

Notes



District 1080

Club Secretary

Handbook

Role and Function of the Club Secretary

Secretary as Administrator

- Calling business and council meetings
- Assisting the President at meetings (agendas, etc)
- Minuting decisions
- Keeping the club records – minutes and membership
- Actioning decisions, e.g.:
 - Notifying District of District Council representatives
 - Notifying Rotary GB&I of club representatives to the annual business meeting
- Updating databases – members; club officers (RI) and club officers/postholders (Rotary GB&I/D1080)
- New member elections (7-day letter)
- Ordering regalia
- Ensuring compliance statement completed and sent to District Secretary before July 1st.
(Health & Safety, Equality & Diversity, Safeguarding)

Secretary as Constitutional adviser

- Standard Rotary GB&I Club Constitution
- Standard Rotary GB&I Club By-Laws
- RI By-Laws
- Rotary GB&I Disputes Procedure
- Rotary GB&I Equity, Diversity and Inclusion Policy
- Rotary GB&I Dignity Policy

Secretary as Communicator

- Between club and District
- Between club and Rotary GB&I
- Between club and other clubs

District

- There are over 530 Districts worldwide.
- The District Governor (DG) is an officer of RI. The Governor leads and supports the clubs in the district by inspiring and motivating them and by ensuring continuity within the district.
- Assistant Governors (AGs) are appointed with responsibility for a small number of clubs. The AG represents the DG and has the specific duty of ensuring effective communication between the clubs and the District.
- Districts in Rotary GB&I have a District Council which meets at least three times a year. This approves the district accounts, budget and subscription, and receives reports on the work of the district as well as any other matters of interest or concern to Rotarians in the district.
- Each club is entitled to send voting delegates to the District Council. The number of delegates to which a club is entitled is determined by the number of club members. In addition, any member of a club may attend, but only the voting delegates may vote. To be quorate, there must be representatives of at least 25% of the clubs in the district in attendance.
- Every three years, RI holds a Council on Legislation which comprises one representative from each District in the world. The Council on Legislation is the body which approves the dues payable by Rotarians to RI, any changes to the RI Constitution, the RI By-Laws, the Rotary GB&I Constitution or the Standard Club Constitution. An online Council on Resolutions is held every year, at which clubs and districts can ask the Council to agree that an issue should be referred to the RI Board for consideration or action.

“To be a Conduit, NOT a filter”.

Rotary GB&I

- Rotary International in Great Britain and Ireland – a territorial administrative unit of RI
- Headquarters in Alcester, Warwickshire
- The Governing Body is the Governing Council, comprising the elected Officers of Rotary GB&I and the District Governors of the 26 Districts in Great Britain and Ireland.
- Rotary GB&I holds a Business Meeting each year which approves the accounts, the Rotary GB&I budget and subscription, and any changes to the Rotary GB&I By-Laws or the Standard Rotary GB&I Club By-Laws. At the Business Meeting held in 2017, it was agreed that in future, a face-to-face Business Meeting will be held every three years, with online meetings taking place in intervening years.

Note: To reflect the services provided to Clubs and Districts by Rotary GB&I, Rotarians in Great Britain and Ireland only pay 50% of the RI dues.

Resources

D1080 – Assistant Governor and District Secretary

- District website www.rotaryeastanglia.co.uk

Rotary GB&I – Club and district support at Alcester

- www.rotarygbi.org
- 01789 765411
- Constitutional documents
<https://rotarygbi.org/members/compliance/constitutional-documents/>
- Rotary View <https://rv.rotarygbi.org>

RI – www.rotary.org

The Club Calendar – Key Events

The Special General Meeting(s)

Must be held before 31 December (Rotary GB&I by-laws say there could be two SGMs)

14 days' notice must be given

Business, to:

- Receive accounts for the year to 30 June
- Elect President Nominee for the next year but one (i.e. the 2024 SGM will elect the 2026/27 President)
- Elect any Vice President(s)
- Elect Secretary and Treasurer
- Elect delegates to Rotary GB&I business meeting

The Quorum is one-third of the members of the club.

After the meeting, the Secretary should:

- Update databases of next year's club officers
- When called upon by Rotary GB&I, register the club's voting delegates to the business meeting.

The Annual General Meeting

Should be held between 1 April and 31 May (but before the District Training Assembly)

14 days' notice must be given

Business, to:

- Receive annual reports
- Approve budget and subscription for the coming year
- Elect any Honorary members
- Elect the ordinary members of the Club Council
- Confirm committee chairs
- Appoint an Examiner for the club accounts
- Appoint representatives to District 1080 Council Meetings
- The incoming President or Secretary to sign the Club Compliance Statement for the following year

The Quorum is one-third of the members of the club.

After the meeting, the Secretary should advise the District Secretary of the names of the club's District Council representatives.

Assembly

Club Assembly should be held after the District Training Assembly and before 1 July. The date should be agreed with the Assistant Governor, who will attend to give the District message.

It is the meeting at which the members discuss the plans and objectives of the club for the coming year.

The Secretary should ensure that all members and the Assistant Governor have copies of all reports to be presented at the Club Assembly in advance of the meeting.

Club Council

The Club Council should meet at least once per month.

There is no rule about what notice must be given. But if two members exercise their power to call a meeting, at least 24 hours' notice must be given.

The members are The President, President-Elect, any Vice President(s), Immediate Past President, Secretary, Treasurer, and 3 to 6 ordinary members elected at the AGM.

The Quorum is one-third of the council members, except when it is considering the election of a new member when it is two-thirds.

Voting is by *viva voce* or show of hands. The Chairman has the casting vote in the event of a tie.

Extraordinary Club Council

The Club Council may call an Extraordinary General Meeting.

In addition, an EGM shall be convened if at least 10% of the members of the club (or five members if this is less) so request in writing to the Secretary.

At least three days' written notice must be given to all members of the club.

Rotary – the Wider Picture

Rotary International (RI)

- Headquarters in Evanston, Illinois
- The Governing Body is the Board, comprising Directors elected from 34 Zones throughout the world. Each Zone elects a Director every four years, the Directors serving for 2 years.
- District 1080 is in Zone 19 (England Ireland, Isle of Man, Northern Ireland, Scotland, Wales) and paired with Zone 20 (The Netherlands, Portugal, Azores Islands, Madeira Islands, and Spain)