Rotary
District 7750

Foreword

This document is intended as a Guide for club secretaries. It includes most of the data presented in the Rotary learning Center course *Club Secretary Basics*. The Secretary's job is a significant one in your club and at a bare minimum the following duties must be performed: Manage **Membership** records, report **Monthly Attendance** to the district, coordinate with Treasurer to pay **RI and District dues** on time, generate **Board Minutes**.

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1. Introduction

The club Secretary must know Rotary and be reasonably able to answer member's questions, or know where to direct them when they arise. The Secretary must be familiar with the Standard Rotary Club Constitution and the Club's By-Laws. He/she must be reasonably acquainted with past Board decisions and policies in order to help facilitate Board meetings. Above all, the Secretary must be supportive of the current club president and assist him/her as a cheerleader and confidant to the best of his/her ability. The Secretary is the source of all things Rotary to the Board and fellow club members. He/she knows where to get what's needed through Rotary channels and develops a rapport with Rotary vendors and suppliers.

The Secretary must have computer and typing skills and become thoroughly familiar with the Rotary International website (including My Rotary and Rotary Club Central) and the DACdb websites (**D**istrict **A**nd **C**lub **d**ata **b**ase) and the support personnel that need to be contacted in case of a problem. They also need to be familiar with and have a working knowledge of The Rotary Foundation and have a contact for the times problems arise.

The Secretary needs to have good rapport with all the Officers and key committee chairs (Foundation, Membership, Service, Administration, PI/PR, and Attendance Chairs). Your trusted advice in helping perpetuate a strong leadership team is very important. Be an active Secretary. Attend planning sessions, social gatherings, and fundraising meetings. Be known in the community as the Rotary Secretary and do your part in membership recruitment and public relations.

As club secretary you help your club run well. Watch its trends to identify what works well and what doesn't, and share this information with club leaders. You are the link between your club and the rest of the Rotary world. You perform many vital functions for your Club, the District and Rotary International. It is critical that these functions are both accurate and timely.

2. Preparation

- Take the My Rotary Learning Center courses specified in the **Important Rotary Policies to Understand** document in District Library under Training. Essential is *Protecting Personal Data*.
- Attend the district training assembly and the district conference (before and during office)
- Meet with the president-elect to:
    - Discuss club goals
    - Schedule the club's activities
    - Decide how you'll divide administrative tasks
- Meet with the outgoing secretary to:
    - Review club procedures
    - Review the club invoice
- Get access to the club's records, property, and archives and the current Manual of Procedure
- Meet with the incoming board of directors
- Create a My Rotary account on Rotary.org if you don't already have one
  Rotary.org/My Rotary allows you to do club business quickly and efficiently and ensures that Rotary has accurate records for your club. If you don't already have an account, see **My Rotary Account Setup** document in District Library under Training.

  When your term begins on 1 July, you'll automatically gain access to the features you'll need in My Rotary. Look under the Manage tab, on the Club Administration page.

  As club secretary, you can use My Rotary to:
    - Update personal information
    - Update club data (learn how)
    - Update membership data (learn how to add, edit, or remove member records)
    - Use Rotary Club Central to review and edit your club's goals and progress toward them
    - Generate club officer reports
    - View daily club balance report
    - View contribution and recognition reports
    - View AF SHARE and Polio reports

  Only you and your club's president can add club officers, which will grant them access.

- Get a copy and become familiar with:
    - Club's Constitution, By-Laws, Policy Statement, and Operations Manual
    - This manual (Secretary Manual – D7750)
    - Rotary Code of Policies
    - Rotary Foundation Code of Policies
    - Club's Strategic Plan
    - President-Elect's Club Plan/Goals

3. General Responsibilities

- Keep membership records
    - Report as required to RI, including the semiannual reporting of membership on or before 1 January and 1 July of each year.
    - Report changes in membership (DACdb)
    - Record the attendance at meetings (maybe assigned to Attendance Chair)
    - Provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month. You will also receive email reminders (DACdb)
- Send out notices of club, board and committee meetings
- Give the club treasurer the RI club invoices, due in January and July
- Serve on the club board and club administration committee
- Take minutes at club and board meetings and club assemblies
- Update club and officer information for the Official Directory and Rotary's records
- Manage club correspondence, responding to email and sending official notices and invitations
- Keep promotional items, name badges, and other materials used at meetings and events
- Preserve your club's historical records
- Assist the Club President write an annual report at the end of the Rotary year
- Assist the club president, treasurer, and committees as needed
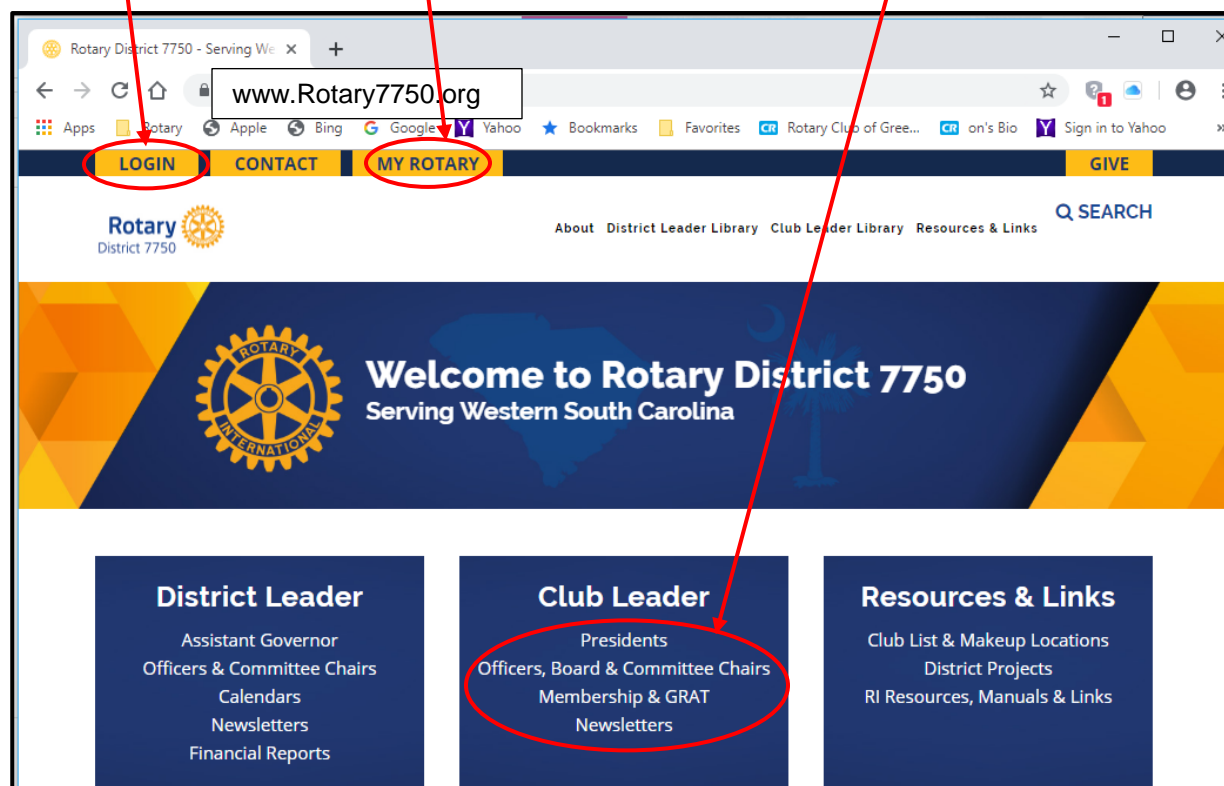- Meet with your successor and hand over club records

4. Web Information

Start at www.Rotary7750.org (the District web site). From this page you can:

Go to DACdb Login   Go to My Rotary Login   Review documents in the "library"

5. Managing Membership Records

Adding New Members to RI and DACdb

Adhering to these "best practices" in adding members to both the District (DACdb) and RI (My Rotary) databases will result in better data, less confusion, and accessible contact information on prospects. These steps should be done in order:

Step 1: Pre-Membership Tracking (May be delegated to Membership Chair)

1. When a New Member is first proposed (signed application) and submitted for Board approval,
   - Add the member to DACdb with the member type "**Proposed**".
   - The member type "Potential" can also be used to track prospects who haven't yet applied, and then they can be upgraded to "Proposed" when they apply for membership.
   - See the new **DACdb CRM** tool.

2. Begin collecting all known contact information in DACdb. This is a continuous process with most new members – requesting info, waiting, etc. The photo seems to be the hardest part.

3. When the new member is approved by the Board, don't change anything online. Rather, **invoice** the member for dues, meals, etc. per your club's practice.

4. When the member's payment arrives, it's time to activate the membership. The member's "Start Date" in DACdb and with RI is the date you receive full payment. At that time, they are a member and eligible to come to meetings prior to their introduction to the Club.

Step 2: Adding to My Rotary

See Flowchart in Appendix 1.

➢ Go to My Rotary and log-in.

➢ Mouse over MANAGE tab and select <u>Club Administration</u> under Club and District Administration.

➢ Select <u>Add, edit, or remove members</u> under Update Member Data

➢ Select Add Members "button"

➢ Select Search for an Existing Member "button"

➢ Input <u>Last Name</u> and select <u>United States</u> in Country drop-down

➢ Click on <u>Submit</u> "button"

Search by last name, then narrow things down. New members regularly don't tell us they've been in Rotary before. Skipping this step results in duplicate RI Member records and fragmentation of their Foundation contribution accounts. If you find an apparent prior membership, contact the new member and verify. That member will need to be terminated by that club's secretary before you can add him to your club.

➢ Assuming you don't find a prior membership, add the new member, following the prompts – enter minimal required fields.
➢ Retrieve the RI Member Number (assigned when you add the member)

If you do find a prior membership, skip to "Adding Prior Members" below

Adding Prior Members

1. If you find the new member has been a member of another Rotary club, you can add him/her to your club, which retains the original RI Member Number

2. If you get a prompt that they are still a member of the prior club, you'll need to contact their club secretary to get them terminated from that club (through the RI Data Base). This precaution prevents a club from "poaching" other clubs' members.

3. If you find that the person has been a member of more than one other club, contact The Rotary Foundation to have their prior Foundation contributions all moved to the "surviving" RI Member ID (contact.center@rotary.org)

Step 3: Adding to DACdb

➢ Go to DACdb and log-in.

➢ Select MY Club tab at top

➢ Select Club Members

If member exist as Potential or Proposed, then:
1. Open the Member Profile in Edit mode. Put the RI Member Number in the Member ID field (upper LH corner).
2. Change the Member to Active and enter the actual "Start Date" as the date you receive the payment.
3. Complete any other new known contact information, and click "Update" to save.

If the member has been a member of another D-7750 club, use **Member Transfer** in DACdb, which will include the RI Member ID.

If the prior membership was outside D-7750, retrieve his RI number and add him/her to DACdb

All further updates to Active Member records in DACdb are sent automatically to RI – you never need to open that member's profile in RI Member Access again.

Updating Member Lists

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

The way you report member data changes to Rotary is through our local integrated database (DACdb).

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

Note: It is recommended that members use their primary email address for their DACdb and My Rotary log-in name. Also using the same password for both accounts will make it easier for logging in.

Removing a Member

To terminate a member, go to the DACdb member list and select the "X" to terminate. Complete the date and reason and terminate the member. DACdb will terminate the member in My Rotary.

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

6. Club Meeting Attendance

If your club does not use the DACdb Attendance Module, you must manually track attendance and report monthly to the district via DACdb by the 15th of the following month (see DACdb HELP tab, then on left under Attendance select *Submit Monthly Attendance to District* for instructions).

Rotary International only has member types of Active or Terminated (no longer a member). Clubs can have sub-categories of Active members and Honorary members.

Active Member Types:

– **Active** – Attendance required

- Bylaws may allow additional sub-types like Corporate or Family.

– **Rule of 85 (R85)** –Attendance Not Required

- An Active member, <u>at least 20 years in Rotary</u> **AND** age plus years of membership equal 85 or more = Exempt from attendance calculations

- Count them as present if they attend a club meeting but do not count them as absent if they do not attend

– **Leave of Absence (LOA)** – Attendance excused

- Member is on Leave for specified time as approved by the Board.

NOTE: For Rule of 85, count as attended when they come – this affects **Perfect Attendance Record for the member**

Honorary Member – Awarded to someone who has made a tremendous contribution to the community (as approved yearly by the Board) –They are not a Rotarian

Attendance Make-up – Counts as if a member was present at a meeting when member:
- Attends another club
- Attends a District or RI Event
- Participates in a Service Project (min. 1 hour)
- Attends a Committee Meeting or Board Meeting (min. 1 hour)
- Attends an Online meeting

Makeup must be within same Rotary year as that of the missed meeting to which it's applied.

Attendance Calculations

Attendance percent =
Actual attending of Active + R85 + Make-ups
Divided by
Eligible Total of Active + Attending R85

A member on LOA is not included in attendance (Actual or Eligible).

Include Rule of 85s in the eligible member count (denominator) <u>only if they attend</u>

Example:
Club has 150 Active and 20 Rule of 85 members
– 100 Actives attend, 0 Rule of 85's attend
100/150 = <u>66.7%</u>

– 100 Actives attend, 10 Rule of 85's attend
110/160 = <u>68.8%</u>

Best practice – Use DACdb Attendance Module – Completely automates meeting and monthly attendance calculations.

If you have a small club and need assistance in setting up a spreadsheet to track and calculate attendance, please email the District Trainer.

7. Board of Directors

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

The president leads club board meetings. Usually, the secretary has the following duties:
- Work with the president to help set the agenda, venue, and meal
- Send meeting notices to board members and confirm that they will attend
- Take minutes and generate a report for the club (post or provide to club within 60 days)
- Provide support materials as needed
  - Attendance & Non-Attenders
  - Membership – net gain/loss
  - Proposals for membership
  - Resignations – with reason if available
- Invite your assistant governor if appropriate

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

While not required, it is very helpful to make a calendar of pertinent Rotary events on a computer generated calendar and give each member a printed copy at Board meetings. The source for information comes from the past year's calendar, Board minutes and the District Calendar which can

be found online at the District website. It is extremely helpful to know when activities are due, i.e. Nominating Committee for new board members and election schedule, RLI meetings, District meetings and events, etc.

Board Minutes

Minutes are not a detailed report on your board or committee meeting. With many things, less is more; this is especially true for meeting minutes.

Minutes are an official record of actions the board or committee took at a meeting, not a record of everything that was said. They serve a historical purpose, but just as important, they serve a legal purpose, documenting the group's adherence to the proper procedures and the bylaws. And minutes and recordings made during a meeting are discoverable in litigation, so it is imperative to be prudent about what you include. Here's what to put in and what to leave out.

What's In

The minutes should include the title of the group that is meeting; the date, time, and venue; the names of those in attendance (including staff) and the person recording the minutes; and the agenda. The minutes should follow the order of the agenda, with a basic, almost vague, summary sentence or two for each item, along with the name of the person who presented it.
Votes taken should appear in their place of order in the agenda. Generally, don't include names. Instead, record what happened: "Action: Motion made, seconded, and carried." There is one exception: When the board approves compensation or a transaction with a board member, that action should be recorded—along with the names of those who voted for and against, the information provided on which they based their decision, and the outcome. This additional detail can help establish a rebuttable presumption that the action was reasonable and can help avoid IRS sanctions.

What's Out

Since minutes are public documents that members may ask to review, be clear on what to exclude. Avoid direct quotations; even without a name, the speaker may be identifiable. Don't report details of discussions, especially who said what. When items not on the agenda are discussed, note simply that "time was provided for members to discuss items not on the agenda." And remember that minutes are not the place for future action items or to-do lists.

After the Meeting

Prepare the board meeting minutes as soon as possible after the board meeting takes place, while the details are still fresh. Before the minutes are distributed, the elected secretary should review the draft. If the secretary recorded and prepared the minutes, generally the board chair should review the draft.

Distribute the final draft of the minutes to the full board, including members who did not attend the meeting, and to any staff who require it. Distribute the final draft within a reasonable timeframe. Generally, the sooner the better.

At the start of the next board meeting, review the minutes from the previous board meeting. This should be a standard item on the agenda. Discuss any needed changes to the minutes, then amend the minutes and approve the changes.

The final approved board meeting minutes should be kept securely in file. Once the minutes are approved, destroy any drafts, notes and audio or video recordings of the meeting. The final approved minutes should be the only record of the meeting that you distribute and keep.

8. Club Meetings Support

Working with the President

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

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

Club Meetings

Help the president create an agenda for each meeting. Your meeting responsibilities might include:
- Preparing announcements
- Planning programs and scheduling guest speakers (sometimes delegated to Program Committee)

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

The following meeting logistics, whereas the responsibility of the Secretary, may be delegated to the Sergeant-at-Arms and Welcoming Committee:
- Distributing and collecting name badges
- Taking attendance
- Paying for meals
- Providing visiting Rotarians with documentation of their attendance
- Greeting members and guest

Club Assemblies

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

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

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

Governor's Visit

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

9. Correspondence & Notifications

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

Newsletter/Bulletin

The club newsletter keeps members informed about upcoming meeting programs, recognition of outstanding service by members, and details of service projects and activities. The club administration committee is primarily responsible for producing the newsletter (may be delegated to a Bulletin Editor). As a member of this committee, you should provide content, such as committee reports, board decisions, and items from district communication, or The Rotarian.

Website and Social Media

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

Informing the District Governor and Rotary Staff

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

Elections

The annual meeting for the election of officers should be held no later than 31 December. Any nominations for Director or Officer that will be voted on by the club should be published (usually in Club Bulletin or Newsletter) to the club at least one meeting prior to the meeting designated for the club vote.

See your club bylaws for more information on the process.

Communicating With Other Clubs

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

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

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

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

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

10. Assistance & Administration

Reporting Club Changes

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

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

Working with Committees

You are automatically a member of your club's administration committee. Provide advice and assistance in:
- Planning club meetings and special programs
- Organizing social activities for members
- Producing the club newsletter and updating the club website

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

Ordering Supplies and Awards

The following are several items that will need to be ordered or kept on hand:

- Name badges for new members or replacements. (Adding new badges and taking out badges of terminated members to the Badge Board is also a responsibility.)
- New Member Kit (includes member pin, certificate, 4-Way Test and Object certificates along with coin, decal and ribbon.)
- ABC's of Rotary book to add to New Member folder
- Other documents to have for new members or prospective members include: Connect for Good brochure, Rotary Basics guide, Rotary Foundation Reference Guide
- Speaker gifts
- Awards, Plaques, Pins, Badges, etc. (based on club's policy – may include Outstanding New Member, and Community Service awards)
- Paul Harris Fellow Awards

Club Dues

Some clubs delegate to these functions to the Treasurer

- Billings & Statements – Annually, semiannually, quarterly, or monthly
- Notify club members who have not paid their dues
- Notify Board in extreme past-due cases

11. Club History

Annual Report

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

Club Archive

Your club may have archives of historical information about the club and Rotary, including:

- Your club's application for membership in Rotary and a list of charter members
- Documentation of any changes to the club's name or meeting place
- Club constitution and bylaws with amendments
- Meeting notices and minutes
- Press clippings, photos, slides, and videos relating to the club and its projects and activities

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

12. Secretary's Calendar

MEETING REMINDERS:

- Assist President with preparation of meeting agenda
- Help Bulletin Editor with preparation of the Bulletin
- Email reminders of meetings (to members)

MONTHLY REMINDERS:

- Monthly Attendance Report online via DACdb (by the 15th of the month for prior month)
  - Number of members
  - Number of meetings
  - Attendance percentage
- Prepare for Board meetings
  - Meeting packet – financials, minutes, new member proposals, resignations, etc.

JUNE/JULY
- Complete Secretary's IT Handoff Checklist
  - Downloadable from www.Rotary7750.org
- Validate the DACdb member data so that dues can be properly calculated (Must be completed by 1 July)
- Use Member Compare & Officer Compare in DACdb to reconcile with My Rotary (make sure new officers are assigned in My Rotary)

JULY (continued)
- Send out billing notices (this may be the Treasurer's job in some clubs and may be mailed the month before the new club year starts)
- Determine whether anyone is eligible for "Rule of 85" (aka "Active Exempt") attendance waiver Requirements are:
  - Must be an Active member, at least 20 years in Rotary
  - **AND** age plus years of membership must equal 85 or more

- Honorary members should be elected or renewed at July Board meeting. **Not** counted in total membership, attendance or dues calculations
- Give your treasurer the club invoice so it can be paid on time

AUGUST
- Send reminders for dues, etc. as necessary

SEPTEMBER/OCTOBER
- Remind President to begin preparing for election of officers in December. (The annual meeting must be held before December 31)
  - President (as of July 1 coming year)
  - President-Elect (President as of July 1 following year)
  - Secretary
  - Treasurer

OCTOBER
- Remind President and Treasurer of November 15 deadline for filing Form 990, "Return of Organization Exempt from Income Tax " with IRS
  - Not optional – required for all clubs, every size
  - Non-filing or late filing causes your club to lose its tax-exempt status

NOVEMBER
- Nominations for Club Officers and Board of Directors should be done this month in accordance with your Club's Bylaws
- Remind the nominating committee to confirm that the person nominated is willing to serve
- Propose slate of officers at a meeting **prior to** Election of Officers

DECEMBER
- Election of Officers must be conducted at a Club meeting this month (prior to December 31) in accordance with your Club's Bylaws
- Immediately following the annual meeting, update Officers online
  - DACdb
  - RI Member Access

JANUARY

- Validate the DACdb information for year so that dues information can be properly calculated (Must be completed by 1 January)
- Send billing notices to all members who are paying in semi-annual (or quarterly) installments
- Reminder: Elected Officers must be updated in RI Member Access no later than January 31 to guarantee inclusion in the next edition of the *Official Directory*

MAY

- Assist President-Elect in preparing the **Club *Planning Guide*** (submitted by May 15)
    – Downloadable in Word from www.rotary7750.org
- Validate membership and officer roster in DACdb (Member Compare & Officer Compare)
- At May Board meeting, elect delegate(s) to represent Club at Rotary International Convention. Prepare credentials, sign, obtain President's signature, and forward to delegate(s).

JUNE

- Assist the President in planning for the final meeting of the Rotary year and generating a final report for the year
- Send out invoices for the new club year
- Review the Secretary's IT Handoff Checklist with your successor
    – Downloadable from www.Rotary7750.org

Appendix 1 – Adding New Member Flowchart

With Application data in hand

Log-In My Rotary

Select Manage > Club Admin > Add, edit, or remove member

Select Search & Enter criteria & Submit

Repeat w/ additional criteria until found or not found

Member Found ?

No → **Add new member to your club**

Yes → **More Than 1 Entry?**

No → **Note Member ID & Club**

Yes → **STOP email contact.center@rotary.org**

Resolved → **When Resolved**

Add member to your club

Terminated from previous club ?

Yes → **Go To DACdb**

No → **STOP Get terminated**

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┌─────────────────┐
│╎ Log-In        ╎│
│╎ DACdb         ╎│
└─────────────────┘
          │
          ▼
┌─────────────────┐
│ Select MY CLUB  │
│ tab & Click on  │
│ Club Members    │
└─────────────────┘
          │
          ▼
     Previous Rotary
       Member ?
   Yes ◄────────► No
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Previous Rotary Member ?

Club in our District (7750)? — No → Click **Add Member** and fill in data

Yes → Click on **Member Transfer** & select member & update data

Listed as Potential or Proposed ? — No → Click **Add Member** and fill in data

Yes → Edit (pencil) and Update to Active

Appendix 2 - Rotary International Convention Delegate Selection

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

Follow these steps to see that your club is represented:

1. Elect delegates

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

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

2. Select alternates

Your club may elect alternates to substitute for delegates who are unable to serve. Only Rotarians who plan to attend the convention should be appointed as alternates. When electing delegates, a club may choose an alternate for each, and, in the event that this alternate is unavailable to serve, a second alternate. Alternates and second alternates are allowed to vote only if the delegates they were chosen to replace are absent.

3. Designate proxies

A club that is not represented at the convention by a delegate or an alternate may designate a proxy to cast one or more of its votes. The proxy must be an active member of a club within the same district. For more information on choosing delegates, alternates, and proxies, see the Manual of Procedure.

Credentials Certificates

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

1. Complete the credentials certificate. Include:
   - The number of club members (not including honorary members) as of 1 January of the year of the convention
   - The number of delegates to which your club is entitled
   - The date on which the delegate (and the alternate or proxy) was selected
   - The name of the delegate
   - The name of the delegate's alternate, if you're designating one
   - The name of the delegate's proxy, if you're designating one, and the proxy's Rotary club name and district number

2. Give the credentials certificate to the delegate or proxy, with instructions to present it to the credentials committee at the convention's voting delegates booth.

3. File a copy of the certificate in club records.

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

Appendix 3 - Club Electors at the District Conference

As club secretary, you are expected to attend the district conference, which updates club officers on Rotary and district programs and offers you an opportunity to meet other leaders in your district. The conference also functions as a district legislative session and as a chance to discuss special topics suggested by the RI Board of Directors.

Club Electors

Work with the president to guide the club's selection of electors for the district conference.

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

Credentials Certificates

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

1. Complete the credentials certificate.
   • Insert the elector's name
   • Insert the club's membership total and the number of electors to which the club is entitled
   • Sign the certificate yourself and have the club president sign it

2. Give the original certificate to the elector, who will present it to the credentials committee at the beginning of the conference.

3. File a copy of the certificate in your club's records.