

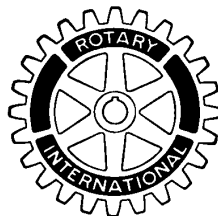
ROTARY CLUB OF GLENELG

PROCEDURES MANUAL

Revised November 2004



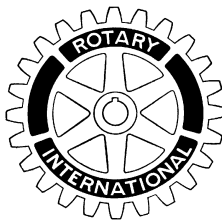
Our club logo was developed and first used in 1989. It depicts the HMS Buffalo, the ship which brought Governor John Hindmarsh to Glenelg on 28 December 1836 and it also shows 'the Old Gum Tree' where the State of South Australia was proclaimed a colony - all within the Glenelg club territory



The symbol of Rotary International consists of a gear wheel with six spokes, twenty four cogs and a key way. Coloured royal blue and gold it is worn with pride by Rotarians as a lapel button. It identifies the wearer as a Rotarian, one of more than a million business and professional people who belong to Rotary clubs throughout the world

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The Object of Rotary

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 Rotarians occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarians 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.

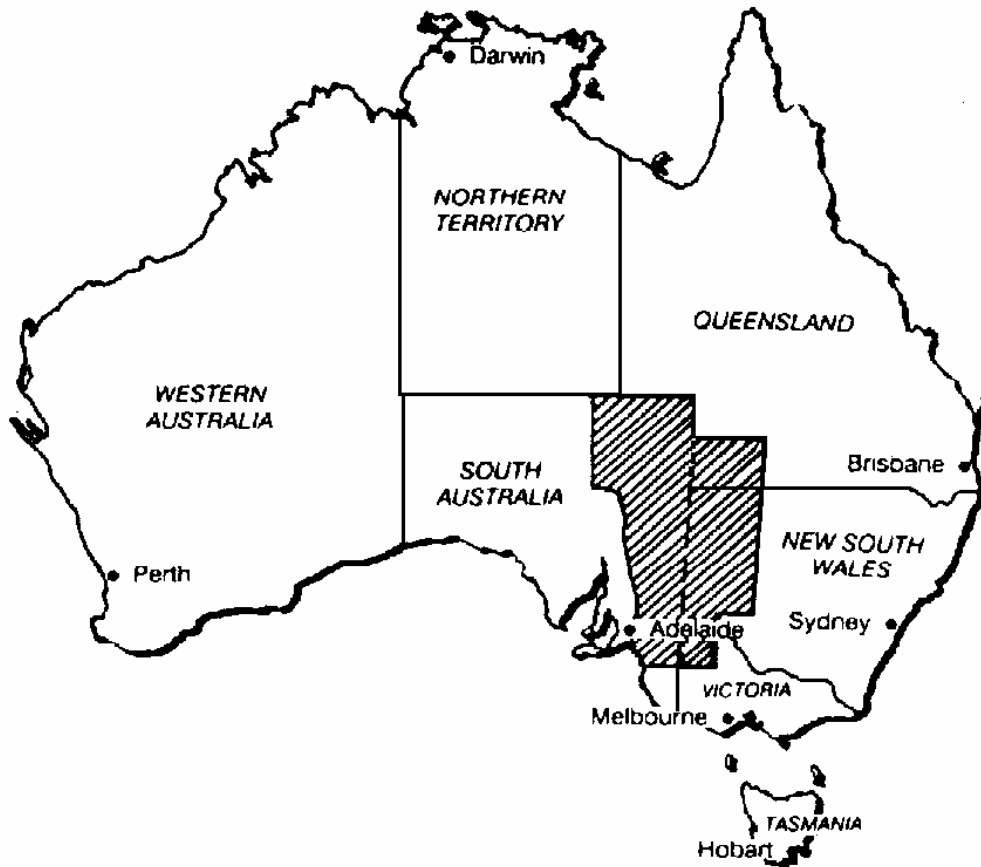


PREFACE

The purpose of this procedures manual is to serve as a guide to members and officers of the club and does not set out to tie the club to a strict procedure.

The terminology used in this publication is considered by all members of the club to be suitable and is as per our club constitution Article XVII- Interpretation.

Rotary International District 9520



Rotary International district 9520 covers parts of four of the mainland states of Australia and is approximately 1,300 kilometres long and 400 kilometres wide. Stretching from the city of Adelaide, the capital of South Australia, to the western sectors of Victoria, New South Wales and Queensland, the district takes in both banks of the River Murray, the nation's biggest river. Away from Adelaide, the major areas are the Riverland of South Australia and the Sunraysia of Victoria. It includes both River Murray irrigation and agricultural regions, together with Broken Hill in New South Wales, a major source of lead, zinc and silver.

The district is dependent, to a large extent, on the rural economy with some light industry in country towns, but most manufacturing, finance and business is centred close to Adelaide. Dry land farming covers much of the district with production of cereals, sheep and cattle. Large irrigated areas along the River Murray produce quality citrus, stone fruits, grapes, vegetables and extensive dairying. Wines produced from vines originating in the Murray Irrigation, Adelaide Hills and Southern Vales areas are of excellent quality and varying styles. From the natural gas reserves in the far north, supplies of gas are fed to Adelaide and Sydney. There are also commercial oil fields.

Major cities are Adelaide, with its internationally renowned Christmas Pageant and biennial Festival of Arts, and capital of the driest state in the driest continent; Mildura an irrigation area and tourist centre and Broken Hill with its mining and tourism enterprises.

Weekly meetings

The club meets at the Glenelg Footballer's Club on Wednesday night - 6 00 p.m. for a 6.20 p.m. commencement. The program is arranged to try to complete the meal, business and guest speaker's segment by 7.30 p.m. Members and visitors are asked to take their seats at the table by 6.20 p.m. Drinks can be bought from the bar before the meeting and taken to the table. The bar is also open after the meeting.

Members are encouraged to mix by sitting at different tables from time to time. New members will have two "counsellors" looking after them for the first six months of their membership to help their integration.

Smoking- The club has a "no smoking" policy at its meetings.

If unable to attend a meeting members must apologise to the catering officer by noon Tuesday or they will be charged for the meal.

Members unable to attend future meetings should use the apology record book on the attendance desk to record their apology. These apologies are noted by the catering and attendance officers.

Members are encouraged to bring guests to our meetings but the catering officer must be notified - this includes notification of the attendance of partners.

Members have an obligation to attendance requirements as per the club constitution, Article VIII - *Attendance* , Article XI - *Duration of Membership* and the club by-laws Article IX - *Leave of Absence*

Meetings are cancelled if a Public Holiday falls on a Wednesday or on other specific occasions, see the club constitution *Meetings*, Article V Section 1. The Board has the authority to cancel not more than four other meetings each year.

To promote the fellowship of Rotary, members are asked to wear their Rotary pin at all times. Dinner plaques stating name and classification are worn at all official meetings of the club

The Board of Directors

The board of The Rotary Club of Glenelg is the governing body of the club and consists of:-

President
Immediate Past President - who could be expected to serve as a chairman
President Elect (vice president)
Secretary
Treasurer
Four (4) Directors

The four Directors are the chairmen of the standing service committees. The incoming president may, on taking office and subject to the club by-laws, vary the business conducted by these committees.

An accepted standard in the club is for the four directors to serve as chairmen of the vocational service, community service, international service and fund-raising committees. This allows for variations - e.g. a youth exchange officer may serve as a member of the international service committee with a youth officer responsible for all other youth related matters serving as a member of the vocational service committee.

All board members should ensure that they are fully aware of the club constitution and by-laws and are familiar with the R.I. Manual of Procedure, the club and district insurance scheme, the club charitable trust as well as the legal obligations of directorship.

Each year the new president should give consideration to keeping the immediate past president involved in the proceedings of the club to suit both the person's abilities and wishes and also to be in the club's best interest.

A minutes secretary and an auditor are appointed by the board. The minutes secretary attends all board meetings but has no voting rights.

Election of Officers

Refer to Club by-laws, Article I *Election of Directors and Officers* - Section 1

The incoming president appoints three members to the President's Consultative Committee in accordance with the club bylaws. The duties of this committee include ensuring that there are nominations for all offices at the annual general meeting. Due notice of all nominations received should be published in the club bulletin two weeks prior to the AGM. Where an election is necessary it is to be held at the club's AGM on the first Wednesday in December.

Duties and qualifications of President

(a précis taken from the R.I. Manual of Procedure 2001 pages 3 and 4

- Must be a member, other than honorary, in good standing of the club. The integrity of the president's classification (if an active or additional active member) should be unquestioned.
- Should possess the ability to assume the leadership of the club and possess the esteem and confidence of fellow members.
- Shall have attended the district Presidents-Elect Training Seminar (PETS) and the district assembly and should be prepared to give the time and effort necessary to lead and carry on the work of the club.
- Should have a working knowledge of the constitution and by-laws of the club, and the Object of Rotary.
- Presides at meetings of the club and sees that each meeting is carefully planned, opening and closing on time and presides at regular monthly meetings of the board of directors.
- Appoints club committee chairmen and members who are qualified for the duties assigned and makes certain that each committee has definite objectives and is functioning consistently.
- Holds regular assemblies, attends the district conference, co-operates with the district governor in club and district matters and handles all correspondence promptly.
- Supervises the preparation of the club budget, sees that written reports from committees are prepared, makes use of information available from R.I., ensures the club is well represented at the district conference and conducts a half yearly check-up in January of the club committees and activities.
- Submits a comprehensive annual report to the club, confers with the incoming club president and arranges a joint meeting of the incoming and outgoing boards.

Some advice from past presidents on meeting conduct

1. Have a running schedule which is used each week - keep this as a record of the year for your annual report.
2. Keep control of the number of "minutes" which can become very long, boring and non productive.
3. Have some trivia or philosophy to close the meeting.
4. Preparation is necessary and meeting with the secretary for 30 minutes prior to the meeting gets the mind into gear and makes for effective decision making.
5. Be prepared with a presentation to the guest speaker.
6. Be prepared with a banner_if required for visiting Rotarians.
7. Accept as many invitations as possible. Offer the invitation to the president elect if you cannot attend.
8. You should be a major supplier of material to the bulletin editor.
9. Always wear your 'president's collar' at the commencement of each Rotary meeting.

Duties of Secretary

Under the direction of the president, the secretary is responsible for the administration of all club business and correspondence. The official address of the club is PO Box 158 Glenelg SA 5045. The secretary will liaise with the treasurer in the payment of all accounts and manages matters relating to new and changing membership. The secretary communicates with Rotary International as required and maintains supplies of Rotary Down Under magazines, Rotary stationery, literature and regalia. The secretary must also maintain a current list of members and their particulars. The secretary and the president should meet prior to each club and board meeting to ensure the president is briefed on recent developments. Liaison is also made with the Club Service chairman and the officers responsible for the Rota News and Rosters, to advise in writing, of leave of absence granted by the board to ensure elimination of errors in the roster.

The secretary, under the direction of the president, arranges for the production of the annual report no later than June 30 of each year. The report is distributed to all members attending the change-over dinner and to all others as soon as practical. All production costs are to be met by the club. It is suggested that the current format and method of presentation be continued.

Attendance: The second week of the month the secretary forwards the club's monthly attendance report to the District Attendance officer.

Club Bulletin: Each week the secretary forwards a copy of the club's Bulletin to the District Governor, District Governor Elect and the Assistant Governor.

Treasurer and club finances

The treasurer is required to maintain accounts ensuring they are audited each year by the auditor appointed by the board. Two separate accounts are kept in a bank approved by the board. They are designated "service account", for money to be used for club administration and "project account" for funds received for charities and club projects.

All cheques should be signed by any two of the four members appointed by the board for that purpose.

The treasurer should present written financial statements of both accounts at each board meeting and at club assemblies.

Prior to the of 30th June of each year, the treasurer, in consultation with the president elect and directors elect, produces a budget for the coming year and recommends a subscription fee. This fee is an amount agreed to by members at a regular meeting of the club and is payable half yearly in advance, on 1st July and 1st January each year.

The cost of the meal is set by the board and is paid by all members attending the weekly meeting. The treasurer pays the Glenelg Footballer's Club the cost of the meal and service on a weekly basis.

Service - a major reason for our existence

The club accepts the obligation and philosophy of annually supporting the Rotary Foundation of Rotary International in addition to supporting humanitarian projects through International Service programs.

The club accepts the need to support annually the Australian Rotary Health Research Fund and the local community.

The nomination of a benefiting charity is considered to be an ethical obligation when planning and promotion is being considered for any fund-raising which may seek public support.

The club charitable trust account should be promoted and used to generate donations to worthy causes. Annually, a trustee should explain to the board of directors the status and nature of the trust.

Committees

The following committees are appointed by the president with the approval of the board:

1. Club Service. These committees are the responsibility of the president elect who co-ordinates their work, each covering particular phases of club service. These are:

Sergeants	Bulletin	Attendance
Catering	Program	History
Fellowship	Rotary Information	RDU magazine
Property	Membership	

Special appointments

Photographer	Almoners	On to Conference secretary
Musical director	Health Promotion	

2. International Service committee: Has the specific responsibility for the student exchange program, Rotary Foundation activities, R.A.W.C.S., Group Study Exchange and other programs selected.
3. Vocational Service committee: Brief includes club vocational visits, RYLA and RYPEN and other promotions for the ethics of the work place.
4. Community Service committee: Supports local charities and local services.
5. Fund-raising committee. Co-ordinates and arranges a program of fund-raising to meet the budgeted expenditure of service projects
6. President's Consultative Committee. Comprises three past presidents who are available to the president on a consultative basis. Takes on the role of the Nominating committee as set out in club bylaws Article 1. Submits recommendation to the president on Major Awards as directed.

Each director submits, at the first board meeting, a written plan and budget for the year, taking into account any brief given by the president, any work in progress by the previous committee and any suggestions from his committee.

Each meeting of these committees should be formalised with an agenda and properly documented minutes. Previous relevant records and minutes should have been handed to the incoming chairman before the joint board meeting at the end of the year.

Each Director presents a monthly written report to the president and board, delivered seven days before a board meeting and with sufficient copies for each director and the minutes secretary.

Wherever possible, board and committee meetings should be held in members' homes - this not only improves efficiency but also provides a better atmosphere for fellowship. A light supper may be provided by the host, and for efficiency and driving, alcoholic drinks should be kept to a minimum.

A closing time for Board meetings should be determined at the first meeting for the year, so that meetings do not become unduly prolonged.

Board and committee meetings are held on different days on a monthly basis, usually after the club meeting. The incoming president advises members of the meeting dates for the year prior to taking office.

Club Service Duties

General

Rotarians rostered for attendance and preparation should be present by 5.45 p.m. to record Rotarians attendance on their arrival and to ensure that the meeting room is prepared well before the meeting is due to commence. Rostered Rotarians absent for the meeting are to find a substitute to carry out their duties. This is to be supervised by the club service committee chairman.

Speaker's Host This refers to the person rostered to be in charge of that portion of the meeting where a guest speaker or presentation is involved.

Responsibilities before the meeting

Contact the program chairman to learn the name, address, and contact phone number of the guest speaker. Contact the guest speaker by phone confirming the appointment at least two weeks before the meeting and obtain background information required for your introductory remarks. Also determine whether any special equipment is needed for the presentation e.g. projector, slide or overhead and screen, video player etc. Note the club owns a projection screen. Other equipment may be available from an outside source but check first with the program chairman. When equipment is supplied either by the speaker or club, arrange with the program chairman for a suitable committee member or Rotarian to assist in setting up the equipment ensuring that it is in position and in operating condition before the meeting starts. Introductory remarks should be BRIEF answering two basic questions - "why this topic?" and "why this speaker?" A detailed biography of the speaker is not required.

Arrange transport for the guest speaker if required or offer to pay any costs involved in transport.

Invite the speaker to meet you at the clubrooms at a certain time.

Advise the guest speaker that the time allotted for the talk is 20 minutes, that the talk will start at 7.05 p.m. and that there may be time for questions.

Responsibilities at the meeting.

Be on time to meet the guest speaker and arrange an introduction with the president, Sergeant at Arms and other members as time allows. Offer to buy the speaker a drink. Check to see the president has a presentation gift. The meal is served at 6.20 p.m. The club pays for the speaker's meal.

Arrange a dinner plaque for the guest speaker. This may require preparation in advance.

Escort the guest speaker to the head table.

Use your judgement regarding the speaker's name and be aware that some non Rotarians may be uncomfortable with the use of given names.

Explain the use of the microphone to the guest speaker ensuring it is used. Adjust the microphone if necessary after your introduction.

Check with the president to determine if there is time for questions and if so you control them.

You propose a vote of thanks on behalf of the club members. Resist the temptation to make your own points or to provide a précis of the talk. In thanking the guest speaker call for members to join you as you applaud the presentation. Do not ask them to be "upstanding" or "show your support in the usual way"

Check that transport arrangements are satisfactory for the guest's departure, remembering that you are the host until the guest has left the venue.

Follow up with a phone call of thanks and send a copy of the next Rota News to the guest speaker if appropriate.

Preparation

By 5.45pm set up the Rotary furniture ensuring that all is in readiness prior to the start of the meeting.

Furniture consists of the guest speaker lectern, president's lectern, Sergeant's gong, raffle barrel, "piggy," photo of the Queen, club charter & fine box. These items are stored in the cupboard in the storeroom next to the bar. Confer with the Speaker's Host and if required set up the overhead projector and or black out curtains as necessary.

Visitors: You will be introduced to any visitors by a member on reception. It is your duty to introduce them to other members, ensuring they have a seat, preferably with members with a similar vocation.

Ensure that the Sergeant at Arms has the public address system operating and the microphones in place ready for use.

After the meeting remove and store the furniture.

Reception and Visitors

Set up the dinner plaque cabinets near the door at 5.45 p.m.

Members and partners are welcomed and presented with their dinner plaques on their arrival. Welcome visitors to the club meeting, take them to the cashier's table and make sure that if they are visiting Rotarians their name is recorded and they have a make up card. Then introduce the visitors to the rostered Rotarian for preparation and visitors. Visiting Rotarians who are "making up" at our Club should be made to feel most welcome.

Collect all plaques after the meeting, storing them in their cabinets in the club cupboard.

Rota News (club bulletin) A newsletter, the ROTA-NEWS, is produced by the editor each week and contains notice of future programs, members rostered for duty and other relevant information. All costs of production and distribution are to be met by the club.

Be a contributor yourself, either with your thoughts or if you have something to announce. The editor should encourage all chairmen to supply material as well as their reports well in advance of a desired or proposed publication date. The editor nominates other members to write letters or articles.

Distribution to absentees is the responsibility of the bulletin committee and will in most cases be by hand as it saves several hundreds of dollars in postage. The club service director, or a member of the bulletin committee may give you a copy for a Rotarian who lives or works near to you. Please deliver it by the next day.

Magazine

Members are obliged to subscribe to an official Rotary magazine which is posted to club members.

Attendance.

Duties include the collection of dinner fees, marking off those attending in the attendance sheet supplied, note make-ups of our members and issue make-up cards to visiting Rotarians as well as providing a name card for visitors. Reconcile the number present with the cash in hand and give the proceeds to the treasurer, withholding sufficient to cover raffle prizes. Those rostered for duty should pay their dinner fees in small change to provide sufficient change for members as they arrive for the meeting. All members are encouraged to bring the correct money for their dinner fees.

Members pay the dinner fees for their guests, and visiting Rotarians pay their fees as well as their guests. Visitors who are inducted and become Rotarians during the course of the meeting are required to pay for their fees and those of their guests.

A printed list setting out the number of Rotarians present, the names of visiting Rotarians and guests and the names of those members who have made-up at another Rotary club showing where and when they made up, is presented to the Sergeant by 6.40 p.m. Ensure that a note is made on the attendance sheet that prospective new members are eligible for one visit as a guest.

A raffle is conducted from the attendance desk for those who wish to participate.

The chairman of the attendance committee must advise the secretary, who will bring to the board's attention, any member who may be in danger of failing in attendance requirements. Should a member miss two consecutive meetings without apology, the attendance chairman should make phone contact with the member concerned, enquiring as to the reasons for the absences, and will then report his action and finding to the club service chairman. A book to record apologies for future meetings is placed on the attendance desk, details of which are noted by the attendance officers.

Rosters

Rotarians who are unable to carry out their duties must find a substitute. They must also advise the Sergeant rostered for that meeting or in the case of Meals on Wheels, the officer responsible. The club officer responsible for rosters should also be advised, as rosters are prepared several weeks ahead and need to be correctly maintained. The secretary gives written notice to those responsible for rosters of any leave of absence granted by the board. The club service director and the bulletin editor need to be advised to eliminate errors in the rosters in the Rota News. The roster chairman should be encouraged to build in "spares" in the rosters to be called on at short notice. The Rota News lists rosters for three weeks at a time giving Rotarians two weeks notice of their responsibility.

Programs

The program committee is responsible for the preparation of the program of speakers, under the guidance of the president and president elect. It is most important for the program committee to be advised of the dates for the AGM, the club assemblies or forums and any meetings which the board may elect to cancel before speakers are arranged. New members are encouraged to deliver a talk entitled "My Life My Job" as soon as possible after their induction to membership. The program committee chairman should be encouraged to use all committee members to identify high quality speakers for the club program.

The program committee chairman as advised by the speaker's host, is responsible for the supply, where possible, of special equipment for the guest speaker e.g. projector - slide or overhead, screen, video-player etc. Note the club owns a projection screen, Other equipment required may be obtained by the club. The program committee chairman is responsible to see that a member of the committee, or a suitably knowledgeable Rotarian, is available to set up all required equipment and have it in position and in working order before the meeting.

History

It is important to liaise with the secretary (or minutes secretary) to keep a copy of all board meeting minutes. Also keep any significant press clippings, photos, all issues of the bulletin and any memorabilia. The annual report is the most important item for the history committee. A district directory and a district conference program should be kept each year.

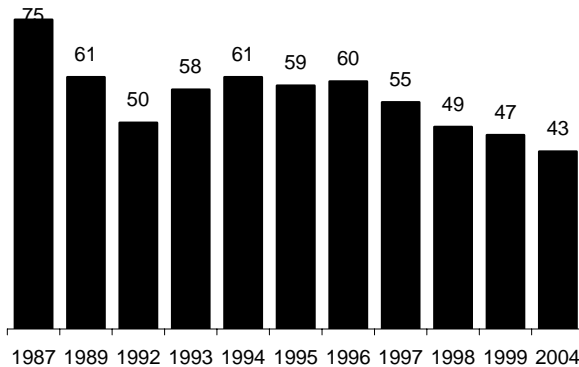
Public relations

The purpose of Rotary's public relations program is to foster understanding, appreciation and support for the object and programs of Rotary. The program should promote awareness among all Rotarians that good publicity, favourable public relations, and a positive image are desirable and essential goals for Rotary if it is to broaden its service to humanity.

Good public relations can be achieved by individual Rotarians communicating with their personal, business and professional contacts and by contact with the news media.

Membership

The membership trends over a 13 year period shown in the graph below demonstrates the need to continually foster new members.



General qualifications: this club shall be composed of adult persons of good character and good business or professional reputation.

Types of membership: active *and* honorary.

The classification system of Rotary: Each member shall be classified in accordance with the member's business or profession. The classification shall be that which describes the principal and recognised activity of the firm, company or institution with which the member is connected or which describes the member's principal and recognised business and professional activity.

This club may elect to active membership a person who is –

- (i) engaged as proprietor, partner, corporate officer or manager of any worthy recognised business or profession; or
- (II) hold an important position in any worthy and recognised business or profession or any branch or agency thereof and have executive capacity with discretionary authority; or
- (iii) having retired from any position listed in sub- subsection (I) or (II) of this subsection.

and

and having their places of business or residence located in the locality of the club or the surrounding area (see map) An active member moving from the locality of the club or the surrounding area may retain membership in the club where the member's board grants such permission and said active member continues to meet all conditions of club membership.

If a member retires, or a member with three or more years of service changes residence or place of business so that the member no longer meets the forgoing locality requirements, the club may continue the member's membership without change of classification.

Each club shall have a well balanced membership in which no one business or profession predominates. The club shall not elect a person to active membership from a classification, if the club already has five or more members from that classification, unless the club has more than 50 members, in which case the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members from a classification. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Transferring or Former Rotarian: A member may propose to active membership a transferring member or former member of a club (See Club Constitution Article VI Membership)

Dual membership: No person may simultaneously hold membership of more than one club.

Honorary Membership: Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals may be elected to honorary membership. The term of membership is determined by the board.

Procedure for proposing and processing a prospective member - (Refer Membership card)
DO NOT, when proposing a prospective member, discuss the possibility of membership with them.
Submit a membership card and your committee and board will consider that proposal.

Steps to membership (*Précis of Club By-laws Article XI*)

- The name of the prospective member is submitted to the board.
- The Board ensures that the proposal meets all of the classification and membership requirements and approves or disapproves of the proposal within 30 days. The proposer is notified through the club secretary (NOTE: Until this approval is granted, prospects should not be informed that they have been proposed for membership).
- The prospective member is informed of privileges and responsibilities of Rotary club membership, asked to complete the application card, and give written permission to publish his or her name and proposed classification to the club membership.
- Prospect's name is communicated to the club. If no objections are received by the board within seven days following the publication of the prospect's name, that person, upon payment of an admission fee, is considered to be elected to membership and his or her name is reported to Rotary International.

Attendance: Members are obliged to attend 60% of meetings held in each six month period and of that 60% at least half must be at their own club. Our Club Constitution, Article VIII Attendance, Section 1 states - "Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60% of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable.....".

Attendance can be made up at any other club in the world. A list of neighbouring clubs and their meeting times is in the RotaNews. Other club times and meeting places can be obtained from the secretary. Attendance may be made up during the 14 days prior to or 14 days after the missed meeting. When making up, advise the chairman responsible for attendance by the end of each calendar month to ensure that your make up can benefit the club's monthly attendance figures in the district report.

Should it be necessary for a member to be absent from the club for four (4) or more consecutive meetings prior application to the board must be made for leave. Failure to do so may result in termination of membership. Make ups at other clubs are encouraged while on leave from the member's own club. There are some exceptions noted in the R.I. Manual of Procedure.

Rotary information committee

This committee shall devise and carry into effect plans -

1. to give prospective members information about the privileges and responsibilities of membership in a Rotary club, and arrange interviews for prospective members.
2. to give the members, especially the new members, adequate understanding of the privileges and responsibilities of members,
3. to give the members information about Rotary, its history, object, scope, activities, and
4. to give the members information relating to developments in the administrative operation of Rotary International.

Meals on Wheels

Our club is committed to supplying a driver every second Wednesday as the result of our involvement in the kitchen's original construction.

Checking the roster is each members responsibility and if there are problems, contact the Meals on Wheels roster chairman. Your duties include reporting to the Glenelg kitchen and driving your vehicle whilst a number of meals are delivered. This duty will take approximately an hour and each club member is expected to drive once per annum.

The chairman will phone you on Monday as a check and reminder.

Be on time (11.00 a.m.) as punctuality is very important to the recipients.

Sergeant at Arms

The president sets the meeting agenda, program and timing and provides a copy each week for the Sergeant at Arms and the speaker's host. It is the Sergeant's responsibility to ensure that the meeting runs to time.

The Sergeant at Arms is responsible to ensure the setting up and operation of the microphone and amplifier before the meeting commences.

Ensure that Rotarians rostered for the invocation and the loyal toast are present and prepared. Have a sheet of possible invocations available if necessary.

Ensure that you have the attendance report and that the president has a list of all visiting Rotarians and guests of Rotarians by 6.40 p.m.

The formal segments of the meeting will commence at 6.40 p.m. The announcements, raffle draw, singing and your fines session are to be completed by 7.00pm when you hand over to the speaker's host. The guest speaker is to begin at 7.05 p.m. and conclude at 7.25 p.m. allowing 5 minutes for a vote of thanks and closure of the meeting by the president.

Decorum and respect for those speaking is most essential and anything disruptive should be controlled most vigorously by the Sergeant. Do not hesitate to use the gong (practise it) to obtain the attention of members and respect for the speakers.

The fines session is a FUN session not a money raising spectacular. It requires quick fire, entertaining fines with 6-8 fines plus the raffle prize winners and those listed in the bulletin who are to celebrate birthdays and anniversaries. Those being fined must be asked to stand and be identified. Cross fines are considered not to be acceptable. Two collectors should be rostered to collect the fines.

Tips for a good Sergeant :

- Fellowship but DECORUM - DECORUM.
- Keep the noise level down for the speakers and control kitchen noise.
- Collect the names of visitors in LEGIBLE form.
- Follow your timing sheet for all meetings.
- Report attendance.
- Read next week's rosters, note absent members and call for replacements, ensuring that the roster is filled before moving to the next item.

Announcements

Try to keep club minutes to a minimum. Encourage Rotarians who have an announcement to supply it in writing giving it to the Sergeant or the president prior to the meeting. Where this is not possible, individual Rotarians may be given a minute for their announcement. Remind members that applause after each announcement is not required.

Sergeant at Arms

Timing schedule / running sheet (these are suggested times only)

6.15	check microphone and amplifier	
6.20	Call for members attention - request they be up-standing	
6.21	Invocation & Loyal toast	
	Invocation by :.....	Sergeant
	Loyal toast by :.....	Sergeant
	Serving meal commences	
6.40	Introduce President	Sergeant
	President's session	President
6.50	President hands back to Sergeant	
6.50	Minutes as required	Sergeant
	1.....	
	2.....	
	Harmony segment if appropriate.	
	Attendance report	Sergeant
	Announce Raffle winners 1.....	Sergeant
	2.....	
	Next week's roster reminder & Fine session	Sergeant
7.00	Introduce Speaker's Host for the night	Sergeant
7.05	Guest Speaker	
7.25	Closing session	President

Sundry events

Annual report- This will be compiled, printed and produced by the president and secretary and should be ready for distribution at the changeover dinner. The financial report can be prepared to a certain day of the year, say May 31st. The present format and content should be continued as it provides an adequate record for club history with the club paying the cost of printing & production.

Changeover dinner- This is to be arranged by the president elect and the outgoing and incoming fellowship committees. It is the president elect's decision as to venue, price of meal etc. but there are some club policies regarding the event.

The following are invited as official guests of the club, have their dinner fees and any drinks paid for by the club service account (made a budget item) and not by the members attending.

The District Governor and partner.

The Assistant Governor and partner.

The Mayor of Glenelg and partner.

Posies of flowers (or a suitable gift) should be presented as appropriate.

Consideration could also be given to issuing invitations to the incoming club presidents and partners of Holdfast Bay, Somerton Park and other Group Presidents.

A format for the induction of a president is in the Appendix.

It has become customary for a photographic record of the year to be presented to the outgoing president in the form of an album, together with a framed certificate of appreciation of service and a bound copy of the weekly bulletins. Costs for the production of these items is budgeted from the service account. Ensure that the members responsible for the production are reimbursed. The families of past presidents are asked to consider giving these items to the club for historic safekeeping should they be no longer required by the family.


The Rotary Club of Glenelg Charitable Trust This is a trust recognised by the Australian Taxation department and funds collected are distributed to charitable bodies. Members and individuals who donate to the Trust may take advantage of claiming taxation deductibility for such donations. A special banking account is kept, there are three (3) appointed trustees, and a receipt is issued for all donations received.

Illness- Advice of the illness of members or their partners should be given to the Almoner who conveys this information to the club president. Club members can then be made aware of other member's illness so that appropriate visiting, flowers and expressions of best wishes etc. can be arranged. Any expenses are met by the club.

Death The secretary in conjunction with the president will place a notice in the "Advertiser" (Death notices) and must include the Rotary emblem. If sufficient notice is given the funeral director will arrange insertion of the notice. (see example)

Wherever possible members are requested to attend the funeral of a former member.

DEATHS



BLOGGS, Reginald Ferdinand Brian Barclay
The President and members of the Rotary Club of Glenelg are deeply saddened by the passing of our member Barclay, and extend our sincere sympathy and condolences to Bambi and the family.
MEMBERS are requested to follow the Funeral arrangements which will take place at the Tooligie Hill Complex on Saturday 30 February at 9.30 a.m.
Bev Lucas, President
Bronte Acton, Secretary

Incorporation & Public officer-

The Rotary club of Glenelg is an incorporated body in the State of South Australia. As a member club of Rotary International the club has accepted the standard club constitution and approved club by-laws. The public officer for the club is appointed by the board.

Emergency communication to members- Is arranged by telephone from the president to the chairman of major committees and then shared through members.

Fines and Raffles- This money is paid into the service account to cover guest speaker and other club sponsored meals.

Piggy- This money, made up of the small change from members, is used for an international project identified annually by the international service committee. The aim is to raise \$500 per year.

Nominating process for club officers. The President's Consultative Committee is appointed by the incoming president and has included in its duties the responsibility for ensuring that nominations have been received for any vacancy on the Board. Nominations made are presented at the AGM when any elections required are conducted and the names of elected officers announced.

In considering office bearers the following broad guidelines should be considered:

It is accepted that there can be no rule regarding the amount of service required prior to a member's election to office and that experience in the various offices of the club will help all members understand the Rotary movement and share in service. However relatively new members are sometimes placed in positions that require a degree of Rotary experience and knowledge that they do not have and they may need appropriate levels of support.

It is recognised that new clubs have directors without Rotary experience but as a guide, experience has shown the following as minimum requirements (Rotary service with other clubs may be taken into account.):-

Director -	2 years
Secretary & Treasurer-	3 years membership
President elect -	4 years membership and not before being a director for 2 years
President -	5 years membership.

Leave of absence- should be applied for from the board in writing if a member is going to miss more than two meetings without making up at another club. The secretary notifies the attendance and rosters chairman as well as the bulletin editor in writing of the board's decision. "Make-ups" should be forwarded to the chairman of attendance as soon as possible and preferably before the end of the month to ensure the club is credited with attendance in the district attendance figures. Members granted leave of absence need to be aware that this leave operates only to prevent forfeiture of membership. The member is recorded as absent unless attendance is recorded at another club. Bylaws Article IX (*see note*)

The President Elect- is one of those responsible for the smooth running of the club and preparing for the forthcoming year of presidency.

The following schedule should be considered:-

1. Liaise with the President's Consultative Committee and work with them so that a compatible board can be developed. This to be completed by the first week of November.
By the end of February all committees should be in place.
2. Distribute the Rotary International handouts and literature to directors-elect as soon as possible immediately following the P.E.T.S.
3. Ensure all board members attend the district assembly or supply a deputy. This will ensure that the club is fully informed and educated. Refer to the R.I. manual of procedure.
Registration fees are to be met by the club from the service account.
4. Start working with directors and committee chairman to have committee structure and membership for the year ahead completed by the end of May.
5. Plan a joint board meeting for June to be attended by both the outgoing and incoming boards.
Meet with the directors and committee chairmen and give each a written brief of expectations for the year along the following lines-

To all chairmen - (from the president)

1. Board meetings will be on the 4th Wednesday of the month.
2. Committee meetings will be on the 2nd. Wednesday of the month.
3. Monthly reports should be available for distribution to all board members by the 3rd Wednesday of the month. Reports should be concise and accurate.
4. A copy of reports from committees and board should go to the bulletin editor with a provision that marked sensitive material is not to be printed.
5. It is difficult for meetings to be efficient when held in the club rooms and they are better held in a Rotarian's home.
6. To prevent doubling up, no event should be arranged without discussion with the club service director, program chairman or the fund-raising chairman- whoever is appropriate
7. The pudding sales will continue.
8. The District Governor's visit is on
9. District Conference will be aton
10. The District Governor will allocate the Club to a group of local clubs under the supervision of an Assistant Governor who is
11. Interaction with the clubs in our group could be beneficial and an Intercity meeting may be arranged.
12. Take note of the designated R.I. special recognition months and consult with the program director regarding possible input.
13. The first board meeting in July will be on.....at
14. The first Club Assembly will be on when you will present your plans to the club.
15. I have given a separate note of ideas to each director however you are the head of your committee and must make the decisions.
16. The continuity of projects should be considered so that all of last years projects are completed and followed up as required.
17. Any fund raising event should always nominate the recipient charities.

Rotary abbreviations (*acronyms and terminology*)

AG	Assistant Governors are appointed by the governor to act as a liaison between club presidents in a predetermined group of clubs and the governor.
ARHRF	Australian Rotary Health Research Fund. A program developed by Australian Rotarians to provide funds for Rotary sponsored medical research in Australia.
CAREER FORUMS	This District committee promotes the programs and selects secondary school students nominated by clubs in the District to attend the following- <u>Rio Tinto</u> National Youth Science Forum. Siemens Science Experience. <u>BHP</u> National Engineering Summer School. <u>EDS</u> Information Technology Career Forum.
DG	The district governor, an elected officer of Rotary International, serves for one year, and supervises the administration of clubs in a constituted district.
DGE	District governor-elect; the Rotarian elected by the R.I. Convention to take office as district governor on July 1 next.
DGN	District Governor Nominee; This is the first of a three stage process in the election of a Governor when a Rotarian is nominated by the District as the immediate successor to the district governor elect.
DIN	Donations-in-kind Information Network. A computerised list of donated goods is produced by the RI Secretariat which can be utilised in Rotary projects to assist developing countries.
DISTRICT ASSEMBLY	Held over a weekend between March and June as training for club leaders. Planned and conducted by the governor elect in conjunction with the governor, all members requested by the district governor as assembly participants, are required and expected to attend. The club pays the registration fee for attendees.
DISTRICT CONFERENCE	Arranged by the D.G. in conjunction with members of the governor's club and held in April or May. The club encourages attendance and for country conferences the "on to conference secretary" should arrange for the members to have accommodation together.
DISTRICT	The name given to a limited territory within which a group of clubs are grouped for R.I. administrative purposes. There are 23 such district within Australia, 3 taking in parts of South Australia.
G.S.E.	Group Study Exchange; a program of The Rotary Foundation in which paired Districts in different countries exchange teams of five business and professional women or/and men for a period of six weeks to promote international understanding.
INTERACT	Rotary club sponsored clubs for secondary school students (14 -18years) dedicated to service and international understanding.
MEDIC ALERT.	The Australian Medic Alert Foundation; an organisation for the identification of medical problems by the issue of a metal disc or bracelet and the maintenance of a central recording agency to ensure appropriate treatment in an emergency.
M.O.P.	The Manual of Procedure (of Rotary International). Updated every three years after the Council on Legislation.
P.D.G.	Past District Governor.

- PETS** President Elect Training Seminar. A training and information program for club presidents-elect, planned and organised by the district governor-elect in co-operation with the district governor. Its main purpose is to help implement the Rotary International theme for the ensuing year and to motivate incoming presidents in leadership roles in club, district and Rotary International activities.
- PHF** A Paul Harris Fellow is an individual who contributes, or in whose honour or memory is contributed, US\$1000 to The Rotary Foundation of Rotary International. In the Glenelg club it has been a tradition to bestow the honour of Paul Harris Fellow Recognition in recognition of service to Rotary and or the community, in line with Rotary's ideals.
- POLIO. PLUS** The program of The Rotary Foundation of Rotary International to immunise the children of the world against poliomyelitis, plus whooping cough, measles, diphtheria, tetanus and tuberculosis.
- POLIO PLUS PARTNERS** A program which permits all Rotarians to share in the goals of polio eradication by contributing funds to specific mobilisation and surveillance activities.
- PP** Past President (of a Rotary club).
- PROBUS** Clubs for retired professional and business people, sponsored by Rotary clubs for the extension of fellowship and interests. The name is from PROfessional and BUSiness and is also a Latin word meaning virtue from which the English word probity is derived.
- RAWCS** Rotary Australia World Community Service Limited - A registered limited company created to co-ordinate World Community Service activities in Australia, whose governing body is its Council which comprises the 23 district governors of Rotary in Australia. A Handbook is provided which publishes the activities of the company.
ACTIVITIES INCLUDE:
PROJECT VOLUNTEERS: An activity which includes FAIM (Fourth Avenue in Motion) and SWSL (Save Water Save Lives) under which Rotarians and other volunteers serve in developing countries, particularly the South West Pacific. Projects include building of schools, hospitals, water storage and other community projects.
DONATIONS IN KIND (D.I.K): A program which collects excess goods, e.g. hospital equipment, computers, school books and other items of use to developing countries and channels the goods to needy areas where established contacts have been made.
NATIONAL PROJECTS FUNDING (NPF) Formerly International Projects Advisory Committee (IPAC). A list of projects is compiled which aims to improve the life style of indigenous peoples in areas extending from Africa to the South West Pacific. Members of Rotary, Rotaract, Interact, Inner Wheel and other service clubs are encouraged to provide support. The credentials of the organisation or institution seeking assistance are verified and a responsible contact is listed for each project. The contact receives donations, issues receipts and fosters communications.
ROTARIANS AGAINST MALARIA (RAM) A program developed by Australian Rotarians with the aim of reducing if not eliminating the incidence of Malaria.
- RI** Rotary International is the association of Rotary clubs throughout the world. The membership of Rotary International consists of member Rotary clubs organised and existing in accordance with RI Constitution and Bylaws. Rotarians are members of their respective clubs and the clubs are members of Rotary International. The purpose of Rotary International is to -
 1) Encourage, promote, extend and supervise Rotary throughout the World.
 2) Co-ordinate and generally direct the activities of Rotary International.
 Rotary is an organisation of business and professional leaders united world-wide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.
- “THE ROTARIAN”** The official magazine of Rotary. Subscription to the magazine is a condition of paid membership of Rotary in the U.S.A. and Canada.
- ROTARACT** Rotaract clubs are sponsored clubs for young adults (age 18 - 30) for the purpose developing leaders and service-minded citizens.

- ROTARY INSTITUTE** An annual instructional and motivational fellowship meeting for past, current and incoming RI officers. The Institute in Zones 7 and 8 has been held on a rotational basis in the larger Australian cities.
- ROTEX** An association of returned Rotary youth exchange students.
- ROVE** Rotary Overseas Vocational Exchange; a program to enable young people aged 18 to 25 years to spend a year working at their trade in another country or calling at an overseas country.
- RTN** Rotarian.
- RYLA** Rotary Youth Leadership Awards; a youth leadership training program conducted at district level, in which each club sponsors two young leaders aged 18-25 years to attend a week-long residential leadership training seminar.
- RYPEN** Rotary Youth Program of Enrichment- similar to RYLA but usually limited to a week-end seminar for 14 -17 year olds where they are encouraged to develop their own values and moral standards.
- 3-H** Health, Hunger and Humanity: a program of The Rotary Foundation of R.I. to promote health, eliminate hunger and advance human welfare.
- RDU** Rotary Down Under- A magazine serving the South West Pacific area. It is distributed to all members in the region and paid for from subscriptions as a condition of membership.
- TRF** The Rotary Foundation of Rotary International is a not-for-profit corporation providing world-wide humanitarian grants to needy peoples and worthy projects, and educational awards for international exchanges of university scholars, teachers, business and professional people. Its objective is the achievement of world understanding and peace through international charitable and educational programs.
- WCS** World Community Service. (see R.A.W.C.S)
- YEP** The Youth/Student Exchange Program provides for the selection and sponsorship of students in the 16-18 age group, to travel to another country to spend twelve months attending secondary school and living with host families in that country. A short term exchange for younger students exists between New Zealand and Australia. Student Exchange Counsellor- One club member is appointed by the Board of Directors for the outgoing student and one for the incoming. He must have an understanding of teenage students and the ability to communicate with them. The Counsellor will follow the guidelines as set down by the District committee.

Rotary invocations

O Lord and giver of all good
We thank Thee for our daily food
May Rotary aims and Rotary ways
Help us to serve Thee all our days -Amen.

For work and leisure
For friends and pleasure
For our food and all His mercies
God's holy name be praised -Amen.

For these and all His mercies
May the Lord give us thankful hearts -
Amen.

For all His boundless mercies
For all the gifts of friends, food and fellowship
God's holy name be praised -
Amen.

Our Queen and country may the Lord bless
Our Rotary and all who share this mess (meal)
And God bless every living thing
And not the least our gathering -
Amen.

Come Lord Jesus be our guest
And may our meal by You be blest -
Amen.

God bless our food
God guide our ways
God give us grace
His name to praise
May Rotary friends and Rotary ways
Help us to please Him all our days -
Amen.

Hear now, O God, our Rotary plea
That we may ever mindful be
Of those less fortunate than we
And in our service, honour Thee -
Amen.

For every good gift Your love provides
Especially (*some appropriate item of the moment*)
We give thanks, O Lord -
Amen.

Thanks be to God, for He does send
The daily bread, the honest friend
The social joys of wit and mirth
All good companionship on earth
May Rotary friends and Rotary ways
Help us to serve Him all our days -
Amen.

Lord we are small but You are great
Thanks for the food upon each plate
May we who each receive so much
Be ready now to remember such
As have a need which we may meet
And offer our service at your feet -
Amen.

For the fellowship we are enjoying,
For the food we are receiving.
May the Lord make us truly thankful;
And always mindful of the needs of others -
Amen.

To Him who made all things,
The earth - the sky - the oceans vast,
We give our grateful thanks
For these and this good repast -
Amen.

Lord bless the food upon these dishes
As you once blessed the loaves and fishes
And like the sugar in the tea
May we be stirred in our love (service) for Thee
Amen.

May God bless our food
And guide our ways
May God give us grace
To serve him all our days -
Amen.

Bless O Lord this food to our use
And us to your service
And make us ever mindful of the needs of
others - Amen.

Thanks be to God for all his gifts
For life and health, for faith and goodwill
For friendship and for daily food
In all our fellowship
And all our service
His holy name be praised -
Amen.

Dear God, while we now eat our food
Let us not forget that You are good
May Rotary friends and Rotary ways
Help us to serve You all our days -
Amen.

Some hae meat, and canna eat,
And some wad eat that want it.
But we hae meat and we can eat,
And sae the Lord be thankit -
Amen

Induction of a member

A form of induction for a new member :-

Fellow Rotarians, it is my privilege and pleasure tonight to welcome into membership of our club

.....[full name].....

whose application has been approved in accordance with the constitution and by-laws of the club. Would the Sergeant please bring[given name]..... and his sponsor forward.

[Sponsor is then asked to introduce the new member to the President and give a brief introductory resume of his/her life to the club].

[given/family name] you have been invited to join the Rotary Club of Glenelg because we believe that you possess those qualities required by a Rotarian. We know that you are well aware of, and have accepted, the obligations and responsibilities which membership of Rotary requires.

In our club you will be entrusted with the classification of This will remain in your care as long as you are prepared to honour the Rotary ideals of service above self, and to represent faithfully the ideals of Rotary to your business and professional colleagues, and to the community at large.

We know that you will find inspiration in service, and enjoyment in the fellowship of this club and of the world-wide Rotary movement.

I now ask the Secretary to present to you the badge which all Rotarians are proud to wear [.. pause..] and your dinner plaque which will be worn at all regular meetings of this Club [..pause..] and some Rotary literature, which I commend to your study.

You have been appointed to thecommittee under the directorship of and we look forward with confidence to your participation in and contribution to our club's programs, projects and activities. Much is expected from you in help and inspiration to enable us to serve society better.

Rotarians (1)..... and (2)..... will be your counsellors and will assist you to learn more about our club as well as Rotary objectives and procedures.

Fellows ! I present to you Rotarian[Rotary name/family name who will be known to us as ...[Rotary name] Please join me in welcoming[Rotary name]..... to our club and to the world-wide fellowship of Rotary International.

A form of induction of a former Rotarian:-

Thank you for accepting the invitation of the members of this club to re-join us in the world-wide fellowship and service work of Rotary. This invitation was extended to you because we believe that your leadership qualities are allied to those qualities which fit you to interpret and impart the message of Rotary to others.

The principles and practices of Rotary, the privileges and obligations of a Rotarian, are already well known to you through your active membership of the Rotary Club of Glenelg

We would hope that you will give this club the benefits of your previous Rotary experience to further strengthen the fellowship of this club, to help us to serve even more effectively this community and the wider fields of Rotary service.

I am proud to present to you this Rotary badge. I also hand you your dinner plaque and some literature relative to Rotary and the activities of our club.

You have been appointed to thecommittee under the directorship of..... and we look forward with confidence to your participation in and contribution to our club's programs, projects and activities. Much is expected from you in help and inspiration to enable us to serve society better. I congratulate you and offer you the right hand of Rotary fellowship.

Fellow Rotarians, will you join me in extending a warm welcome to our new member Rotarian.....

Induction of the President

A suggested form of Induction charge for a new Club President :-

President elect

You have been chosen by your fellow Rotarians to be President of the Rotary Club of Glenelg for the coming year.

This appointment is the highest office the Club can bestow.

It is made in recognition of your service to Rotary in general and to this Club in particular.

With the Rotary presidency you are assuming new duties, obligations and responsibilities which will make demands on you and your partner.

We are confident that you will carry out all your tasks with the same enthusiasm that you have brought to all your Rotary activities.

Rotary's Object, as expressed in the Four Avenues of Service, is the guide required for a successful Club President.

We assure you of the support of all our members and that we shall give you the respect due to you as our President.

With this collar I induct you as President of the Rotary Club of Glenelg for the Rotary year This collar is your badge of office.

I present you also with your President's lapel pin.

On behalf of the members of our Club and all who are assembled here tonight, I congratulate you and wish you an enjoyable and rewarding year in office.

Rotarians I present to you President, your President for the coming year.

Paul Harris Fellow Recognition - suggestions for presentation

Remarks for presentation when PHF recipient is not the donor.

The presentation of a Paul Harris Fellow recognition is The Rotary Foundation's way of expressing its appreciation for a substantial contribution to its humanitarian and educational programs. It is named for the founder of Rotary, a Chicago lawyer who started our organisation with three business associates in 1905.

Rotarians often designate a Paul Harris Fellow as a tribute to a person whose life demonstrates a shared purpose with the objectives of The Rotary Foundation. Today we have the honour and pleasure of presenting the emblems to(name)..... in recognition for(his/her)..... becoming a Paul Harris Fellow.

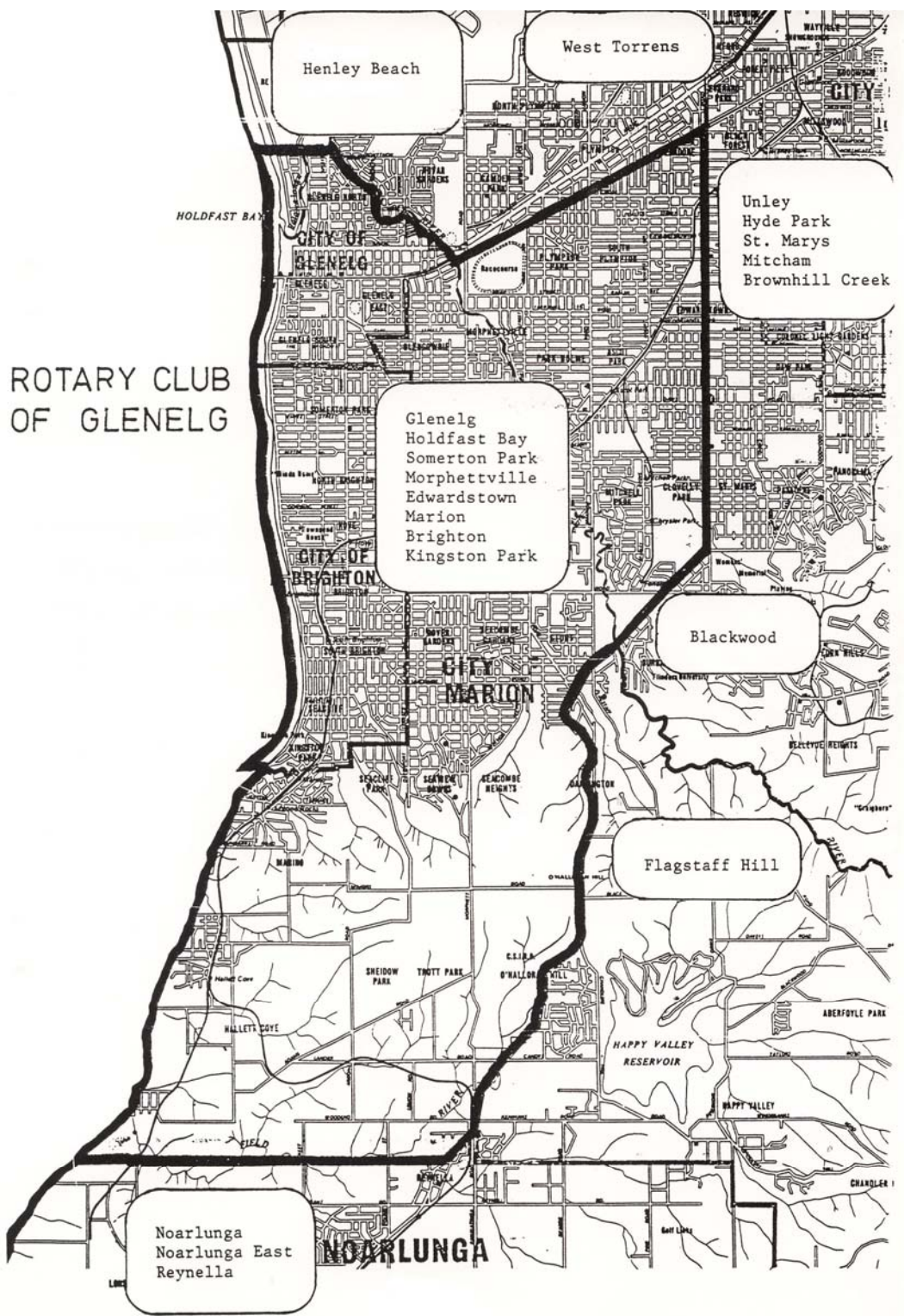
(The following optional sentences may be added if considered appropriate.)

.....(name).....was designated to receive this recognition as a special expression of appreciation because

A world of peace and good will comes closer to reality today as(name).....becomes a Paul Harris Fellow. It is because of gifts like the one made in(name's)..... honour that The Rotary Foundation can carry out an array of programs that achieve beneficial changes in our world: improving living conditions, increased food production, better education, wider availability of treatment and rehabilitation for the sick and disabled, new channels for the flow of international understanding, and brighter hopes for peace.

A contribution to The Rotary Foundation of Rotary International is an investment in the ideal of good will, peace and understanding. That is an ideal held high by Rotarians the world over, and one that(name)..... clearly shares. Working with such individuals of good will, we believe the ideal can and will become reality.

It gives me real pleasure,(name)....., to present to you the three emblems of appreciation given to a Paul Harris Fellow -- certificate, medallion and pin. Our congratulations and sincere thanks, for your commitment to our common goals of world understanding and peace!



ROTARY CLUB
OF GLENELG