

# ROTARY CLUB OF FAIRBANKS

## Secretary Policy and Procedure

### January 26, 2019

#### POLICIES

#### ROTARY INTERNATIONAL:

- Maintain membership records: [Update your club membership data](#). Your club invoice is based on the number of members in Rotary's database for your club as of 1 July and 1 January. Rotary International sends the club invoice by email and mail.
- Maintain minutes of club, board, and committee meetings
- Work with incoming secretary to ensure smooth transition

#### ROTARY CLUB OF FAIRBANKS – BY LAWS:

- ARTICLE 4 - DUTIES OF THE OFFICERS AND DIRECTORS
- Section 6. The Secretary shall be responsible for the current membership records of the Club, the recording of attendance at meetings, and shall prepare all required reports to Rotary International including the Semi-Annual Reports due on January 1<sup>st</sup> and July 1<sup>st</sup> each Year. The Secretary shall also prepare leave of absence notices, 'absence excused' status changes, and notices of termination of membership, and shall submit timely reports of any changes in membership status to the District
- Governor and Rotary International. The Secretary shall prepare and preserve the minutes of all meetings of the Board and perform other duties as usually pertain to the office. The Secretary shall prepare and send a membership status/transfer report to each resigning Member, stating the status of the person's payments of dues and payments to the Rotary Foundation.

#### Membership Procedures

Rotary Club of Fairbanks uses DACdb as the club's management program. The secretary is tasked with keeping the membership data current; including adding new members, monitoring leave of absence, attendance at meetings and termination of members when the leave the club.

#### Adding new members

- Active members, wishing to bring in a new member, shall present the secretary of the club with a signed membership application. The secretary will mark on the application when the following phases of the membership process are complete.
- Upon receipt, the new members application will be presented to the classification committee.
- Once the classification is processed the application will be presented to the board of directors for approval. Make sure to note Board Approval date on application.

- If the board approves the members application, the prospective members name, classification and sponsor will be announced to the club for two consecutive weeks to allow members, that may have good reason, to question the application and bring their concerns to the board. Make sure to note the days of publication on the application.
- There being no objection, an orientation to the club will be scheduled. A member of the membership committee will be called upon to give the orientation. Make sure to note the date of orientation on the application.
- Upon completion of the orientation an induction date will be set. This can be the same day as the orientation if the orientation is scheduled before the meeting. Make sure to note the date of induction on the members application.
- Present the new member with their Red Badge and Pin at the next available meeting.
- Once all these steps have been completed, the members information will be entered into the DACdb program.
- The new members name shall be presented to the Team Coordinator for placement on a monthly team.
- The new members information should be sent to our accounting company for billing purposes. The Rotary Identification number for the new member must be on the form!

#### Leave of Absence

- Members wishing to take a leave of absence shall put their request in writing to the board of directors.
- Once approved the secretary will enter into DACdb and send the dates to the accounting firm.
- Monitor the members on leave of absence and notify the accounting firm when their absence is complete.
- Delete them from the leave of absence selection on the DACdb program as well.

# ROTARY CLUB OF FAIRBANKS

## Secretary Procedure

### Attachment #3 – Orientation

Research shows that clubs that have a new member orientation program also have higher member retention rates. A new member orientation program is a plan for engaging new members and acclimating them to your club.

**New Member Packets** – Each new member receives a new member packet. These are put together by the club orientation person, usually a member of the membership committee. New Member Packets can be purchased through Rotary or Russell Hampton (**R89485**). These kits include:

- A Certificate of Membership (optional),
- Rotary Lapel Pin,
- New Member Ribbon for their Badge,
- Four-way Test/Object of Rotary wallet card,
- Auto decal,
- "Object of Rotary" on card stock,
- "Four Way Test" on card stock.

To this we add:

- (Documents in Attachment #3 documents)
- (Documents from RI – order #)
- A Red Badge for them to wear at the meetings until they earn their blue badge. Information on the badge should include their name, classification and sponsor. On the bottom of the badge are squares for the tasks they need to complete
- Left hand side of folder when open:
  - Rotary Perspective – (in attachment #3 documents)
  - Membership Pyramid – (in attachment #3 documents)
  - New Member Requirements – Red Badge - (in attachment #3 documents)
  - ClubRunner Cheat Sheet – (in attachment #3 documents)
  - Credit Card Authorization – (in attachment #3 documents)
  - Important Notice of Directory Usage – (in attachment #3 documents)
  - Rotary Basics – 699
  - Rotary's Areas of Focus – 965
  - Connect for Good – 595
  - Promotional Cards
    - Rotaract
    - Interact
    - Youth Exchange – Long Term
    - Youth Exchange – Short Term
- Right hand side of folder when open (Foundation)
  - The Rotary Foundation Reference Guide – 219
  - Current Rotary Facts – 159
  - Rotary Peace Centers – 084
  - Paul Harris Society – 099
  - Your Rotary Legacy – 330
  - End Polio – 944
  - Foundation Points Explained (in attachment #3 documents)
  - Copy of the Rotarian magazine if possible

## Orientation Day

Be the first to welcome the new member to Rotary.

Use the handouts in the packet to guide your conversation. Points to make:

- Our club is part of an international organization of people that share a passion for service. (Membership Pyramid) (Perception handout)
- Rotary's Areas of Focus
  - Peace and Conflict Resolution
  - Water and Sanitation
  - Literacy
  - Maternal and Child Care
  - Economies
  - Disease Prevention
- Explain our youth programs, Youth Exchange, (short and long term exchanges), RYLA, Interact and Rotaract. You might want to mention as well, we charter a cub scout pack and boy scout troop
- New member "Red Badge" Requirements
- Directory is proprietary and is not to be used for anything but Rotary business
- ClubRunner instructions for logging in to their account. If possible, have them download the ClubRunner app on their phone and show them how it works
- Auto Pay paperwork. Invoice includes cost of meals, Rotary and District dues
- Explain the Rotary Foundation and how it works using the handouts on the right-hand side. Mention some of our club's projects using these funds. Also mention that all monies donated to the Annual Fund come back to our District in three years for use on projects. Have a current copy of "Rotary Facts" available to show the programs of Rotary, that years contributions to the Foundation and the summary statistics of Rotary.
  - District Grants
  - Global Grants
- Ways to donate
  - Annual Fund
  - Donate to a specific project (global grant, polio plus, etc.)
  - Endowment (Usually provided for in your will or codicil)
    - Bequest Society (\$10,000)
    - Benefactor (any amount in their estate plan to the Endowment)
- Understanding Paul Harris recognition points and becoming a Paul Harris Fellow
  - After your first Paul Harris Fellowship, your points can be used to get a Paul Harris in someone else's name, children, grandchildren, parents
- Foundation Programs
  - Polio Plus
  - Rotary Peace Centers

Ask if they have any preference for committee work, what they hope to get out of Rotary, and if they have any questions.

Again, welcome them to the club.

Make sure the President has their Red Badge and Rotary Pin at the podium for presentation during the meeting.

# Rotary



## ROTARY CLUB OF FAIRBANKS MEMBERSHIP APPLICATION

PROPOSED MEMBER \_\_\_\_\_  
(Please Print) Last First Middle

NICK NAME \_\_\_\_\_  MALE  FEMALE

BUSINESS NAME \_\_\_\_\_

POSITION DESCRIPTION \_\_\_\_\_

TITLE \_\_\_\_\_  OWNER  EMPLOYEE

PHONE CONTACT: \_\_\_\_\_  
(Please circle preferred) Business Home Cell

EMAIL \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING (BILLING) ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

SPOUSE NAME \_\_\_\_\_ MEMBER BIRTH DATE \_\_\_\_\_

### PREVIOUS ROTARY EXPERIENCE

CLUB \_\_\_\_\_ YEARS A MEMBER \_\_\_\_\_

CLUB \_\_\_\_\_ YEARS A MEMBER \_\_\_\_\_

OFFICES HELD \_\_\_\_\_

PAUL HARRIS FELLOW/S \_\_\_\_\_ NUMBER \_\_\_\_\_

SPONSOR \_\_\_\_\_

PROPOSAL DATE TO SECRETARY \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_

BOARD APPROVED DATE \_\_\_\_\_

PUBLICATION TO MEMBERSHIP DATE \_\_\_\_\_ SECOND \_\_\_\_\_

ORIENTATION DATE \_\_\_\_\_

INDUCTION DATE \_\_\_\_\_

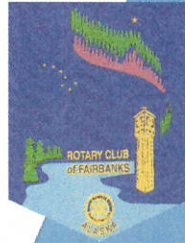
TEAM \_\_\_\_\_ COMMITTEE/S PREFERENCE \_\_\_\_\_

CC: DATE (CLUB ACCOUNTANT, SECRETARY, COMMUNICATIONS, PRESIDENT) \_\_\_\_\_

RI MEMBERSHIP NUMBER \_\_\_\_\_

# Club Member

Over 1.2 Million Members



## Rotary Club of Fairbanks

Our club is one of 40 in Alaska and Yukon and 34,000 around the world. All the clubs have officers, directors and committees. Each year the President of our club chooses community and international projects. Each club in Rotary is very unique.



## District 5010 Alaska/Yukon

There are well over 500 Districts in the Rotary World. Districts are comprised of Rotary Clubs in a defined area. The District Governor is the direct link to Rotary International.



## Zone 24 - 32

There are 34 Zones in the Rotary World. Zones are comprised of Districts. There are 17 directors at Rotary International. Each director is responsible for two zones, and reports directly to the President of RI and Rotary International.

Rotary



The  
Rotary  
Foundation



## Rotary International

Administration

Track Membership, Rotarian Magazine, Programs

## The Rotary Foundation

All donations to the Annual Programs Fund come back to the District in 3 years. 50% to the District and 50% to the Global Fund for project grants, scholarships, vocational training teams and more. There are other giving opportunities as well.

## **NEW MEMBER RED BADGE REQUIREMENTS**

As a new member to the Rotary Club of Fairbanks you will receive a temporary red membership badge, which will show your name, classification and sponsor name. At the bottom of the badge is a trip of paper with abbreviations on it. These represent tasks to be performed to attain your permanent blue badge. Accomplishing these tasks promptly will help you to be come quickly acquainted with the members and the workings of your new club.

**BOD** = Attend a Board of Directors meeting. These are held at noon, the second Friday of each month at the Westmark Hotel (these meetings will be announced and members are always welcome). Short Board meetings held after regular weekly meetings do not count for a green dot

**\$** = Help the club Treasurer at one of the regular Thursday meetings - assist at the Treasurer's Table, sell tickets, just ask they can always use the help.

**ATTN** = Help at the Attendance Table two times. This is to get you acquainted with the members of the club. As they collect their badges, you check them in. You can also help out as a greeter at the door.

**COM** = Join and participate on one or more of your club's numerous committees.

**100%** = Attain 100% attendance for three straight weeks - this is easily attained through commitment and makeups at other clubs.

**YE** = Have some personal exchange with one of our eight local Exchange Students - sit with them at one of our meetings, go snow-machining, skiing, fishing or just have a chat and get to know them and the country they represent. If you have an interesting business, invite them to visit.

**Talk** = At some point you will be asked to address the membership and tell them about yourself - your occupation, your family, children, pets and anything about yourself you feel comfortable with. Just relax, the members love these talks because they get to know you better. Five minutes is the average time for the new member talks.

You will be given a green dot for each of these tasks as they are completed. Once all green dots have been attached to your red badge, the President will present you with your permanent blue badge

**WELCOME TO ROTARY  
ENJOY**

**ROTARY CLUB OF FAIRBANKS**

**P.O. Box 72114, Fairbanks, AK 99707  
(907) 456-8115 – Wilson and Wilson CPA**

**MEMBER CREDIT CARD AUTHORIZATION  
AUTO PAY ONLY**

Date: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ (Do not enter for auto-pay)

Name Listed on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: (907) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp Date: \_\_\_\_\_ / \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Card holder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and  
Agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

**ROTARY CLUB OF FAIRBANKS**

**P.O. Box 72114, Fairbanks, AK 99707  
(907) 456-8115 – Wilson and Wilson CPA**

**MEMBER CREDIT CARD AUTHORIZATION  
AUTO PAY ONLY**

Date: \_\_\_\_\_

AMOUNT: \_\_\_\_\_ (Do not enter for auto-pay)

Name Listed on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Phone: (907) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp Date: \_\_\_\_\_ / \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ CVV Code: \_\_\_\_\_

Signature: \_\_\_\_\_

Card holder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and  
Agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.



# IMPORTANT NOTICE

## USE OF ROTARY CLUB OF FAIRBANKS MEMBERSHIP DIRECTORY

It is the policy of Rotary International that usage of the membership lists of the Rotary International, District and clubs for business or political purposes is strictly prohibited. By action of the Board of Directors of the Rotary Club of Fairbanks, this policy has been enforced and placed into the club By-Laws and Constitution. In summary, the Directory of the Rotary Club of Fairbanks is to be used strictly for club related activities.

# IMPORTANT NOTICE

# UNDERSTANDING FOUNDATION RECOGNITION POINTS

## What are Foundation recognition points and how can I accumulate them?

Foundation recognition points are awarded to donors who contribute to The Rotary Foundation through the [Annual Fund](#) or [PolioPlus](#), or who contribute to sponsorship of a Foundation grant. Donors receive one recognition point for every U.S. dollar contributed to these funds. Contributions to the [Endowment Fund](#) are not eligible.

Donors can transfer Foundation recognition points to others to help them qualify as a Paul Harris Fellow or Multiple Paul Harris Fellow. Foundation recognition points belong to the original donor until the donor's death, unless the points are transferred, or until the donor uses them (the surviving spouse of a Major Donor may also use the points).

## How do I transfer Foundation recognition points?

A minimum of 100 Foundation recognition points must be transferred at a time, and you must complete and sign the [Recognition and Transfer Request](#). The points may not be transferred from individuals to a club or district.

- Individual donors are the only ones authorized to transfer recognition points from their individual account.
- Club presidents are the only ones authorized to transfer recognition points from a club account.
- District governors are the only ones authorized to transfer recognition points from a district account.

## Can Foundation recognition points of deceased Rotarians be transferred?

No. These points expire unless the deceased Rotarian was a [Major Donor](#), in which case, the spouse/partner maintains control of the Foundation recognition points during his or her lifetime.

## Can a business or organization become a Paul Harris Fellow?

No. Only individuals can become Paul Harris Fellows. However, businesses and organizations can receive a Certificate of Appreciation for contributions of \$1,000 or more, or transfers of 1,000 points or more.

## Can a deceased person become a Paul Harris Fellow?

Yes. A donor can recognize a deceased individual by requesting a Memorial Paul Harris Fellow designation.

## Do Foundation recognition points count toward Major Donor recognition?

No. Only cumulative personal outright contributions count toward [Major Donor recognition](#).

## How are Foundation recognition points tracked?

Your club and district leaders can view the online **Club Recognition Summary**, which includes the recognition amount, tally of recognition points, current Paul Harris Fellow level, and date that level was achieved.

Through your My Rotary account, you can view your personal contribution history, recognition amount, and available Foundation recognition points. You can request a copy of your **Donor History Report** from the Foundation at [rotarysupportcenter@rotary.org](mailto:rotarysupportcenter@rotary.org).

## On the Club Recognition Summary, what is the difference between recognition amount and available Foundation recognition points?

**Recognition amount** reflects the total Paul Harris Fellow recognition you have accumulated through your personal contributions plus all recognition points you've been given by other individuals, clubs, or districts. Recognition points given to you don't count toward Major Donor recognition. The maximum amount that can be shown on the Club Recognition Summary report is 9,000; the "+" sign indicates that the actual amount exceeds the 9,000-point maximum.

**Available Foundation recognition points** reflects points you have accumulated through personal outright giving to the Foundation. All points listed can be transferred to other individuals for Paul Harris Fellow recognition.

## Can clubs or districts accumulate Foundation recognition points?

Yes. Clubs can view their recognition points in the **Club Recognition Summary**.

Districts' Foundation recognition points are shown in the **Donor History Report**. Districts may request the report at [rotarysupportcenter@rotary.org](mailto:rotarysupportcenter@rotary.org).

## How can I use Foundation recognition points to increase giving to the Foundation?

Matching outright contributions with Foundation recognition points may help your club reach or even surpass its Annual Fund goal, as well as achieve 100% Paul Harris Fellow recognition.

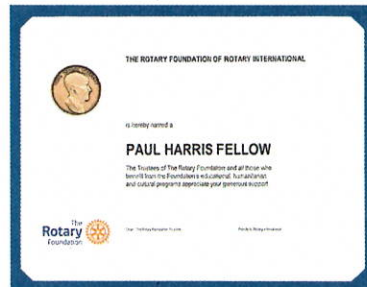
To determine whether your club is close to achieving 100% Paul Harris Fellow status, review the recognition amounts of all Rotarians currently listed as active club members in the Club Recognition Summary.

To determine whether you're close to achieving your Annual Fund goal, review the **Monthly Contribution Report**.

## What recognition opportunities are available with Foundation recognition points?

### Paul Harris Fellow

Paul Harris Fellow recognition is extended to any individual who contributes, outright or cumulatively (or in whose name is contributed), \$1,000 or more to the Annual Fund or PolioPlus or as sponsorship of a portion of a Foundation grant. The recognition consists of a certificate and pin. In addition, [Paul Harris Fellow medallions](#) can be ordered at [shop.rotary.org](http://shop.rotary.org).



### Multiple Paul Harris Fellow

Multiple Paul Harris Fellow recognition is extended at subsequent \$1,000 levels. Recognition consists of a pin with stones corresponding to the recipient's recognition amount:

- \$2,000 to 2,999.99 - one sapphire
- \$3,000 to 3,999.99 - two sapphires
- \$4,000 to 4,999.99 - three sapphires
- \$5,000 to 5,999.99 - four sapphires
- \$6,000 to 6,999.99 - five sapphires
- \$7,000 to 7,999.99 - one ruby
- \$8,000 to 8,999.99 - two rubies
- \$9,000 to 9,999.99 - three rubies

### Certificate of Appreciation

A Certificate of Appreciation is given to a business or organization in whose name a donor contributes \$1,000 or more.



Send questions to [rotarysupportcenter@rotary.org](mailto:rotarysupportcenter@rotary.org)

EN—(715)