

D-3830 Assembly 2008
Asian Institute of Management, Makati City

**“CLUB ADMINISTRATION –
Good Governance for Clubs
Built to Last”**

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Basic Principles:

1. Rotary is a fellowship of friends and volunteers.
2. Rotarians are accomplished professionals and business leaders. They know the value and proper use of time, talent, and treasure.
3. Governance in Rotary rests on servant-leadership and leadership by example.

Basic Principles:

4. Being an officer is an opportunity to serve and foster the Ideal of Service.
5. Well-run meetings, activities, and projects encourage more and better participation.
6. Membership in Rotary International is through a Rotary club. All club members must help keep this membership healthy.

I. - Overview

Effective Rotary club administration involves organizing people and resources to achieve common goals.

In order to:

1. Provide service to the community,
2. Attract and retain members, and
3. Develop leaders for the club, district, and R.I.,

CLUBS MUST OPERATE EFFICIENTLY.

II - Administrative responsibilities include:

- Planning and organizing weekly meetings and programs
- Promoting fellowship among club members
- Keeping members informed through a club newsletter or Web site
- Collecting dues
- Maintaining club membership lists and reporting to Rotary International
- Tracking club attendance

III – Basic References for Club Administration

1. The [Standard Rotary Club Constitution](#) outlines administrative requirements that every club must satisfy.
2. [The Recommended Rotary Club Bylaws](#) , which can be tailored to suit each club's needs, also includes administrative procedures. [Learn more about RI policies.](#)
3. The [Club Leadership Plan](#) is the recommended administrative structure for Rotary clubs.

IV – Rotary club committees

1. Club committees are charged with carrying out the club's long-range and annual goals.
2. Each Rotary club has different needs and will establish committees to suit those needs.

V - Recommended standing club committees

- Club Administration
- Public Relations
- Membership
- Service Projects
- The Rotary Foundation

VI – Basic Functions of the Standing Committees

- Club administration – Conducts activities associated with the effective operation of the club, such as the weekly program and the club bulletin. The club treasurer and secretary are members of this committee.
- Public relations – Develops and implements plans to provide the public with information about Rotary and promotes the club's service projects and activities.

VII – More on the Standing Committees

- Membership – Creates and implements a comprehensive plan for finding and keeping club members.
- Service projects – Plans and conducts projects that address the needs of the community and communities in other countries.

- The Rotary Foundation – Supports the Foundation through both financial contributions and program participation.

Ad hoc committees may be appointed annually, depending on the club's size and its goals

VIII – Typical Club Administrative Structure

Club Board

Directors (number determined by club)

President

Vice president

President elect

Secretary

Treasurer

Immediate past president

**Club Admin.
Committee**

**Club Public
Relations**

Membership

**Service
Projects**

**The Rotary
Foundation**

IX – Club Assessment

Assessing your club

Regular assessment is essential to maintaining effective club operations. Assessment tools help identify opportunities to make your club more relevant to its members and the community.

X – Assessment Tools

- **Community Assessment Tools** helps clubs assess their community's strengths and weaknesses as an important first step in planning an effective service project.
- **The Planning Guide for Effective Rotary Clubs** helps clubs assess their current state, establish goals, and monitor the achievement of goals throughout the year.

- **Retention Model Workbook** offers tools that clubs and districts can use to identify their current retention strengths and weaknesses.
- **The Termination Profile** displays the amount of time members remain in a club before terminating their membership. Knowing these trends can help a club tailor their retention strategies.

XI – Planning & Implementation

Once your assessment is complete, be sure to take action on the findings.

Construct a plan that includes strategies to achieve goals and available resources.

Develop a step-by-step action plan that includes:

- **Goals**
- **Target completion dates**
- **Follow-through procedures**
- **Responsible parties**

XII – Helpful Resources

- **Assistant governors**
- **Past district governors**
- **Club leaders and members**
- **District committee members**
- **RI and Foundation committees and resource groups**

XIII – Dues

The semiannual dues paid to RI allow the Secretariat to provide high-quality information and support to Rotarians around the world.

With your dues, Rotary can provide publications and communications in nine languages, make improvements to www.rotary.org, train Rotary leaders, assist district governors financially with their year in service, and administer programs such as Rotaract.

XIV – RI Per Capita Dues (for the next three years)

- **\$24.00 per half year in 2008-09**
- **\$24.50 per half year in 2009-10**
- **\$25.00 per half year in 2010-11**

All clubs will also be billed \$1 per person on their July semiannual invoice to help defray the costs of the Council on Legislation, which meets every three years. Some semiannual invoices may also include \$12 per year for each subscription to *The Rotarian*, billed as \$6 in January and \$6 in July (subscriptions to regional Rotary magazines are billed separately), and variable fees for insurance (U.S. clubs only).

XV – Club & District Dues

Clubs and districts may also assess separate dues.

E.g., Club annual dues

Governor's Fund, Calamity Fund, etc.

Research conducted by RI indicates that RI per capita dues account for an average of 6 percent of the cost of membership.

XVI – Payment of Dues

All club semi-annual dues are due and payable on 1 July and 1 January.

Every club secretary receives a semiannual report packet, which includes the dues invoice, in early July and early January. If your club has not received its packet by the third week of July or January, please send an e-mail to data@rotary.org. Remember to include your club name and number and the address or fax number where you'd like the replacement packet sent.

Club dues are payable even if the packet has not been received.

XVII – Manner of Payment / Other Queries

Club presidents and secretaries can pay semiannual dues in several ways:

- Online through [Member Access](#) via credit card
- Check or draft with the semiannual dues packet
- Wire transfer

If you have questions about the semiannual dues invoice or need information about where to send payments, please contact your [RI finance representative](#).

XVIII – Club Membership Data

For the most accurate semi-annual dues invoice, please make sure your club's membership information is up to date by no later than 1 December for the January semiannual report (SAR) and 1 June for the July SAR. Any changes made after those dates will not be reflected in your club's SAR or semiannual dues.

Your club's membership information can be updated in one of these ways:

- **Your club president or secretary can update the data through the Update Membership Data link in [Member Access](#).**
- **Your club secretary can fill out the [Membership Data Form](#).**

XIX – More on Club Membership Data

Important note:

Even if your club updates its membership information online, a copy of the completed and signed worksheet must be submitted to RI Data Services by fax at 847-733-9340 or sent to data@rotary.org.

- The worksheet should indicate the club name, club number, officers' names, and the number of members and subscriptions for the semiannual report period. This information is needed for RI to adjust your club's semiannual dues balance and to satisfy the SAR submission requirement.
- Remember, to use Member Access, club presidents and secretaries will first need to [register](#). For more information, visit the [Rotary E-Learning Center](#).

XX – Consequences of Non-Payment of Club Dues

- **Clubs that have not paid their RI dues within six months of the due date will be terminated.**
- **Reinstatement is not possible more than 365 days after the termination date. After that time, the club termination is permanent, and the club loses its name, history, and charter.**

XXI – More on Non-payment of Club Dues

Clubs have one year to fulfill the following reinstatement requirements:

- *Within 90 days after the termination date, clubs must*
- Pay all outstanding financial obligations at the time of termination
- Pay all semiannual dues that continue to accrue thereafter
- Pay a \$10 per member reinstatement fee

XXII – More on Non-Payment of Club Dues

Between 91 and 365 days after the termination date, clubs must

- Pay all outstanding financial obligations at the time of termination
- Pay all semiannual dues that continue to accrue thereafter
- Pay a \$10 per member reinstatement fee
- Pay a \$15 per member application fee
- Complete and submit a reinstatement application and a revised membership list

XXIII – Conclusion

“There is always an element of excitement at the onset of a new Rotary year of service. Every year, there is a new set of leaders and the possibility of new ideas, new insights, new dreams, and novel strategies.

**Yet the novelty is always
tempered by time-honored and
time-tested principles and
traditions that have
contributed to the enduring
success of Rotary.**

**“Welcome to our new club
leaders! Make our clubs ever
more vibrant! Make our
dreams real!”**

-- Jimmy A. Cura

