



**Rotary**  
District 1220



# **District 1220 Club Secretary's Handbook 2024-25**

**22 February 2025**



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# Introduction

This manual is intended to provide a starting point for incoming Club Secretaries who are unsure of the role or aspects of it, and to support and help established Club Secretaries.

The contents have been collated from information the club secretary may already have.

Information has been taken from the following publications/sources:-

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rotary GB&I website | <p>My Rotary (Top left-hand corner when you scroll down) area of the Rotary GB&amp;I Website <a href="http://www.rotarygbi.org">www.rotarygbi.org</a>,<br/>Go to Members, login and into “Club and District Tools”<br/>This is very helpful and should offer all you need to know!</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| RI website:         | <p>Log in to My Rotary <a href="#">My Rotary</a><br/>Look at Learning and Reference / Learn by role / Club roles.<br/>Look at the “Bible” - Manual of Procedure (latest version 2019) at Governance Documents / Manual of Procedure which can be downloaded - <a href="#">Governance documents   My Rotary</a><br/>Recent changes from the Council on Legislation in 2022 include information about administrative issues, the Officers of Rotary GB&amp;I, leave of absence and redefined five avenues of service.<br/>Council on Legislation next meets in 2025.<br/>PDG Steve Laws took over as District 1220’s CoL representative in 2023 for a 3-year term.</p> <p>Much of the information from RI is useful, but there are differences for clubs in Rotary GB&amp;I – e.g. this manual refers to collecting subscription payments for ‘The Rotarian’ magazine - we don’t do this. The RI Manual often uses alternative terminology to ours. e.g. “Board of Management” instead of our “Club Council”.</p> |
|                     | <p>Rotary GB&amp;I Constitution and Standard Club By-Laws<br/><a href="#">Compliance - Rotary in Great Britain and Ireland (rotarygbi.org)</a><br/>These were updated in July 2022.<br/>Voting at District Council - Note that Rotary GB&amp;I legislation takes precedence over the RI rules for Rotary GB&amp;I Clubs.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| D1220 website       | <p>District Standing Orders<br/>These were revised in February 2023, and the updated version is available on the District Website at <a href="http://district.rotary1220.org/">http://district.rotary1220.org/</a><br/>Highlight District and scroll down.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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# E-mail guidance for District Communications

We all constantly communicate by e-mail. Best practice is essential!  
Please keep to the following guidelines: -

## Headings and Preparation

- Always insert a subject in the subject box and make the topic clear.
- Write one e-mail per subject and focus on that alone whenever possible.
- **Type in the "To", "CC" and "BCC" after you have written** and reviewed your e-mail

## E mail Content

- Your e-mail is midway between a letter and a phone call.
- Bad language, rudeness and inappropriate Rotary subjects (commercial use, forwarding chain letters etc) should not be included.
- Resolving dispute or disagreements is best done face to face, not by e-mail.
- Everyday language in an easily read font should be used
- Use of CAPITAL letters is sometimes interpreted as shouting, so avoid this where possible.
- It is not safe to assume that e-mails are private and read by only one person. They can be forwarded by just pushing a button...
- **Use the bcc** facility to avoid risking hackers picking up others' e-mails and using them to obtain access to their finances with evil intent. Always add recipients name or roles (not email addresses ) in the text for emails.

## E mail Size and Attachments

- If possible, avoid sending attachments –just send the basic text. DMS limit for attachments is 10Mb.
- Delete all unnecessary previous e-mails from the text.
- Keep colour on posters, invitations etc to a reasonable (modest) level

## Signing Off

- Use your name, role and club to sign e-mails.
- Reread and check the email before pressing send. 'would I be happy/pleased to receive it?'
- Think – Four Way Test!
- **Charter Invitations** – use the pro forma shown at Appendix J to simplify these. All the relevant information is there in a format easy to use and respond to. Club Secretaries often don't have the printing equipment needed to download complex very colourful invitations.

## Scam E-mails

**Always "bcc" your e-mails when to more than 2-3 recipients. This avoids them being picked up, putting the recipient at risk from losing money or valuable information.**

As District Secretary, I always "bcc" all e-mails to Club Secretaries, always start.  
"To Club Secretaries"

I rarely send e-mails after midnight and before 7am, and always sign them off.

If concerned about the genuineness of any e-mail, please contact the sender either by e-mail or phone before opening it, to avoid being the victim of a scam.

## District Officers 2024-25 and indicative timetables

| <b>District Officer</b>          | <i>Name of District Officer</i> | <b>Rotary Club Name</b>       | <b>Email contact</b>                                                                 |
|----------------------------------|---------------------------------|-------------------------------|--------------------------------------------------------------------------------------|
| District Governor                | Philip Wilbourn                 | Epworth & the Isle of Axholme | <a href="mailto:Philip@wilbourn.co.uk">Philip@wilbourn.co.uk</a>                     |
| DGE (2025/26 District Governor)  | Tony Waldron                    | Belper & Duffield             | <a href="mailto:info@tonywaldron.com">info@tonywaldron.com</a>                       |
| DGN (2026/27 District Governor)  | Peter Hurst                     | Belper & Duffield             | <a href="mailto:PWH@phurst.co.uk">PWH@phurst.co.uk</a>                               |
| DGNN (2027/28 District Governor) | Rob Morrison                    | Retford                       | <a href="mailto:rob.ds1220@gmail.com">rob.ds1220@gmail.com</a>                       |
| Immediate Past DG                | Richard Vergette                | Epworth & the Isle of Axholme | <a href="mailto:richardvergette@talktalk.net">richardvergette@talktalk.net</a>       |
| AG Derwent                       | Diane Smiles                    | Belper and Duffield           | <a href="mailto:dianes192@gmail.com">dianes192@gmail.com</a>                         |
| AG Central                       | Sophie Leadley                  | Nottingham                    | <a href="mailto:CentralAG@NottinghamRotary.org">CentralAG@NottinghamRotary.org</a>   |
| AG Rother                        | Liz Hepworth                    | Dronfield                     | <a href="mailto:lizhep@sky.com">lizhep@sky.com</a>                                   |
| AG Peak                          | Dr Mike Hardman                 | Buxton                        | <a href="mailto:mike852@btinternet.com">mike852@btinternet.com</a>                   |
| AG Mayflower                     | Peter Swift                     | Eckington & District          | <a href="mailto:peter@phswift.free-online.co.uk">peter@phswift.free-online.co.uk</a> |
| AG Trent                         | Gordon Marsh                    | Vale of Belvoir               | <a href="mailto:gmarsh27@btinternet.com">gmarsh27@btinternet.com</a>                 |
| Secretary                        | Rob Morrison                    | Retford                       | <a href="mailto:rob.ds1220@gmail.com">rob.ds1220@gmail.com</a>                       |
| Treasurer                        | Michael Webb                    | Derbyshire Dales              | <a href="mailto:aprilcottage.webb@gmail.com">aprilcottage.webb@gmail.com</a>         |
| Foundation Chair                 | John Box                        | Rotherham                     | <a href="mailto:jebox@btconnect.com">jebox@btconnect.com</a>                         |
| Head Membership                  | Andy Archer                     | Burton on Trent               | <a href="mailto:andyarcher28@yahoo.co.uk">andyarcher28@yahoo.co.uk</a>               |
| Head International Projects      | Ian Ward                        | Dronfield                     | <a href="mailto:i.ward768@btinternet.com">i.ward768@btinternet.com</a>               |

|                                           |                  |                               |                                                                                  |
|-------------------------------------------|------------------|-------------------------------|----------------------------------------------------------------------------------|
| Resilience Team Lead Officer              | Richard Vergette | Epworth & the Isle of Axholme | <a href="mailto:richardvergette@talktalk.net">richardvergette@talktalk.net</a>   |
| Head of Marketing                         |                  |                               | Contracted out at present                                                        |
| Youth Chairman Youth Exchange & NGSE      | Dave Ashley      | Belper & Duffield             | <a href="mailto:dave.ashley782@hotmail.co.uk">dave.ashley782@hotmail.co.uk</a>   |
| Assistant Secretary                       |                  |                               |                                                                                  |
| Assistant Treasurer                       | John Spalton     | Doncaster                     | <a href="mailto:spaltonjohn@gmail.com">spaltonjohn@gmail.com</a>                 |
| Data Protection Officer                   | Rob Morrison     | Retford                       | <a href="mailto:rob.ds1220@gmail.com">rob.ds1220@gmail.com</a>                   |
| Diversity, Equality and Inclusion Officer | Phil Lewis       | Retford                       | <a href="mailto:philip.lewis4@sky.com">philip.lewis4@sky.com</a>                 |
| Health & Safety Officer                   | Andy Bottoms     | Burton upon Trent             | <a href="mailto:andyb1753@gmail.com">andyb1753@gmail.com</a>                     |
| Safeguarding Officer                      | Dave Ashley      | Belper & Duffield             | <a href="mailto:dave.ashley782@hotmail.co.uk">dave.ashley782@hotmail.co.uk</a>   |
| Inclusion Officer                         | Ann Norris       | 1220 E-Club                   | <a href="mailto:Annnorris22@btinternet.com">Annnorris22@btinternet.com</a>       |
| Environment Officer                       |                  |                               |                                                                                  |
| Business Partnership Chair                | David Pedlar     | Wollaton Park                 | <a href="mailto:d.pedlar@ntlworld.com">d.pedlar@ntlworld.com</a>                 |
| Chamber of Commerce Lead                  | David Hood       | Derbyshire Dales              | <a href="mailto:davidandjanehood@gmail.com">davidandjanehood@gmail.com</a>       |
| CoL representative                        | Steve Lawes      | Vale of Belvoir               | <a href="mailto:steve-lawes@ntlworld.com">steve-lawes@ntlworld.com</a>           |
| District Shop                             | Jeremy Holmes    | Sheffield                     | <a href="mailto:jeremypiglet@gmail.com">jeremypiglet@gmail.com</a>               |
| District Webmaster                        | Chris Allbones   | Gainsborough                  | <a href="mailto:chris@drumbeatmarketing.co.uk">chris@drumbeatmarketing.co.uk</a> |
| Zoom Officer                              | Ian Holliday     | Amber Valley                  | <a href="mailto:ianholl@aol.com">ianholl@aol.com</a>                             |
| Peace Chairman                            |                  |                               |                                                                                  |
| Finance Committee                         | Chris Elkin      |                               |                                                                                  |
| Finance Committee                         | Roy Cutt         |                               |                                                                                  |

## Timetable for District Meetings 2024-25

|                                                                                      | <b>September Council</b>            | <b>November Council</b>               | <b>January Council</b>                 | <b>April Council</b>                |
|--------------------------------------------------------------------------------------|-------------------------------------|---------------------------------------|----------------------------------------|-------------------------------------|
| <b>Continuity meeting</b><br><b>Venue</b><br><b>Zoom</b><br><b>18.30</b>             | 11 <sup>th</sup> July               | 25 <sup>th</sup> September            | 26 <sup>th</sup> November              | 13 <sup>th</sup> February           |
| <b>Admin meeting</b><br><b>Venue</b><br><b>Zoom</b><br><b>18.30</b>                  | 15 <sup>th</sup> July               | 1 <sup>st</sup> October               | 3 <sup>rd</sup> December               | 17 <sup>th</sup> February           |
| <b>Last date for proposals to District Secretary</b>                                 | <b><i>6<sup>th</sup> August</i></b> | <b><i>15<sup>th</sup> October</i></b> | <b><i>10<sup>th</sup> December</i></b> | <b><i>11<sup>th</sup> March</i></b> |
| <b>Last date for reports to District Secretary</b>                                   | <b><i>8<sup>th</sup> August</i></b> | <b><i>17<sup>th</sup> October</i></b> | <b><i>12<sup>th</sup> December</i></b> | <b><i>13<sup>th</sup> March</i></b> |
| <b>District Executive</b>                                                            | 12 <sup>th</sup> August             | 4 <sup>th</sup> November              | 6 <sup>th</sup> January                | 31 <sup>st</sup> March              |
| <b>District Council</b><br><b>Venue</b><br><b>Newstead Centre</b><br><b>09.30 am</b> | <b>21<sup>st</sup> September</b>    | <b>30<sup>th</sup> November</b>       | <b>25<sup>th</sup> January</b>         | <b>26<sup>th</sup> April</b>        |



| <b>Date and time</b>                             | <b>Event</b>          | <b>Venue</b>                              | <b>Theme</b>             |
|--------------------------------------------------|-----------------------|-------------------------------------------|--------------------------|
| 24 <sup>th</sup> October 2024                    | World Polio Day       |                                           |                          |
| 7 <sup>th</sup> – 10 <sup>th</sup> November 2024 | Action Summit Weekend | Crowne Plaza Stephenson Quarter Newcastle |                          |
| 25 <sup>th</sup> November 2024                   | White Ribbon Day      |                                           |                          |
| 23 <sup>rd</sup> February 2025                   | Rotary Day            |                                           |                          |
|                                                  |                       |                                           |                          |
|                                                  |                       |                                           |                          |
| 22 <sup>nd</sup> March 2025                      | World Water Day       |                                           |                          |
|                                                  | Rotary GB&I ABM       |                                           |                          |
| 12 <sup>th</sup> April 2025                      |                       |                                           | <b>District Assembly</b> |
| 5 <sup>th</sup> June 2025                        | World Environment Day |                                           |                          |
| 21 <sup>st</sup> -25 <sup>th</sup> June 2025     | RI Convention         | Calgary Canada                            |                          |
| 27 <sup>th</sup> June 2025                       | District Handover     | Hostess Rest                              | PROVISIONAL              |
|                                                  |                       |                                           |                          |

# The role of the Club Secretary

RI describes the role of the Club Secretary as follows: -

**Your primary role as Club Secretary is to help the club function effectively.**

The RI Board has stated that an effective Club is able to: -

- Maintain or increase its membership base.
- Carry out successful projects to meet the needs of your community and communities in other countries.
- Support the Rotary Foundation by joining in the programme and supporting financially.
- Develop leaders capable of serving in Rotary beyond club level.

**As Club Secretary, you receive information from many sources -**

Club Council; Committees; Members.

The District Governor; your Assistant Governor; the District Secretary; the District Treasurer; Rotary GB&I; RI; The Rotary Foundation.

**Look at how the information can be used to benefit your Club.**

**Identify** the Clubs strengths & weaknesses by monitoring trends and share them with the Club leaders. Use the Club Health Check tool. [Club Health Check - Rotary GB&I Members Area \(rotarygbi.org\)](https://www.rotarygbi.org/ClubHealthCheck)

e.g.: **What do attendance numbers indicate about Club member satisfaction?** Has the number of members missing meetings gone up or down?

Do the Club's contributions to Rotary Foundation this year compare well with previous years?

Do you achieve your annual target? Share with your President? President Elect? all your members?

**Core duties as outlined by Rotary GB&I**

- Keep a record of the Club's members - Attendance records at meetings are no longer essential.
- Expedite proposals for membership.
- Issue all Notices of meetings of the Club and Council.
- Keep the Minutes of all meetings of the Club and Council.
- Handle correspondence promptly.
- Provide information for the Club Bulletin and ensure that information gets to all Club Members generally, either at the Club Meeting or by e-mail
- Make all Reports, Proposals and Nominations from the Club, to the District Secretary or the Association (Rotary GB&I) Secretary.
- Request nominations for Club, District, Rotary GB&I and RI positions. Be responsible for submission of papers relevant to such vacancies and elections.
- On retiring from office, hand over to your successor, all information, files and other Club property held.
- Work with the Club Treasurer to ensure all Club dues are collected.
- Carry out any other duties usually associated with the office of Club Secretary.

## A YEAR IN THE LIFE OF A CLUB SECRETARY 2024-25

|                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>May &amp; June<br/><b>Assuming you are new to post</b> (if not, see May/June at end of document!)</p> | <ul style="list-style-type: none"> <li>• <b>Prepare</b> for the start of the year on the 1<sup>st</sup> of July whilst supporting the current President.</li> <li>• <b>Meet with the president-elect</b> to:<br/>Discuss club goals.<br/>Schedule club activities.<br/>Decide how you'll divide administrative tasks.<br/>Decide who will manage membership leads to your club.</li> <li>• Glean all that you can from your predecessor.</li> <li>• Create a <b>My Rotary account</b> on Rotary.org if you don't have one.</li> <li>• Become familiar with the Rotary Code of <b>Policies</b>, Standard Rotary Club <b>Constitution</b>, the recommended Rotary Club <b>Bylaws</b>, and your club's constitution and bylaws.</li> <li>• Become familiar with using <b>My Rotary</b> in both <a href="http://www.rotary.org">www.rotary.org</a> and <a href="http://www.rotarygbi.org">www.rotarygbi.org</a>. Those and district website <a href="http://www.rotary1220.org">www.rotary1220.org</a> are valuable reference sources.</li> <li>• Download the correct Rotary logo for your club from the Brand Center.</li> <li>• Download the new theme for the year "<b>The magic of Rotary</b>".<br/><a href="#">Presidential theme   My Rotary</a></li> <li>• <b>Stationery</b> preparation: prepare new Club stationery and email <i>pro-formas</i>, such as letter headings, compliments slip for incoming President, President Elect etc. incorporating their contact details and new year's Rotary Logo.</li> <li>• Make sure new club officers and team leaders are reported in My Rotary.</li> <li>• Remind <b>treasurer</b> (if necessary) that dues to District and Rotary GB&amp;I for the half year (balance due 1<sup>st</sup> January) will be invoiced shortly after 1<sup>st</sup> July.</li> <li>• Rotary's Standard Procedures: before start of New Rotary Year, ensure that Committees, Council and Membership are aware of Club's responsibility in working within Rotary GB&amp;I's requirements for complying with compliance matters – legal, GDPR, safeguarding, health and safety. Record that members have latest copies available and have agreed to their adoption. <b>Send agreement form to District Secretary Rob Morrison by Monday 17th June 2024.</b></li> <li>• General Data Protection Policy Notice</li> <li>• Equity, Diversity and Inclusion policy</li> <li>• Health and Safety Policy Statement</li> <li>• Safeguarding (Children) Policy</li> <li>• Safeguarding (Vulnerable Adults) Policy.</li> <li>• <b>Rotary Insurance:</b> obtain and file a copy of the latest Rotary Year's Insurance documents from <a href="http://Insurance - Rotary GB&amp;I Members Area (rotarygbi.org)">Insurance - Rotary GB&amp;I Members Area (rotarygbi.org)</a>, circulating copies to Committee Chairs and Project leaders.</li> </ul> |
| <p>On-going throughout the year</p>                                                                      | <ul style="list-style-type: none"> <li>• <b>Meeting preparations:</b> agendas, minutes, copies of team minutes - make them available to membership.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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|                    | <ul style="list-style-type: none"> <li>• Maintain <b>membership records</b>: update databases using Rotary View(RV)</li> <li>• Report any <b>club meeting changes</b> to district secretary (for example, a new day, time, or place).</li> <li>• Maintain information in <b>Rotary Club Central</b>.</li> <li>• <b>New Members</b>: as and when needed, order new membership badges and welcoming letters; maintain a stock of Rotary Welcome booklets (available from Rotary GB&amp;I website on-line shop) and pins to hand to new member at their induction.</li> <li>• <b>Accounts and Trust donations</b>: ensure that an audit trail of donations is clearly in place and visible. Ensure all approvals for donations are documented in Club minutes detailing team, Council, and membership approvals.</li> <li>• <b>Risk Assessments</b>: file copies produced by Project teams for Club projects.</li> <li>• Manage club <b>correspondence</b>, including responding to emails and sending official notices and invitations.</li> <li>• Preserve your club's <b>historical records</b>.</li> </ul> |
| July               | <ul style="list-style-type: none"> <li>• The Start of the new Rotary year- <b>welcome</b> your new President.</li> <li>• Update <b>club calendar</b> with SGM; AGM; weekly club meetings; charter event; Club Councils; team meetings; regular events such as Santa Sleigh, Santa Run, Christmas party; handover date for 2025-26; District Conference; District Assembly; District Councils; Area Forums.</li> <li>• Try to ensure none of these dates clashes with district events on the district website.</li> <li>• First <b>Club Meetings</b> - Business and Council.</li> <li>• Respond to District call for <b>nominations for elected District posts</b>.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                               |
| August             | <ul style="list-style-type: none"> <li>• Seek Club view for <b>elected posts</b> and submit ballot papers.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| September          | <ul style="list-style-type: none"> <li>• <b>First District Council Meeting 21st Sept 2024</b>- Club voting delegates informed, and papers circulated.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| October            | <ul style="list-style-type: none"> <li>• Remember World Polio Day on 24<sup>th</sup> October.</li> <li>• Look out for Agenda, reports and proposed budget for the next meeting of District Council.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| November           | <ul style="list-style-type: none"> <li>• <b>Second District Council meeting – 30th November 2024</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| October - December | <ul style="list-style-type: none"> <li>• Hold your <b>Club SGM</b>, by 1<sup>st</sup> January to:</li> <li>• Elect the Club President Elect for the coming year.</li> <li>• Elect the Treasurer and Secretary for the coming year.</li> <li>• Elect the voting delegates and deputies for the Rotary GB&amp;I annual business meeting (Voting Delegates for the ABM can join the meeting and vote on-line provided they have been registered by the Club);</li> <li>• Approve the Club's audited/independently examined accounts for the previous year. Provide a Certificate to the District Treasurer signed by the President that the accounts have been properly prepared and examined.</li> <li>• Select any candidates from the club for Rotary GB&amp;I elected posts if notified by Rotary GB&amp;I.</li> <li>• As soon as the above has been done <b>complete the details on RV</b>.</li> </ul>                                                                                                                                                                                                    |

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <ul style="list-style-type: none"> <li>Look out for Agenda, reports and proposed budget for the next meeting of District Council.</li> <li><b>Enjoy the Festive Season!!</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| January  | <ul style="list-style-type: none"> <li>Tidy up <b>membership returns</b> to Rotary GB&amp;I and ensure that the Treasurer has paid the Club's half year dues.</li> <li>Regalia: check requirement for Past President's <b>medals and bar</b> for President's chain ready for handover.</li> <li><b>3rd District Council meeting 25th January 2025</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| February | <ul style="list-style-type: none"> <li>Remember <b>Rotary Day</b> on 23<sup>rd</sup> February.</li> <li>And it's never too early to start planning for the coming year with your incoming President.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| March    | <ul style="list-style-type: none"> <li><b>Presidents-elect Preparation Seminar.</b></li> <li>Registrations for <b>District Assembly</b> open.</li> <li>Continue to keep <b>membership records</b> up to date on Rotary View.</li> <li>Remind your President-elect, incoming officers and other members to <b>register for District Assembly</b> or register them all "in bulk".</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| April    | <p><b>Annual General Meetings</b> should be held between 1<sup>st</sup> April and 31<sup>st</sup> May to:</p> <ul style="list-style-type: none"> <li>Receive the reports from Club Council and Committees.</li> <li>Treasurer's interim report, fix subscriptions and propose Budget for the next Rotary year.</li> <li>Election of Honorary Members.</li> <li>Finalise other club appointments, e.g. team leaders, for following year.</li> <li>Elect not less than 3 not more than 6 ordinary members of Council.</li> <li>Elect District Council representatives and substitutes.</li> <li>Appoint Club Accounts Examiners for the next year.</li> <li>Remember to give members at least 14 days' notice.</li> <li><b>The fourth District Council meeting of the year 26th April 2025.</b></li> </ul>                      |
| May      | <ul style="list-style-type: none"> <li><b>District Assembly is Saturday 12th April 2025</b> ... and so, it starts again.</li> <li>Prepare for <b>Club Assembly</b> – to be held after District Assembly and before the end of June.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| June     | <ul style="list-style-type: none"> <li>Club <b>Programme for the following year</b> agreed at Club Assembly. Your AG will attend to represent the incoming DG. Collate and provide reports for the AG before the meeting.</li> <li>Rotary's Standard Procedures: before start of New Rotary Year, ensure that Committees, Council and Membership are aware of Club's responsibility in working within Rotary GB&amp;I's requirements for complying with compliance matters – legal, GDPR, safeguarding, health and safety. Record that members have latest copies available and have agreed to their adoption. <b>Send agreement form to District Secretary Rob Morrison by Monday 16th June 2025.</b></li> <li>Finalise arrangements for <b>Club Handover</b></li> <li><b>District Handover is 27th June 2025</b></li> </ul> |

## Duties of the Club Secretary

Note – the Role may vary from Club to Club, depending on the numbers of members, and of Club Officers appointed. In a large Club, an Assistant Secretary may be needed (even essential!).

The main duties that may be the responsibility of the Club Secretary are described in more detail below.

### Working with the Club President

Club Presidents only hold Office for one Year. Club Secretaries may do so for up to five years, and usually become very knowledgeable and capable though this time. It is important that you are kind and supportive to each President, enabling them to have the respect of the Club, and to enjoy their year leading the Club.

You may be relied on for guidance in procedure & the administration of the club, giving valuable continuity, explaining to the President & Club Council all that needs to be done.

Make sure that your President deals with everything at the right time, if necessary, doing it yourself with the President signing. Your aim should be to encourage good routines, with you filling gaps that may occur.

Have arrangements been made for the District Governor's official visit to the Club? Make sure he/she is met, and has a drink bought for them. The Club is expected to pay for the DG's meal.

Advise/remind your President to invite the District Governor to your Club's Charter and other special occasions if they have not already done so; the Governor's diary rapidly fills, so an early invitation is more likely to be successful.

Nitesh Joshi is Chair of the Board of Rotary GB&I 2024/25. We will be informed when he will visit District 1220. Start planning now for any special event or anniversary you would like to invite him to in 2024/25, in conjunction with Philip Wilbourn our DG in 2024/25.

Prepare standard Agendas for Weekly, Business and Council meetings. Discuss the agenda with your President before each meeting, for extra items may need to be included. E-mail or hand over a copy of the agenda to your President, ideally before, but no later than the beginning of the meeting, so he/she can "preside".

## General club administration

### List of key functions

This list is not exhaustive - exact responsibilities vary from Club to Club. This is what needs to be done either by you or someone else in the Club.

- **Prepare any notices to be passed on to the Club members**  
Inform members of nominations for Club, District, Rotary GB&I and RI offices.
- **You should be familiar with the Rotary GB&I Constitution, the Standard Club Constitution, and with the RI Manual of Procedure.** All can be downloaded from the Rotary GB&I & RI websites. NB: The changes voted for at Council of Legislation (CoL 2022) are on the RI website.
- Rotary GB&I legislation is affected by the Council on Legislation, and by changes voted on at the Annual Business Meeting at the Rotary GB&I Annual Business Meeting in the spring each year. Changes are published shortly after Conference.
- **New Member Induction**  
Check you are familiar with this. Make sure proposals for membership are dealt with efficiently and speedily. 7-day notices **if required** by Club are sent out by email. See page 19.
- **Write minutes** (or delegate writing them) of Business and Council meetings, distributing them to Club and Council Members in the most efficient way (usually by e-mail), according to your Club's By-laws.
- **Organise and supervise** any vote that is taken.
- **Prepare Notices & Agendas** with your President for the Club AGM, SGM and any other special meetings.
- **Provide your President with an Agenda** for all meetings by e-mail in advance, or before the start of each Meeting.
- **Liaise with the person arranging your Club programme**, so that a named member meets & greets visitors and speakers, buying them a drink as appropriate.
- **Check that speaker's expenses are met and write afterwards to thank them.**
- **Update DMS/Rotary View** – it must contain all your Club's information for 2024-25 by **June 30th, 2024**. You need to upload information from DMS/RV to RI which is normally an automatic procedure. It is your responsibility to make sure that the necessary information is present on DMS/RV and that it is synchronised.
- **When you hand over correspondence to someone else in the Club**, make a note of who & when, give them a date for their reply or action, then chase them up if it is not done.
- **Make sure the Club Council meets at least once a month** (standard Rotary GB&I Club By-law 2, clause 3 – unless amended by your Club). The duties and responsibilities of the Club Council are found in My Rotary.

## Annual General Meeting, Special General Meeting and Club Assembly

**The Annual General Meeting** which should be held **between 1st April and 31<sup>st</sup> May inclusive**, and before the District Assembly is called to:

- **Receive annual reports from Club Council & Committees** for the current Rotary year.
- **Receive the Treasurer's report and proposed Budget**, deciding the subscription for the coming Rotary year. (Check the Treasurer is ready with the Budget & plans for subscriptions).
- **Elect Honorary Members** – this is done annually.
- **Elect 3 -> 6 ordinary Members of Council** i.e. not the principal Officers.
- **Confirm the appointment of, or select, Committee Chairman** for the next Rotary year.
- **Appoint a person or persons to examine the Club's annual accounts.**
- **Elect representatives (& substitutes) for the District Council**, This is one for the first 12 members, plus **one additional representative (& substitute) for every 25 or major fraction thereof** of the active membership (excluding Honorary members) (*for illustration only:- up to and including 12 = one; 13 to 37 – two; 38 to 62 = three; 63 to 87 = four; 88+ = five*) The Voting Delegates are often the President and Secretary. **Advise the District Secretary of names.**
- **Members (not honorary) should receive at least 14 days written notice** (by post or email) **of the date, time & venue of the Meeting.**

**A Special General Meeting, which must be held before 1st January is called to:**

- Elect your President for the next but one Rotary year.
- Elect your Vice – President/President Elect, Secretary and Treasurer for the next Rotary year.
- Elect your Voting Delegate(s) and deputies to the Rotary GB&I Annual Business Meeting
- **Approve the examined accounts for the previous year.** Ensure your club President completes and returns the confirmation of the adoption of these accounts to the District Treasurer who will supply the form annually to the Club Treasurer
- **Approve nominations** for Officers of District Council
- **Select candidates** if requested for Leader of the Association & Honorary Treasurer of Rotary GB&I nominated at Rotary GB&I Conference - if there is more than one candidate.

As with the AGM, **14 days written notice of this meeting** should be given to members.

### **RI, Rotary GB&I and District Assemblies:**

Information is passed down from the RI Assembly attended by the DGE.

This is passed on to Club Officers at the **District Assembly** so that all Clubs know about Rotary Programmes for the coming year, passing it on to Club members. Break out Groups for all Club Officers and Committee Chairs are held at District Assembly.



**Club Assembly** is probably the most important meeting of the year when the Club's plans for the coming Rotary year are discussed, shared, and decided upon. The incoming Assistant Governor, or an appointed representative, attends your Club Assembly. The date should be agreed with him/her.

Plan the meeting carefully, preparing a realistic Agenda. The President Elect chairs the meeting, and all Committee Chairs and Officers share their aims for the year ahead with the Club members. These should be achievable. Suggested time for each presentation: 5 minutes. Make sure all those present have an Agenda and know when they should speak.

Projects already undertaken may be mentioned **briefly** and a written report provided, so the speaker can concentrate on **new future** club projects, preferably with dates. Highlight any financial or service-related targets which should be achieved.

Keep Presentations interesting by using different ways to present information - visual aids; posters; flipcharts; power points etc. For discussion, have small groups; ask leading questions – “What if?” “How would you?”

Ask those who have gone before you which approaches were most successful with the Club.

## Attendance records

A few Clubs have a member responsible for keeping Attendance Records.

These are no longer required but some Clubs keep them to indicate & highlight potential Club problems. Accurate & timely information is very important for the Club and can be used at all levels to determine membership retention and recruitment strategies.

## Compliance

- The key policies that each Club need to adopt are as follows and current versions can be found on the District website:
  - Health and safety
  - Safeguarding
  - Equality, diversity and inclusion
  - GDPR
- It is essential that that the Rotary GB&I General Data Protection Privacy Policy Notice, Rotary GB&I Equality and Diversity Policy (linked with the Rotary GB&I Dignity Policy), Rotary GB&I Health and Safety Policy Statement, Rotary GB&I Safeguarding (Children) Policy & Rotary GB&I Safeguarding (Vulnerable Adults) Policy are read and adopted by your Club Members.
- Complete the Compliance form (see Appendix A) after a Council meeting in May. Either you or the incoming Club President signs this and passes this to your AG who will send this to the District Secretary at the very latest before the start of the Rotary Year (1<sup>st</sup> July), preferably at the time of the Club Assembly. (*pdf electronic files are preferred*).

## Insurance

The Rotary GB&I website always contains the latest up to date Insurance arrangements, which may change from time to time. The Club Secretary should watch the website, always being aware of any changes that may affect Club activities.

Information about Insurance cover for all Rotary GB&I activity, including Clubs, is found on the Rotary GB&I website. <https://www.rotarygbi.org/members/club-district-support/compliance/insurance/> (Log in, click on Members; then Club & District Support; then Compliance; then Insurance).

Points to note:

- Risk Assessments are essential! If Risk assessments are not completed this will compromise the Insurance Cover, and so the outcome of any claims made.
- Rotary GB&I tender for the Insurance Service - the present company is Bartletts.
- IMPORTANT: Please contact Rotary GB&I with queries before Bartletts to avoid unnecessary expense to Rotary GB&I and so to us, as Rotarians.
- Tel enquiries 01789 765411 then option 2 or Email [cds@rotarygbi.org](mailto:cds@rotarygbi.org)
- Only contact Bartletts directly when advised by Rotary GB&I
- It is clearly articulated in Section 4 Information/Guidance in the RGB&I/Barlett Insurance guide that Clubs must adopt the policies outlined in the Compliance section and follow the procedures to be compliant with the terms of the insurance policy. Latest advice from RGB&I is as follows:

**Your club, trust, CIO, district or Rotaract club could be found to be negligent if they have not read and followed the policies. People may have been put at unnecessary and unmitigated risk, even if there is a risk assessment or event plan in place. This might mean serious injuries or other harm could have been avoided and additional claims are at a much higher rate. The premiums would increase, and the resulting bad publicity would impact on the communities we serve who would think twice before trusting Rotary ever again.**

**This is why it is important that the policies are read, understood and applied throughout. By signing the statements, we demonstrate that we have read and will follow Rotary GB & I policies, including insurance. It clearly shows that we are committed to safe, legally sound practices and doing things properly. A few minutes checking the policies could be the difference between success and disaster.**

- To ensure your Club's and Members' Protection in the event of a Claim you must have proof of adoption of these policies. Insurance Cover may not be available if a Claim is made against a Club, a Rotarian, a Group of Rotarians, or an Event organised by a Club or Clubs.
- If your Club does not send the documents before July 1st, not only your Club, but all Clubs in the District are affected since the District Governor and District Secretary cannot sign the district form to send to Rotary GB&I.
- The policies are only stating the law on these issues and hence clubs and members are still bound by these laws and there should be no reason why they should not be signed.
- There is a separate compliance form for Trustees to sign for the Club Trust which does not need to be sent to District but should be retained.

## New Members

The procedure for election of new members is set out in Rotary GB&I Standard Club By-laws (By-law 8). Following this procedure very carefully avoids potential arguments. A useful flowchart is available at [HOW-TO-ELECT-A-ROTARY-MEMBER.pdf \(rotarygbi.org\)](https://www.rotarygbi.org/How-to-Elect-a-Rotary-Member.pdf). Clubs may now decide to dispense with the 7-day letter (see Appendix D) and the decision to admit a new member should be one for the whole Club not just the Council.

The following task list should be completed.

- Add the new members' details on DMS/RV, Rotary GB&I's database, and press sync to RI database.
- **Do not add them direct to RI.** Please inform the District Governor of the new member. He or she may wish to send a letter of welcome to the new member.

**Remind the Treasurer** to make sure that the relevant subscriptions are paid to District and RI

**Appointing a friend /mentor** for the new member has proved a success in retaining and building the interest and involvement of new members.

### Members Leaving

Members may leave for a variety of reasons. If possible, Clubs record reasons, if known, for members resigning from the club. **The termination must be recorded on DMS/RV** to avoid incurring RI demands for payment.

### Transferring Members

If a transfer is within the district, no termination is required. Both the transferring Club and the Receiving Club should confirm to the District Secretary that they are content with the transfer which would usually require a 7-day letter in the receiving Club and a statement of good standing from the transferring Club together with the date of change (within one month). The District Secretary will make the transfer.

**Where a member passes to higher service** the District Governor, AG and District Secretary, should be informed so that a Card of Sympathy can be sent, and a representative may be present at the Funeral or Memorial Service.

## Contact with District

The following information should be sent to the District Officers as listed:

**New Members/Obituaries.** Sent to the District Governor, District Secretary, the Club's AG, and the District Assistant Secretary for circulation.

### Venue Change

This only requires a simple majority vote of those present & voting at a meeting (where due notice has been given) to authorise the change. A show of hands or ballot is sufficient. The Chairman has a 2nd or casting vote if the votes are equal.

The District Governor, District Secretary, Assistant Governor, and Rotary GB&I should be informed, as well as the District Assistant Secretary who will inform the Clubs. The Club website, Rotary GB&I website and RI / My Rotary / Club administration / update Club data need to be amended by the Club.

### Time Change

14 days' notice is required for a change of venue or time. All Clubs should be informed via the weekly District Communications sent out by the District Assistant Secretary.

### DMS/RV Handbooks

Keep this up to date via DMS. Any significant mid-year changes of officers e.g. President or Secretary, should be circulated via the District Assistant Secretary. The full Club and District Members list can be printed from DMS, but the District handbook is a very big print!

## District Council and meetings

District Council meetings are normally held three or four times a year, usually in September, November, January, and April. Papers for District Council – the Agenda and Reports - will be on the District Website normally 2 weeks before the meetings and are currently circulated to Club President and Secretary by DMS. Link <http://district.rotary1220.org/district/reports-to-district-council> using the password "Private1220".

All Rotarians are welcome to attend and participate in District Council meetings, but **only the nominated voting delegates may vote**. The number of voting delegates for a Club is determined by the full membership (not Honorary Members) as reported on DMS. Correspondence relating to District Council meetings is circulated by e-mail.

## Communicating with Club Members

- Do not file information from other bodies or District or Rotary GB&I in 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 Club Members know that information is found on the District, Rotary GB&I and RI websites.
- Circulate the District Newsletter to your club members. If you have anything you'd like included in the newsletter, please use the Email [rob.ds1220@outlook.com](mailto:rob.ds1220@outlook.com)  
If sending an attachment, please will you send it as either a word document or a PDF so that it can be opened by all Rotarians. If sending the Charter details, please will you save them with your club's name.
- **The frequency of the newsletter is under review due to the absence of an Assistant District Secretary.**

**Club Secretaries should not 'filter' information, despite a temptation to do so. Popularity can be achieved by saying "Nothing to report" - and missing something significant or saying, "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". This may get the meeting moving along quickly, and even if you are certain that nobody intends to make a nomination for a Rotary GB&I Committee, you could be wrong! Should you alone decide for your members?**

**A time will come when a notice not read out was of interest to a member who was watching for it. District Officers and Rotary GB&I, who provide these notices, intend them to be brought to the notice of all members and not filtered out by the Club Secretary. Reading out every letter & notice takes up an undue amount of time leading to exasperation on the part of your members. Often it is best to email using "bcc" or pass round printed copies for all to read.**

### Alternatives: -

- 1) A loose-leaf file or ring binder with all the notices inserted circulated round the members.
- 2) Read out essential notices for members to hear & understand, with a one-line summary for those likely to be of more limited interest, inviting anyone to see the full notice later if desired.
- 3) Use the Club website and encourage members to access the website regularly for information.
- 4) Receiving information is essential for taking on ownership. **Be a channel, not a filter!**

### Use e-mail to circulate incoming information.

5) Rotary GB&I e-mails members individually and regularly sends a club mailing containing items of interest to Clubs, information, publications & other literature to all Club Secretaries. **This should be available to all Club members - all information should be e-mailed out to all members, so that each can choose for themselves what is appropriate for them.**

**Check the intended list of recipients to avoid duplicating messages.**

## RGB&I Marketing Guidelines

**It is important that the visual identity of Rotary is consistent & professional. Stationary templates are available to customise and download from the Rotary GB&I website. <https://www.rotaryqbi.org/members/club-district-support/stationery-templates/>**

The logo design now highlights the Rotary wheel to improve **legibility**, ensure **simplicity**, allow greater **flexibility** and offers more scope for **creativity**. Most items include instructions for use within the documents, but others are self-explanatory. These Club and District templates can be personalised, saved, and used as templates for a range of documents to be printed on a home printer and distributed. Templates can also be customised and sent to other Club members who use letters to promote Club activities.

Templates for Rotary GB&I organised events e.g. posters for Young Musician and Young Chef can be found there.

For press releases or items where artwork is required for commercial printing in large quantities, contact the Rotary GB&I (01789 765411). To strengthen our identity it is suggested that **letters going outside our organisation should simply bear the Rotary Wheel and Club identity.**

Yearly theme logos are reserved for internal communication as they often have an inward focus.

## Websites

**The Rotary International website** is an excellent resource ([www.rotary.org](http://www.rotary.org)), with many downloadable resources - publications, logos, presentations, posters and much more. Please remember that often RI material can vary slightly from the Rotary GB&I equivalents, and language may be used which is different from our own. E.g. "Club Board Meeting" is equivalent to our "Club Council".

**My Rotary** is found at both the RI and Rotary GB&I websites and is full of useful helpful information for the Club Secretary and other officers. There are many online training packages available. Do explore this and find out the many ways in which it can help you.

**Rotary Club Central** is found in the members section of the RI website. Anyone can see the information about any Rotary Club, but only the principal Officers can add to or delete goals and projects. **It is essential that Clubs enter details of their goals and aspirations** and record their involvement in projects. Clubs who want to achieve a Presidential Citation will need to learn how to use this and enter data.

**The Rotary GB&I Web Site** <https://www.rotarygbi.org/> contains useful information about Rotary GB&I, links to the 25 districts, downloads of publications, logos, presentations, posters and much more. For more information do check the website.

**The District 1220 Web Site** ([www.rotary1220.org](http://www.rotary1220.org)) has details of and links to Clubs in the District, details of the District Team and more!

**DMS is the Rotary GB&I Data Management System.** <https://dms.rotarygbi.org/login>

**All changes in members details must be entered here and NOT on the RI website**

All future billing from Rotary GB&I will be taken from here on 2<sup>nd</sup> July and 2<sup>nd</sup> January each year.

**Rotary View is being developed to replace DMS** and this continues to be piloted this year and may be implemented before the start of the Rotary year.

**Club website.** There is a Rotary GB&I template site developed by a Rotarian in Conwy that Clubs can use at a cost of £50 pa to the Rotary Foundation (£500,000 has been raised by this initiative). This links well with DMS and RI databases and can offer single entry of a new member's details.

**Correspondence** from the District Secretary will be sent by email to Club Secretaries, Executive Secretaries and Presidents.

**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 both the District Secretary and Assistant Secretary should be notified promptly. Any changes to the My Rotary login email address has to be made by the individual member, logging in with his/her old email address and requesting a change at RI. <https://my.rotary.org/en/user/username>

**Please remember that any website is only useful to you if you use it!**  
**Time spent exploring the website contents is time well invested!**

# Appendix A Compliance Statement – Clubs

## Compliance Statement – Clubs - 2024/25

The Constitution of Rotary GB&I (Article 5, Section D) provides that every club in the area (Great Britain, Ireland, the Channel Islands, Gibraltar and the Isle of Man) is bound in all things, not contrary to law, by the Constitution and the By-Laws of the Association and shall observe the provisions thereof. Clubs are also bound by the general law of the jurisdiction within which that club is located.

Rotary GB&I does not seek to advise clubs on matters of general law but does try to help clubs to ensure that they comply with certain specific legal frameworks which are likely to apply to the regular activities of all or most clubs.

To that end, Rotary GB&I has produced the following documents which are all located online at [Policies and Statements - Rotary GB&I Members Area \(rotarygbi.org\)](https://rotarygbi.org):

- Data Protection Privacy Policy
- Equality and Diversity Policy
- Dignity Policy
- Health and Safety Policy
- Safeguarding Policy (Children and Adults at risk)
- Insurance guidance found [Insurance - Rotary GB&I Members Area \(rotarygbi.org\)](https://rotarygbi.org)

and has invited clubs to read and adopt these documents at a Club Council meeting in advance of 1<sup>st</sup> July 2024. Adherence to these documents should ensure that no club inadvertently finds itself in breach of these areas of general law.

It is therefore requested that this Compliance Statement be signed by the club president or secretary on behalf of the club, confirming that your club council **has read and adopted at a club council meeting the documents referred to above along with the insurance guidance document**. This should be recorded in the minutes of the relevant club council meeting. This compliance confirmation should then **be returned to your district secretary as soon as possible and before 1<sup>st</sup> July 2024.**

Thank you for your cooperation.

Amanda Watkin

Rotary GB&I General Secretary

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**Rotary International in Great Britain and Ireland  
Club Compliance Confirmation Form**

On behalf of the Rotary Club of .....  
it is confirmed that the Insurance Guidance document has been read and the current Rotary GB&I policies as listed below were adopted...at...our...Club...Council...meeting held on .....2024.

To that end, Rotary GB&I has produced the following documents which are all located online at [Policies and Statements - Rotary GB&I Members Area \(rotarygbi.org\)](https://rotarygbi.org):

- Data Protection Privacy Policy
- Equality and Diversity Policy
- Dignity Policy
- Health and Safety Policy
- Safeguarding Policy (Children and Adults at risk)

Signed ..... \* 2024/25 President **OR**  
2024/25 Secretary

Date **1st July 2024** .....

**To be returned to your District Secretary as soon as possible and before 1<sup>st</sup> July 2024.**



## Appendix B Specimen AGM information Letter

### ANNUAL GENERAL MEETING:

The Rotary Club of ----- Annual General Meeting

Email address for replies.  
(date of notice)

Dear Fellow Rotarian

Our Annual General Meeting will take place on \_\_\_\_\_ at (date) \_\_\_\_\_, at (time)

### AGENDA

1. To receive written Annual Reports from Committee Chairmen for the current Rotary Year:
  - Club Administration, Chair (President Elect):
  - Foundation Committee, Chair
  - International Service Committee, Chair:
  - Community Committee, Chair:
  - Youth Chair:
  - Other Committees, Chair:
2. To receive the Treasurer's Report and proposed Budget for the next Rotary Year, Treasurer:
3. To elect or re-elect Honorary Members for the next Rotary Year
  - (current Honorary Members: \_\_\_\_\_ )
4. To elect between three and six ordinary members to Club Council
5. To appoint Auditors
  - (present auditor: \_\_\_\_\_ )
6. To elect Club Representatives and substitutes on District Council  
(eg: President, IP President, Secretary, Treasurer, Committee Chairs)

Yours in Rotary  
Secretary

(NB – Except in rare situations, all Club correspondence is carried out by e-mail.)

## Appendix C Specimen SGM letter information letter

The Rotary Club of ----- Special General Meeting

E-mail Address for replies  
(date of notice)

Dear Fellow Rotarian

A SPECIAL GENERAL MEETING will take place on \_\_\_\_\_ at (place)\_\_\_\_\_, at (time)

Our Business Meeting on the above date will commence with the Special General Meeting\*.

### **AGENDA**

1. To receive and approve the Annual Accounts for the year ended 30 June ----
2. To elect by ballot the Club President for the next but one year \_\_\_\_ - \_\_\_\_ to take office from  
1 \_\_\_\_\_ July \_\_\_\_\_
3. To elect by ballot the following Club Officers for the year \_\_\_\_ - \_\_\_\_ to take office from 1 July  
\_\_\_\_\_
  - Vice President
  - Secretary
  - Treasurer
  - Assistant Secretary

The current President Elect becomes President, with the current Vice President becoming President Elect.

1. To elect voting delegates for the year to attend District Council Meetings and attend/vote at the Rotary GB&I Annual Business Meeting
2. To select candidates for the offices of for RI Director and Leader of Association (Rotary GB&I) and Hon. Treasurer.

PLEASE NOTE – signed nominations for all Club posts (stating nominee, proposer, and seconder) must be with me (the Club Secretary), in writing, at least seven days before the meeting.

In every case, prior consent of the nominee **must** be obtained.

Yours in Rotary

Secretary

(NB – Except in rare situations, all Club correspondence is carried out by e-mail

## Appendix D Seven day letter New Member (optional)

Secretary's e-mail address

Date of Seven Day Notice

Dear Fellow Rotarian

### **Seven-Day Notice**

The person(s) detailed below has/have been proposed for membership of the Rotary Club of \_\_\_\_\_ and is/are recommended by the Membership Committee & the Club Council.

Members have seven days from the date of this letter to lodge any objections, to me, in writing.

If no objection is received within this period, the person(s) concerned will be deemed elected to membership. If any objection is received, Council will ballot as prescribed in By-law 8 Clause 1 (d) (vi).

Name:

Address:

Classification:

Yours in Rotary

Club Secretary

(NB – Except in rare situations, all Club correspondence is carried out by e-mail.)