

Rotary Club Elections

&

Duties

of

A Rotary Club Officers

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Assistant Governor 1999/2002
District Club Service Director 2005/06
District 9650 Secretary – 2006/07
District International Director 2006/07

The Elections

Article 1 Election of Directors and Officers:

Section 1. *At a regular meeting one month prior to the meeting for election of officers (the AGM before 31st December) the presiding officer shall ask for nominations by members of the club for president, vice president, secretary, treasurer and _____members of the Board of Directors.*

Section 3. *A vacancy in the board of directors or any office shall be filled by action of the remaining members of the board.*

Section 4. *A vacancy in the position of any **officer-elect** or **director-elect** (this would include the president-elect) shall be filled by action of the remaining members of the board of directors-elect.*

Election of President:

The Club President is elected at the AGM of the Rotary Club before 31st December each year. On 1st July the following year they will service as a member of the new board of directors as the President Elect.

President Elect:

It is now a requirement of RI that all Presidents Elect attend the Presidents Elect Training Seminar (PETS) and Assembly before they can become President. However, they may be excused by the District Governor Elect from attending these events, in which case a representative from the club should attend in their place.

It shall be the duty of the president-elect to serve as a member of the board of directors and to perform such other duties as may be prescribed by the president or the board. (*Article III. Section 2*)

If the President Elect decides not to carry on to the Presidency or is unable to do so due to illness or any other reason, the Club's Board of Directors-Elect (not the sitting Board) will select another member to take their place. (**Article1 Section 4**)

Vice President:

It shall be the duty of the vice-president to preside at meetings of the club and board in the absence of the president and to perform such other duties as ordinarily pertain to the office of vice-president. (*Article III. Section 3*)

The replacement of a President part-way through the Rotary year is covered by the recommended Rotary club's bylaws, **Article 1 section 3**, which provides that a vacancy in any office shall be filled by action of the Board.

Clubs are advised to check their by-laws and to up-date when as required.

DUTIES OF THE CLUB SERVICE DIRECTOR

(Always check the District Directory before arranging dates for activities)

For answers to most Rotary questions go to, the District Directory, the Manual of Procedures or the District Chairman of that particular activity.

While different members perform the various tasks the Director is responsible. Club Service is the day-to-day running of the Club. It has been referred to as the
“heart beat or soul of the Club.”

The Club Service Director is the “KEEPER OF THE HOUSE.”

It has often been said, that if the Club Service Director does his/her job diligently, the Club will have a healthy foundation for a successful Rotary year.

- * **Allocation of duties at the weekly meetings.** *This Director is the convenor of the meeting - confer with the venue. Arrange raffles & prizes. Generally check that those allocated duties are doing their job)*
- * **Setting-Up Roster.** *(Should arrive 30 minutes before meeting time to see that tables, Charter, Flag, Banners, Gong, Lectern, Microphone etc are in place. See that new members are assisted when placed on this roster for the first time.*
- * **Fellowship Delegation.** *(Welcoming of visitors. Be sure they are not left standing alone. New members should always be in the company of an experienced Rotarian)*
- * **Attendance Officer.** *(Attendance reports to go to District by 7th of each Month. Deliver Report to Club with apologies each week and pass on details to the Bulletin Editor)*
- * **Sgt-at-Arms/Corporal.** *(Consider quality of jokes, especially in mixed company. Oversee setting-up and call meeting to order. Present inductee/sponsor to Pres. Conduct fine session with corporal or exchange student. Keep control of meeting. Club Charter should always be on display. See that meeting is kept to time. Insist that members stand when speaking. This way everyone can hear what is being said. Separate toast for The Queen and Australia (if Club has Toasts)*
- * **Guest Speaker.** *(To be looked after on arrival by the person who is introducing them. Make a good impression, they could be a potential member)*
- * **Venue.** *(Notify venue if place of meeting is changed. The usual Venue to be manned for make-ups or make arrangements for the venue to hand them out)*
- * **Social Functions.** *(Social committee to discuss program with Pres. & Director. A good balance of Social and Rotary Activities makes for a healthy Club)*
- * **Bulletin.** *(A good balance of Rotary info, Club news and activities is essential. Birthdays/Anniversaries, Club Program and Guest Speaker’s topic are essential)*

- * **Membership Development and Classification Committees.** *(Requires constant attention. Member should be encouraged to introduce someone to Rotary. Rotary can only continue if Rotarians introduce new members)*
- * **Historian.** *(To keep a record of the Club's projects and activities)*
- * **Program.** *(Interesting and informative guest speakers are most important. Speakers to be informed of the Club's meeting time and their **speaking time**)*
- * **Public Relations.** *(Regular contact with the media is most important. Present a written story with a photograph and it is sure to be printed. We must remove the myth that "Rotary is the world's best kept secret")*
- * **Fund Raising.** *(Venue to be contacted requesting permission to sell raffle tickets. A letter of thanks to be written following the event. Arrange roster for the Winner's name to be publicised in local press. Abide by the State and Federal Laws)*
- * **Rotary Foundation Representative.** *(Assist if required with **Group Study Exch.** Encourage members to support the Centurion Club by contributing \$US 100 each year for ten years and they can decide who they would like to see a Paul Harris Fellow Recognition bestowed upon. Encourage members to become a Benefactor with a bequest of a minimum of \$US 1000 to the Rotary Foundation through their Will. Encourage the Club's Board to present a PHF Recognition)*
- * **Rotary Information.** *(Arrange to have regular Rotary Info at meetings at least twice monthly. The info could come from the DG's Newsletter, Rotary Down Under or any other Rotary material)*
- * **District Conference Co-ordinator.** *(To co-ordinate Rego Forms and to encourage members to attend. Remind members that it is their Rotary responsibility. Remind members that it is not Rotary Work but Rotary Entertainment)*
- * **Welfare.** *(Responsible for letting the Bulletin Editor know who is on the sick list. The Bulletin Editor could be the ideal person for this job)*
- * **Club Property Officer** *(Responsible for any property in storage)*

DUTIES OF THE COMMUNITY SERVICE DIRECTOR

(Always check the Dist. Directory before arranging activities)

For answers to most Rotary questions go to the Dist. Directory, The Manual of Procedures or the Dist. Chairman of that particular activity.

If your Club looks back at the end of the Rotary year and says, “*We didn’t do a lot of Community Service this year*”, you can only blame yourself. You only need a little imagination and a bit of **go**. It is very satisfying to reflect on your year as director and see what has been achieved. Clubs are encouraged to focus on addressing real community concerns. They should carry out projects that effectively address the identified needs of that community and utilize Rotary resources in carrying out these projects.

Community Service – also referred to as “*the heart beat or soul of the Club.*”

“HE PROFITS MOST WHO SERVES BEST”

(This motto was first expressed at Rotary’s first Convention held in Chicago in 1910)

Rotary’s first appeal for aid to disaster victims was in 1913 when \$US25,000 was given for flood relief in Ohio & Indiana USA. However, the first Community Service project took place in 1907 when Chicago Rotarians led a campaign to install a public “comfort station” in the city mall.

The scope for Community Service is unlimited. What you decide to do should be first investigated keeping in mind the local government requirements, should that be necessary.

- * **Bowel Scan.** *(letters have to be written to venue for selling the kits, the path lab and Pharmacies before & after. Roster made for collection & selling of kits)*
- * **Rotary Lodge** *(where applicable)*
- * **Red Shield Appeal** *(Roster to assist door-knock appeal. Confer with Salvos)*
- * **Aust. Rotary Health Research Fund.** *(Remind Club of its responsibility)*
- * **Prostate Cancer.** *(Remind Club of its responsibility to support this Rotary Program)*
- * **Community Activities.** *(Improvements to the town. Assistance to the needy)*
- * **Probus Clubs.** *(Look for the need of a PROBUS CLUB. Dist. Chairman of Probus is the best contact to instigate this activity)*

- * **Out Back Links** *(Promoting volunteers to go onto out back properties for two to four weeks to assist them with what every they require. This is mainly carried out in western Queenslans but a move is on to bring it into out back NSW)*

VOCATIONAL SERVICE DIRECTOR

(Always check the Dist. Directory before arranging activities)

For answers to most Rotary questions go to the Dist. Directory, The Manual of Procedures or the Dist. Chairman of that particular activity.

In the term “Vocational Service” Rotary employs the word “service” in its broadest sense, referring not merely to the merchandise sold or work done in any business or professional transaction, but also to the giving of due consideration to the needs and circumstances of the one served and to the continual thoughtfulness of others.

Vocational Service is to *“encourage and foster high ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian’s occupation as an opportunity to serve society.”*

- * **Arrange Club Out-visits to;** Visit other businesses, factories, Police, Fire and Ambulance Stations etc.

(These activities are always rewarding and enjoyable. Members have the opportunity to experience other businesses in their town. They could even visit one of their own members place of business. Where convenient, a mobile caterer can arrange a meal for the members at the site they visit)

- * **Assist in finding suitable vocational Guest Speakers.** *(Confer with Program Director)*

- * **Arrange to have a “Careers Forum” at a local High School.**

(Club members can chat with students about their career paths and offer valuable hints on how to act at a job interview. These hints can carry on to employees attitude to their work and the importance of communications between employer and employee)

- * **Invite students to Rotary if the Guest Speaker is of interest to them.**

(Inform the Program Director to notify you if he believes a Guest Speaker could be of interest to school children and then invite some to the meeting)

- * **Pride of Workmanship Awards.** *(Many Rotary Clubs recognise people in their community who have excelled in a particular area. i.e. profession, community service, sport etc, by inviting them to a special Rotary Meeting and present them with a “Pride of Workmanship Award.” These awards are available through the South West Pacific Office in Parramatta) This is another excellent joint club program.*

When ever arranging a special meeting such as Pride of Workmanship, be sure to pass on the information with accompanying photos, to your local press.

INTERNATIONAL SERVICE DIRECTOR

(Always check the Dist. Directory before arranging activities)

For answers to most Rotary questions go to the Dist. Directory, the Manual of Procedures or the Dist. Chairman of that particular activity.

The purpose of International Service is to develop understanding and goodwill among Rotarians and among the people at large throughout the world.

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- * **Arrange an International Program at a Meeting.** *(A mock debate between two countries is always entertaining. "Dress-up" in a particular national dress with the meal to match that country is also a fun meeting)*
 - * **Rotary Aust. World Community Service (RAWCS).** *(Arrange a program at your meeting with an experienced member speaking on this topic.F.I.A.M. - Rotarians Against Malaria - Donations In Kind - Save Water Save Lives - Pacific Training Aid come under the RAWCS banner)*
 - * **Toast a Club in another Country.** *(Propose a toast to a Club in another country and then write to that Club informing them of your proposal and extend your good wishes. This is an excellent way to help improve International Goodwill)*
 - * **International Friendship Exchange.** *(Rotarians exchanging visits with other countries. Visiting Rotarians are hosted by Rotarians of that country)*
 - * **Pen-ship or Email Friends.** *(This could be promoted through a school, possibly year 7 to 9 students)*
 - * **Any International matters the Club wishes to be become involved with.** *(With just a little imagination, a keen eye for detail in Rotary publications and some initiative, this can be a very enjoyable portfolio.*
 - * **Interplast.** *(Bringing children from our neighbouring countries in the south west Pacific for special facial surgery. In some cases, the sending of specialists to those countries to perform surgery)*
 - * **ROMAC.** *(Raising funds to bring children into Australia for major surgery)*

If a Club is without a New Generations Director, the International Service Director is also responsible for the youth activities.

NEW GENERATIONS (or Youth Services) DIRECTOR

This Director is responsible for arranging applications for the many youth programs. All applicants should be encouraged to attend a Rotary meeting prior to the activity starting and again on its completion. The following are some of Rotary's Youth Activities)

* **Youth Exchange.** *(long and short term exchange. The former is an exchange in another country for a period of twelve months. The latter is for one month and at the time this was printed the two countries involved were South Africa and America.) Students are given a monthly allowance of approx. \$Aus100. All students will have a Rotarian counsellor who will not be one of the host parents. It is recommended that for the Long Term Exchange there are four host families. The counsellor will be responsible for picking up and delivering the in-bound student from and to the plane. Clubs no longer have to have one student in if they have one out. This rule only applies to the District. I.e. if 25 student go out of the District, 25 student have to come in to the District.. Clubs supply a jacket to the students before departure)*

The Counsellor should;

- **Establish a contingency account for an emergency** (to be held by the club)
- **Establish contact with the incoming student before they depart their home country**
- **Enrol them into school**
- **Meet them on arrival into Australia**
- **Maintain regular contact with student**
- **Encourage the student to attend Rotary meetings**
- **Encourage the student to assist with fine session** *(this way the student will get to know the members quicker)*
- **Encourage members to invite student to their home for a meal**
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* **Aust/New Zealand Matched Exchange.** *(Usually between student in years 9 or 10 and is for six weeks. The students live with each other's family)*

* **Rotary Youth Program of Enrichment. (RYPEN)** *(Students from 15 to 18 years) (This is designed as a self enrichment program designed in helping young people to better equip themselves for lives many challenges)*

* **Rotary Youth Leadership Award. (RYLA)** *(Young people from 18 to 25 years. It is intended to develop qualities of leadership, good citizenship and personal development among the young people of their community. Many young people have found a new and better direction in life, as a result of completing this program.*

* **Model United Nations Assembly. (MUNA)** *(Students have the opportunity to experience first hand the operations of the United Nations Assembly. Teams of two students with an adult leader, often a Rotarian but does not have to be, sit around a typical UN Table debating issues in the same manner the UN would. Students are encouraged to dress in the national custom they are representing*

Youth Services Continued.....

*** Public Speaking Competition.** *(This is carried out with the running of individual Zone Competitions with the zone winners then competing early in the new year. The four top finalists will then compete at the District Conference. The winner usually receives an overseas trip.)*

It is most important that correct contact and guidance be maintained with schools.

*** Dorothea MacKellar Memorial Poetry Competition.** *(This is usually conducted throughout the schools. Young poets have the opportunity to compete in another very worthwhile student program)*

- **Rotaract/Interact.** *(Rotaract is for young people between 18 & 30. They have the opportunity to run their Club along similar lines as a Rotary Club. Interact is for secondary school students and they conduct their meetings at school, usually during the lunch time period)*

SOME TIPS FOR THE SECRETARY

- * Many answers to Rotary questions may be found in the District Directory.
- * Arrive at the Meeting early. (*Assist the President with the Agenda*)
- * Always have a copy of the Constitution and By-laws and the Manual of Procedure.
(*Always abide by the Constitution and By-laws and the Manual of Procedure*)
- * Clear the mail box regularly.
- * Arrange to have a full presentation pack for a new inductee. (*including a **framed copy** of either the Four Way Test or Certificate of Membership, lapel badge, dinner badge for the inductee and partner and some rotary information*)
- * Arrange a copy of the induction procedures for new members and President.
- * Pass on correspondence to relevant Directors as soon as possible and record same.
(*Check to see the Directors have acted on their correspondence at the next Board Meetings*)
- * Reply to correspondence as soon as possible.
- * Keep accurate minutes of Board Meetings.
- * Always respond to District requests as soon as possible. (*It is very frustrating, time consuming and costly for people to have to chase up on requested information*)
- * Arrange to have the AGM before 31 December each year. (*Elect Pres. Elect, Sec, Treasurer, Board Members, Vice President.*) *Keep minutes of the AGM.*
- * Forward Annual Return to the Department of Fair Trading by the 1st January.
(*included will be the Financial Statement from the previous Rotary year indicating expenditure and income and assets and a list of Office Bearers for the next Rotary year*)
- * Remind Treasurer to pay Semi-annual RI Dues 1st July & 1st January to SW Pacific Office in Parramatta and District Dues 1st July to Dist. Treasurer.
- * Assist President to start meeting on time and to keep to time. (*Regular weekly meetings should finish within 90 mins*)
- * Keep members informed of all important correspondence. (*Place correspondence into a folder and have it passed around the tables at the meeting.*)
- * See that visitors receive a copy of the Bulletin and Rotary Grace.

SOME TIPS FOR THE TREASURER

Many answers to Rotary questions may be found in the Dist. Directory.

- * Arrive at the meeting early. *(Have plenty of change)*
- * Present a Financial Statement at the Club's AGM. *(A copy to go to each member. Keep members informed of the financial situation of the Club)*
- * Remind the Board of their responsibility to the Rotary Foundation. *(Centurion Club, Benefactors, Paul Harris Fellow Recog. and weekly contribution from members)*
- * Pay all accounts promptly.
- * Keep accurate records.
- * Pay Semi-annual RI Dues. (1st July - 1st January to RI South West Pacific Office)
- * Pay District per Capita Dues. (1st July to District Treasurer)
- * PETS & Assembly. *(As an incentive to members to attend these seminars, many Club pay for the Registration Fee)*
- * Have audit completed on books.

SOME TIPS FOR THE PRESIDENT

Always use a suitable induction address when inducting a new or former members. Present them with a framed copy of the “Four Way Test” or “Objects of Rotary”.

Make them feel important.

Change Overs:

This is a very serious and important part of Rotary. So often there are visitors present which means Rotary is on show. A formal induction ceremony is vital to the dignity of Rotary. This ceremony is usually found in the District Directory.

The Club Meeting:

- Conduct interesting and informative meetings. If the meetings are interesting, the members will remain interested.
- Always run to time. Most Weekly Rotary Meetings should only last for ninety minutes. Lunch time meetings however, usually run for one hour.
- Keep control of your meeting by instructing the Sgt-at-Arms to ring to “Gong” if chatter begins.

THE SUCCESS OF YOUR YEAR AS PRESIDENT WILL DEPEND ON YOU.

Club Presidents should look to their different District Committee Chairmen and the District Governor for assistance.

Suggested Procedure for Rotary Changeover

Call to Order	By Sergt-at-Arms
Introduction of Chairman	By Sergt-at-Arms

Opening Acknowledgements by the Chairman could be as follows;

President?(*President's Name*) and?(*Partner's Name*)
President Elect...?(*Pres. Elect's Name*) and.....?(*Partner's Name*)

DG.....?(*Name*) and?(*Partner's Name*) **if present**
DG'S Rep...?(*PDG's Name*) and?(*Partner's Name*)

AG.....?(*Name*) and.....?(*Partner's Name*)

The Mayor...?(*Name*) and.....?(*Partner's Name*)

PDG's ...?(*Their Names*) and their partner's names

Special Guests (Invited guests such as entertainers and those receiving donations
Exchange students etc)

Other Rotary Presidents (*Name and Club Name*) and their partners (*By Name*)
(Acknowledgement also of the members of those Clubs present)

Guest, Ladies and Gentlemen

Standing Orders State, that from this point on, all other speakers only need to begin their address by saying;

Chairman(*Stating the Chairman's name*)

Distinguished Guests (*these people are not mentioned by name*)

Ladies and Gentlemen

(The Chairman on the day should inform all speakers of these procedures)

Suggested Agenda for Rotary Changeover

Introduction of Chairman	By Sergt-at-Arms
Acknowledgement of Pres. Pres. Elect and their partners Distinguished Guests and their partners Guest, Ladies and Gentlemen	By Chairman
Rotary Grace	By Chairman
Royal Toast Toast to Australia <i>(these two toasts should be given separately)</i>	By Chairman
Welcome to Guests Response to the Welcome	Nominated Rotarian Mayor or Rep.
Dinner	
Entertainment	
Toast to Rotary International <i>(Usually delivered by a rank and file member not by a PDG)</i>	
Response to RI Toast <i>(If PDG or DG not present, an AG may respond on behalf of the DG but not RI)</i>	By PDG or DG if present
Presentation of Donations	
Presentation of Awards (PHF, 100% etc)	
President's Report	By Out-going President
Induction of New President	By Out-going President
Introduction of New Board	By newly inducted President
Closing Comments	By Chairman
National Anthem	

