Information is passed down from RI at the RI assembly attended by the DGE.
- All District Officers attend the RIBI Assembly where they discuss Rotary activities for the forthcoming year.
- This in turn is passed on to all club officers and members at the District Assembly so that you can have the basis of Rotary programmes to inform the rest of the club members..
- The process is not intended to instruct, but to inform clubs
 - What they do with the information is up to them

However good your President Elect and committee chairman are at public speaking, a whole litany of speakers one after another, is not going to be very informative or inspirational.

The Assembly is the most important meeting of your year and should set the stamp on all of your forthcoming activities.

The following are some possibilities that you may wish to consider with your club.

This is not rocket science and some may be more appropriate than others to your particular club:-

A. Plan ahead

- Who is going to speak?
- How long will each have?
- What order is agreed? (make sure that there are no long pauses while one speaker sits down and the other gets up to address the meeting)
- Will questions be asked after each speaker or at the end?
- How will the room be laid out - if it is in tables then consider having a club chairman or officer on each of the tables rather than having them all sit together round the president

- Having agreed the format for the agenda make sure that the president sticks to it

B. Speeches

- Make sure that the speakers know what he or she have to do
- If a speaker is going to refer to a number of projects that have been undertaken before then consider using a news sheet to list them rather than repeating them again - this is certainly designed to get audiences to lose interest when there is nothing new to report.
- The speaker should then concentrate only on those items which are new
- Make sure the speakers have a prepared order to their talk which could be something along the lines of a review of the RIBI and District projects; highlighting any new projects; asking members for help or support and suggesting ways in which they can help; give out dates wherever possible for future club projects
- Highlight any targets that are financial or service related which need to be achieved Refer to the tried and tested programmes you are going to repeat (preferably by reference to the newsletter)

C. Try to think of different ways of presenting the information.

- Booklet of activities
- Discussion within the presentation rather than lecturing with questions to follow
- Use visual aids. For the daring, overhead projectors and PowerPoint presentations or videos. They don't need to be too elaborate
- Posters or flipcharts are useful. There is a lot of information on the RIBI Website

D. Whether a new project to be discussed or new club ventures (e.g. new member retention initiatives) consider: -

- Brainstorming - split into groups and ask each member to think of one thing they would like to discuss relating to the project
- Group discussions:
 - make sure you use leading questions such as "How would you" or "What if" etc;
 - get the group to discuss items rather than you making all the running;
 - sum up at the end all the things that have been put forward;
 - get each group to appoint a spokesperson; and
 - Use a flipchart to record the information that the group has come up with.

There is nothing revolutionary in this but something that may make your Assemblies more interesting and may get more of your members to attend and to be enthusiastic about the Club's projects in the following year.

4 Attendance

Most clubs have a member responsible for keeping a record of attendance and it is quite often the Secretary! Attendance figures do not now have to be reported to District, but are a very useful record for the club to monitor attendance and to tackle any problems earlier rather than later.

Following the C.O.L. in 2007 the attendance requirement is now only 50% of Club/Committee meetings and other "Club Council approved meetings" that qualify for attendance.

5 Contact with District - A plea from your District Secretary!

Please send details of new members, obituaries, change of meeting venue and any other information to the District team as listed below to keep the District updated.

- **Monthly Membership Return** - Rtn. David Morris – District Membership Officer.
 - **This really couldn't be easier and the new form as attached in the appendix simply needs you or the designated Officer in the Club (possibly attendance Officer), to show:**
 - Current number of members
 - Adding or subtracting a number, that of the increase or decrease for the month, then showing the revised total.
 - If there are new members, show their details under Section
 - Any losses, the details under Section
 - If a member had died, please give immediate notice, the DG will then be advised.

The details sent are then notified to:

- The District Governor, the Editor of 1070 News and the Assistant Governor in your area. The District Governor writes a letter of welcome to new members and the information is published in the magazine. Hopefully this system will save you a lot of work. These forms should ideally be sent by email and by the 1st of each month.
- **Change of meeting venue and any other information** -
- notify the District Secretary Barry Hasdell

If in doubt, an email message copied to the District Secretary is very effective!

Any amendments to be made to the District Directory will be circulated by the District Secretary.

Please ensure that your own copy of the Directory is kept updated and ask that your club members do likewise with their copies.

Please, could all club secretaries send both the District Governor and the District Secretary copies of their club directories.

6 Week to Week Duties of the Club Secretary

- Handle correspondence promptly
- Prepare and Distribute notices to the members
- Prepare the Agenda for the weekly meeting (President copy)
- Check attendance being recorded
- Expedite proposals for membership
- Provide information for the club Bulletin or Committee Notices
- Record items for minutes and create a digest of weekly meetings

- Work with the Treasurer to ensure dues are collected and any Gift Aid forms completed
- Request Nominations for Club, District, RIBI and RI Office and take on the responsibility for submission of papers relevant to such vacancies and elections
- Build a good working relationship with the President and the President Elect prior to and during their term of office
- Have a good working knowledge of the RIBI Constitutional documents and discuss any concerns with the District Secretary prior to giving advice
- Don't file away information from other bodies or District and RIBI on the belief that it is not relevant. Make sure it is distributed to the proper Club Officer as required.
- If the club has a weekly circulating document about activities then check it regularly for accuracy and relevance
- Advise other clubs of numbers attending any invited events and ensure those attending know the payment requirements
- Ensure everyone knows you have the information booklets issued to the club by RIBI and RI. Prepare and circulate a Library List if you are to hold these items.
- REMEMBER it is all too easy to blame the Club Secretary for Information not getting through to the members!!

7 The Information Meeting

Why Me? It is fairly common practice for the Club Secretary to be a member of the small group interviewing potential members. That is because they are one person who is always in contact with the club council and therefore able to deal with any issues arising at the time or afterwards.

The Meeting Undoubtedly one of the most important meetings to ensure the future of the Rotary club and the one that creates the first impression for both the candidate and the interviewers. It is a fact-finding experience on both sides.

It must therefore be established to enable frank and open discussion to take place. The commitments, responsibilities and benefits of Rotary membership need to be fully explained to every interested candidate and in many case nowadays their partner as well. It has to be a good opportunity for the candidate to obtain fair and true answers to any questions or concerns they may have. Consequently there should be no resistance to fully outlining correctly the time and financial commitment that will be a true factor of membership. The following is not an agenda but should form the basis of any such meeting which is more often than not part of an informal but thoroughly planned (on your part) "chat": -

1. Choose a venue, which is non-threatening to the candidate
2. Involve the partner, spouse and family
3. Hold at a time convenient and suitable for the interested candidate
4. Be sure all those "on your side" are clear of the meeting objects and plan
5. Choose members of a similar age and background in the group
6. Choose members who are knowledgeable about Rotary activities not Rotary history
7. Choose good communicators
8. Keep it small and simple without overpowering by numbers

Remember, that it is better that the interested candidate should not continue to a formal application, rather than become a member and resign shortly afterwards when expectations are not as believed. That fall out should not happen because someone has become aware too late of the responsibilities and commitments. That, of itself, can only create a poor image of Rotary with the candidates and their close contacts

However it always follows that we can follow the old adage "Accentuate the Positive and Eliminate the Negative".

Rotary friendship and fellowship and that opportunity to serve others with great personal satisfaction should always be at the head of the answers given.

Remember it is said that the attendance commitment is the biggest turn - off. Talking about 50% is like a Victorian School room quote. Why not say "it means a 'minimum of 40 hours a year" spread over at least 26 meetings but you'll enjoy it so much you may well do more". That's what 50% actually means!!

Insurance Check List

- What does the policy cover?
- What are the main exclusions
- Contracts of hire
- Third party equipment etc.
- Motor vehicles
- Regalia and money
- Public liability
- Cover not included which can be arranged
- Event checklists
- Claims

Insurance -

RIBI now issues a copy of the Insurance handbook and is available on line.

The current edition is dated July 2008. It is important that old editions are destroyed on receipt of the new edition to ensure that the most up to date edition is the one used by the club. Each new edition of the manual contains the latest up to date Insurance arrangements, which do change from time to time. Consequently, the club Secretary should always be aware of any changes that may affect club activities. Legal Expenses & Personal Accident Insurance cover is now included in the policy. Please see the latest edition of the manual for details of cover available. Further copies of the manual are available from the RIBI Secretariat at a cost of £1 and the manual is also available on the RIBI website.

Running an Event

Rotary Fellowships are not covered by the RIBI insurance but the insurers, Sutton Winson, can arrange a limit of indemnity of £1,000,000 for an annual premium of £315.00. However, for high-risk activities such

as flying and yachting, firework displays etc., increased premiums will be payable as specialist insurance cover would have to be arranged.

Points to note:

- Please check all equipment prior to use and follow any safety instructions provided.
- If an incident does occur at an event please do make an adequate record of the circumstances and take the names and addresses of witnesses so they can be referred to if required.
- Ensure that risk assessments are completed as this places Rotary's insurers in a far better position to defend any claims submitted.
- Do not respond to letters from third party claimants - send all the paperwork to Sutton Winson who will deal with any claim on our behalf. Whilst it is appreciated that following this advice is difficult as our natural instinct is to help people please remember that even the most innocent "goodwill" gestures are seen as admissions of guilt by the courts.

RIBI Protection Policy

Changes in the law have resulted in an update Code of Good Practice as supplemented by Child Protection Interim Advice and the RIBI Protection Policy Document was published in August 2003.

R.I.B.I. will be issuing an update at the end of May 2009 to clubs. Please note that because of copyright issues it cannot be downloaded, but is available in hard copy from R.I.B.I.

Early fears that everyone would need to have an expensive Criminal Records Bureau ("CRB") disclosure (of details of convictions) before any contact with children whatsoever was permitted are unfounded (in any case there is no charge to charities by the CRB for checking volunteers). The Policy provides advice on when and how CRB checks can be obtained under the arrangements set up by RIBI.

Where people are asked to undertake direct contact with children or vulnerable persons ,^{*}

- being a leader or supporter on a residential course such as RYLA or a Summer Camp;
- being a reading tutor in a primary school;
- mentoring a student; or
- supervising the changing rooms at a swimming gala,

Three key questions should be asked:

- 1 Is the activity regular? (The term 'regular' has been defined by the RIBI General Council as 'equal to or more than twice in any one month or four times in any six month period')
- 2 Will the person be in 'sole charge'?
- 3 Will the person have 'unsupervised contact'?

If the answers to any of these questions is 'Yes' **and careful planning cannot render it unnecessary**, then criminal record checks may need to be sought. Take the example of Mock Interviews, where hitherto

^{*} *The term 'child' applies to any person below 18 years of age. A person may be considered 'vulnerable' if he or she receives some form of care, has a physical or mental disability, or is of such advanced age to be incapable of protecting themselves from assault or physical abuse.*

a Rotarian would have been alone with a student in a room. Some schools have already jumped in and said they do not want Rotarians to undertake this duty, but what about asking the school to do the planning process? Why not have all the interviews conducted at the same time in a large hall where everyone is in view? Or have a junior member of staff such as a classroom assistant present?

RIBI has issued a Policy Declaration dealing with protection matters. The General Council of RIBI has also approved a Model Protection Policy for a District. Districts have appointed District Protection Officers (“DPO”) who will be the contact person for the Club Protection Officers and who will countersign applications made by individuals for disclosure. They are also responsible for training the Club Protection Officers and will be involved in working with the Club Protection Officer in any allegations of abuse or concerns raised.

Clubs are very strongly encouraged to implement their part of the chain by formally agreeing the provided Model Statement of Policy at a Council Meeting (see the Protection Policy Manual) and appointing a Rotarian with responsibility for protection issues. One copy of the Policy has been issued (via District Protection Officers) to each club free of charge. Further copies are available from the RIBI Secretariat, price £2.50.

Even if your club does not work at all with children, schools or vulnerable adults (which must place it in a very small minority), it is still highly desirable for you to have the Statement of Policy and the Club Protection Officer (“CPO”) in place so that should an occasion arise where the club becomes involved in a project, it can respond without having to rush procedures through or having to say ‘No’. Funding bodies, local authorities and schools for whom the Rotary club provides service increasingly demands proof of the existence of the Policy. The RIBI Protection Policy states that a club needs to have a Policy (such as the Model Statement) and appoint a CPO.

RIBI has decided that their Protection Officer will be responsible to the RIBI Membership Services Committee. However, the club secretary will need to know how the system will work. The club secretary may also need to lend their voice of authority if people try to suggest that the club should not be involved in the protection process. The secretary will need to work with the president to ensure that the policy is carried through and a CPO appointed who will be trained by the DPO. The CPO is also going to be a useful person to undertake or assist in undertaking risk assessments which insurers will require before events go ahead.

These notes are based on the RIBI Protection Policy document and on discussions at RIBI Assembly; however for authoritative and more detailed information, the RIBI Protection Policy should be referred to. This contains a model Policy for adoption by a Rotary club.

A Rotary Club should formally agree the policy statement contained in the Protection Policy and this should be recorded in the minutes of a Club Council meeting.

RIBI Equal Opportunities Policy

The General Council adopted the RIBI Equal Opportunities Policy In February 2003. The RIBI Membership Committee has been given the responsibility for implementing the policy on behalf of the General Council and has produced a form of policy for adoption by Rotary Clubs and this is set out in an information sheet on the RIBI website on the Membership Services section under RIBI Committees.

A Channel or a Filter?

One way to achieve popularity in your club meetings is to get up and say "Nothing to report"! Another way is to say "I've got a whole pile of notices here, but I'm sure nobody is interested in them, so I won't waste your time by reading them out". Those and similar ways may get the meeting moving along more

quickly and whilst you may be certain that nobody has any intention of submitting a nomination for the RIBI Advisory Selection Committee, is it correct for you to make the decisions on behalf of your members? There will come a time when one of the notices that you did not read out was of interest to a member who might have been stirred into action had you provided the vital spark. District Officers and RIBI, who provide these notices, expect that they are going to be brought to the attention of the whole membership and not filtered out by the secretary. On the other hand, reading out every letter and notice that comes through your hands may take up an undue amount of time and lead to exasperation on the part of your members.

There are alternatives that give members the opportunity to check notices but do not delay the meeting. One is to have a loose-leaf file or ring binder into which you insert all the notices and ensure that the binder is circulated round the membership. Another way is to read out those notices which are essential that members hear and understand, and have a one line summary prepared of those which are likely to be of more limited interest. Read the summary lines and ask anyone interested in having a sight of the full notice to see you afterwards. We should remember that some members may not look kindly on district information and they need to be convinced that they are part of the district and their participation is welcomed. That will not be possible if they do not receive the information! **Be a channel, not a filter!**

Every month the RIBI Secretariat sends out a club mailing to every club secretary and this is sent electronically. This contains items of interest to clubs, information, publications and other literature.

The RIBI Secretariat suggests that you circulate the bulletin around your club members.

District Council Voting Representatives

The number of representatives from each club varies according to club size (see the RIBI By-law 11, clause 2 (k) - clubs up to and including 12 members = 1 vote, 13 to 37 = 2 votes, 38 to 62 = 3 votes, 63 + = 4 votes. etc). The number of club members is as noted on the Form 6 which is sent to RIBI by the end of the January in that year.

RIBI By-law 11 Clause 4 states: *"The club representatives elected in accordance with the Standard RIBI Club By-laws shall serve on the District Council for one year from 1 July to 30 June. It shall be the duty of the secretary of each club to send without delay to the District Secretary the names of those appointed and their substitutes as soon as possible after their election. Should both the representatives and substitute representatives be unable to attend a meeting of the District Council, further substitute representatives may be appointed in accordance with the Standard RIBI Club By-laws. The club By-law 6 Clause 1(g) amplifies this "... Should any of the elected representatives be unable to attend a meeting of the district council, the president may appoint further substitute representatives whose names shall be communicated to the secretary of the district council in writing before the commencement of that meeting."* In the Manual for Incoming Club Officers, it states that "Club representatives or substitutes who have not been officially appointed and whose appointment has not been notified to the district secretary have no vote in the council meeting."

Clubs should have had their Annual General Meeting before the District Assembly and will therefore have elected their appropriate number of representatives and substitutes. A slip is attached in the Appendix at the back of this handbook for this purpose. This slip should be returned to the District Secretary with the names of the representatives and substitutes. These can then be checked against the signing in sheets at the meeting so that it is known that all those voting are entitled to do so if there are any closely contested votes.

NOTE – the voting delegates should vote as directed by the club.

Attendance at District Council meetings

There are four District Council meetings during the year 2009/2010 - which are to be held in the Buckingham Suite, Holiday Inn West Hotel, Thorpe Wood, Peterborough. PE3 6SG.

Agendas for these meetings will normally be sent to clubs 3 weeks prior to the meeting (min.of 14 days), together with reports from the various district Officers. This should give you sufficient time to alert your club members of any notices with the aim of inspiring them to attend the next council meeting

The minutes from the District Council meetings will be sent out as soon as possible after the meeting, normally within 2 weeks of the meeting via email.

Council of Legislation ("COL")

These are held every three years, the most recent in April 2007.

Resolutions for the 2010 COL have been discussed at District Council meeting this last year.

Our District representative should keep you advised of the various propositions being made throughout the Rotary World and please contact him for that information

If there are any queries these should be passed to the current COL Representative, PDG Richard Hyde.

The IT Network

The RIBI Web Site (www.ribi.org) contains much useful information about RIBI, links to the Districts, downloads of publications, logos, presentations, posters, etc and much more. Clubs and Districts can also use this website to publicise events and achievements.

The District 1070 Web Site (www.rotary1070.org) has details of and links to clubs in the District, details of the District Team, diary of events and again, much, much more! It also has links to the RI and RIBI Web Sites.

The District Governor's Newsletter is sent to the club presidents by email and other District Officers also make good use of this facility.

Much of the correspondence from the District Secretary will be sent by email to club secretaries,

For example, papers for a District Council Meeting – Agenda, Minutes, Reports, etc, could run into over a thousand copies to cover all the clubs and the District Officers. If the papers are sent by email, each club can then forward them on by email to as many of their club members as necessary, instead of receiving just two copies by post.

Please ensure that any email address given for this purpose is correct.

The email account should be one that is regularly checked and if there are any changes to the email address the District Secretary should be notified promptly.

Voting

Type of vote required and how may it be taken to:	Votes
Change the date or time of the club's regular meeting	Majority vote of not less than two thirds of all voting members of the club present. By show of hands, vive voce or ballot at the discretion of the club council, which is to be announced before the vote, is taken.
Change the venue of the club's regular meeting	Simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council, which is to be announced before the vote, is taken.
Approve the annual club accounts	Simple majority of those present and eligible to vote. Simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council, which is to be announced before the vote, is taken.
Elect an honorary member for the first year	Two-thirds majority of club council followed by two-thirds majority of those present and eligible to vote at the AGM or special meeting called for that purpose. Simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council which is to be announced before the vote is taken. The length of term of the membership is set by the club council. Note: only club members may be present at the meeting.
Elect an honorary member for subsequent years.	Club council may use its discretion to extend for an additional period, but should if renewing do so at the AGM. Note: the club council may revoke an honorary membership at any time.
Elect club representatives to District Council	At the AGM simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council which is to be announced before the vote is taken.
Elect voting delegates to RIBI Conference	At the SGM simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council which is to be announced before the vote is taken.
Elect the club President and other club officers	At the SGM simple majority of those present and eligible to vote. By show of hands, vive voce or ballot at the discretion of the club council which is to be announced before the vote is taken.
Terminate the membership of a member for other causes.	Two thirds of the total number of club council members at a special meeting called for that purpose.

Sundry Points

The secretary should be helping in the **educating of members about Rotary**, including having District Officers to speak as well as ingoing and outgoing GSE teams and Ambassadorial Scholars.

If your club changes its meeting time or day, it must have been voted by 2/3^{rds} of all voting members of the club present. Then the form Club.02 (see Appendix) should be requested from the District Secretary, completed and returned to the District Secretary. Then the form will be signed by the DG and District Secretary and sent to RIBI.

Changes of venue however can be done with a simple majority and a notification to RIBI; there is no special form for this - but please let the District Secretary know so that the district can be notified of this venue change.

Useful information can also be obtained from

<http://www.rotary.org/newsroom/downloadcenter/training/pets.html>

Club secretaries may be interested in what RI says should be taught to Presidents-Elect in the 'Selecting and Preparing Club Leaders' section, but beware of differences between RI and RIBI, especially on the 'Official Visit'.

Rotary District 1070 - District Team 2009-2010

District Governor	Dick Parsley	jandrparley@hotmail.com
Immediate Past District Governor	Iain Vernon	iain@theukvernons.com
District Governor Elect	Roger McDermott	kandrmcdermott@talktalk.net
District Governor Nominee	Linda May	LMay1070@aol.com
Secretary	Barry Hasdell	b.hasdell@btinternet.com
Assistant Secretary	Janet Cooke	janet.4.cooke@btinternet.com
Treasurer	Robert Gibson	robert@beggarsroost.idps.co.uk
Assistant Treasurer	Steven Bellamy	bellamyfamily@hotmail.com
Assistant Governors		
Area	A	Ken Billington ken@kendotcom.com
	B	Robert Bracegirdle bobbracegirdle@sncv.freereserve.co.uk
	C	Graham Scorthorne wicketlodge@btopenworld.com
	D	Terry Gooding goodingt@btinternet.com
	E	Margaret Morley morleyam@aol.com
	F	Peter Brearley Peter@PBrearley.co.uk
	G	Rob Gaskell rob@gaskellfamily.com
Chairmen of Committees		
	Membership Services	David Morris david.morris57@btopenworld.com
	Community and Vocational	Simon Adlam simon.adlam@btinternet.com
	Foundation	John Dehnel john@jdehnel.net
	International	Lesley Hammond lesley.hammond@virgin.net
	Youth Opportunities	Mary Whitehead m.e.whitehead@btinternet.com
	Communications & Marketing	Graham Walker graham@walkeruk.demon.co.uk
	Conference Manager	Andy Roberts AJRGrantham@aol.com
Other District Officers		
	Extension Officer	Richard Hyde grichardhyde@aol.com
	Training Officer	Rodney Spokes rotary@spokes.biz
	District Protection Officer	David Brown david@iibinsurance.co.uk
	Health & Safety Officer	Alan Kaye alankaye@mail.adsl4less.com
	Sergeant at Arms	Colin McCartney colin.mccartney@tesco.net

(Full details are in the 2009-2010 District Directory)

District Diary 2009 -2010

For up to date information during the year, see the District 1070 Web Site – www.rotary1070.org
 - which is updated regularly!

Date	Activity or Event	Location	Contact
2009			
May			
9 th	District Assembly	Loughborough University	Barry Hasdell Janet Cooke
June			
10 th	KIDS OUT	Kettering – Wickstead Park	
11 th	District Executive	Lady Anne's Hotel	Barry Hasdell
21 st - 24 th	RI Convention	Birmingham - UK	
28 th	R.I.B.I.handover	Coventry	DGE Iain
July			
5 th	District Handover	Greetham Valley Golf Club	Barry Hasdell
9 th	District Council Meeting	Holiday Inn, Peterborough	Barry Hasdell
25 th – 1 st August	RYLA	Graffham Water	Andrew Cowling
August	Membership & Development Month		
23 rd – 24 th	General Council	Alcester	DG Dick
September	New Generations Month		
25 th – 27 th	Link Weekend	Leicester	Ian Glen
19 th – 17 th Oct.	GSE Team visit from Philippines		Colin Bain
15 th 16 th	GETS	Brussels	DGE Roger
13 th 14 th	R.I. Institute	Brussels	DGE Roger
October	Vocational Service Month		
2 nd – 4 th	District Conference	Eastbourne	Andy Roberts
7 th	District Team	Lady Anne's Hotel	Barry Hasdell
12 th	District Executive	Lady Anne's Hotel	Barry Hasdell
29 th	District Council	Holiday Inn, Peterborough	Barry Hasdell

Date	Activity or Event	Location	Contact
November	Foundation Month		
19 th	Foundation Rally	Lady Anne's Hotel, Stamford	Alan Davis
26 th	General Council	Alcester	DG Dick
December	Family of Rotary Month		
9 th	District Executive & Team (incl. budget for 2010/11)	Lady Anne's Hotel	Barry Hasdell
2010			
January	Awareness Month		
6 th	District Executive	Lady Anne's Hotel	Barry Hasdell
17 th – 24 th	R.I. Assembly	San Diego, U.S.A.	Roger McDermott
25 th	District Council	Holiday Inn, Peterborough	Barry Hasdell
February	World Understanding Month		
1 st – 2 nd	General Council	Alcester	DG Dick
18 th – 19 th	R.I.B.I. Presidents visit to the District	19 th - Rushden 75 th Charter	
25 th tbc	"Thanks for Life " concert Youth Speaks final	De Montfort Hall, Leicester tbc	Mary Whitehead
23 rd	Rotary Day		
27 th – 28 th	Young Musician semi final	Refer to Youth Opps	Lawrie Cooke
22 nd – 26 th	Rotary – Thanks for Life week		
March	Literacy Month		
7 th	District Foundation luncheon	Greetham Valley Golf Club	John Dehnel
6 th	P.E.T.S.	Loughborough University	Barry Hasdell
13 th	Young Chef – Regional finals	Samworth College, Leicester	Mary Whitehead
18 th	District Team	Lady Anne's Hotel	Barry Hasdell
21 st	Young Musician Finals	Melton Mowbray	Lawrie Cooke
26 th – 28 th	R.I.B.I. Assembly	Birmingham Metropole	Roger McDermott
31 st	District Executive	Lady Anne's Hotel	Barry Hasdell
April	Rotary Magazine Month		
16 th – 18 th	R.I.B.I. Conference	Bournemouth	DG Dick

Date	Activity or Event	Location	Contact
20 th	District Council	Holiday Inn, Peterborough	Barry Hasdell
25 th – 30 th	Calvert Trust	Keswick	
May			
8 th	District Assembly	Loughborough University	Barry Hasdell
June			
5 th – 6 th	General Council	Alcester	DG Dick
8 th	District Team	Lady Anne's Hotel	Barry Hasdell
9 th	KIDS OUT	Kettering – Wickstead Park	
14 th	District Executive	Lady Anne's Hotel	Barry Hasdell
20 th – 23 rd	R.I. Convention	Montreal, Canada.	DG Dick
tba	District Handover	Greetham Valley G.C.	Barry Hasdell
July			
7 th	District Council	Holiday Inn, Peterborough	Barry Hasdell

“Your Year” - Club Secretary's Aide Memoir

(Includes some dates already listed in the District Diary)

‘Act as a channel not a filter’

Prior to the start of the year either you or your predecessor, if you are new to the post, will have received copies of the ‘Manual for Incoming Officers’ 2009 manual’ make sure that the President and Treasurer have sight and copies of this.

In the past there have been booklets outlining the various Project Committees activities, these now have to be downloaded from the RIBI website - www.ribi.org entering the members section, don't forget, you will need your R.I. identity number and password to obtain access

July

It's a bit late now but if you present your outgoing President with a Past Presidents jewel, have you got it?

1st Ins and outs, undoubtedly you will have arranged your handover by now but remember the incoming President takes over on 1st July, irrespective of the date of the actual handover.

8th District Council and investiture of officers at Holiday Inn, Thorpe Wood, Peterborough.
If there is more than one nomination for District Governor 2012/13, ballot papers will be issued at this meeting and replies in the prescribed envelopes to be returned to me. (August date tba)

*Have you read the Agenda and attached reports - what happens to them when they arrive - do you sit on them or are they circulated - is there feedback - are all voting delegates attending - are you bringing other members, the more the merrier, they can speak but can't vote.
E-Mail the reports and circulate them to your Committee Chairmen.*

Remind your Club Treasurer that capitation fees are due and should be paid:

- *District in full*
- *R.I.B.I. 1st half yearly payment*

25th July
to 1st Aug. RYLA Grafham
Open day is Sunday 26th - if your club sponsored an attendee, please make every effort to go.

*The date for the DG's visit to your club should be fixed by now – remind your President and **ensure that there is no other business on that day.***

When the DG does arrive, make sure he is met and buy him a drink!

Do you want your DG at your Charter? If you haven't already booked him, do so, and let him know the format - don't be afraid to tell him not to speak too long especially if you have a more interesting speaker to follow. If you have a special Charter next year

(2009-10 or even 2010-11) and want the RIBI President there, think about it now but let your DG & DGE know what you are doing.

The RIBI President 2009/10 will be David Fowler Ian Thomson Edgbaston Convention Club and for 2010/11 Jim Moulson (Paisley Callants)

Membership Returns should be sent to the Secretary of the District Membership Services Committee, David Morris (Melton Mowbray) by the 1st of the following month. This monthly return merely asks for the number of members that your Club have, plus brief details of new members and any losses.

There are no other returns to District!

David in turn advises:

- *District Governor (who write letters of welcome and where appropriate condolence)*

See appendix for details, these are available electronically from either the District Secretary or David Morris.

If you're on holiday make sure someone stands in for you.

Ballot papers will be issued for the election for District Governor 2012/13.

*Just to remind you 2010/11 is Roger McDermott (Coalville),
2010/11 is Linda May (Blaby Meridian)*

Nominations will be required for District Officers Secretary, Asst Secretary, Treasurer, Asst. Treasurer, Assistant Governors, District Examining Accountant and two members of the Finance Committee, where applicable.

August Membership and Development month

23rd – 24th General Council of R.I.B.I. – don't try to contact the DG, he won't be at home!

You will receive voting forms, if required for District Officers, as listed above, deal with them and send them back as soon as possible.

September New Generation Month

Remember District Conference is next month, if members going have not made arrangements it's probably too late - send your registration forms in by the required date (after the 31st August a late payment fee!)

You should receive your Agenda for District Council Meeting at the end of this month which will be held on 29th October, don't sit on it! Also remember resolutions for District Council, if any, must be with me at least 28 days before the date of the meeting

October Vocational Service Month

2nd – 4th District Conference in Eastbourne
29th District Council – Holiday Inn, Peterborough.

November Rotary Foundation Month

26th General Council Meeting – again don't ring DG, he won't be at home!

You should receive form 6 for details of next years Officers - remember these have to be elected at a Special General Meeting of the Club before the 1st January - 14 days notice to be given. **All forms this year to be completed electronically and sent to R.I.B.I., via the website – BUT MAY CHANGE TO NEW FORMAT!!**

December Family of Rotary Month

30th Last day for Clubs to submit proposed resolutions to the 2010 RIBI Conference

Clubs to have held their Special General Meeting by 1st Jan to:

Elect the Club President Elect

Elect the Treasurer and Secretary for 2010/11

Elect the voting delegates and deputies for the 2010 RIBI conference - Bournemouth

Approve the Club's audited accounts for 2008/2009

As soon as the above has been done, complete Form 6 to RIBI

Remind your incoming President not to book a holiday on 6th March as he will be expected to attend PETS

If you have any resolutions for District Council remember to comply with Standing Orders and submit them in time, and please organise another club to second them.

Your Club should have received copies of next year's Budget, which will need to be approved at the January District Council Meeting.

It's the festive season - Remember the wives/husbands of Rotarians who have "passed to higher service" invite them to events

January Rotary Awareness Month

1st. Club Half Yearly report of membership due, remind the Club Treasurer and check with the attendance officer that all is OK, if your Club is one of the few who has never bothered to submit membership reports – please check that your attendance officer will do so in future, it saves the DG from making an estimated guess each month.

Remind your Club Treasurer:

- *R.I.B.I. 2nd half yearly payment due*

17th –
24th

RI Assembly (San Diego)

Your DGE Roger McDermott will not be available.

If he's having home stay prior to the Assembly he probably left two weeks ago.

25th District Council Meeting - Holiday Inn, Peterborough.

Bring a good crowd, if your club wanted to submit a resolution I should have had it six weeks ago

27th Founders Day. Anniversary of the death of Paul Harris.

*You're over half way through the year - how's the Club running?
Is there anything you're not happy with? If so, if it's a District matter, give me a ring or if a club matter, have another quiet word with the President even if it's the fact that he waffles too much.*

February World Understanding Month

1st – 2nd General Council Meeting – don't forget, DG Dick won't be at home

Rotary Service Week

If he has not already done so, make sure your President Elect has selected his Committee Chairmen for next year and warn them that District Assembly is on 8th May.

Book the DGE for next year's Charter if you haven't already done so.

March

Are you carrying on as Secretary next year - if not, are you training your successor?

Time to order your Regalia for next year and check stock of badges etc., remember the District Shop.

You should receive District Council Agenda

6th PETS at Loughborough University
Make sure your President Elect is aware and going

26th – 28th RIBI Assembly (Birmingham) All District Officers will be away!

April Magazine Month

You should already be thinking of next year's District Conference - bring a good party along to Bournemouth to support DGE Roger McDermott

You should receive your District Directory entry (electronically) for amending; do this as soon as possible.

Fix your date for Club Assembly and don't forget if possible let the District Representative who will attend have copies of your Committees' proposed programmes - preferably before the day

12th – 14th Inner Wheel Conference (Bournemouth)

16th – 18th RIBI Conference (Bournemouth)

20th District Council, Holiday Inn, Peterborough.

Annual General Meetings should be held between 1st of April and 31st May to:

- *Receive the report of the Club Council and Committees*
- *Treasurers interim report; fix subscriptions and proposed budget for 2010/11*
- *Election of Honorary Members*
- *Elect not less than 3, not more than 6 ordinary Members of Council*

- *Elect District Council representatives and substitutes*
- *Appoint Club Auditors for 2010/11*

Remember to give members at least 14 days notice.

Remind your incoming officers and President that District Assembly is on 8th May

May

8th District Assembly (Loughborough University)

All your Club Officers and Committee Chairmen should be attending this.

*Make sure all who want to go are booked in and paid for, **all pay a Registration fee***

Providing you sent back your Directory entry (electronically) you should receive the final proof this month, if it is correct, no action required, if there are any errors or alterations these to be advised by the 15th, at the very latest

June

Have you got the Regalia for the handover?

Nominations required for DGN 2011/12 to become DGE in 2012/13, DG 2013/14

5th – 6th General Council Meeting – don't forget, DG Dick won't be at home

9th Kids Out.

20th – 23rd R.I. Convention - (Montreal, Canada)

Another Year Gone!

APPENDIX

District Membership Returns:

Membership Application form (without "Flow Chart")

Change of regular meeting report form

District 1070



To: Rtn David Morris
 Email: david.morris57@btopenworld.com

R. I. B. I. DISTRICT 1070

[1] ROTARY CLUB OF

[2] MEMBERSHIP REPORT FOR MONTH OF

NB: Honorary Members are excluded from all sections of this return

[3] MEMBERSHIP FIGURES

Number of Members at end of previous month	
Number of New Members inducted in current month	0
Number of Members lost in current month	0
Total Number of members at the end of this month	

[4] NEW MEMBER DETAILS

Name	Address	Post Code

[5] LOSS OF MEMBER DETAILS

Date	Name(s)	Reason (see below)	Other Comments

Reason Codes:
 1. Death 2. Long Term illness 3. Move from Club area 4. Work Commitments
 5. Other (please specify!)
 In the event of the death of a member, these details, including those of the funeral need to be advised asap

[6] Name of person giving report:

Date:

PLEASE COMPLETE ALL SIX SECTIONS AND RETURN TO THE DISTRICT MEMBERSHIP OFFICER NO LATER THAN THE 1st DAY OF THE FOLLOWING MONTH TO WHICH THIS REPORT RELATES.

Revised form March 2009 (addition of DOB) – this form to be used with immediate effect. Please destroy all previous forms.



**PROPOSAL FOR MEMBERSHIP
TO THE COUNCIL OF THE ROTARY CLUB OF**

1) I, the undersigned, being a member (other than an honorary member) of the above Rotary club,
 (a) hereby propose the following person for consideration of invitation to membership: *
 or (b) hereby propose the following Rotarian, who wishes to transfer, for consideration of invitation to membership: *
 * Please delete as appropriate

Full Name: _____ Date of Birth: _____
 _____ (optional)
 Partner's Name: _____ Tel: _____
 Home Address: _____ Mobile: _____
 _____ Fax: _____
 Postcode: _____ E-mail: _____
 Nature of Business: _____ Position or Office: _____
 Business Name: _____ Tel: _____
 Address: _____ Mobile: _____
 _____ Fax: _____
 Postcode: _____ E-mail: _____
 Previous Rotary Club or experience of 'service' organisations (if any): _____

Proposed by: (Signature) _____ Date: ____/____/____

2) I, the undersigned, hereby consent to this proposal for membership in the Rotary club being examined in accordance with the constitutional procedures of Rotary International in Great Britain and Ireland. I accept that enquiries will need to be made about me. I am willing to meet members of the club to provide further information and to learn more of the particular obligations and privileges of membership. I understand that if I wish this proposal to be considered further the above particulars will be circulated to all current members, but if at any time I wish this proposal to be withdrawn no further action will be taken. I also understand that in the event of there being objections my application may not be successful, and that reasons for not inviting me to membership will not be given. If invited into membership I agree to accept and be bound by the Constitution and By-laws of the Rotary Club for the time being in force.

3) Data Protection Act: Adopted by the General Council of RIBI on the 6 - 7 February 2003 – RIBI Statement on the Collection and Use of Personal Membership Data

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, Rotary International in Great Britain and Ireland collects personal information about Rotary club members to be used solely for the purpose of conducting the following core business activities:

- Preparing the annual RIBI, Rotract and Interact Directories
- Calculating semi annual dues payable to Rotary International
- Identifying prospective candidates for presidential and Foundation appointments to conferences, RIBI, RI and TRF committees, task forces, and other assignments
- Supporting The Rotary Foundation
- Providing information and updates to district governors, district officers and others involved in RI and RIBI programs and service projects
- Providing goods and services to clubs and districts for their general activities
- Providing guidance to clubs and districts in their general activities and public relations efforts. Communicating key organisational messages and information to district leaders and to clubs for dissemination at the club level
- Facilitating conference, assembly and special event planning
- Supporting THE ROTARIAN and the RIBI regional magazine "Rotary"
- Identifying Rotarians who have specific language and/or professional skills

At the direction of the General Council of RIBI, RIBI may occasionally participate in special advertising and/or marketing initiatives that involve the release of membership information. RIBI will notify Rotarians about these initiatives and their particulars will not be released without their express consent. RIBI may also disclose information as required by law or if pertinent to judicial or governmental investigations.

Agreed by: (Signature of Candidate) _____ Date: ____/____/____

FOR USE BY THE SECRETARY:

- 1 Referred to Membership sub committee on:
- 2 Proposed classification:
- 3 Ten-day letter issued on:
- 4 Council met on:
- 5 Proposer & candidate notified:
- 6 Fees paid:

- Report received:
 Type of membership:
 Proposal accepted/declined:
 Date of Induction:

This proposal form is to be returned to the Secretary for action. If the candidate becomes a member of the club please send a copy of this form to the District Governor for information, and advise the District Magazine editor of the induction of the new member.

Ref: K/PA/CDS/PL&Infosheets/Membership/Club.03/March 2009

Form Club.02, Change of Regular Meeting



Secretary, Rotary Club of

From: Secretary/CEO R.I.B.I.

CHANGE OF TIME OF REGULAR MEETING

1. Clause 2 of By-Law 11 of the R.I.B.I. Standard Club By-Law states:-

"The Club shall have the power to make amendments to these *By-Laws* to suit its internal administrative requirements provided that the proposed changes are consistent and in harmony with the *Standard Club Constitution* and have been approved by the General Council of the Association. Such amendments, made in accordance with By-Law 7 clause (8) (b) shall not become effective until they have been submitted to and approved by the General Council of the Association. Notice of the terms of any proposed amendments shall be posted to all members at least seven days before the meeting."

2. The day and time of the regular club meeting are contained in the By-Laws of each Rotary Club in Clause 4 of By-Law 7. In order to change the time or day of the regular weekly meeting the above procedure should be carried out, so that the changes are legal and constitutional.
3. I would be grateful, therefore, if you would complete the form overleaf and submit it to your District Secretary for the District Governors signature, who will then forward it onto Alcester for the approval and information of the General Council of R.I.B.I.

Annemarie Harte
Secretary/CEO RIBI

Ref:\pa\membership\pubs\club01&club02\club02 (July 2008) ...