



The **ROTARY ACTION PLAN**



**Together, we see a world
where people unite and take
action to create lasting
change — across the globe,
in our communities,
and in ourselves.**



ROTARY'S VISION STATEMENT

TOGETHER WE SEE A WORLD
WHERE **PEOPLE** UNITE AND TAKE ACTION
TO **CREATE** LASTING
CHANGE ACROSS THE GLOBE
IN OUR COMMUNITIES AND IN OURSELVES

As we stand on the cusp of eliminating polio, we find ourselves poised for our next challenge. The time is right to move toward realizing a new vision that brings more people together, increases our impact, and creates lasting change around the world.

To achieve the vision of Rotary International and The Rotary Foundation, we have set four priorities that will direct our work over the next five years.

ROTARY'S STRATEGIC PRIORITIES AND OBJECTIVES

INCREASE OUR IMPACT

- Eradicate polio and leverage the legacy
- Focus our programs and offerings
- Improve our ability to achieve and measure impact

EXPAND OUR REACH

- Grow and diversify our membership and participation
- Create new channels into Rotary
- Increase Rotary's openness and appeal
- Build awareness of our impact and brand

ENHANCE PARTICIPANT ENGAGEMENT

- Support clubs to better engage their members
- Develop a participant-centered approach to deliver value
- Offer new opportunities for personal and professional connection
- Provide leadership development and skills training

INCREASE OUR ABILITY TO ADAPT

- Build a culture of research, innovation, and willingness to take risks
- Streamline governance, structure, and processes
- Review governance to foster more diverse perspectives in decision-making

ROTARY'S CORE VALUES

The world today is not the same as it was when Rotary was founded in 1905. Demographics have shifted, the pace of change has accelerated, and technology has created new opportunities for connection and service. What hasn't changed is a need for the values that define Rotary:

FELLOWSHIP
INTEGRITY
DIVERSITY
SERVICE
LEADERSHIP

By honoring our past and embracing our future, we can evolve and keep Rotary not only relevant, but thriving.



rotary.org/strategicplan

My Rotary

<https://my.rotary.org/en/>



Manage

- Club & District Administration - Club Administration – Manage my Club
 - Club Invoice:
 - View
 - Pay
 - Update Preferences
 - Update membership: *Report membership changes within 30 days, no later than 1 January or 1 July, to ensure your club invoice reflects the latest information.*
 - Update meeting details, mailing address and contact information
 - Rotaract, Interact, Satellite Club info
- Club & District Administration - **Rotary Club Central**

Learning and Reference

- Learn by Role - Club Roles – President
- Access the **Learning Center**

Member Center

- Brand Center
 - Logos
 - Ads
 - Images and videos
 - Printable brochures and materials
- Rotary Magazine – Online
- Rotary International and non-contribution based Foundation award info
- Online Tools – **Rotary Club Central**

Rotary Club Central Goal Center – View by Year

Members and Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image
All

Service Activities

Resources (How To Guides)

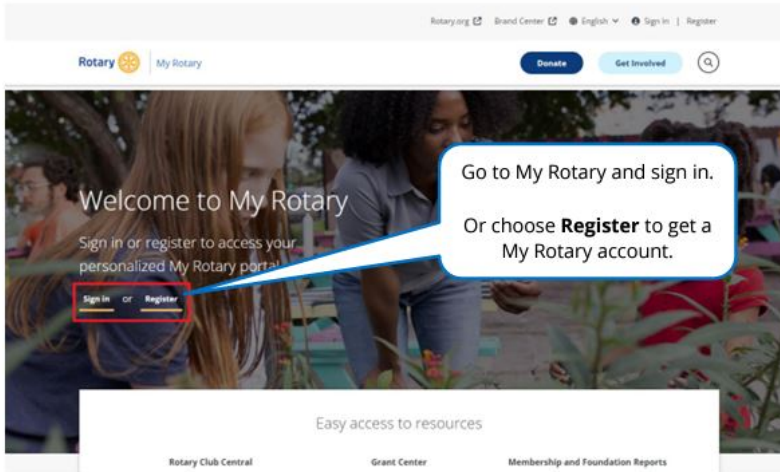
Reports

Membership and Engagement
Rotary Foundation Giving
Service

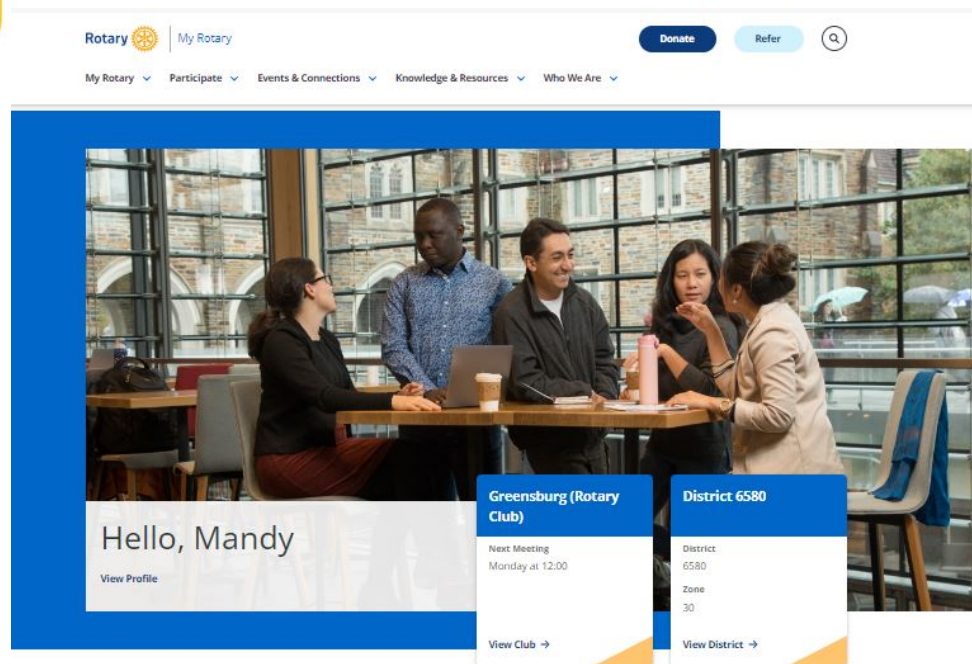
HOW TO ACCESS ROTARY CLUB CENTRAL



SIGN INTO YOUR MY ROTARY ACCOUNT



You can also go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.



- Rotary Club Central »**
Set club goals and track how you're doing. Monitor your progress with detailed reports.
- Grant Center »**
Launch and manage all your Rotary Foundation grants in one place.
- Membership and Foundation Reports »**
Find reports with data about membership, contributions, recognition, and more.
- Brand Center »**
Find logos, photos, videos, and all the resources you need to promote Rotary in your community.
- Learning Center »**
Learn new skills with online classes and materials created for your specific role or interests.
- Rotary Showcase »**
Browse successful club projects from around the world.

- Club Goals
- Global Summary
- Trends
- Service Projects
- Resources
- Reports
- Club Ratings
- Contact Us

Club Goals

Choose and set the goals your club will focus on and track progress.

View Club: All Clubs

Rotary Club of Greensburg

15 of 20 Achievement

< 2023-24 >

PRINT

Enhance Participant Engagement Increase our Impact Expand Our Reach Increase Our Ability to Adapt All

EXIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

Goal Name	Achievement	Goal
Service participation Show goal details and history	32 ✔	30
Social activities Show goal details and history	7 ✔	6
Rotary Action Group participation Show goal details and history	1 ✔	1
Leadership development participation Show goal details and history	9 ✔	8
District conference attendance Show goal details and history	- ✘	4
Use of official Rotary promotional materials Show goal details and history	ACHIEVEMENT 100% ✔	
Rotary Fellowship participation Show goal details and history	4 ✔	4

- Club Goals
- Global Summary
- Trends
- Service Projects
- Resources
- Reports
- Club Ratings
- Contact Us

Service Projects

If you have a project listed in the Service Activities section, please export it to **Rotary Showcase** before the end of 2023. Rotary Club Central no longer accepts new service projects.

View Club: All Clubs

Rotary Club of Greensburg

< 2023-24 >

PRINT

+ Add New Service Project

Use **Rotary Showcase** to plan your club's service projects so that you can find partners, share the outcomes, and show the impact of the work your club is doing locally and globally.

Add project in Rotary Showcase

2023-24 Manage Projects

Rotary Club Central no longer accepts new service projects. Please export the projects listed here to Rotary Showcase before the end of 2023.

COMPLETED PROJECTS

No Completed Projects

CURRENT PROJECTS

No Current Projects

View all projects in Rotary Showcase

HOW TO SET A GOAL

For club officers



FIND GOALS TO TRACK

Before choosing your club's goals, make sure the appropriate year is listed

If the Edit button appears, select it to find goals your club wants to track. If this button reads Save and goals are displayed, proceed to the next step.

HOW TO REPORT PROGRESS ON A GOAL

For club officers



FIND GOALS TO UPDATE

Before reporting progress on goals, make sure the appropriate year is listed

Select Edit to see a list of club goals

Select the goals your club wishes to track by selecting the check boxes next to them

January 2024

Find the goals that you plan to update

Tip: Select Sort selected goals to arrange your club's goals for easy updating

January 2024

SET A GOAL

Enter a goal value in the box titled Goal

Select Save after you've entered a goal value

UPDATE A GOAL

Enter your club's progress towards a chosen goal in the Achievement column

Select Save after you've reported progress on your club's goal

HOW TO VIEW INFORMATION



Members can view summary information two ways in Rotary Club Central: **Global Summary** and **Reports**

Global Summary

Select Global Summary

Select the Rotary year

Select the organization level to view related summary data about progress towards goals. You can also view trends for each organization level on the Trends screen.

Each of the goals in the category is displayed.

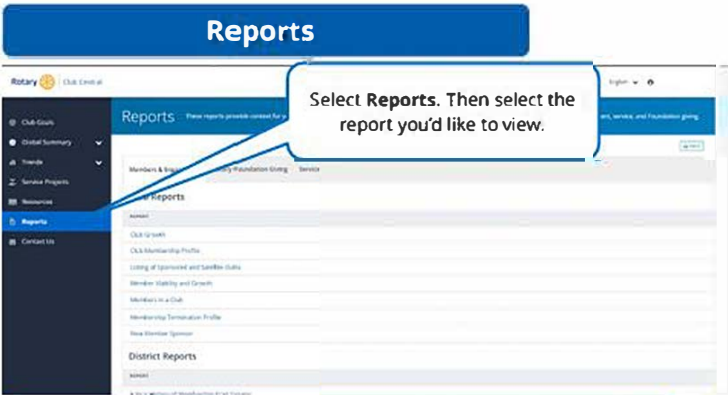
The **Clubs With Goal** column shows the number of clubs that have set a goal, and the number of clubs in the district.

The **Achievement** column shows the total reported progress against the goal.

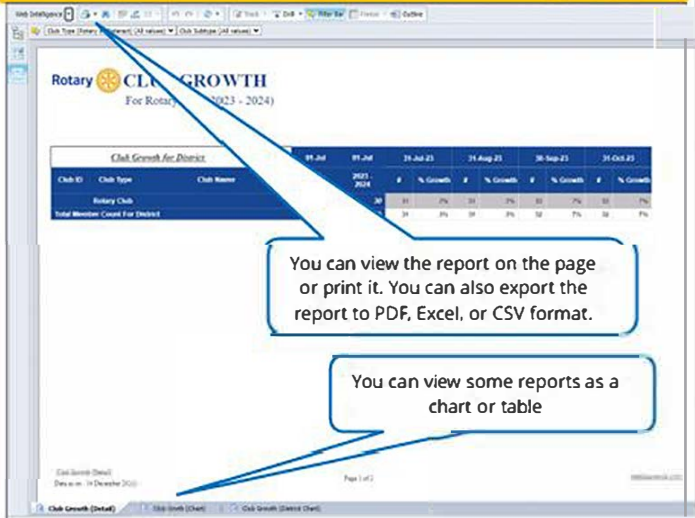
This column shows the goal total for all clubs who have set a goal.

Select the information button for a description on how the displayed data was calculated.

Select **Print** for a copy of the goal summary information.



You can also find club and district reports by selecting the **Knowledge & Resources** tab then **Club & District Administration** on My Rotary



Don't miss these stories below.

Navigating DACdb -- Quick Start Guide

START HERE

Let's Get You That Cheat Sheet!

When you're logged into DACdb, click on the "Support / Learning" tab at the top of the window and then in the left side menu click on "Overview" and select "[DACdb UI Quickstart Guide](#)" and you can download a PDF file that will get you started with where things are in DACdb. This is a great tool for less experienced users.

Please let us know if you have any questions.

Remember Me: DO NOT check this on public systems (e.g., libraries, internet cafes)

Scroll to see the stories.

Enhance Participant Engagement

Service participation

How many members will participate in club service activities during the Rotary year?

Social activities

How many social activities will your club hold outside of regular meetings during the Rotary year?

Rotary Action Group participation

How many club members will be members of at least one Rotary Action Group (RAG) during the Rotary year?

Leadership development participation

How many members will participate in leadership development programs or activities during the Rotary year?

District conference attendance

How many members will attend your district conference?

Use of official Rotary promotional materials

Did your club use Rotary International's promotional, advertising and public service materials (videos, social media graphics, digital banners, etc.) available in the Brand Center, to post/share content to promote Rotary in your community throughout the Rotary year?

Rotary Fellowship participation

How many club members will be members of a Rotary Fellowship during the Rotary year?

District training participation

How many of your club's leaders will attend a learning event to prepare for their role?

Increase Our Impact

Annual Fund contributions

How much money (USD) will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?

Service projects

How many service projects will your club complete during the Rotary year?

PolioPlus Fund contributions

How much money (USD) will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?

Major gifts

How many single outright donations of US\$10,000 or more will be made by individuals associated with your club during the Rotary year?

Increase Our Impact Continued

Inbound Youth Exchange Students

How many Rotary Youth Exchange students will your club host during the Rotary Year?

Bequest Society members

During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their plans to leave US\$10,000 or more to The Rotary Foundation through their estate?

Outbound Youth Exchange students

How many Rotary Youth Exchange students will your club sponsor during the Rotary year?

Benefactors

During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US\$1,000 or more to the Endowment Fund?

Expand Our Reach

Club membership

How many total members does your club want by the end of the Rotary year?

Rotaract Clubs

How many new and existing Rotaract clubs will your club sponsor during the Rotary year?

Interact Clubs

How many new and existing Interact clubs will your club sponsor during the Rotary year?

New member sponsorship

How many members will sponsor a new club member during the Rotary year?

Media stories about club projects

How many media stories will cover your club's projects during the Rotary year?

RYLA participation

How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?

Increase Our Ability to Adapt

Strategic plan

Does your club have an up-to-date strategic plan?

Yes or No

Online Presence

Does your club's branding (promotional materials, website, social media accounts) use current and correct Rotary logos and portray members as People of Action?

Yes or No

Update website and social media

During the Rotary year, how many times per month will your club's website and social media accounts be updated to reflect current activities and information of interest to the public?

Review and consider updating your club bylaws

Do your club bylaws reflect your members and other participants' needs?

Yes or No



Club President's Monthly Checklist

This checklist is designed to help Rotary club presidents-elect and presidents plan and monitor club activities on a monthly basis. It also serves as a monthly reminder of activities and deadlines that apply to all Rotary clubs.

You should read the entire checklist to gain an overall perspective of the next 18 months. You may wish to place a check (✓) in each box after the item has been addressed to your satisfaction. An asterisk (*) indicates a Rotary Foundation-related item. Please contact The Rotary Foundation of Rotary International for more details.

The Rotary events listed below do not have fixed dates. Write the dates that your club will attend the events on the lines below and then add them to the appropriate month on the blank lines provided. You can also use the blank lines in each month to add local events that are specific to your club.

District conference _____

District leadership seminar _____

District membership seminar _____

District Rotary Foundation seminar _____

Official visit of district governor _____

Assistant governor visits _____

Club assemblies _____

Installation of club officers _____

Visit the RI Web site, www.rotary.org, for details on specific programs listed or contact your Club and District Support representative with any questions. You may also download this form from the RI Web site.

As President-elect

January Vocational Service Month

- Begin developing goals and appointing committee chairs.
- Begin preparing for next year's club budget and reviewing the status of continuing club projects.
- Register for presidents-elect training seminar (PETS).
- Encourage all incoming club officers and new members to attend the district assembly.
- Educate your club about the Rotary Peace and Conflict Studies Program and promote it in your community. Begin recruiting applicants for Session II (January-April) of the program.
- _____
- _____
- _____

February Peace and Conflict Prevention/Resolution Month

- Hold the first meeting of the board-elect.
- _____
- _____
- _____

Water and Sanitation Month

Attend PETS on _____ March.

Set the club's annual giving goal to The Rotary Foundation, taking into account the "Every Rotarian Every Year" campaign.

April Maternal and Child Health Month

Attend the district assembly with other incoming club officers on _____ April or May.

May Youth Service Month

- Review the status of current club projects and how they will affect planning for the upcoming year.
- Review the status of current Global Grants and ensure progress/final reports have been submitted.
- Hold club assembly to discuss plans made at district assembly and upcoming RI theme. Discuss goals set for giving to The Rotary Foundation.
- _____
- _____

June Rotary Fellowships Month

- Confer with the secretary and incoming secretary to update the RI membership database via the web, www.rotary.org / member access, on 1 June, so that the July Semiannual Report from Rotary International will be up-to-date and accurate.
- Finalize the Planning Guide for Effective Rotary Clubs and submit it to the district governor-elect or assistant governor before 1 July.
- Finalize the club budget for the coming year.
- Finalize Rotary Foundation contribution goals for the coming year.
- Confer with the outgoing president to ensure a smooth transition.
- Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.
- _____

As President

July

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Initiate membership development programs for the year.
- Review current RI sponsored membership development certificate programs
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Plan and conduct a club assembly to discuss and adopt the year's program. Affirm goals set for the club's participation in Rotary Foundation programs.
- Work with the club secretary to complete the RI semiannual report and send with dues to RI. Submit district per capita dues, if applicable. A past-due reminder notice will be sent on 1 October if RI dues have not yet been paid.
- Request club Foundation committee and district Alumni Subcommittee Chair to identify outstanding nominee for The Rotary Foundation Alumni Service to Humanity Award. *
- Update classification roster. Prepare current list of filled and unfilled classifications.
- Rotary World Peace Fellowships: applications due to The Rotary Foundation from districts by 1 July.
- Promote the Rotary Peace and Conflict Studies program to attract well- qualified candidates.
- _____
- _____

August Membership and New Club Development Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct club activities to support membership development and extension efforts.
- Promote attendance at the district membership seminar.
- Consider nominating a club member for one of these service awards from The Rotary Foundation: District Service Award, Citation for Meritorious Service, or Distinguished Service Award. *
- _____
- _____
- _____

September Basic Education and Literacy Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct youth-related activities and programs.
- Nominations for The Rotary Foundation Service to Humanity Award must be received at The Rotary Foundation Alumni Relations Section, RI World Headquarters by 2 September. *
- Monitor membership development initiatives and goals.
- _____
- _____
- _____

October Economic and Community Development Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct vocation-related activities and programs.
- Monitor membership development initiatives and goals.
- Based on the club's contributions to The Rotary Foundation, submit a timely request for Paul Harris Fellow recognition items, for presentation at a club ceremony during November, "Rotary Foundation" Month. *
- _____
- _____
- _____

November Rotary Foundation Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct related activities and programs on Rotary Foundation programs, including PolioPlus, and fund development.
- Week including 5 November is World Interact Week. Support your local Interact club or help organize one.
- Monitor membership development initiatives and goals.
- 15 November: Deadline to submit nominations for The Rotary Foundation Distinguished Service Award. *
- 15 November (U.S. clubs only): Deadline to submit IRS Form 990 (and possibly form 990-T) to U.S. Internal Revenue Service. Contact the IRS for report forms, filing limits, and other requirements.
- _____
- _____
- _____

December Disease Prevention and Treatment Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Confer with the secretary to update the RI membership database via the web, www.rotary.org / member access, on 1 December, so that the January Semiannual Report from Rotary International will be up-to-date and accurate.
- Conduct activities to demonstrate your club's commitment to family and community.
- Hold annual club election no later than 31 December.
- Monitor membership development initiatives and goals.
- _____

- _____
- _____

January Vocational Service Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct activities and programs to provide members with continuing education on RI and to publicize Rotary to the community.
- Plan to send club representatives to the district conference and to the RI Convention.
- Work with the club secretary to complete the semiannual report and send with dues to RI. Submit district per capita dues, if applicable. A past-due reminder notice will be sent on 1 April if RI dues have not yet been paid.
- Monitor membership development initiatives and goals.
- Conduct a semiannual checkup on all committee activities and objectives.
- Plan and conduct club assembly to review progress toward all club goals.
- Promote availability of world-competitive Rotary World Peace Fellowships. Check with district Rotary World Peace Fellowships chair on deadline for clubs to submit applications for the district-level competition. *
- 31 January: Deadline for reporting next year's club president and secretary to RI for the Official Directory (007-EN), and to the district governor-elect.
- _____

- _____
- _____

February Peace and Conflict Prevention/Resolution Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct club activities to promote world understanding and peace.
- 23 February (Rotary's anniversary) is World Understanding and Peace Day. Conduct activities that emphasize Rotary's commitment to international understanding, friendship, and peace.
- Monitor membership development initiatives and goals.
- Promote attendance at the RI Convention.
- _____
- _____
- _____

March Water and Sanitation Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Conduct literacy related activities and programs
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Week including 13 March is World Rotaract Week. Conduct activities in support of your local Rotaract club or help organize one.
- Monitor membership development initiatives and goals.
- 15 March: Deadline for governors to submit one club nomination for RI's Significant Achievement Award. Contact the district governor for details.
- 31 March: Last day to submit a Matching Grant application for funding consideration in the current Rotary year. *
- _____
- _____
- _____

April Maternal and Child Health Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Conduct a club program on THE ROTARIAN or a Rotary regional magazine.
- Consider a nominee for The Rotary Foundation Citation for Meritorious Service; nominations received after 15 May will be returned to the nominator. Contact your district governor for details. *
- Monitor membership development initiatives and goals.
- 15 April: Deadline for governors to submit Presidential Citation certification forms for clubs to RI. Advise the district governor if the club has met the qualifications for the Presidential Citation according to the schedule determined by the district governor.
- 1 April: Deadline for clubs to submit detailed explanation of their membership development strategy, initiative, or program to their district governor for consideration of a Membership Development Initiative (MDI) award.
- _____
- _____
- _____

May Youth Service Month

- Plan and conduct monthly board meeting.
- Promote attendance at the district conference.
- Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.
- Monitor membership development initiatives and goals.
- Review the status of current Global Grants and ensure progress/final reports have been submitted.

15 May: Deadline for governors to submit one club nomination for the RI Public Relations Award. Contact the district governor for details.

15 May: Deadline to submit nominations for The Rotary Foundation Citation for Meritorious Service. *

June Rotary Fellowships Month

Arrange for a joint meeting of the incoming and outgoing boards to ensure continuity.

Promote attendance at the district conference.

Send monthly membership and attendance report to the district governor or district secretary no later than 15 days after the last meeting of the month.

Promote club members' participation in Rotary Fellowships.

Send club representatives to the RI Convention.

Prepare a year-end audit of the club's financial transactions, working with club secretary and treasurer. Submit a financial statement to the club about its fiscal status.

Prepare a final report to the club on its Rotary Foundation goal achievements and program participation.

Monitor membership development initiatives and goals. Provide the club with a final report on membership growth and identify areas requiring continued action.

Confer with the president-elect to ensure a smooth transition.

Assess all Global Grants activity and provide progress or final reports to The Rotary Foundation for all open grant projects. *

Plan a dignified ceremony for the installation of next year's club officers.

Protocol for Visits from District Governor and Assistant Governor

(A Guide for Club Presidents and Assistant Governors)

District Governor Visit

Once a year, the District Governor makes an official visit to each club in the District, preferably between July 1st and December 31st.

The purpose of the visit:

- To allow the District Governor to communicate directly with all Rotarians in our District;
- To listen to the Club leadership and gain better understanding of their club. To provide helpful guidance to help strengthen Club's in their pursuit of the "Object of Rotary¹," and to answer questions about Rotary International and the District;
- To serve as a catalyst to help strengthen the programs of Rotary; and

¹ The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- FIRST: The development of acquaintance as an opportunity for service;
- SECOND: 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;
- THIRD: The application of the ideal of service in each Rotarian's personal, business, and community life;
- FOURTH: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

- To meet the requirements that Rotary International sets for serving in the office of District Governor.

Process:

Prior to the District Governor's visit (preferably prior to July 1st), Assistant Governors will meet with the club officers to review the club's goals for the year. The Assistant Governor will meet with District Governor prior to their official visit to each club in that area. Additionally, the Assistant Governor for the area will work with the club leadership to confirm the meeting and accommodation arrangements.

1. Reconfirm at least one month in advance of the District Governor visit to resolve any questions as to the information, format of the visit and special requirements.
2. The District Governor is a guest of the Club when making an official visit. Most importantly, the Club should communicate any special plans in which the Club would like the Governor and Assistant Governor to participate in order to insure that it fits in with their other plans. The Club President should contact the District Governor and Assistant Governor well ahead of time to confirm times and places to avoid confusion. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals, and their meals should be complimentary. (See "***Clubs Meals, Special Events and Fundraisers***" below.)

Accommodations:

The District Governor will advise the Club of the need for an overnight accommodation. It is a responsibility of the club to arrange accommodations for the District Governor and spouse at a convenient location. The Assistant Governor will help the Club President coordinate with other clubs if they are being visited in the same week so as to avoid the need to change rooms each night. The cost of the accommodation is paid for by Rotary International, the Club does not pay for this expense.

Meeting Procedures:

The District Governor, while serving as District Governor-Elect, attends a week long training seminar and has the opportunity to receive information from the Rotary International President-Elect. Values, vision and programs are reviewed at this time. During the Official Visit, the District Governor will share with all Clubs in the District, the programs and their purpose.

- The District Governor and spouse are guests of the Club for the Rotary meeting. The Club is encouraged to include the spouses of the members at this special meeting, or perhaps have an evening meeting which will include them.
- The Governor's presentation is the program for the Club meeting, and it is not appropriate to schedule any other program that day. The Club should allow the District Governor a minimum of 30 minutes for the presentation.
- Any time that the District Governor visits a Club is a very special occasion and an opportunity for potential members, and members of the family of Rotary, to learn more about Rotary. You are encouraged to invite spouses or other business leaders. It is also customary that, when the District Governor is introduced and at the completion of the District Governor's prepared remarks, the audience give the District Governor a standing ovation in recognition of the time and effort that the District Governor puts into serving the District.
- Encourage members to plan arriving early for the meeting and staying late in order to meet with the District Governor.

Presentations of Paul Harris Fellows, Paul Harris Society members, 125 Club pins, inductions of new members and other honors are especially appropriate during the District Governor's visit, and the District Governor should be asked to participate in such events.

If there is more than one club in the area, the Club may want to consider a joint meeting with the other clubs.

Clubs are requested to discuss any contemplated changes for the official visits or the format with the District Governor so questions can be resolved early.

The District Governor will wish to meet with the Club Board and Committee Chairs before or after the Club meeting. This meeting usually takes place immediately before or after the Club Meeting, or evening before. The meeting is open to any member of the Club who wishes to attend. Please allow up to two hours for this meeting.

Gifts:

Personal gifts are discouraged. It is the Governor's wish that the Club use the funds for club's projects or to make a donation to The Rotary Foundation for PolioPlus to honor the Governor's visit.

Official visits and other visits by the Assistant Governor

- The role of the Assistant Governor is to assist the Club President and direct the Club (particularly the Club President) to District committees or Rotary International information. This person is not to be regarded as interference with the procedures or the Club, but as a friendly advisor and liaison.
- The Assistant Governor will be meeting with Club Officers and, at the Club's option, the Club's Boards prior to the start of or early in the Rotary year.
- Arrangements for these meeting should be a mutual agreement between the Assistant Governor and Club President.
- A recommendation is to generally follow this format:
 - The agreed meeting should provide about two hours when the Assistant Governor will meet with the Club President, President-elect, Secretary, Treasurer, and others as determined by the Club.
- In the District leadership plan, the Assistant Governor is expected to visit for Club meetings (and in some cases board meetings) over the year to provide support and information. The Assistant Governor will notify the Club President when the Assistant Governor is planning a visit to ensure that it is convenient for the club. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals. (See "**Clubs Meals, Special Events and Fundraisers**" below.)

Club Meals, Special Events and Fundraisers

If the Club wishes to invite any District Governor, District Governor-elect, District Governor-nominee, District Governor-nominee designate, Assistant Governor, other District Officer (Treasurer, Secretary, or Committee Chair), and their spouse, to special events such as club anniversaries, club fund raising events, or changeover meetings, they should be considered guests of the club, and their meals should be complimentary. The District assists with the costs of travel to the clubs, but there is no budget to cover the cost of meals. In addition, the Club should not ask or expect the District officers to participate in harassment, raffles or other fundraisers when they visit.

Induction Ceremony to the Rotary Club of _____

Fellow Rotarians, today we have the honor to induct (a) new member(s) to Rotary. Following the membership guidelines set forth by Rotary International, investigated by our club's membership committee and approved by our board of directors, _____ has been accepted for membership to the Rotary Club of _____.

Rotary is an international organization of business and professional individuals pledged to the standards set forth by Rotary International. We believe that worldwide fellowship and peace can be achieved under the banner of "Service ". As a Rotarian it is our obligation to interpret and carry the message of Rotary to our fellow mankind. Through your individual vocation and with the collection of all the vocations represented by our fellow members, we can demonstrate the ideals of service and the principles of Rotary with great strength.

Rotarian's motto is, "Service Above Self". The Rotarians in our club and all around the world have a common mission to help others in many different ways. To accomplish this, we must have a stretch out open hand to assist not only in monetary but more importantly with leadership by example. Many wonderful things are accomplished with sweat and the sharing of knowledge. Rotarians have built wells and hospitals, sent thousands of books poor countries and eradicated Polio but just as important we have sent many students from most countries around the world to study in foreign lands and sponsor professional vocational exchanges between third world countries and highly industrialized countries.

To assist you in everyday life experience decision making and within a structure that can achieve the ideals of Rotary, Rotary has given us a method of evaluating the things we say and do, "the 4-Way test". Use this and share with others.

- Is it the truth?
- Is it fair to all concerned?
- Will it build good will and better friendship?
- Will it be beneficial to all concerned?

With your induction to Rotary comes some responsibility to the organization. Attend meetings and get involved in club activities. Getting to know fellow members will help you grow in many ways and the activities will allow you to start serving others in need. Take the time to visit the Rotary Web Site and experience what this organization has accomplished and continues to build on. As a Rotarian you can attend other clubs throughout the world. Paul Harris saw the opportunities of rotating meeting locations as a way to share valuable experience and knowledge. Rotarians are very friendly and will welcome you.

(first name) here is your badge and membership packet. Fellow Rotarians and President _____ I am pleased to introduce _____ as our newest member to the Rotary Club of _____.

ROTARY Club of _____
Weekly Meeting and Agenda
Date: _____

PERSONS NEEDED FOR MEETING FUNCTIONS:

CASHIER	GREETER
INVOCATION	SGT. AT ARMS
NEWSLETTER	SONG LEADER & PIANO PLAYER
PUBLICITY	SHERIFF
PROGRAM COORDINATOR	PROGRAM RESPONDER

TIME SCHEDULE:

12:00 EAT

12:10 CALL MEETING TO ORDER AND INVOCATION

12:15 ANNOUNCEMENTS

Sunshine

1. _____

2. _____

3. _____

4. _____

5. _____

12:20 Drawing (50/50 or Happy Dollars)

12:25 INTRO TO PROGRAM –

12:30 PROGRAM

12:55 NEXT PROGRAM _____

1:00 ADJOURNMENT (4 Way Test and Pledge of Allegiance)



MEMBERSHIP RESOURCE GUIDE

The resources below can be downloaded through www.rotary.org by clicking on the hyperlink (underlined in a blue font). If you experience any trouble when downloading resources, please email membershipdevelopment@rotary.org.

PUBLICATIONS		
Name	Description	Audience
Strengthening Your Membership	This guide explains the process of creating a membership development plan and provides strategies and tools you can use to attract and engage new members.	Club presidents, membership committees, and district membership chairs
Starting a Rotary Club	This guide describes a nine-step process to create a new club, from the initial idea to the charter celebration, and beyond.	District governors
Introducing New Members to Rotary	Utilize this guide to develop a process for engaging new members from the start by helping them get involved, connecting them with a mentor, and by pacing the learning over time.	Club leadership
Be A Vibrant Club	A quick guide for clubs with strategies for enhancing your club's structure, activities, and even culture.	Club leadership
Connect for Good	This eight-page guide shows how to get involved and connect with Rotary.	Current members
Rotary Basics	This comprehensive guide to all things Rotary covers everything from how Rotary began to how you can optimize your membership experience.	New members

LEARNING CENTER: ONLINE COURSES (My Rotary login required)		
Name	Description	Audience
Leading Change	Learn the basics of change management, including how to succeed in leading change, how to assess people's readiness to make changes, how to plan for change, and how to respond to any resistance.	Rotary members
Essentials of Understanding Conflict	Learn the essentials of how to understand, manage, and resolve conflict.	Rotary members
Preventing and Addressing Harassment	Take this course to learn how you can create a harassment-free environment in your club.	Rotary members
Rotary Basics	Meet members around the world, watch videos, deepen your understanding of Rotary, and test your Rotary knowledge in this course. While designed for new members, it's a good refresher for long-time members.	Rotary members
Starting a New Rotary Club 101	This 15-minute video outlines the 9-step process of establishing a new club, from the initial idea to the charter celebration and beyond.	Rotary members
Club Membership Committee Basics	Learn more about your responsibilities in developing your club's strategic membership plan to attract and engage members.	Club membership committee members
Your Membership Plan	Create a step-by-step plan to strengthen your membership and keep your club vibrant and relevant.	Rotary members
Best Practices for Engaging Members	Is your club losing more members than it's gaining? It's time to get serious about engaging members.	Rotary members

Kick-start Your New Member Orientation	Are new members leaving within a year or two? Learn how to better connect with them and help them get involved from the start.	Rotary members
Practicing Flexibility and Innovation	If you find that your club's rules are preventing members from getting the experience they want from Rotary, try changing them.	Rotary members
Building a Diverse Club	A diverse club reflects the make-up of its community, has a greater impact, and is more attractive to prospective members.	Rotary members
Online Membership Leads	What's all this talk about membership leads? This course will clear up the mystery behind these online leads.	Rotary members
Is Your Club Healthy?	Take this course to help your club stay valuable to your members and your community.	Rotary members
Strategies for Attracting New Members	Are guests of your club not interested in joining? Learn how to improve the club experience to make it attractive to visitors.	Rotary members
Develop a Speech	Learn how to organize a speech that leaves a lasting impression on your audience.	Rotary members
Deliver a Speech	Explore and practice the effect your voice and body language can have when giving a speech.	Rotary members
Inspirational Speech	Learn how to engage, persuade, and inspire your audience. This course focuses on providing you with the knowledge needed to succeed in persuasive speaking and motivational speaking.	Rotary members
Interpersonal Communication and Networking	Learn techniques for building and maintaining professional relationships and networks. Topics introduced in this session include creating beneficial relationships, maintaining and building a network, and recognizing the point of view of others.	Rotary members
New! Starting a Club	Learn the process of starting a Rotary, Rotaract, or satellite club, get tips for talking to prospective members, and find out how you can maximize your new club's success.	Rotary Members

TOOLS		
Name	Description	Audience
Club Planning Assistant	Answer questions about your club and get links to specific resources to address your club's challenges.	Rotary members
Membership Best Practices Discussion Group	This discussion group provides a forum for leaders at all levels to share best practices for recruiting, attracting, engaging, and retaining current and prospective members.	Rotary members
Rotary Club Health Check	This resource helps club leaders pinpoint opportunities for growth and prescribes resources to help remedy problem areas.	Club leaders
Membership Assessment Tools	Learn how to evaluate and improve your membership development plan with these tools, complete with sample surveys and information on organizing new clubs, recruiting and retaining members.	Current members
Customizable Rotary Club Brochure	In this template, clubs can upload their own photos, edit text, list dates of upcoming events, and share member testimonials.	Prospective members
How to Delegate Your Online Access	As a club or district officer, you can temporarily delegate your level of access in My Rotary to another member for assistance in managing Rotary business online.	Club & district leaders
How to Use the Program Participants and Alumni Report Guide	Learn how to use the Program Participants and Alumni Report as a tool to identify club program speakers, service project volunteers, or prospective members.	District & zone leadership

RESOURCES		
Name	Description	Audience
Starting a Club webpage	Find information and resources about the process of starting a Rotary club.	Rotary members

Meeting Online	Visit this learning topic to explore and share resources, best practices, and ideas for moving meetings online.	Rotary members
Guide to Corporate Membership	This guide describes the benefits of corporate membership and how to use it in your club.	Rotary members
Guide to Satellite Clubs	This guide describes the benefits of a satellite club and how to start one.	Rotary members
Guide to Passport Clubs	This guide explains how passport clubs work, the benefits it offers, and how clubs can get started. It also includes different models structures, a template that can be used when connecting with local businesses and organizations about this opportunity, and sample bylaws.	Rotary members
Rotary Club Models	Find examples of various club types linked, model descriptions, and their target demographics	Rotary members
Club Membership Committee Checklist	Keep your membership committee on track with this checklist covering assessments, attraction, and engagement initiatives.	Rotary members
Engaging Younger Professionals Toolkit	This online toolkit can help clubs connect with Younger Professionals by first understanding them. Topics included are characteristics of your audience, your club's culture, ideas for outreach and engagement, and the long-term benefits of becoming a Rotarian.	Rotary members
Updated! State of Rotary's Membership power point	Understand the current State of Rotary's Membership: how we got here, who is joining, who is leaving – and the opportunities that exist to strengthen membership.	Rotary members
Club Flexibility web page	This web page offers ways clubs can implement flexible membership options and includes links to frequently asked questions, governance documents, and start guides for alternative membership types, and flexible meeting formats.	Rotary members
"Discover Rotary" Power Point	Show this presentation at prospective member or other events to introduce Rotary to the public. It covers Rotary's values, history, and the benefits of membership.	Prospective members
Understanding Membership Reports: Getting Started	This guide lists each membership report available, explains the information it provides, and steps on how to find them.	Rotary members
Creating a Positive Experience for Prospective Members	Find tips and ideas for connecting with prospective members, and what you can do to ensure they have a positive experience.	Rotary members
Proposing New Members	Best practices for proposing new members to your club.	Rotary members
How to Manage Membership Leads (Clubs)	Step-by-step directions for using the Membership Leads database to track and manage member leads at the club level.	Club leaders
How to Manage Membership Leads (Districts)	Step-by-step directions for using the Membership Leads database to track and manage member leads at the district level.	District leaders
Membership Minute e-newsletter	Bi-monthly Rotary stories and the latest membership development ideas, strategies, and resources.	Club & district leaders
Strategic Planning Guide	Use this guide and worksheet to help develop a vision, goals, and measurements for your strategic plan.	Club & district leaders

WEBINARS		
Name	Description	Audience
Courageous Leadership	Using stories of transformation from Rotary and in their professional careers, hear trainers Louisa Horne and Doug Logan outline strategies for clubs on creating a vibrant membership experience.	Rotary members
Membership Models for the Future of Rotary	Associate and corporate memberships, passport, satellite, and hybrid clubs: these are just some of the innovative, flexible models that clubs have designed recently. Panelists on this webinar discuss the challenges, benefits, and lessons of designing a club experience that works for every member	Rotary members

Building New Clubs Together	This webinar will be helpful if you believe that adding a new Rotary club in your community will broaden your capacity for service, think a satellite club may allow more prospective members to engage with Rotary, or want tips on how to charter a Rotaract club, or encourage Rotaractors to start their own clubs.	Rotary members
First Impressions Matter webinar: The Membership Experience	Find out what happens when Rotarians use every interaction to engage, educate, and inspire fellow Rotarians and the community. Moderated by Jennifer Jones, Past Rotary Vice President.	Rotary members
Revitalize + Rethink Your Rotary Club: Crafting Your Member Experience	Learn ways your club can create an engaging and rewarding member experience by embracing new rules and flexibility options your members.	Rotary members
We Are Rotary: Advancing Women as Leaders	Less than 25 percent of Rotary’s members around the world are women, and women are underrepresented in leadership positions at every level. Watch this presentation to learn the benefits of being a diverse, equitable, and inclusive organization and the barriers that women face when they consider leadership positions.	Rotary members
Connect with the (Online) Rotary World	The world has changed in response to the COVID-19 pandemic making the need for Rotary more relevant than ever. Hear from a panel of Rotarians who have led their clubs and districts in the move to virtual connection including meetings, social media, fun ways to engage, and local and global service opportunities.	Rotary members
DEI in Rotary: How are we Doing?	The COVID-19 pandemic and anti-racism solidarity demonstrations are calling out global inequities and the need for social justice. It is even more important that Rotary be an organization inclusive of all cultures, experiences, and identities. Hear from Rotarians at the forefront of change, learn about Rotary’s diversity, equity, and inclusion (DEI) progress, and be equipped with tools to create a more diverse, inclusive, and equitable organization.	Rotary members
Connecting with Prospective Members in Your Community	Now more than ever, people are yearning to connect with others and find ways to help others and give back to their communities. During the past several months, we’ve heard incredible stories of how Rotary clubs around the world are coming together to take care of each other, their neighbors, and those in need during this difficult time. Watch this recording to view a demo of how to effectively use Rotary’s membership leads platform to connect with prospective members, and a Q&A with Rotary staff from the Membership Development team.	Club Leaders

TRAINING MANUALS & DOCUMENTS		
Name	Description	Audience
New! District Vibrant Club Workshop Leader’s Guide	This guide provides you with speaking points, PowerPoint templates, and exercises to show how membership, the Foundation, and public image can work together to fulfill Rotary’s action plan.	District leaders
District Membership Committee Terms & Responsibilities	This sheet explains the district membership committee’s purpose, chair appointment, qualifications, duties, and responsibilities.	District leaders
Lead Your District: Committee Chair	Use this information to set up and run an effective district committee	District leaders

Questions? Please contact Haris Sofradzija, Regional Membership Officer, via email at haris.sofradzija@rotary.org or by phone at +1.847.866.3105

Save the Date:



District 6560

**All Indiana
District
Conference
24-25**

**Sheraton Indianapolis
at Keystone Crossing**

April 26, 2025

Indianapolis, IN

More information to come...

Rotary Acronyms and Abbreviations

AG	Assistant Governor
ARPIC	Assistant Rotary Public Image Coordinator
ARC	Assistant Rotary Coordinator
ARRFC	Assistant Regional Rotary Foundation Coordinator
COL	Council on Legislation
COP	Rotary International Code of Policies
DG	District Governor
DGE	District Governor -elect
DGN	District Governor Nominee
DGND	District Governor Nominee Designate
DRFC	District Rotary Foundation Chair
DT	District Trainer
EMGA	Endowment and Major Gift Advisor
EPNC	End Polio Now Zone Coordinator
EREY	Every Rotarian Every Year
GETS	Governors-elect Training Seminar
GSE	Group Study Exchange
MDIO	Multi-District Information Organization (Rotaract)
MOP	Rotary International Manual of Procedure
PDG	Past District Governor
PE	President-elect
PN	President-nominee
PETS	Presidents-elect Training Seminar
PHF	Paul Harris Fellow
PHS	Paul Harris Society
PRID	Past Rotary International Director
PRIP	Past Rotary International President
RI	Rotary International
RID	Rotary International Director
RIDE	Rotary International Director-elect
RIDN	Rotary International Director Nominee
RIP	Rotary International President
RIPE	Rotary International President-elect
RIPN	Rotary International President Nominee
RITS	Rotary International Travel Service
RIVP	Rotary International Vice President
RLI	Rotary Leadership Institute
RPIC	Rotary Public Image Coordinator
RC	Rotary Coordinator
RRFC	Regional Rotary Foundation Coordinator
RYLA	Rotary Youth Leadership Award
TRF	The Rotary Foundation
VTT	Vocational Training Team
YE	Youth Exchange
YEO	Youth Exchange Officer

Rotary Club of _____

2024 - 2025 Budget

Income

Bulletin Ads
Chili Day
Citrus Drive
Dictionary Project
Dues \$125 X 83 Members
Weekly Fines
Golf / Steak Outing
Greenery
Lunch Money
Show Me the Money
District Conference

Total Income

Charity Budget

32nd Degree Masonic
Althoff Tennis Nets
Boy Scouts
Early Act
Girl Scouts
Junior Achievement
Linus Project
Salvation Army
SAVE
Scholarship - 4 @ \$500
YMCA (Last Year)

Total Charity Budget

Expenses

Awards/Gifts/Fees
Belize Crippled Children
Bulletin
Citrus
Chili Day
Club Dictionary
Dictionary
District Assembly
District Conference
Dist Conf - Governor Expense
Dist Governor Elect Reserve
Gift for Governor
Dues (Rotary International)
Dues (Rotary District)
Greenery Fundraiser
GSE Team
Interact Club
Insurance Officers & Directors
International Project
Kids Day
LOL Pets Pres Elect / Pres Nom Reg with 3 nights hotel each
Membership Committee Budget
Name Tags
Photography / Video
Postage
President Misc Fund
RI Exchange Student
RI Foundation
Rose Bowl Float
RYLA
Shrine Gift
Speakers Meals
Speech Contest
Steak / Golf Outing
St.Clair Foundation
Surety Bond Treasurer

Total Expenses

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Constitution of the Rotary Club of

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A director on this club's Board.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Satellite club (when applicable): A potential club whose members shall also be members of this club.
7. In Writing: A communication capable of documentation, regardless of the method of transmission.
8. Year: The twelve-month period beginning 1 July.

Article 2 Name

This organization shall be the Rotary Club of

(Member of Rotary International).

The name of any satellite of this club shall be Rotary Satellite Club of

(A satellite of Rotary Club of _____).

Article 3 Purposes

The purposes of this club are to:

- (a) pursue the Object of Rotary;
- (b) carry out successful service projects based on the five Avenues of Service;
- (c) contribute to the advancement of Rotary by strengthening membership;
- (d) support The Rotary Foundation; and
- (e) develop leaders beyond the club level.

(July 2019)

Article 4 Locality of the Club

The locality of this club is:

Any satellite club of this club shall be located in this locality or the surrounding area.

Article 5 Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- First.* The development of acquaintance as an opportunity for service;
- Second.* 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;
- Third.* The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth.* The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Article 6 Five Avenues of Service

Rotary's five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

1. Club Service, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
2. Vocational Service, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
3. Community Service, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
4. International Service, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.

5. Youth Service, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Article 7 Meetings

Section 1 — Regular Meetings.

- (a) *Day and Time.* This club shall hold a regular weekly meeting on the day and time set in the bylaws.
- (b) *Method of Meeting.* Attendance may be in person, by telephone, online, or through an online interactive activity. An interactive meeting shall be considered to be held on the day that the interactive activity is posted.
- (c) *Change of Meeting.* For good cause, the board may change a regular meeting to any day between the preceding and following regular meetings, to a different time of the regular day, or to a different place.
- (d) *Cancellation.* The board may cancel a regular meeting for these reasons:
 - (1) a holiday, or during a week that includes a holiday;
 - (2) in observance of the death of a member;
 - (3) an epidemic or a disaster that affects the whole community; or
 - (4) an armed conflict in the community.

The board may cancel up to four regular meetings a year for causes not listed here, but may not cancel more than three consecutive meetings.

- (e) *Satellite Club Meeting (When Applicable).* If provided in the bylaws, a satellite club shall hold regular weekly meetings at a day, time, and place decided by its members. The day, time, and place of the meeting may be changed in a way similar to that provided for the club's regular meetings in section 1(c) of this article. A satellite club meeting may be cancelled for the reasons in section 1(d) of this article. Voting procedures shall be as provided in the bylaws.
- (f) *Exceptions.* The bylaws may include provisions that are not in accordance with this section. A club, however, must meet at least twice per month.

Section 2 — Annual Meeting.

- (a) An annual meeting to elect officers and present a mid-year report, including current year income and expenses, together with a financial report on the previous year, shall be held before 31 December, as provided in the bylaws.
- (b) A satellite club shall hold an annual meeting of its members before 31 December to elect officers for the satellite club.

Section 3 — Board Meetings. Within 60 days after all board meetings, written minutes should be available to all members.

Article 8 Membership

Section 1 — *General Qualifications.* This club shall be composed of adult persons who demonstrate good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world.

Section 2 — *Types.* This club shall have two types of membership, active and honorary. Clubs may create other types in accordance with section 7 of this article. These members are reported to RI as either active or honorary.

Section 3 — *Active Members.* A person who possesses the qualifications in article 5, section 2 of the RI constitution may be elected as an active club member.

Section 4 — *Satellite Club Members.* Members of a satellite club of this club shall also be members of this club until the satellite club is admitted to RI membership as a Rotary club.

Section 5 — *Prohibited Dual Memberships.* No member shall simultaneously

- (a) belong to this and another club other than a satellite of this club, or
- (b) be an honorary member in this club.

Section 6 — *Honorary Membership.* This club may elect honorary members for terms set by the board, who shall:

- (a) be exempt from paying dues;
- (b) not vote;
- (c) not hold any club office;
- (d) not hold classifications; and
- (e) be entitled to attend all meetings and enjoy all other privileges in the club, but have no rights or privileges in any other club, except to visit without being a Rotarian's guest.

Section 7 — *Exceptions.* The bylaws may include provisions that are not in accordance with article 8, sections 2 and 4 - 6.

Article 9 Club Membership Composition

Section 1 — *General Provisions.* Each member shall be classified in accordance with the member's business, profession, occupation, or community service. The classification shall describe the principal and recognized activity of the member's firm, company, or institution, the member's principal and recognized business or professional activity, or the nature of the member's community service activity. The board may adjust a member's classification if the member changes positions, professions, or occupations.

Section 2 — *Diverse Club Membership.* This club's membership should represent a cross section of the businesses, professions, occupations, and civic organizations in its community, including age, gender, and ethnic diversity.

Article 10 Attendance

Section 1 — General Provisions. Each member should attend this club's regular meetings, or its satellite club's regular meetings, and engage in this club's service projects, events, and other activities. A member shall be counted as attending a regular meeting if the member:

- (a) is present in person, by telephone, or online for at least 60 percent of the meeting;
- (b) is present but called away unexpectedly and later presents to the board satisfactory evidence that leaving was reasonable;
- (c) participates in the regular online meeting or interactive activity posted on the club's website within one week after its posting; or
- (d) makes up the absence in any of the following ways within the same year:
 - (1) attends at least 60 percent of the regular meeting of another club, a provisional club, or a satellite of another club;
 - (2) is present at the time and place of a regular meeting or satellite club meeting of another club for the purpose of attending, but that club is not meeting at that time or place;
 - (3) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board;
 - (4) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned;
 - (5) participates through a club website in an online meeting or interactive activity;
 - (6) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
 - (7) attends an RI convention, a council on legislation, an international assembly, a Rotary institute, any meeting convened with the approval of the RI board of directors or the RI president, a multizone conference, a meeting of an RI committee, a district conference, a district training assembly, any district meeting held at the direction of the RI board, any district committee meeting held by direction of the governor, or a regularly announced intercity meeting of clubs.

Section 2 — Extended Absence While Working at a Distance. If a member works on a distant assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment replaces attendance at the regular meetings of the member's club, if the two clubs agree.

Section 3 — Absence Because of Other Rotary Activities. An absence does not require a make-up if, at the time of the meeting, the member is:

- (a) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (1)(d)(7);

- (b) serving as an officer or member of an RI committee or as a TRF trustee;
- (c) serving as the special representative of the governor in forming a new club;
- (d) on Rotary business in the employ of RI;
- (e) directly and actively engaged in a district-sponsored, RI-sponsored, or TRF-sponsored service project in a remote area, where making up attendance is impossible; or
- (f) engaged in Rotary business duly authorized by the board, which precludes attendance at the meeting.

Section 4 — *RI Officers' Absences.* An absence shall be excused if the member is a current RI officer or a Rotarian partner of a current RI officer.

Section 5 — *Excused Absences.* A member's absence shall be excused if:

- (a) The board approves it for reasons, conditions, and circumstances it considers good and sufficient. Such excused absences shall not last longer than 12 months. However, if a leave is taken for medical reasons, follows the birth or adoption of a child, or takes place during foster care of a child, the board may extend it beyond the original 12 months.
- (b) The sum of the member's age and years of membership in one or more clubs is 85 years or more, the member has been a Rotarian for at least 20 years, the member has notified the club secretary in writing of a desire to be excused from attendance, and the board has approved.

Section 6 — *Attendance Records.* When a member whose absences are excused under subsection 5(a) of this article does not attend a club meeting, the member and the absence shall not be included in the attendance records. If a member whose absences are excused under section 4 or subsection 5(b) of this article attends a club meeting, the member and the attendance shall be included in this club's membership and attendance figures.

Section 7 — *Exceptions.* The bylaws may include provisions not in accordance with article 10.

Article 11 Directors and Officers and Committees

Section 1 — *Governing Body.* The governing body of this club is the board, as provided in the bylaws.

Section 2 — *Authority.* The board has general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 — *Board Action Final.* In all club matters, the decision of the board is final, subject only to an appeal to the club. However, when the board decides to terminate membership, the member, according to article 13, section 6, may appeal to the club, request mediation, or request arbitration. An appeal to reverse a board decision requires a two-thirds vote of the members present at a regular meeting specified by the board, provided that a quorum is present and the secretary has given notice of the

appeal to each member at least five days before the meeting. The club's action on an appeal is final.

Section 4 — Officers. The club officers shall be a president, the immediate past president, a president-elect, a secretary, and a treasurer and may also include one or more vice-presidents, all of whom shall be members of the board. The club officers may also include a sergeant-at-arms, who may be a member of the board, if the bylaws provide. Each officer and director shall be a member in good standing of this club. Club officers shall regularly attend satellite club meetings.

Section 5 — Election of Officers.

- (a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer takes office on 1 July immediately following election and serves for the term of office or until a successor is elected and qualified.
- (b) *Term of President.* A president-nominee shall be elected as provided in the bylaws, at least 18 months but not more than two years before the day of taking office as president. The nominee becomes president-elect on 1 July in the year before taking office as president. The president takes office on 1 July and serves a period of one year. When a successor is not elected, the current president's term is extended for up to one year.
- (c) *Qualifications of President.* A candidate for president must be a member of this club for at least one year before being nominated, unless the governor determines that less than a full year satisfies this requirement. The president-elect shall attend the presidents-elect training seminar and the training assembly unless excused by the governor-elect. If excused, the president-elect shall send a club representative. If the president-elect does not attend the presidents-elect training seminar and the training assembly and has not been excused by the governor-elect or, if excused, does not send a club representative to these meetings, the president-elect shall not serve as club president. The current president then shall continue to serve until the election of a successor who has attended a presidents-elect training seminar and training assembly or training deemed sufficient by the governor-elect.

Section 6 — Governance of a Satellite Club of This Club.

- (a) *Satellite Club Oversight.* This club shall provide general oversight and support of a satellite club as deemed appropriate by the board.
- (b) *Satellite Club Board.* For day-to-day governance, a satellite club shall have an annually elected board, drawn from its members and comprising the officers of the satellite club and four to six other members as the bylaws shall provide. The highest officer of the satellite club shall be the chair, and other officers shall be the immediate past chair, the chair-elect, the secretary, and the treasurer. The satellite board shall be responsible for the day-to-day organization and management of the satellite club and its activities, in accordance with Rotary rules, requirements, policies, aims, and objectives, under the guidance of this club. It shall have no authority within, or over, this club.

- (c) *Satellite Club Reporting Procedure.* A satellite club shall annually submit to the president and board of this club a report on its membership, activities, and programs, accompanied by a financial statement and audited or reviewed accounts, for inclusion in this club's reports for its annual general meeting and any other reports that may, from time to time, be required by this club.

Section 7 — Committees. This club should have the following committees:

- (a) Club Administration;
- (b) Membership;
- (c) Public Image;
- (d) Rotary Foundation; and
- (e) Service Projects.

The board or president may appoint additional committees as needed.

Article 12 Dues

Every member shall pay annual dues as prescribed in the bylaws.

Article 13 Duration of Membership

Section 1 — Period. Membership shall continue during the existence of this club unless terminated as provided below.

Section 2 — Automatic Termination.

- (a) *Exceptions.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that when a member moves from the locality of this club or the surrounding area, but continues to meet all conditions of club membership, the board may:
 - (1) allow a member to remain in this club; or
 - (2) grant a special leave of absence, not to exceed one year, to enable the member to visit and become known to a club in the new community.
- (b) *Rejoining.* When a member in good standing has their membership terminated as described in subsection (a), that person may apply for membership again, under the same or another business, profession, occupation, community service, or other classification.
- (c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term of membership set by the board, unless extended. The board may revoke an honorary membership at any time.

Section 3 — Termination Non-payment of Dues.

- (a) *Process.* Any member who fails to pay dues within 30 days after they are due shall be notified in writing by the secretary. If the dues are not paid within 10 days after the notification, the board may terminate membership, at its discretion.

- (b) *Reinstatement.* The board may reinstate the former member to membership if the former member requests and pays all debts to this club.

Section 4 — Termination Non-attendance.

- (a) *Attendance Percentages.* A member must:

- (1) attend or make up at least 50 percent of regular club meetings or satellite club meetings; engage in club projects, events, and other activities for at least 12 hours in each half of the year; or achieve a proportionate combination of both; and
- (2) attend at least 30 percent of this club’s regular meetings or satellite club meetings or engage in club projects, events, and other activities in each half of the year (assistant governors, as defined by the RI board of directors, shall be excused from this requirement).

A member who fails to attend as required may be terminated unless the board consents to the non-attendance for good cause.

- (b) *Consecutive Absences.* Non-attendance may be considered a request to terminate membership in this club, if a member fails to attend or make up four consecutive regular meetings, unless otherwise excused by the board for good and sufficient reason or pursuant to article 10, sections 4 or 5. After the board notifies the member, the board, by a majority vote, may terminate the member’s membership.
- (c) *Exceptions.* The bylaws may include provisions not in accordance with article 13, section 4.

Section 5 — Termination — Other Causes.

- (a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for club membership or for any good cause by a vote of at least two-thirds of the board members present and voting, at a meeting called for that purpose. The guiding principles for this meeting shall be article 8, section 1; The Four-Way Test; and the high ethical standards of a Rotarian.
- (b) *Notice.* Before the board acts under subsection (a) of this section, the member shall be given at least 10 days’ written notice and an opportunity to respond in writing to the board. Notice shall be delivered in person or by registered letter to the member’s last known address. The member has the right to appear before the board to state his or her case.

Section 6 — Right to Appeal, Mediate, or Arbitrate Termination.

- (a) *Notice.* Within seven days after the board’s decision to terminate or suspend membership, the secretary shall notify the member in writing. Within 14 days after the notice, the member may give written notice to the secretary of an appeal to the club or a request for mediation or arbitration. The procedure for mediation or arbitration is provided in article 17.
- (b) *Appeal.* In the event of an appeal, the board shall set a date for the hearing at a regular club meeting held within 21 days after receipt of the notice of appeal. At least five days’ written notice of the meeting and its special business shall be given

to every member. Only members shall be present when the appeal is heard. The action of the club is final and binding on all parties and shall not be subject to arbitration.

Section 7 — *Board Action Final.* Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 — *Resignation.* A member's resignation from this club shall be in writing, addressed to the president or secretary. The board shall accept the resignation unless the member owes debt to this club.

Section 9 — *Forfeiture of Property Interest.* Any person whose club membership is terminated in any manner shall forfeit all interest in any funds or other property of this club if, under local laws, the member acquired any right to them upon joining the club.

Section 10 — *Temporary Suspension.* Notwithstanding any provision of this constitution, if in the opinion of the board

- (a) credible accusations are made that a member has refused or neglected to comply with this constitution, or is guilty of conduct unbecoming a member or harmful to the club; and
- (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
- (c) no action should be taken on the membership of the member, pending the outcome of a matter or an event that the board believes should properly occur first; and
- (d) it is in the best interests of the club to temporarily suspend the member without a vote on the member's membership and to exclude the member from attendance at meetings and other club activities and from any club office or position;

the board may, by at least a two-thirds vote, temporarily suspend the member for a reasonable period up to 90 days and with any other conditions the board sets. A suspended member may appeal the suspension or may request mediation or arbitration as provided in section 6 of this article. During the suspension, the member shall be excused from attendance requirements. Before the suspension ends, the board must either move to terminate the suspended Rotarian or reinstate the Rotarian to full regular status.

Article 14 Community, National, and International Affairs

Section 1 — *Proper Subjects.* Any public question involving the welfare of the community, the nation, and the world is a proper subject of fair and informed discussion at a club meeting. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 — *No Endorsements.* This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 — Non-Political.

- (a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions and shall not take action dealing with world affairs or international policies of a political nature.
- (b) *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 — Recognizing Rotary's Beginning. The week of the anniversary of Rotary's founding, 23 February, is World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 15 Rotary Magazines

Section 1 — Mandatory Subscription. Unless this club is excused by the RI board of directors, each member shall subscribe to an official magazine. Two Rotarians who reside at the same address may subscribe jointly to an official magazine. The subscription fee shall be paid on the dates set by the board for the payment of per capita dues for the duration of membership in this club.

Section 2 — Subscription Collection. The subscription fee shall be collected by this club from each member in advance and remitted to RI or to the office of a regional publication as determined by the RI board of directors.

Article 16 Acceptance of Object and Compliance with Constitution and Bylaws

By paying dues, a member accepts the principles of Rotary expressed in its object and agrees to comply with and be bound by the club constitution and bylaws. On these conditions alone is a member entitled to the privileges of this club. Each member shall be subject to the terms of the club constitution and bylaws whether or not the member has received copies of them.

Article 17 Arbitration and Mediation

Section 1 — Disputes. Any dispute between any current or former member(s) and this club, any club officer, or the board, except a decision of the board, shall, upon a request to the secretary by any disputant, be resolved by either mediation or arbitration.

Section 2 — Date for Mediation or Arbitration. Within 21 days after receipt of the request, the board shall, in consultation with the disputants, set a date for the mediation or arbitration.

Section 3 — Mediation. The procedure for mediation shall be

- (a) recognized by an appropriate authority with national or state jurisdiction; or

- (b) recommended by a competent professional body whose recognized expertise covers alternative dispute resolution; or
- (c) recommended in documented guidelines determined by the RI board or TRF Trustees.

Only Rotarians may be mediators. The club may ask the governor or the governor's representative to appoint a mediator with appropriate mediation skills and experience.

- (a) *Mediation Outcomes.* The outcomes or decisions agreed to by the disputants after mediation shall be recorded and copies given to each party, the mediator or mediators, and the board. A summary statement acceptable to the parties shall be prepared for the information of the club. Any disputant, through the president or secretary, may call for further mediation if a party has retracted significantly from the mediated position.
- (b) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration, as provided in section 1 of this article.

Section 4 — Arbitration. In the event of a request for arbitration, each disputant shall appoint a Rotarian as an arbitrator and the arbitrators shall appoint a Rotarian as an umpire.

Section 5 — Decision of Arbitrators or Umpire. The decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and not be subject to appeal.

Article 18 Bylaws

This club shall adopt bylaws that are consistent with the RI constitution and bylaws, with the rules of procedure for an administrative territorial unit, where established by RI, and with this constitution, to give additional provisions for the government of this club. The bylaws may be amended as they provide.

Article 19 Amendments

Section 1 — Manner of Amending. Except as provided in section 2 of this article, this constitution may be amended only by a majority vote of those voting at the council on legislation.

Section 2 — Amending Article 2 and Article 4. Article 2, Name, and article 4, Locality of the Club, may be amended at any regular club meeting, if a quorum is present, by at least a two-thirds vote of all voting members. Notice of the proposed amendment shall be given to each member and the governor at least 21 days before the meeting. The amendment shall be submitted to the RI board of directors and becomes effective only when approved. The governor may offer an opinion to the RI board of directors about the proposed amendment.

STRATEGIC PLANNING GUIDE



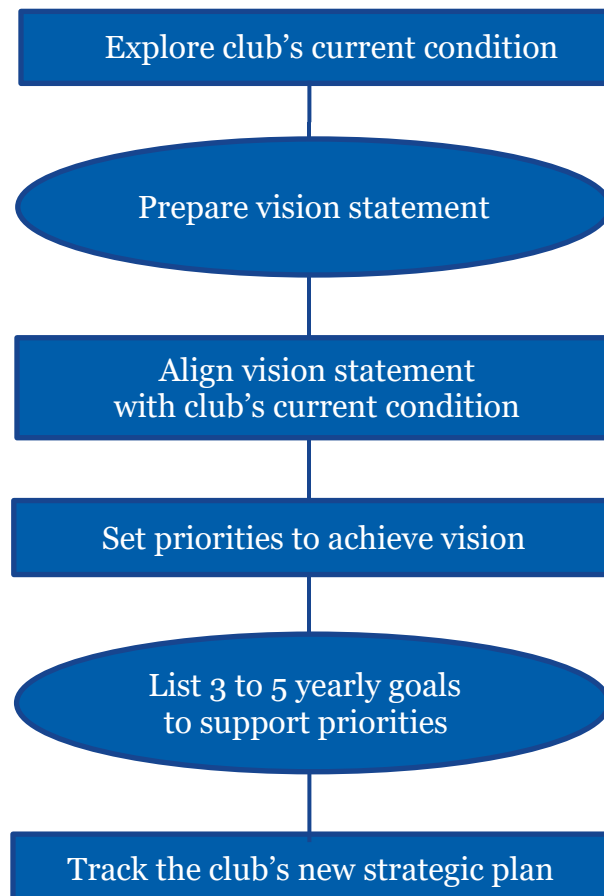
How would you rate your club? Typically, Rotary clubs with a strategic plan are stronger than clubs without one. Research shows that members of clubs with a plan were more satisfied and had a more positive view of their clubs and Rotary overall.

This guide will help you set long-term priorities and goals, all of which will support your club's vision. It's designed for Rotary clubs, but districts can use it too. As you prepare a strategic plan, consider these tips:

- Build a team of past, present, and incoming club leaders to oversee the plan's development and use.
- Ask an unbiased facilitator to run strategic planning meetings.
- Include a variety of perspectives by involving a diverse range of club members.
- See how your club's goals reflect those of your district and [Rotary's strategic plan](#).

The Strategic Planning Model

Create a vision for your club, with strategic priorities that will help you achieve it. Then set yearly goals that support each strategic priority.



Strategic Planning Worksheet

1. Where are you now?

List the opportunities and challenges facing your community.

When checking your club's current state, use [Rotary Club Central](#), [Rotary Club Health Check](#), [Membership Assessment Tools](#), and your region's version of [Be a Vibrant Club](#) to see what your club is doing well and what it could improve.

Club strengths

Club weaknesses

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Opportunities for the community (such as new businesses, growing population)

Challenges facing the community (such as economic decline, competing services)

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2. Where do you want to be?

List five to 10 characteristics that you would like your club to have three to five years from now.

A large, empty rectangular box with a thin black border, intended for the student to list five to ten characteristics they would like their club to have in three to five years.

Next, prepare a one-sentence vision statement. Revise it with the team as needed, then see whether club members support it. (Include something that will distinguish your club from other service groups in your community — e.g., “Our vision is to be the most internationally diverse service club in our community,” or “Our vision is to be the service club most supportive of youths in our community.”)

A large, empty rectangular box with a thin black border, intended for the student to write a one-sentence vision statement for their club.

3. How do you get there?

- Set strategic priorities that will help your club achieve its vision, considering:
 - The club’s strengths and weaknesses
 - The goals of the Rotary strategic plan, those of your district, and those of your regional membership
 - Programs and missions of Rotary International and The Rotary Foundation
 - Your community’s opportunities and challenges
 - Members’ opinions
 - Achievability in three to five years
- Get the team to choose the most important strategic priorities — those that will have the biggest impact as your club works toward its vision.
- Identify yearly goals that support each of the top strategic priorities.
- List the tasks and activities, timeline, resources, and people necessary to meet the yearly goals under each of the strategic priorities.
- Use Rotary Club Central to help set goals and track achievements.

Strategic priority 1: _____

Annual Goals	Tasks/Activities	Timeline	Resources Needed	Member Assigned

Strategic priority 2: _____

Annual Goals	Tasks/Activities	Timeline	Resources Needed	Member Assigned

Strategic priority 3: _____

Annual Goals	Tasks/Activities	Timeline	Resources Needed	Member Assigned

4. How are you doing?

- Have your strategic planning team regularly monitor progress on reaching its goals and suggest plan updates as needed.
- Review your strategic plan, including its vision statement and priorities, each year with club members to see if they would like any revisions.
- Make sure club decisions support the goals of the plan, and discuss observations with the strategic planning team.
- Allot enough resources to achieve the plan.
- Repeat the strategic planning steps every three to five years to produce a new plan or keep the current one.

List steps that your club should take to track its strategic plan, including a timeline — e.g., reports at monthly board meetings, talks at club assemblies, and annual reviews.

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DG Visits by Santos Salinas

Please confirm on link sent by Leigh Perry with a confirm or other suggestions.

CLUB	DATE	DAY	TIME
Richmond	2024-07-09	Tue	12:00 PM
Greencastle	2024-07-10	Wed	12:00 PM
Indianapolis	2024-07-16	Tue	12:00 PM
Greenfield	2024-07-18	Thu	12:00 PM
Kokomo	2024-07-18	Thu	7:00 AM
Anderson	2024-07-23	Tue	12:00 PM
Lafayette Daybreak	2024-07-25	Thu	7:00 AM
Greater Lafayette Satellite	2024-07-25	Thu	12:00 PM
Lafayette	2024-07-30	Tue	11:30 AM
Sheridan	2024-07-30	Tue	6:15 PM
Zionsville	2024-08-01	Thu	8:00 AM
Zionsville	2024-08-01	Thu	8:00 AM
Carmel	2024-08-02	Fri	11:45 AM
Muncie Sunrise	2024-08-02	Fri	7:00 AM
Muncie	2024-08-06	Tue	12:00 PM
Westfield	2024-08-06	Tue	7:30 AM
Noblesville	2024-08-08	Thu	7:30 AM
Indianapolis-East	2024-08-13	Tue	12:00 PM
Southport International	2024-08-13	Tue	6:00 PM
Plainfield	2024-08-14	Wed	12:00 PM
Lebanon	2024-08-16	Fri	12:15 PM
Fishers	2024-08-16	Fri	7:00 AM
Avon	2024-08-20	Tue	7:00 AM
Union City	2024-08-20	Tue	12:00 PM
Brownsburg	2024-08-22	Thu	12:00 PM
Indianapolis Northeast	2024-08-22	Thu	5:00 PM
Noblesville Midday	2024-08-27	Tue	12:00 PM
Rushville	2024-09-10	Tue	12:00 PM
Danville	2024-09-12	Thu	12:00 PM
Shelbyville	2024-09-12	Thu	6:15 PM
Connersville	2024-09-16	Mon	12:00 PM
Rockville	2024-09-16	Mon	5:30 PM
Anderson Morning	2024-09-18	Wed	7:00 AM
Portland	2024-09-18	Wed	12:00 PM
Indy Metro	2024-09-18	Wed	6:30 PM
New Castle	2024-09-18	Wed	12:00 PM
Frankfort	2024-09-19	Thu	11:45 AM
Indianapolis Progressive	2024-09-23	Mon	6:00 PM
Crawfordsville	2024-09-25	Wed	12:00 PM
Attica-Williamsport	2024-09-25	Wed	5:15 PM
Grant County	2024-09-26	Thu	12:00 PM
Hartford City	2024-09-30	Mon	6:00 PM
Winchester	2024-09-30	Mon	12:00 PM

Calendar of Events

District Conference 2024 May 4th, 2024 Carmel, Indiana

Renaissance by Marriott
11925 N Meridian
Carmel, IN 46032

District Changeover 2024

June 12th, 2024 Murat Shrine 5:31pm

510 N. New Jersey St.
Indianapolis, IN 46204

August

: 14th: Quarterly President Roundtable virtual: 6 – 7:30

September:

5th – 8th: Zone Institute

27th : District 6560 Celebration

28th: District 6560 Visioning Day

October:

24th: World Polio Day

December

10th: Quarterly President's Round Table virtual: 6 – 7:30 pm

February:

1st or 8th: Spring District Leadership meeting

11th: Quarterly President's Round Table virtual: 6 – 7:30 pm

April:

26th: All IN DC 25:

May:

13th: Quarterly President's Round Table virtual: 6 – 7:30 pm

15th: Quarterly District Leadership Roundtable virtual: 6 – 7:30 pm

June:

21st – 23rd: RI Convention in Calgary