

**Educational Session Notes**  
**Club Operations & Administration**  
**Training Leader—Jane Helten**

**8:00 AM**

**What do you think makes an effective Rotary Club?**

Participation	Fun
Teamwork	Service
Engagement	Credibility
Welcoming	Purpose/Vision
Supporting TRF	Good organization
Grants	Service Projects

**What are some of the responsibilities of the Club/President in leading an effective Rotary Club?**

Engage – “front desk” new members	Stewardship of the Club
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**What tools will you use in fulfilling your Presidential duties?**

Past Presidents (past presidents council?)	Rotary Club Central
Assistant Governor	Monthly Calendar (club runner?)
Club Runner	Club Constitution

**What is the Standard Rotary Club Constitution and why is it important to a Club President? (myrotary.org)**

Template is available at rotary.org	<b>Required for a club to be recognized by RI</b>
Membership Requirements	Officer Duties
Unites Rotary	<b>035en.pdf (find on rotary.org)</b> (manual of procedure -pgs 87-99) pg 93 – Power of Officers pg 88 – Article 7 pg 89 – Responsibilities of Members
Club Flexibility - Bylaws	

**What are the Club Bylaws and what makes them different from the Club Constitution? (myrotary.org)**

Recommended bylaws also at Rotary.org	These are suggestions, no requirements
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Club and board meeting times	Election procedure
Allows for uniqueness in each club	

**Is your club incorporated? Should it be?**

RI Code of Policies pg 175 sec 9-11	Article 2.060 (US Clubs)
New Societies Act (British Columbia)	www2.gov.bc.ca ( <i>lookup societies act</i> )
<b><i>Make sure to get legal help before doing this</i></b>	

**When would a club want to establish a separate foundation?**

Separate entity from the club	Separate board
Want to issue receipts (tax deductible)	

**Club Reporting**

RI Reporting	TRF Reporting
District Reporting Membership Goals Foundation Goals	<b>Consequences of failing to report</b> - Club can be terminated after 180 days if you fail to report
<b><i>Make sure members who are not renewing are removed before end of January or end of June so you don't have to pay dues for them</i></b>	

**RI Resources**

My Rotary	Rotary Club Central
People to ask: Assistant Governor Club and District TRF representative	

**How will you, as Club President, ensure your club's board functions effectively?**

Board meetings are open to all members	Meeting minutes should be posted for all to see
Only time closed session when something comes up when decisions need to be made as a board (i.e., member accused of something bad). <b><i>Have ONE and only ONE Spokesperson for the board</i></b>	

## Financial Responsibilities

President's financial responsibilities to club	Tax Reporting Taxes reported by 11/15 form 990 1099's for prizes over \$600
Youth Programs Background Checks KNOW YOUTH PROTECTION POLICY	Your responsibilities vs your club's responsibilities
GET YOUR BUDGET IN PLACE EARLY Bring to board for adoption Bring to entire club for adoption	Conduct a financial review annually
Treasurer, Secretary ideally a 3 year position 1 <sup>st</sup> year training 2 <sup>nd</sup> year working 3 <sup>rd</sup> year mentoring	

## What Insurance Coverage should your club have in place?

U.S. – provided by RI	Canada – Check with District
Abuse/Harrassment	Make sure to check out insurance when you have an activity to ensure you are covered

## Key Outcomes

Discuss Rotary's Best practices

Consider your responsibilities as a Club President

Access resources that can help you succeed

What an effective Rotary Club is and how to accomplish that

Financial leadership responsibilities as Club President

## Rotary Resources

Rotary Support Center: 866-976-8279

Rotary Club Central <http://rotary.org/clubcentral>

Presidents Manual: [http://www.rotary.org/RIdocuments/en\\_pdf/222en.pdf](http://www.rotary.org/RIdocuments/en_pdf/222en.pdf)

Standard Rotary Club Information: <http://www.rotary.org/en/document/632>

Rotary Club bylaws: <http://www.rotary.org/en/document/607>

Be A Vibrant Club brochure: [http://www.rotary.org/RIdocuments/en\\_pdf/245en.pdf](http://www.rotary.org/RIdocuments/en_pdf/245en.pdf)



## Parking Lot Items

1. RI – 6 months in Australia. Can get access to ClubRunner? Not as guest which is limited

9:45 AM

### What do you think makes an effective Rotary Club?

Engage Members	Organized
Great programs	Good service projects
Beer & Wine	Challenging Goals
Vision/Purpose	Grants District/Global

### What are some of the responsibilities of the Club/President in leading an effective Rotary Club?

Engage – “front desk” new members	Talk to club members, see what they want to do
Support/Engage District training	Succession plan
Actively ask club members about service in community	Rotary Presidential Citation
Financially responsible	

### What tools will you use in fulfilling your Presidential duties?

Past Presidents (past presidents council?)	Rotary Club Central
Assistant Governor	Monthly Calendar (club runner?)
Club Runner	Club Constitution
<a href="http://my.rotary.org/clubcentral">http://my.rotary.org/clubcentral</a> - enter goals/club info	
Calendar at board meetings for coming month	

### What is the Standard Rotary Club Constitution and why is it important to a Club President? (myrotary.org)

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Club Flexibility - Bylaws	Guidelines for operations
Can change meeting time/place here	Club officers
Who has final say so on an issue in your club – BOARD has final say on issues in club	
Should be able to pull up Club Constitution on your club runner site	

**What are the Club Bylaws and what makes them different from the Club Constitution? (myrotary.org)**

Recommended bylaws also at Rotary.org	These are <b>suggestions</b> , not requirements
Club and board meeting times	Election procedure
Allows for uniqueness in each club	How club will operate and function
Check with board of directors	

**Is your club incorporated? Should it be?**

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Limited liability	Code of policies (section 911, pg 175)
Filing/Costs	

**When would a club want to establish a separate foundation?**

Separate entity from the club	Separate board from Club board
Want to issue receipts (tax deductible)	Large projects
Club Foundation ←→ RI Foundation	

**Club Reporting**

RI Reporting	TRF Reporting
District Reporting Membership Goals Foundation Goals	<b>Consequences of failing to report</b> - Club can be terminated after 180 days if you fail to report
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Membership – MOP p76 18.0.20	TRF Goals/Contribution Grant Reports

**RI Resources**

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**How will you, as Club President, ensure your club's board functions effectively?**

Board meetings are open to all members	Meeting minutes should be posted for all to see
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Only time closed session when something comes up when decisions need to be made as a board (i.e., member accused of something bad). <b>Have ONE and only ONE Spokesperson for the board</b>	
Meeting Agenda – keep it on focus	Someone to take minutes & post on website

### Financial Responsibilities

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Youth Programs Background Checks KNOW YOUTH PROTECTION POLICY	Your responsibilities vs your club's responsibilities
GET YOUR BUDGET IN PLACE EARLY Bring to board for adoption Bring to entire club for adoption	Conduct a financial review annually
Treasurer, Secretary ideally a 3 year position 1 <sup>st</sup> year training 2 <sup>nd</sup> year working 3 <sup>rd</sup> year mentoring	Work with current President, President Nominee NOW on budget. Start meeting with your board NOW.

### What Insurance Coverage should your club have in place?

U.S. – provided by RI	Canada – Check with District
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### Key Outcomes

Discuss Rotary's Best practices  
 Consider your responsibilities as a Club President  
 Access resources that can help you succeed  
 What an effective Rotary Club is and how to accomplish that  
 Financial leadership responsibilities as Club President

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## **Parking Lot Items**

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## **Training Leader—Peter Schultz**

**8:00 AM**

### What Makes a Good Club

- Good recruiting
- Engaged members
- Strategic plan
- Diversity
- Impactful Projects
- Relevant
- Good leadership
- Having fun
- Good public image
- "Can't miss Rotary" - very visible in community

### Roles and Responsibilities

- Setting goals
- Code of conduct
- Recruiting a good/effective board
- Meeting management
- Delegation
- Inter-club relations
- Increased personal engagement
- RI Reporting

### Financial Responsibilities

- Budget
- Tax reporting for 501(c)3 for US
- Raffle prize reporting 1099G for US
- Gambling commission reporting
- Insurance
  - Event
  - RI doesn't cover first person
  - Check into it

## Tools

- My Rotary at [www.rotary.org](http://www.rotary.org)
- Rotary Club Central
- AG's
- Past Presidents
- Ongoing officers

## Constitution

- Manual of Procedure (MOP) 035-EN PDF
- Victoria Schiffman at RI Club District Support
- Why incorporate
  - Liability
  - Separate foundation?
  - Find out your club's status

## Parking Lot

- Concise list of reporting responsibilities

**9:45 AM**

## Responsibilities

- Motivate
- right people in right position
- Communicate - find out how members want to be engaged
- Organized so can focus on important things
- Provide focus/direction
  - Visioning
    - Road map
    - District visioning resources
- Financial
  - Good treasurer
  - Budget
  - Pay attention
  - audit
- Lead by example
- Insurance
  - RI doesn't cover first person/party
  - Look into it and understand

## What makes an effective club

- Active members
- Members feel included

- Getting job done in financially responsible way
- Diverse
- Community service - get projects done

#### Tools

- Assistant Governors
- Past presidents
- ClubRunner DacDB
- RI site
- My Rotary
- District Directory/website
- Victoria Schiffman
- Manual of Procedure on RI 035-EN
- Rotary Club Central

#### Parking Lot

- Concise list of responsibilities
- Issue with major donor recognition not being automatic

**Training Leader—Terry Becker**

**8:00 AM**

**9:45 AM**