

# WORLD OF ROTARACT

ROTARACT DISTRICT COMMITTEE

Rotary International District 3292 Nepal-Bhutan



## GUIDEBOOK

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R.I. District 3292

Nepal-Bhutan

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## **1. Introduction**

### **Need for the guidebook**

Rotaract club is a platform where member gets an opportunity to develop their professional skills that they will need while entering the market force. Whether it is the skill of managing an organization & projects or leadership skill, we learn the necessary skills here and apply it in our professional life. In addition to that, they serve both their local and international community making them a responsible citizen.

The establishment of District 3292 in 2008 has directed Rotaract clubs of this district into a new path and has seen a huge development in how the clubs run. We need to admit the dynamicity happening around us and update our clubs to match with it albeit following the Rotary's ethics. Otherwise we will fail to compete, not with the other clubs or organizations out of our Rotary fraternity but with ourselves.

This guidebook has been developed to achieve what we talked in above paragraph. This guide is not a holy book about how we can run our club but is merely a framework or path-shower to the leaders of the club so that they can run their club smoothly with maximum impact. This guidebook starts with short introduction of the Rotary family, followed by the guide for establishing new clubs then talks about the board, its roles and responsibility, club administration and district relation. Though this guide might not cover the entire topic that the specific club needs but hope to kindle a passion to learn the vast world of Rotaract inside yet small outside, emphasizing that learning is a daily process!

Therefore, the time has come to win today's fierce competition with our past and set an excellent example of how a group of youths called Rotaract working with their future image i.e. Rotary can impact and change the world we live in. As Paul P. Harris once said "The greatest of all achievements...are the result of the combined effort of heart and head working in perfect co-ordination"

### **Information Sources**

Reference from various sources has been taken to shape the information contained in this guide. Information were extracted and used from following sources:

- Various Rotaract & Rotary Club documents available in internet including Rotaract Constitution, By-Laws, Statement of Policy, Handbook and from [www.rotary.org](http://www.rotary.org)
- Various informative PowerPoint slides available at [www.slideshare.net](http://www.slideshare.net)
- The content of "Understanding the Role of the Club's Board" were mostly extracted from online course created by State University of New York, Luther College at the University of Regina available at [www.coursera.org](http://www.coursera.org)

## **2. What you need to know at the very beginning?**

### **Rotary**

Rotary International is a global community of committed professionals working together to serve others and advance peace. More than 1.2 million members in over 34,000 Rotary clubs worldwide volunteer in communities at home and abroad.

### **Rotaract**

Rotaract clubs are part of Rotary global effort to bring peace and international understanding to the world. A non-religious, non-political and non-profit organization which are involved in community and international service; they are open to people between the ages of 18 and 30 years old. Rotaract stands for "Rotary in Action" and are supported by Rotary International. Rotaract initially began as a Rotary youth programme in 1968 but has now become an independent group.

Today, it comprises over 7000 clubs worldwide with over 173000 members. Club meets at least twice a month to exchange ideas, plan activities and projects, and socialize. Clubs plan and implement a variety of humanitarian and environmental projects locally or internationally based on the interest of members. Rotaract also aims to assist its members with networking, business and leadership to form well rounded individuals for the working world.

### **Goals of Rotaract**

- To develop professional and leadership skills.
- To emphasize and respect the rights of others based on recognition of the worth of each individual.
- To recognize the dignity and value of all useful occupations as opportunities to serve.
- To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities.
- To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide.
- To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people.

### **Why join Rotaract?**

- Friendship
- Business Development (Networking)
- Personal Growth and Development
- Leadership Development
- Citizenship in the Community
- Continuing Education
- Fun

- Public Speaking Skills
- Citizenship in the World
- Assistance when Traveling
- Entertainment
- The Development of Social Skills
- Family Programs
- Vocational Skills
- The Development of Ethics
- Cultural Awareness
- The Opportunity to Serve

**There is a lot more!**

- Taking advantage of all that Rotary has to offer, including:
  - [Scholarships](#) and [peace fellowships](#)
  - [RYLA](#) events
  - Friendship exchanges or vocational training teams
  - [Rotary club membership](#)
- International Connections
  - Attending international events
  - Joining a [Rotarian Action Group](#)
  - Twin Clubs

**Interact**

Interact is a service club for youth ages 12 to 18 who want to connect with other young people and have fun while serving their communities and learning about the world. Clubs, which meet at least twice a month, are sponsored by local Rotary clubs. Interact clubs organize two projects every year, one that helps their school or community and one that promotes international understanding. Members of sponsor Rotary clubs mentor Interactors as they carry out the projects and develop leadership skills.

### 3. Organizing a new Rotaract Club

To organize a Rotaract club the role of Rotarians comes first. Deciding to sponsor a Rotaract club is the beginning of a rewarding journey for sponsor Rotary club. Following steps will help the sponsor Rotary club to organize a new Rotaract club.

- Forming a Rotaract committee to determine if the club is interested in sponsoring a Rotaract club, and if it is prepared for the responsibilities of becoming a sponsor club.
- Consult with district Rotaract chair and district Rotaract representative for advice and suggestions.
- If club determines to sponsor a new Rotaract club then it should start to identify potential Rotaractors. Brainstorm to develop as wide a membership pool as possible. Consider following might be helpful:
  - Current and former Rotary Youth Exchange students, Interactors, and RYLA participants, and Rotary Foundation alumni
  - Sons, daughters, and other family members of Rotarians
  - Employees and interns who work with Rotarians
  - Participants in young adult programs at community centers, places of worship, health clubs, and other public venues
  - Students in universities, colleges, and continuing education programs
  - Members of nonprofit organizations, professional associations, and social networking sites
  - For a university-based club, ask the person who has volunteered to be its faculty adviser to suggest possible club members.
- After developing a membership pool and identifying potential members, invite prospective members to an informational meeting to learn more about Rotaract. In addition to prospective Rotaractors, you can invite Rotaract committee members, sponsor Rotary club president, District Rotaract chair and district Rotaract representative, Faculty adviser (for a university-based club), Rotaractors from nearby clubs who can share their experiences and answer questions.
- At the meeting:
  - Briefly discuss Rotary and Rotaract's history and shared commitment to service.
  - Distribute copies of Rotary Basics and show a video from the RI website or Rotary Video Magazine collections.
  - Explain Rotaract's policies and goals. Describe successful service projects to show how Rotaract clubs make a difference locally and globally.
  - Highlight how Rotaractors can work on service projects with young adults in other parts of the world.
  - Get potential members excited about Rotaract by asking them to suggest club projects.
  - Distribute copies of the Rotaract Promotional Card and encourage prospective Rotaractors to invite their friends to join.
  - Make time for questions.

- At the end of the meeting take a vote to see if you have enough interest and commitment to establish a Rotaract club. A minimum of 15 charter members is recommended. Finally, set a date for the first organizational meeting.

From here, the Rotaract club's progress will be largely in the hands of the new Rotaractors, but sponsor club guidance is still valuable.

### **Rotaractors' Role**

After the initial organizing phase, it is up to you, the new Rotaractors, to complete the process. Here are three easy steps to help you launch your club:

#### **Step 1: Hold organizational meetings**

Build momentum and keep enthusiasm high by scheduling organizational meetings no more than two weeks apart. Use sign-in sheets to collect attendees' names, phone numbers, and email addresses. Social media can help you recruit more participants. Encourage attendees to invite their friends and colleagues to meetings.

Before seeking certification from Rotary International, your club must:

- Hold elections for president, vice president, secretary, treasurer, and other members of the board
- Develop a membership plan to ensure that your club includes members of different ages and genders
- Establish annual club dues
- Determine where and when meetings will be held. Clubs must meet at least twice a month, but are free to consider a range of options, including meeting in person, online, or a combination of the two. Select times that are convenient for club members.
- Begin planning service activities, fundraising events, and the inaugural ceremony
- Help members understand the constitutional documents

#### **Step 2: Complete organizational paperwork**

Now that your prospective Rotaract club has a strong membership base, you can apply for certification from RI. Work with your sponsor Rotary club to accomplish the following tasks:

- Complete the Rotaract Club Certification Form (see chapter 8).
- Have the form signed by your Rotaract club president, sponsor Rotary club president, and the district governor.
- Pay the US\$50 organization fee (normally paid by the sponsor Rotary club).

- Send the form and fee to RI World Headquarters or the appropriate international office (see the inside back cover of the handbook for a complete list). Once your Rotaract club has been certified, a process that takes about four weeks, the sponsor Rotary club will receive your club's Certificate of Organization from Rotary International.

### Step 3: Plan an inaugural ceremony

Chartering a Rotaract club is a meaningful and exciting event. Work with your sponsor Rotary club to organize an inaugural ceremony. Invite Rotary district leaders, such as the governor, Rotaract chair, and Rotaract representative. Ask local media to cover the event to help promote your club in the community.

Inaugural ceremonies are rich in tradition. Learn how your sponsor Rotary club celebrates its special occasions, and then develop a ceremony that blends Rotary traditions and the new energy of your Rotaract club. Here are some other ideas to consider for your ceremony:

- Welcome new Rotaractors into the family of Rotary.
- Briefly explain Rotary and its mission.
- Review the history of Rotaract and how the new club was formed.
- Induct members individually, and announce board members and officers.
- Present each member with a Rotaract lapel pin. (For more information on how to obtain licensed Rotaract merchandise, see chapter 8.)
- Take photos to commemorate the event.
- Create an inaugural ceremony program book that lists club members.

What's next?

Congratulations! As you begin planning for your first year, remember to seek out the advice and help of your sponsoring Rotary club and refer to the resources available through Rotary International.

Active members are the key to a successful club. A Rotaract club should provide opportunities for networking, community and international service, professional development and socializing. Make sure your first year involves a variety of activities and projects for everyone.



## 4. What you need to know before running a club?

### 4.1 Effective Club

A Club becomes effective when:

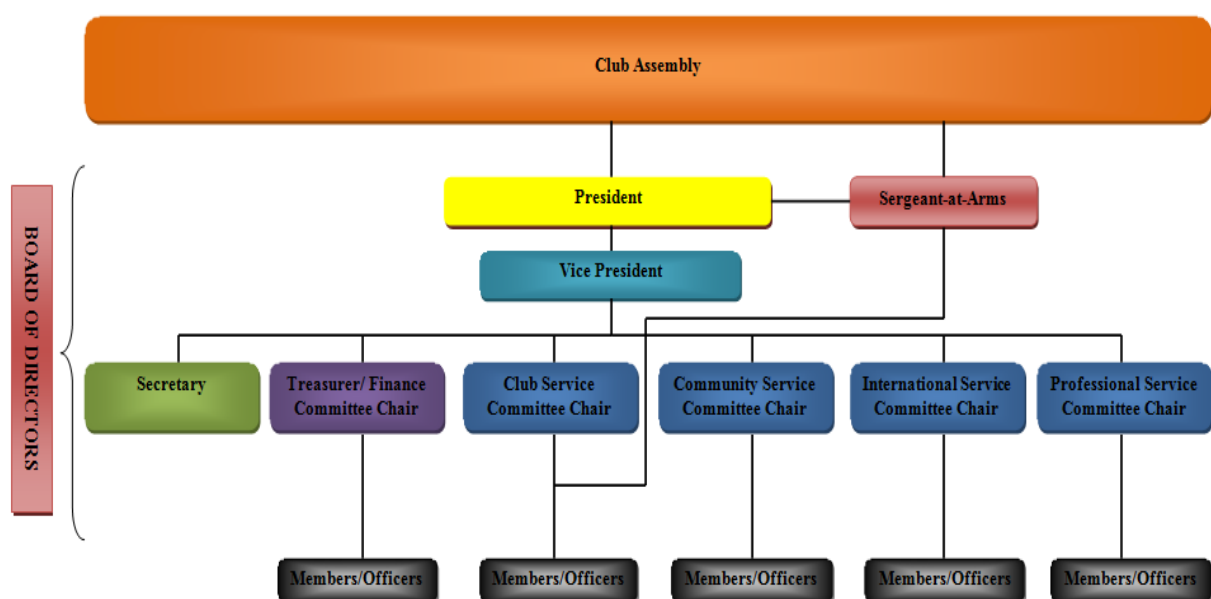
- Sustain and or increase its membership base
- Implement successful projects that addresses the needs of its community and communities in other countries
- Promote the ideals and objectives of Rotaract
- Actively participate in the programs of the district
- Develop leaders capable of serving Rotaract beyond the club level

### 4.2 Professionalism in Club

We need professionalism in club because:

- It acts as a practice platform needed in career
- It helps for smooth implementation of the club system
- It helps develop inter/intra personal qualities
- It pave a path to great leadership

### 4.3 Sample Club Structure



#### 4.4 Understanding the Role of the Club's Board

The board of directors is the governing body for the club and meets at least once a month. It is important to note that most of the club business should be transacted during board meetings rather than club meetings. Club meetings should be used to report on the progress of club's projects/activities

- The board ensures that the club will not undertake activities that will risk its financial solvency.
- It ensures that administrative responsibility, membership recruitment and fundraising are balanced with program activities to keep clubs active and strong
- The board plays an important monitoring role in implementation of club projects
- Build a club that reflects the needs of the community and club members
- Identify the skills and resources needed to achieve or exceed set goals.
- Ensure a realistic club budget is prepared for the year
- Review the program and policies of the club to ensure that they are being implemented effectively
- Ensure the administrative efficiency of the club.

##### 4.4.1 What is a board of directors?

- It is a legal entity that is accountable for the organization's affairs
- Carries public trust
- Provides stewardship that is in the best interests of organization as a whole
- Accepts responsibility for the conduct of the organization
- Creates and ensures compliance with the organization's constitution and by-laws
- Ensures contractual obligations are met
- Ensures that suitable policies for conducting the organization's business are in place

There are three basic duties for individual members of boards:

- Duty of Due Diligence
  - **Be Informed**
    - Before you join

- Review articles of incorporations, bylaws, policies, board minutes, financial statements, audits, insurance and filings
  - Review the characteristics of the organization, board, management, and accountability structure
  - After you join
    - Read minutes, reports, financial statements
    - Provide feedback to clarify, change or correct information.
  - **Be Engaged**
    - Attend meetings of the board, sit on committees, relate to the community, stakeholders, etc.
- Duty of Care
- **Be Prudent**
    - Members must act as a “reasonable person” in making decisions
    - Operate within the law and bylaws of the corporation
  - **Share Your Perspective**
    - Express your opinion in discussions
    - Voice opposition to a decision when you believe it is necessary
    - Duty of Loyalty
  - **Act Ethically**
    - Comply with the law, disclose conflicts of interest, set personal agendas and politics aside, etc.
  - **Work in Solidarity**
    - Board speaks with one voice
    - Work with the board and management

#### **4.4.2 What roles do board members play in organization?**

Board members play three key roles in organization:

1. Decision-maker and evaluator
2. Implementer
3. Advisor

#### **4.5 Rotaract Club Standards**

The Rotaract District Committee has adopted these minimum standards for an effective club:

- Pays its Rotaract due on time
- Conduct meeting regularly (regular/board/committee/informal)
- Implements service projects that address needs in the local and international community
- Receives visits from the District Rotaract Representative, Zonal Rotaract Representative, or other district director and officers.
- Acts in a manner consistent with the Rotaract Constitution, Statement of Policy and Rotaract District Guideline.
- Updates club membership and officers in a timely manner at [www.rotary.org](http://www.rotary.org) and [www.rotaractnepal.org](http://www.rotaractnepal.org)
- Resolves club disputes in an amicable manner
- Maintains cooperative relations with the district

These standards are only the beginning of what makes a successful Rotaract club. Work with your Zonal Rotaract Representative to ensure that your club reaches its full potential.

## **5. Know your roles and responsibilities**

### **5.1 Rotaract Club's Board of Directors**

The board of directors serves as the governing body of a Rotaract club and includes the president, immediate past president, vice president, secretary, treasurer, and any additional officers your club decides it needs. Rotarian and faculty advisers should regularly attend board meetings to provide guidance. Rotary club members may also attend these meetings as observers. The board should meet according to the time specified in their by-laws and report any action taken at the next club meeting. During its meetings, the board reviews and approves the club's plans and service projects, ensures the club's financial solvency, and delegates responsibilities. At the end of the Rotary year, the board prepares a final report that describes the major actions taken over the preceding 12 months. A copy of the report should be sent to the sponsor Rotary club.

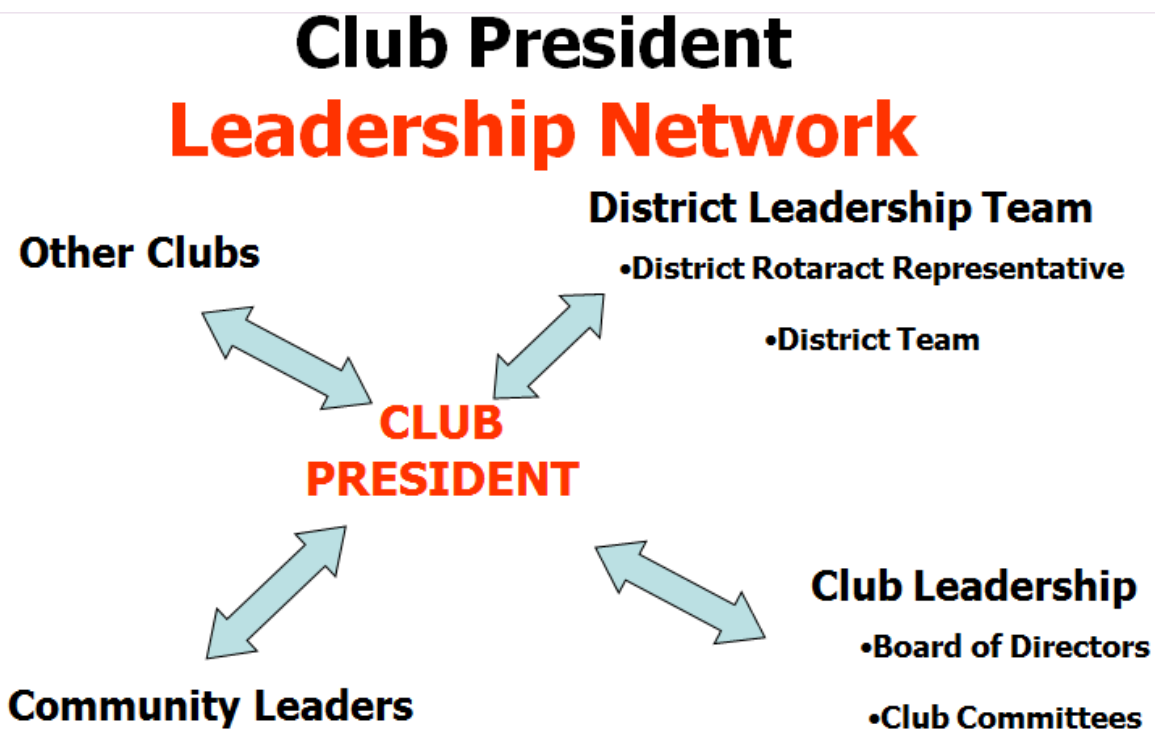
Use board meetings to explore ideas, make decisions, and evaluate progress. The board is elected to manage the interests of the club as a whole and to work closely with you to achieve club goals. Generally, club's board of directors has these responsibilities:

- Oversee the work being done by all club officers and committee members
- Review the periodic report of club finances and make sure the budget includes realistic amounts for club operations and projects. Also, approve all expenditures not accounted for in the club budget
- Approve or reject proposed members and communicate the decision to those who proposed the members
- Review club policies to ensure they are being implemented as intended, and revise them if they are no longer current
- Consider innovative ways to make the club more vibrant, attractive to new members, and engaging to current members
- Explore the needs of your community and international communities to establish club goals

### **5.2 Role Specific Responsibilities**

1. President: As the club leader, the president helps members develop as leaders and works to ensure that the club's professional and leadership development activities and community and international service projects are successfully promoted and completed. President should be knowledgeable with the administrative policies and procedures that serve as a framework for operation of a Rotaract Club and the District. This includes Standard Rotaract Club Constitution, Bylaws, Rotaract Statement of Policy and District Guidelines.
  - a) Conducting effective club meetings with detailed agendas that allow enough time for reports from officers and committee members

- b) Chairing meetings of the board of directors
- c) Appointing all standing and special committees, with the approval of the board, and serving as an ex officio member of all committees
- d) Appointing committee chairs based on individuals' experience, and seeking their opinions about committee members. In the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club
- e) Delegating responsibilities to help members develop their leadership skills for future club leadership roles
- f) Encouraging club members to get involved in projects by building on their skills and interests
- g) Ensuring that club activities and service projects are successfully promoted and executed
- h) Monitoring membership to maintain an age and gender balance
- i) Communicating and collaborating with the sponsor Rotary club, Rotaract district and Rotary International
- j) Updating club information and membership data by June through Member Access.



2. Vice president: The vice president's primary role is to support the president.
  - a) Presiding over meetings in the president's absence
  - b) Serving on the board of directors and as an ex officio member of all committees
  - c) Handling special assignments as directed by the president
  - d) Staying current on club goals and activities
  - e) Succeeding to the office of president in the event of a vacancy.
  
3. Secretary: The secretary's primary responsibility is to help the club function efficiently.
  - a) Maintaining all club records, including membership, committee appointments, attendance, and important club documents such as the club's certificate of organization, budgets, and reports.
  - b) Notifying the sponsor Rotary club of club members who are turning 31, to help them identify potential Rotarians
  - c) Providing club and member information to the president for regular updates to RI
  - d) Taking minutes — a clear, concise written record of meeting discussion and actions — at all club meetings. Minutes should cover these points:
    - Date, time, and place
    - Presiding officer
    - Attendance
    - Approval and correction of last meeting's minutes
    - Summary of reports from officers and committees
    - Summary of agenda (including old and new business) and actions taken
    - Announcements
    - Adjournment
  - e) Provide copies of minutes to the sponsor Rotary club upon request.
  
4. Treasurer/Finance Director: The treasurer works with the secretary to maintain accurate financial records. The treasurer should be a responsible, detail-oriented person.
  - a) Chairing the finance committee

- b) Collecting membership dues
- c) Depositing dues and all proceeds from fundraising projects in a bank approved by the board of directors
- d) Make all disbursements under procedures determined by the board.
- e) Preparing and administering the budget
- f) Preparing a tri-monthly report that accurately details
  - Money on hand at the beginning and end of the month
  - Income, with its source (such as membership dues or fundraising) clearly indicated
  - Payments, indicating for what and to whom
- g) Oversee all funds and provides an annual accounting of them
- h) Deciding how the club will fund its activities
- i) Focusing on keeping dues low and maintaining the club's ability to support itself
- j) Collecting any district and club dues
- k) Seek in-kind and monetary donations from businesses and organizations
- l) Make all records available for inspection by any club member upon request.

#### 5. Immediate Past President

- a) Provide useful feedback and perspective in the planning of club activities
- b) Assist with special projects and provide support for board and club members.

#### 6. Club Service Director

- a) Develop strategies for recruiting new members and keeping current members active
- b) Publicize the club's activities to members and the general public
- c) Plan activities for networking and socializing
- d) Maintain a historical record, including pictures and descriptions of club activities
- e) Notify committee members of the date, time, place, and subject of meetings
- f) Prepare and follow meeting agendas



- g) Assign tasks to each committee member and keep track of these assignments
- h) Prepare to report back to the club's board.

#### 7. Community Service Director

- a) Reviews suggestions from members for community service projects to ensure they address real needs and can be successfully carried out by the club
- b) Develops plans for the club's annual community service project
- c) Leads, organizes, and implement the community service project

#### 8. Professional Development Director

- a) Solicits suggestions from club members for professional development activities
- b) Reviews and plans activities
- c) Explores resources in the community
- d) Leads, organizes, and implements the activities.

#### 9. International Service Director

- a) Reviews suggestions from members for international service projects to ensure they address real needs and can be successfully carried out by the club
- b) Develops plans for the club's annual international service project
- c) Leads, organizes, and implement the international service project
- d) Develops additional activities that promote international understanding among club members and in the community.

#### 10. President Elect

- a) Be a part of decision making process for future leadership
- b) Appoint board members and committee chair for upcoming year
- c) Conduct last club assembly for upcoming year plan
- d) Handling special assignments as directed by the president.

#### 11. Sergeant-at-Arms

- a) Maintain an orderly, dignified, and effective club meeting

- b) Handle the physical preparations for a meeting and guide its general conduct
- c) Collect late fees or any other fees decided by the board.

### **5.3 Club Committees**

Committees help your club carry out its activities and projects. The club president, with the approval of the board, may appoint five standing committees — club service, community service, international service, professional development, and finance — as prescribed by the Standard Rotaract Club Constitution. Additional committees may be appointed as needed.

Committee members are recommended to meet at least once a month, either in person or other way, to discuss plans and activities. A committee may divide into subcommittees to accomplish all of its tasks. All committee activities and expenses are subject to the board's approval, so committee plans should be shared with the club president. The committee chair should:

- Notify committee members of the date, time, place, and subject of meetings
- Prepare and follow meeting agendas
- Assign tasks to each committee member and keep track of these assignments
- Be prepared to report back to the club's board

Following are the responsibilities of the five standing committees:

- **Club Service:** This committee shall be responsible for attendance, membership; programs, fellowship, public relations, and such other matter as may be deemed appropriate.
- **International Service:** This committee shall be charged with primary responsibility for enhancing knowledge and understanding of worldwide needs, problems, and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.
- **Community Service:** This committee shall have responsibility for enhancing knowledge and understanding of community needs, problems and opportunities and for formulating and developing appropriate activities for serving the community
- **Professional Development:** This committee shall be responsible for developing a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.
- **Finance:** This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

## 6. Membership

The success of a Rotaract club depends on the commitment and hard work of its membership. When recruiting new members; seek out those with special interests and abilities who would be enthusiastic about the social and service opportunities Rotaract provides.

### 6.1 Commitment

- The success of any volunteer organization relies on its ability to attract and retain dedicated and enthusiastic volunteers
- How do we view ourselves as members of Rotaract?
- It is our level of commitment that distinguishes and develops our sense of dedication to the Rotaract organization.
- How do we relate to the term – Commitment
  - *Pledge*
  - *Assurance*
  - *Promise*
  - *Dedication*

### 6.2 Qualities a Committed Member Should Display

Demonstrates aptitude and reliability

- Reliable club member who gets work done and does his fair share to work hard and meet set goals.
- He or she follows through on assignments. Consistency is key.

Communicates constructively

- Rotaract needs people who speak up and express their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the club.
- Such a member does not shy away from making a point but makes it in the best way possible – in a positive, confident and respectful manner

Listens actively

- Good listeners are essential for Rotaract to function effectively.

- Rotaract needs members who can absorb, understand, and consider ideas and points of view from other people without debating and arguing every point.
- Such a member can also receive criticism without reacting defensively.
- Rotaractors need the discipline to listen first and speak second so that meaningful dialogue results

#### Functions as an active participant

- Committed Rotaractors are active participants
- They should prepare for club meetings - to listen and speak up in discussions. They are fully engaged in the work of the club and do not sit passively on the sidelines.
- Members who function as active participants take the initiative to help make things happen, and they volunteer for assignments
- The whole approach is can-do: “what contribution can I make to help the club achieve success?”

#### Shares openly and willingly

- willing to share information, knowledge and experience – take the initiative to keep other club members informed
- A committed member is active in informal sharing. They keep other club members in the loop with information and expertise that helps to get the job done and prevents surprises / disappointments

#### Cooperates and pitches in to help

- Cooperation is the act of working with others and acting together to accomplish a job. Effective and committed members work this way by second nature.
- Committed members, despite differences they may have with members concerning style and perspective, figure out ways to work together to solve problems and get work done.

#### Exhibits flexibility

- a committed member rolls with the punches; they adapt to ever-changing situations
- a flexible member can consider different points of views and compromise when needed – negotiate a compromise
- Strong members are firm in their thoughts yet open to what others have to offer – flexibility at its best

Arbitrates well - works as a problem solver

- Committed members are willing to deal with all kinds of problems in a solution-oriented manner
- They're problem solvers, not problem dwellers, problem-blamers or problem-avoiders.
- They don't simply rehash a problem the way problem dwellers do. They don't look for other to fault, as the blamers do. And they don't put off dealing with issues, the way avoiders do
- A Committed member gets problems out in the open for discussion and then collaborates with others to find solutions and formulate action plans. Exerts the ability to negotiate and compromise to ensure steady progress and resolution

Treats others in a respectful and supportive manner

- Committed members treat fellow Rotaractors/ Guests with courtesy and consideration
- Quite simply, a committed and effective member deals with other people in a professional manner
- not just some of the time but consistently
- they show understanding and the appropriate support of other members to help get the job done

Shows commitment to the Club

- Committed members care about their work, the club, and the club's projects/activities
- They show up every day with this care and commitment up front. They always make a good effort and they encourage other members to do the same.
- Members who show commitment don't come in any particular style or personality
- In fact, they may even be soft-spoken, but they aren't passive. They care about what the club is doing and they contribute to its success – without needing a push.
- In the end, their commitment is about seeing the club succeed and knowing they have contributed to this success.
- Our level of commitment will be measured by how we view our duty as a member of the Club and its importance in our lives
- Commitment to your Rotaract Club can never be taught, but rather demonstrated by the work we do in touching the lives and hearts of others in need. As time passes, our

focus may change and other matters take priority, but always we must remember and convey our loyalty to Rotaract and its ideals

Points to ponder:

- Loyalty – be a proud member – encourage others
- Dependability – always show respect for others time & effort
- Awareness – recognize and appreciate the importance of tasks however small they may seem
- Support – seek and give assistance whenever and wherever.
- Professor Moss Kanter six to leading positive change: show up, speak up, look up, team up, never give up, lift others up

Are YOU a committed member?

## **7. Running your Club**

### **7.1 Before the New Tenure Starts**

The journey of running the club for next year starts before the year starts after your club elects President Elect.

President Elect is recommended to do the following before they start their presidency:

#### April

- Consult the club president and board on decisions affecting the club
- Assess club's membership situation
- Set yearly goals and lead the preparation of action plan for upcoming year (Please refer to Annex 1 for sample action plan template)
- Review the provisions of your club's constitution and bylaws and other documents including district guideline (Please refer to Annex 2 for Governing Policies & Important Documents)
- Meet with your DRR at PETS

#### May

- Conduct a tailored training or workshop suited for your board if needed
- Planning action steps to carry out club's administrative responsibilities
- Hold one or more meetings with upcoming board of directors

#### June

- Ensure that your name has been enlisted as President for next year by end of June in [www.rotary.org](http://www.rotary.org)
- Supervise preparation of the club budget
- Encouraging all club leaders to attend the district assembly
- Conduct a club assembly for upcoming year planning immediately following the district assembly (Recommended to conduct it before starting of the tenure)
- Meet with sponsor club president elect and his/her team and discuss/explore necessary coordination.

## 7.2 After the Tenure Starts

President is recommended to do the following after they start their presidency:

### July

- Check their access on [www.rotary.org](http://www.rotary.org) and obtain club's membership and administrative data.
- Organize Club installation ceremony.
- Receive, check and understand all club documents from the previous board including accounts.
- Provide necessary club trainings such as zonal COTS and club specific tailored trainings if necessary.
- Start to execute your plan considering the presidential citation.
- Change club's bank account signatories as needed.

### August- June

- Confirm membership roster and update necessary changes in club membership and club data on [www.rotary.org](http://www.rotary.org) throughout the year.
- Update necessary changes in your club membership, club data and update projects throughout the year in [www.rotaractnepal.org](http://www.rotaractnepal.org)
- Ensure that all committees are functioning well and completing their task as per the responsibility given in the action plan.
- Ensure whether the meeting and program attendance are being updated and presented regularly. (Please refer to Annex 3 for sample attendance report)
- Ensure that the financial status of the club is being updated and presented regularly.
- Ensure the meeting minutes are being distributed to members and they are going through it. (Please refer to Annex 4 for sample meeting minute)
- Attend sponsor Rotary club meeting regularly and invite Rotarians to Rotaract meeting.
- Attend District Events including active participation in PS Meet.
- Organize DRR & ZRR Visit.
- Updating member lists.
- Run engaging and fun club meetings, board meetings, and club assemblies.
- Survey new members about their expectation from the club.
- Survey outgoing members about the reason & if they were unsatisfied.
- Encourage members to visit other club meetings and events.
- Be in regular contact with district.
- Conduct regular session to make members acquaint about club's constitution, bylaws and Rotary & Rotaract information.

### December

- Conduct Club Assembly to review and reflect the plan and amend or develop action plan for rest of the year.



March

- Elect upcoming year president.

April

- Finalize upcoming board of directors.

May

- Organize club specific training for upcoming board if needed.

June

- Add President Elect as upcoming officer by June 30 in [www.rotary.org](http://www.rotary.org).
- Take survey to assess member's satisfaction.
- Conduct club assembly to assess the achievement, failure, and upcoming year plan preferably after district assembly
- Verify all the documents and prepare annual report for submitting to club

### **7.3 Club Administration**

Although managing club is the board's responsibility, president is charged with seeing that the club runs efficiently and effectively. Whether planning board meetings and club assemblies, preparing for required visits from district leaders, or overseeing club finances, president leadership is vital.

Although your president oversees the management of the club, club service committee carries out the specific responsibilities. Club can amend its bylaws to reflect the specific responsibilities president assigns the committee, and any subcommittees deemed necessary. Appoint your club secretary and sergeant-at-arms to this committee.

Give your club service committee these basic responsibilities:

- Help the club secretary track club attendance
- Maintain club membership information and report changes to [www.rotary.org](http://www.rotary.org) & [www.rotaractnepal.org](http://www.rotaractnepal.org)
- Help the club treasurer collect member dues
- Organize interesting and fun club meetings
- Organize social events for club members
- Produce club communications, such as the club newsletter, social media, and website

### 7.3.1 Meetings

Club and district meetings enable club members to connect and share ideas for creating positive change.

Club board meeting is an important part. At these meetings, decisions will be made about new members, club practices, and other matters affecting the whole club. President should be sure to clearly communicate expectations to the team and allow time for board members to report on and discuss concerns about their activities and projects. Also, be sure to promote the PS Meet, district training assembly, district conference, and other district events to your members. (Please refer to Annex 5 sample meeting schedule)

### 7.3.2 Running Successful Club Meetings

The club meeting is where most members experience Rotaract. They catch up with friends, hear what's happening in their community, and organize club activities and projects. Make sure meetings are connecting with members by creating programs that encourage a sense of pride in being a member, increase awareness of local and global issues, and keep members informed of Rotary & Rotaract initiatives. If possible show Rotary videos to begin your meeting to showcase projects around the world. Display a slideshow of Rotary/Rotaract images and your club's photos to show pride in Rotaract members at work.

Your club administration committee should help you develop engaging club meeting agendas. Encourage innovative ideas for a fun, inspiring, and interesting meeting.

### 7.3.3 Club Assemblies

Club assemblies offer an opportunity to exchange ideas and share information about issues of importance to members. Most clubs hold two to four assemblies per year.

Encourage attendance by all members, but especially new members. President, or another designated club officer, should lead club assemblies. Seek out member input to make certain that the meetings address their interests and concerns. Below are some suggested timeframes and topics for club assemblies.

<b>Club Assembly</b>	<b>Time Frame</b>	<b>Objectives</b>
First	Immediately after the district assembly/DLTS (before 1 July)	To share plans developed at the district assembly and finalize club goals and action plan through open discussion (club president-elect presides)
Second	Midpoint of year (January preferred)	To review progress toward club goals and determine the plan for the rest of the year

Third	Two weeks before the DRR visit	To prepare for the visit
Fourth	During the DRR visit	To discuss the club's status with the DRR

### 7.3.4 District Rotaract Representative Visit

One of our DRR core responsibilities is to visit possibly all clubs in the district, either individually or in groups, to provide support and present an update on district goals. This visit is an opportunity for the club to discuss their goals, achievements, and concerns with the district leader. If possible, schedule the DRR visit to coincide with an event that highlights your club's accomplishments, such as a charter night, induction ceremony, and new member orientation program or award presentation event.

To prepare for the visit:

- Review your club's progress toward its goals. Reflect on member morale. Identify questions or concerns you want to discuss with your DRR.
- Organize reports of committee plans, activities, and accomplishments.

### 7.3.5 Elections

Conducting election of club officers and the board of directors for the next Rotary year is an important task. The club board consists of the president, president-elect, secretary, immediate past president, vice presidents, and other required directors & officers. Check your club's bylaws for information about the board selection process. Officers and directors must be members in good club standing. Consider holding an officer installation meeting at the beginning of the Rotary year. It's a great way to bring members together to show support for their new club leaders and appreciation for the outgoing board.

### 7.3.6 Reporting Requirements

It is critical to keep your club information up-to-date. Every club is required to submit the following:

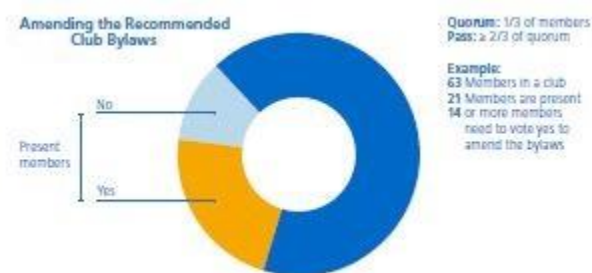
- To Rotary International
  - Changes to member and club data
  - New and terminated members
  - New officer (President) for the next Rotary year by 30 June or new club meeting information
  - Various reports for presidential citation

- To your district
  - Changes to member and club data
  - New and terminated members
  - Board members
  - Club activity/project report
  - Information for the Official Directory by May
- To your Club
  - Club goals
  - Attendance figures
  - Financial report
  - Club activity/project report
  - Annual report

### 7.3.7 Club Constitution and Bylaws

The Standard Rotaract Club Constitution provides the basic rules for all Rotaract clubs. It is updated every three years to include changes enacted by the RI Board of Directors. Your club's bylaws provide additional guidelines for managing your club. Use the recommended Rotaract Club Bylaws, which reflect current Rotaract policy, as a template, adapting them to reflect your club's culture. Review your club bylaws regularly and update them as needed.

Your club members must vote on any proposed amendments to the bylaws. Be sure to notify members about the proposed amendment at least 14 days before a regular meeting then be sure at least one-third of active members (a quorum) are present to vote. In order to pass, the amendment needs the votes of two-thirds of the members present.



Amendments must conform to the Standard Rotaract Club Constitution and the Rotaract Statement of Policy.

### 7.3.8 Financial Management

President fiscal responsibilities include monitoring club funds, practicing good stewardship, and making sure that the club complies with all applicable local laws, including those concerning taxes and non-profits if applicable. Updated Rotaract policy of 2018 directs

Rotaract club to have financial guideline to manage club fund in responsible and transparent manner. Please refer to Annex 6 for club financial guideline template.

#### ***7.3.8.1 Budget***

Budget is a plan about how to manage the financial activity of your club. It helps to forecast the overall income of your club and guide you to handle expenses of your club on various headings in advance. It also act as a tool for decision making especially when you are creating action plan and help prevent any unethical practices during the financial administration. Please refer to Annex 7 for simple budget sample.

#### ***7.3.8.2 Financial Report***

Financial report is important to club as it assess how a club is running in terms of financial terms. A simple income & expense statement and cash-in-hand compromise the report. Treasurers are advised to present financial report in regular basis as specified in their club by-laws which preferably range from every month to quarter month. Board of Directors should encourage their members to cross check the presented report including bills as a good practice.

Rotaract Statement of Policy requires the club to audit their financial transaction every year by a qualified person. We recommend you to audit your financial transaction within the audit process of your sponsor Rotary club. Please refer to Annex 8 for sample member's fee record and Annex 9 for financial report template.

#### ***7.3.8.3 Dues and Fees***

Work with your club treasurer to review or establish a system for collecting and paying dues and fees.

**Club dues.** Club dues can be collected weekly, monthly, or quarterly, as determined by your club, with the dues amount set each year. These dues, which vary by club, generally fund operating expenses such as meetings, meals, speaker gifts, and supplies and should be based on your annual budget. It should be nominal and shall be only used for the purpose of covering the cost of administering the club.

**Admission fee.** This fee for new members should be outlined in the club's bylaws. It applies to all members except transferring or former members of other clubs.

**Other funds.** Club may collect funds for activities and projects undertaken which shall be raised apart from such fees, dues or assessments and shall be placed into a separate account.

**District dues.** Districts maintain funds for financing district-sponsored projects and supporting district administration, with each club contributing to it. The amount is mentioned in district guideline and may be changed in PS Meet or other specified district event by sending and passing the agenda.

### 7.3.9 Termination

**Club termination.** The club who do not update club and membership information by 30 June each year for consecutively two-year period to RI through the website will lead to termination. Club may also get terminated in other way as stated in Rotaract Statement of Policy and club constitution.

**Member termination.** Your club secretary should contact any club member who fails to pay dues preferably within 30 days after the deadline, communicating an absolute deadline and the amount owed in writing. If the dues aren't paid within set date preferably 14 days of the notification date, membership may be terminated, if the board agrees. The board may reinstate membership if the terminated member petitions and pays all his or her club debts. Membership may also be terminated failing to compliance with minimum attendance requirement or for any other cause stated in the club constitution and by-laws.

### 7.3.10 Risk Management

To make certain that your club identifies and manages potential risk exposure and safeguards members, program participants, and assets, consider these basic questions when planning activities and events:

- What can go wrong?
- If something goes wrong, how will I or the club respond?
- How will any losses or damages be paid?

If there's a significant possibility that something could go wrong, you can reduce risk by:

- Not conducting the activity or event
- Modifying the activity or event to minimize risk
- Preparing a plan to address problems
- Finding or hiring another organization that will agree to participate and share the risk
- If possible purchase appropriate liability insurance coverage.

### 7.3.11 Strategic Plan

Strategic planning is a systematic process intended to recognize and address specific issues in a participatory way so that desired outcomes can be fulfilled. It considers contextual issues and has specific goals and objectives.

Strategic Plan puts all the jumbled ideas and resources of the concerned in one place, sort it out, then put it to fit in the puzzle in aligned manner which is coherent with each other and makes it ready to serve for next moment i.e. a plate for action which is equally important.

To sum up, strategic planning is a step-by-step process envisioning a picture of self in 3-5 years based on current trends and influences the forces that will affect us.

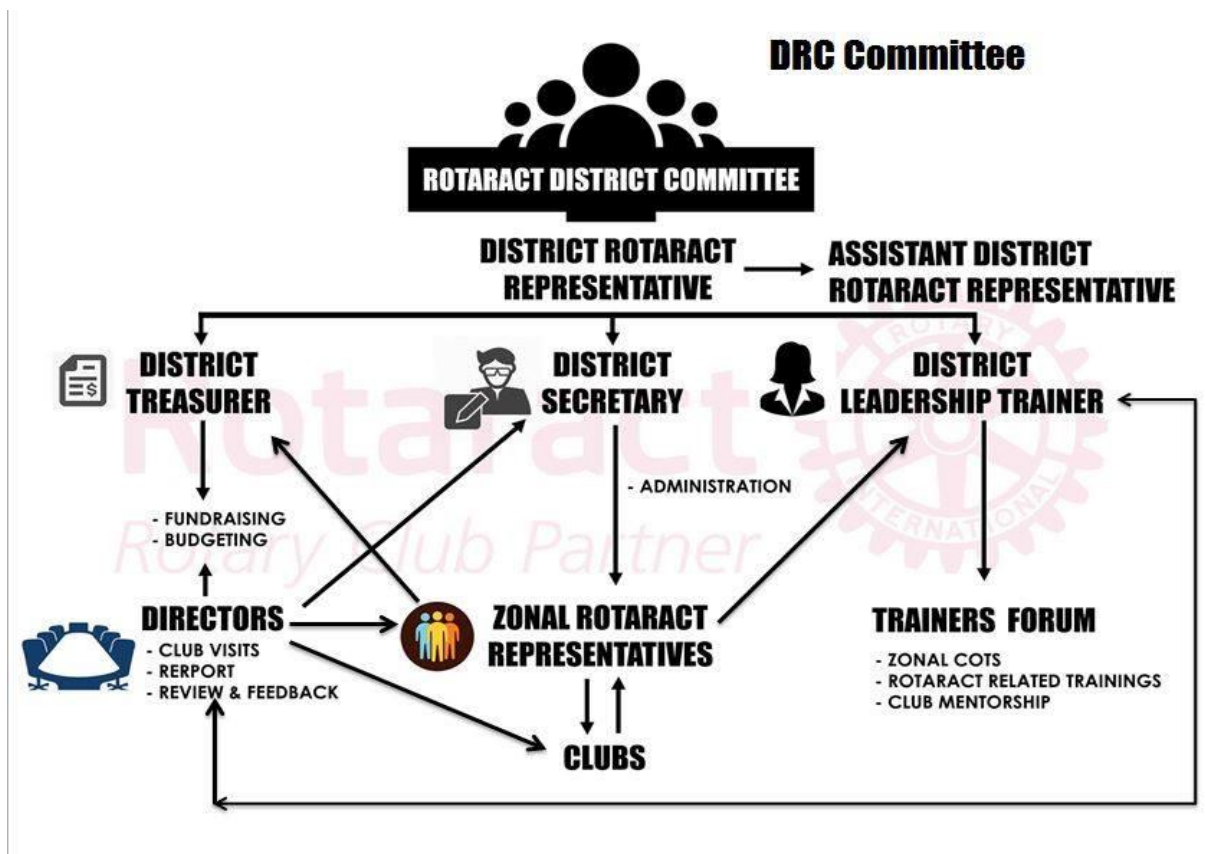
In general it incorporates situation analysis; values, mission, and vision; SWOT analysis; goals, strategic objectives, strategies; monitoring & evaluation; and ways to strengthen the strategic plan.

### 7.3.12 Working With District

Your district leaders — DRR, assistant DRR, trainer, secretary, past DRR, ZRR, directors, and officers — want your club to succeed. The district supports your club in many ways, including:

- Providing guidance on issues such as membership and projects
- Connecting clubs with similar issues or projects
- Offering leadership and service opportunities
- Communicating policy updates
- Coordinating Rotary programs such as grants, RYLA, Rotary Youth Exchange, and Rotary Peace Fellowships

Your ZRR is your district point person, available to support your club throughout the year.



**Annexes**  
**Annex - 1**

**Sample Template for Action Plan**

**Rotaract Club of .....**  
**Club Id. ....**  
**Chartered on .....**

**Action Plan**

**R.Y. ....**

*Based on the Club's Strategic Plan & Club Assembly Meeting held on .....*

**Regular Activities & Time:**

- .....
- .....

S.No.	Description of Programs	Time	Responsible Person/Committee
1.	.....	.....*	.....
2.	.....	.....	.....
3.	.....	.....	.....

**Note:**

- \*: Tentative Date
- Annual Plan is subject to changes.

Authorized Signature

\_\_\_\_\_  
 Name: .....  
 President  
 R.Y. ....



## **Annex -2**

### **Governing Policies & Important Documents**

- **Rotaract Statement of Policy**
- **Standard Rotaract Club Constitution**
- **Standard Rotaract Club Bylaws**
- **Rotaract Handbook**
- **Strategic Plan**
- **Annual Plan**
- **Effective Planning Guide**
- **President Citation**
- **District Guideline**
- **Rotaract Disaster Relief Fund Guideline**
- **Guide for DRR**
- **DRR Training Manual**
- **Four Way Test**
- **Objectives of Rotary**
- Charter Certificate
- Annual/Program Reports
- Minutes, Attendance
- MoU's (Twin Club, etc.)
- Cheques, Seal, Letterhead
- Appointment Letter
- Gong, Gavel, Hammer
- Oath
- District & International Club Directory

**Annex – 3**

**Sample Attendance Report**

**Rotaract Club of .....**

**Club Id. ....**

**Chartered on .....**

**MEMBER'S REGULAR/BOARD/COMMITTEE MEETING ATTENDANCE COUNT  
FOR THE YEAR .....**

S.No.	Name	Designation	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	%
1	.....	.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15	100
2	.....	.....	1	1	0	1	1	1	1	1	1	1	0	0	0	1	1		73
....	.....	.....	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1		93
....	.....	.....	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1		93
	<b>Total</b>		4																
	<b>Average Percentage</b>		100																<b>90</b>

Checked & Verified By:		Approved By:	
Name:	Position: Secretary	Name:	Position: President
Signature:		Signature:	

**Annex – 4**

**Meeting Minute Sample**

**ROTARACT CLUB OF .....**  
**MINUTES OF THE .....**  
**REGULAR/BOARD/COMMITTEE MEETING**

The Rotaract Club of ..... held its ..... regular meeting on .....,  
..... onwards under the chairmanship of ..... at .....,  
.....

**Members Present:**

<b>S.No.</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>
1.	.....		
2	.....		
	.....		

Under the guidance of the president, the secretary had prepared an advance memorandum for this meeting. Those items, along with others initiated during this meeting, constituted the agenda of the meeting.

**Information Sharing:**

1. ....

**Agendas:**

67. ....

68. ....

**Decisions:**

67. ....

68. ....

**Adjournment**

The foregoing is a true record of the proceedings at dd/mm/yyyy Rotaract Club of ..... regular meeting.

Annex – 5

Sample Meeting Schedule

**Rotaract Club of .....**

*CHARTERED DATE: ..... / CLUB ID. ....*

*Address: .....*

**GENERAL MEETING SCHEDULE**

<b>Meeting No.:</b>	<b>Date:</b>	<b>Time: 3 p.m. onwards</b>
<b>1. Meeting Called by</b>		: President
<b>2. Invocation</b>		:
<b>3. Welcome to Guests &amp; Visitors</b>		:
<b>4. Felicitation</b>		:
Birthday Dates (until last meeting)		:
Happy landing (until last meeting)		:
Happy/Sad moment		:
<b>5. Apologies Shared</b>		:
<b>6. Confirmation of Previous Minute</b>		:
<b>7. Reporting / Rotary Information</b>		:
<b>7.1 District / Other Club News</b>		:
7.1.1		:
7.1.2		:
<b>8. Club Activities</b>		:
8.1		:
8.2		:
<b>9. Rota Quiz</b>		:
<b>10. Club Business</b>		:
10.1		:
10.2		:
10.3		:
<b>11. Floor to Guest (if any)</b>		:
<b>12. Attendance and Finance Report</b>		: by Sergeant-at-Arms
<b>13. Recitation of 4 Way Test</b>		:
<b>14. Adjournment of the Meeting</b>		:

**Club Financial Guideline Template**

**Rotaract Club of .....**

**Financial Guideline**

**Adopted under**

**Rotaract Club of ..... Constitution Chapter 9, Clause 3 on**

**.....**

**Article 1- Name & Definitions**

1. The name of this guideline shall be “Rotaract Club of .....Financial Guideline 201..”
2. Definitions if not stated otherwise:
  - a) Budget: A financial plan for a defined period of time, usually a year, having an estimate of costs, revenues, and resources.
  - b) Board: Rotaract Club of ..... Board of Directors.
  - c) Variance: Difference between the budgeted amount of expense or revenue, and the actual amount.
  - d) Appropriate/Appropriation: Legal authorization to spend a specific amount of money for a stated purpose.
  - e) Donor: Any person/ organization which provides financial resources to the club other than the club member.
  - f) Cash Basis: Method of recording accounting transactions for revenue and expenses only when the corresponding cash is received or payments are made.
  - g) Accrual Basis: Method of recording accounting transactions for revenue and expenses even if the corresponding cash has not been received or payments has not been made.
  - h) Contingent Liabilities: An amount that may be due depending on future events.
  - i) Petty Cash: a small amount of cash on hand used for expenditures where it is not sensible to make any disbursement by cheque.

**Article 2-Budget & Appropriation**

3. A budget should be prepared by the upcoming treasurer & president and presented to the club meeting by May. For this, treasurer should consider the previous presented budget and the actual financial statement of the club.
4. In relation to clause 3, the treasurer and president should revise the budget if any comments are collected from the meeting and get it approved by June.
5. In concern with the donor projects, the finance committee with the approval of board and the club shall prepare and implement the budget at any time.

6. If variance occurs in any headings of the approved budget then the amount may be appropriated from the account head where the amount is in excess. The treasurer can appropriate up to .....% of the approved budget head and will need approval from the board for the amount greater than .....%.
7. In relation to the donor funded projects the appropriation might be done with the written approval of the donor.

### **Article 3-Accounting Provisions**

8. Club's auditing provision policy and accounting shall be according to established norms, procedure, practice, process and criteria established by the club. Accounts of the projects funded by the donor parties shall be kept according to their requirements.
9. Club's income and expense details will be kept according to "Cash Basis" system.
10. "Accrual Basis" system will be used in the case of income where the amount is not received but the agreed fund has already been approved by the donor after receiving bills and report. Same for the case of expense if bills or agreement has been received but due to circumstances payment has not been done.
11. Claimed expense amount which is not definite will be kept as contingent liabilities.
12. Lending & Borrowing activities is discouraged
  - a) Club will not lend any amount under any circumstances. If club has lent money to anyone before this guidelines comes to an effect then that amount should be collected within one month.
  - b) If money is to be borrowed by the club due to special circumstances then finance committee should take approval from the board.
  - c) If the money is lent without the approval of board then the finance committee chair/treasurer or the responsible officer will be liable to pay the amount.
13. Club financial management will be in line with the laws and banking regulations of the country.
14. Club shall manage following two accounts for the smooth operation of the club:
  - a) Club Administration
  - b) Project Administration.
15. The finance committee should keep record of any physical assets of the club and update it every year.
16. Finance committee should prepare and present the financial report every three months and get the whole year account approved by the board and the club regular meeting as soon as possible after the end of Rotary year. Finance committee & board should encourage members to check/audit the accounts including the bills in detail as part of participation in financial accountability.
17. Club account closing will be done once a year at the end of June. The account of projects funded by the donor will be closed according to the agreement.
18. Club accounts should be audited by a qualified person as soon as possible after the end of the Rotary year and present the report to the club.

### **Article 4- Provisions Related to Cash and Bank Transaction**

19. Board can open bank accounts as per need for club transaction after consulting with the finance committee. Board can also open bank accounts for separate transaction of projects funded by donors if deemed necessary.

20. In relation to clause 19, the signatories of the bank account will be the president and the treasurer jointly or other officers decided by the board.
21. Any advance money given to member in relation to club activities and projects must be approved by the president.
22. In relation to clause 21, the member should submit the financial details and clear the account within one month after the completion date.
23. Finance Committee can operate a petty cash fund with the approval of the president.
24. In relation to clause 23, maximum NRs. ....at one time can be disbursed to the approved member.
25. In relation to clause 24, the member to whom the fund is disbursed should submit the expense details every month which needs to be approved by the treasurer.
26. In relation to clause 25, the finance committee should settle the account immediately after the expense details is submitted but if the details are not submitted before the one month then it needs to settle it immediately after the one month time ends.

#### **Article-5 Disbursement Plan after Dissolution**

27. Upon termination of club the available fund after clearing all the liabilities will be donated to the Rotary Foundation.

[END]

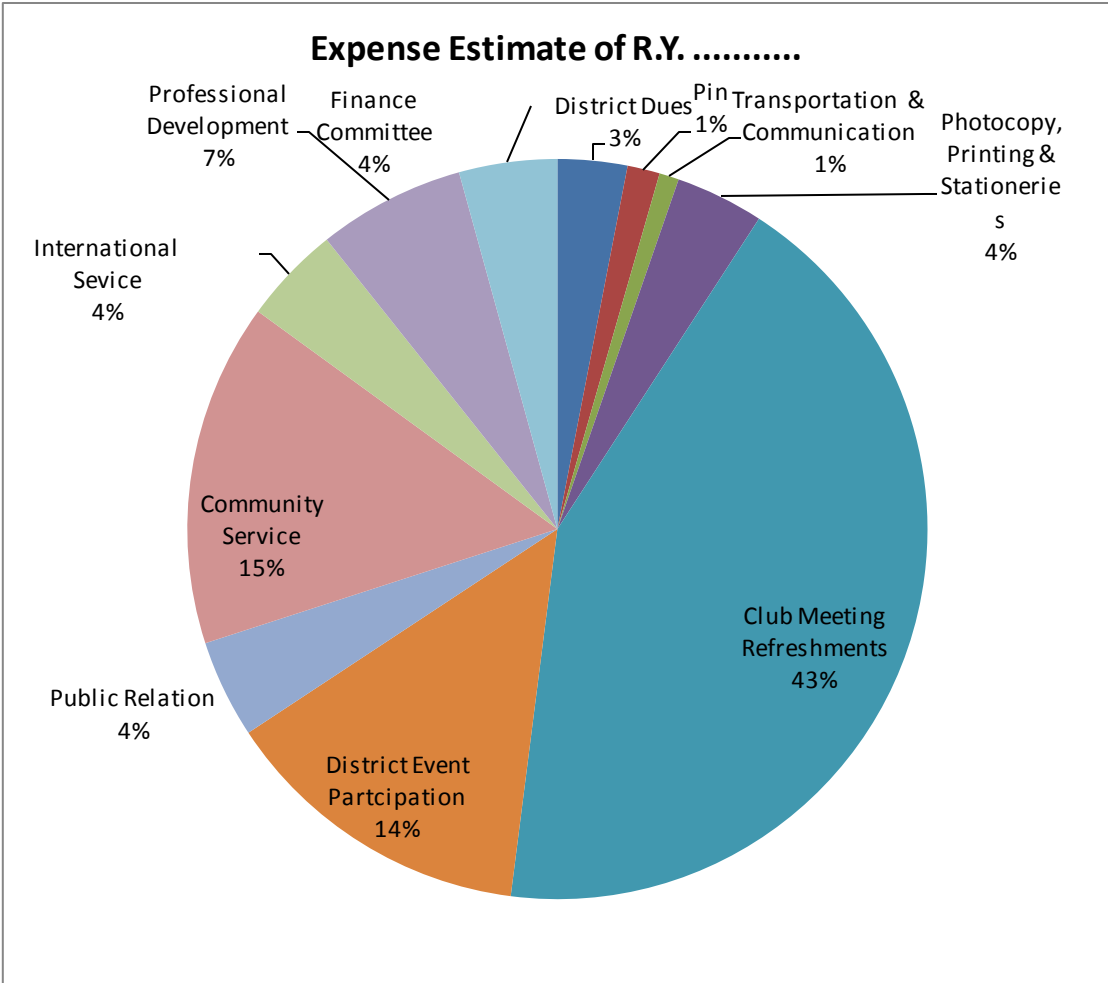
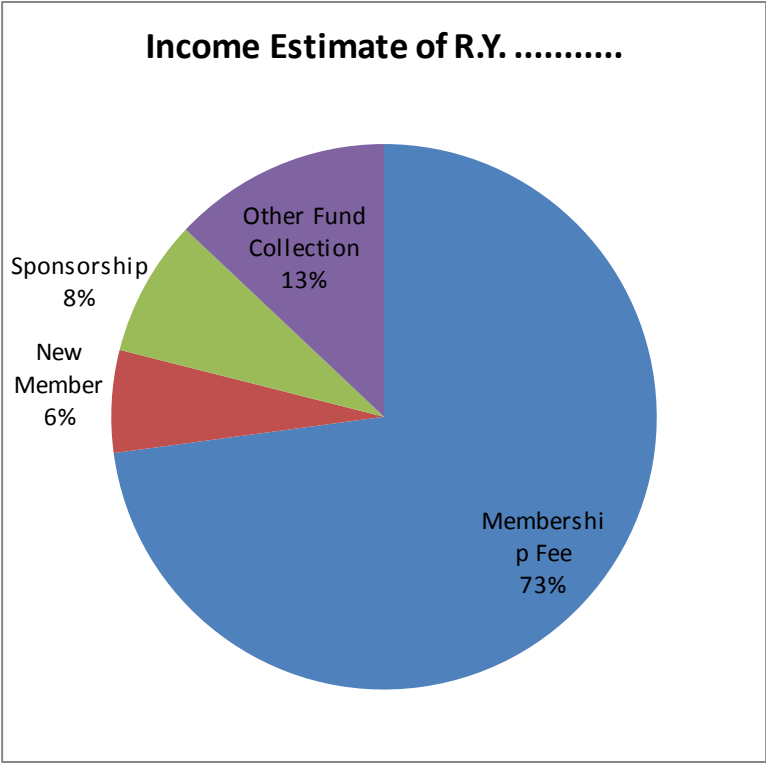
Annex – 7  
 Sample Club Budget Template

**Rotaract Club of .....**  
 District 3292  
 Chartered on .....  
 Club Id .....

**CLUB BUDGET FOR R.Y. ....**

INCOME				EXPENSE			
S.No.	Description	Details	Amount	S.No.	Description	Details	Amount
1	Membership Fee	30X6000	180,000.00	1	District Dues	33	7,100.00
2	New Member	3	15,000.00	2	Pin	33	3,300.00
3	Sponsorship	2	20,000.00	3	Transportation & Communication	1	2,000.00
4	Other Fund Collection	2	32,000.00	4	Photocopy, Printing & Stationeries	1	9,000.00
				5	Club Meeting Refreshments	24	100,000.00
				6	District Event Participation	20	32,000.00
				7	Public Relation	1	10,000.00
				8	Community Service	1	35,000.00
				9	International Service	1	10,000.00
				10	Professional Development	1	15,000.00
				11	Finance Committee	1	10,000.00
	<b>Total</b>		<b>247,000.00</b>				<b>233,400.00</b>
					<b>Surplus</b>		<b>13,600.00</b>





**Annex – 8**

**Sample Member’s Fee Record**

**Rotaract Club of .....**

**Club Id. ....**

**Chartered on .....**

**MEMBER’S FEE RECORD FOR THE YEAR .....**

S.No	Name	Designation			Receipt No.	Remarks
			Fee Paid	Due		
1	.....	.....				
2	.....	.....				
....	.....	.....				
.....	.....	.....				
	Total					

Checked & Verified By:		Approved By:	
Name:	Position: Treasurer	Name:	Position: President
Signature:		Signature:	

**Annex – 9**  
**Sample Financial Report**

**Rotaract Club of .....**  
**District 3292**  
**Chartered on .....**  
**Club Id .....**

**INCOME DETAILS FOR THE MONTH ..... 201...**

S.No.	Description	Amount	Remarks
1	.....	.....	
2	.....	.....	
3			
4			
	<b>Total</b>		

<p>Checked &amp; Verified By:</p> <p>Name: .....</p> <p>Position: Treasurer &amp; Finance Director</p> <p>Signature:</p>	<p>Approved By:</p> <p>Name: .....</p> <p>Position: President</p> <p>Signature:</p>
--	---

**Rotaract Club of .....**  
**District 3292**  
**Chartered on .....**  
**Club Id .....**

**EXPENSE DETAILS FOR THE MONTH ..... 201...**

S.No.	Description	Amount	Remarks
1	.....	.....	
2	.....	.....	
3			
4			
	<b>Total</b>		

Current Balance	
Previous Balance	
<b>Final Balance</b>	

Checked & Verified By:	Approved By:
Name: .....	Name: .....
Position: Treasurer & Finance Director	Position: President
Signature:	Signature: