

# Rotary



## Starting a Cause-Based Rotary Club

*GROW ROTARY!*

### **Acknowledgements:**

*Many thanks to the following who helped to bring the idea of cause-based clubs to reality and want to help you do the same:*

**Mark Maloney, 2019-2020 Rotary International President** for helping many of us to realize there is great potential to Grow Rotary by starting new clubs in areas that have established Rotary clubs.

**Emily Tucker, Rotary International Regional Membership Chair for Membership Development** for her many ideas and answers to questions, as well as her endless enthusiasm and support for starting a cause-based club.

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**Mark Shockey**, who volunteered his time, talents, and facility to help the Rotary Club of Minnesota Veterans become a focused club with clearly defined direction and expectations.

**Thomas Gump, manual author and dedicated champion** of the Rotary club of Minnesota Veterans, from idea inception through every step of the process reflected in this manual.

**Linda Marrin, co-author of this manual**, dedicated helper and cheerleader throughout the process of starting the first Rotary Club of Veterans through the compilation and ongoing updating of this manual.

Champions and Members of the Rotary Club of Minnesota Veterans and the two Minnesota Eco-Clubs for starting successful cause-based clubs and sharing their experiences with us and you.

The clubs and districts that encouraged these clubs to start and grow by providing encouragement, advice, banners, pins, bells, and other types of encouragement.

PS – also a big thanks to Rotarians in Houston Texas, Chicago Illinois, and Duluth Minnesota whose inquiries into starting a Veterans club encouraged us to document the process!

## INTRODUCTION/BACKGROUND

Minnesota is home to Rotary districts 5580, 5950 and 5960 which operate independently of one another. In 2008, The Rotary Club of Duluth Superior Eco was chartered in District 5580, committed to enhancing and preserving the region's natural beauty and resources through hands-on service projects. The club is active today with nearly double the number of chartering members. In 2018, District 5950 chartered the e-club of 5950 modeled after the Duluth Eco club. I started thinking there must be other causes that would benefit from the strength of Rotary and inspire people to join us. In 2019, my district 5950, had begun to work in collaboration with 5580 and 5960 and I knew our combined power would be a help in making things happen.

The lightning bolt hit me on the 3rd of July 2019. I was Co-Chair of my City's annual 4<sup>th</sup> of July Parade, which included hosting a Veterans dinner for 200 veterans. 2019-20 Rotary International President Mark Daniel Maloney inspired me by talking about growing Rotary, as did my District Governor. I had a mailing list of approximately 200 veterans and so it began. Members of the Rotary Club of Brooklyn Park, Minnesota helped me mail letters to local veterans and a local Brigadier Air Force General. A former Rotarian made introductions for me.

It makes total sense that individuals who have served their country, are used to camaraderie, and seek peace would be perfect Rotarians. Actually, they already are ~ they just haven't joined a club yet!

We recruited veterans from other veterans' organizations because they wanted to join and leverage their networks to bring in additional members to do more work for veterans. We brought in a doctor from the VA; a radio host from a weekly veterans' radio program, a few from TrustVets (an online veterans directory that will be advertising for the club online), a Board Member of the Eagle Group of Minnesota Veterans, Inc. (a local veterans group that emailed their members about our club), the Executive Director of a nonprofit group dedicated to eliminating veterans' homelessness, a Board Member of the Minnesota Assistance Council for Veterans, two nurses who are recruiting other nurses to join, the local Yellow Ribbon Group; etc. The club is sure to grow! We also accept individuals who are not veterans, for example, the County Sheriff. We do not intend that these veterans leave their other veterans' organizations. Their Rotary membership is another way to further their causes and share in camaraderie with other vets. They continue to look for potential Rotarians and potential projects within those other organizations.

The Rotary Club of Minnesota Veterans was chartered in October of 2019, less than 4 months after the idea struck! Within six months the club had 50 members. This model can be replicated anywhere. As Frank Sinatra sang: "If we can make it there, we can make it anywhere." We made this happen in Minnesota, where there are no active duty bases of any branch of the armed forces.

The districts immediately to the south and north (which reaches into Canada) of our district and this district want to use our veterans club as an incubator. They send members to the current club, in person or remotely. When there are enough to charter a club, the existing club can assist them in drafting the paperwork necessary to form the new club. On the way to becoming a club, a satellite club can easily be chartered by the Veterans Club of Minnesota or by a club in their area. They can provide Rotary International compliant sample governing documents, artwork for brochures, website, banners, etc., and, in general, help them get their club chartered, up and running. We have also been talking to Rotarians in Texas, Illinois and Minnesota who are thinking about duplicating our model. In response to the many requests for information, this manual is intended to help Grow Rotary through the development of new cause-based clubs, Veterans Clubs or clubs focused on other causes.

*Tom Gump*

## PREFACE

This manual focuses on the Veterans Club of Minnesota, which was the first issue or cause-based club we worked to start. Since then, we actively looked for other issues that would be a good match for People of Action. As of this update we've started a passport club for people who are mobile and/or traveling and an End Human Trafficking e-club.

Rotary has adopted a 7<sup>th</sup> Area of Focus: Protecting the Environment. What a great opportunity to start new eco-clubs or clubs focused on very specific areas of the environment.

What other issues or areas of interest would attract People of Action who have not had the chance to become Rotarians?! That is the first step: think about an issue or a cause that is important to people. Search for the organizations that includes people who care about it. Then you can easily adapt the process used to start the Veterans Club of Minnesota. Look at the organizations in your community, which of them has committed members who are passionate about their cause. You can adapt the processes laid out in this document to form a satellite, stand-alone club, or a hybrid. Use your imagination, find an issue, find people passionate about it then build a club that meets their needs.

There are so many opportunities. You know what a great organization Rotary is ~ think of those people committed to a cause who would benefit from becoming a part of the family of Rotary and all Rotary has to offer!

## NOTE

Cause-Based Club initiatives may not be used to promote religious beliefs, political issues, or other non-Rotary organizations, or for the sole purpose of advocacy. The identified 'cause' must advance the Object of Rotary International.

**Rotary** 

# 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 Rotarian's occupation as an opportunity to serve society;
- THIRD:**  
The application of the ideal of service in each Rotarian's personal, business, and community life;
- FOURTH:**  
The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

# STARTING A NEW, CAUSE-BASED ROTARY CLUB IN YOUR AREA - A "HOW-TO" MANUAL

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## CHAPTER 1: PLANNING FOR YOUR NEW CLUB

This section is critical. Ensuring success for your new club depends on laying the foundation for that success. Here are the steps that have proven successful for starting cause-based clubs. Clearly defining your plan and fully implementing it, will ensure your club will be successfully chartered and operating as soon as possible. Following are components to include in your plan:

- a) Secure seed funds from your district or sponsoring club(s)
  - i) Funds traditionally came from sponsoring clubs and this is still a great source of seed money to get a club started. Sponsoring club(s) engage several Rotarians in helping promote the success of the new club.
  - ii) District funding sends a strong message to all Rotarians that district leadership is serious about new clubs as a successful approach to growing Rotary. An estimated \$1500 is needed to get through the initial formation process for a new club. This money will be used for meet-and-greet lunches, printing brochures, holding an organizational meeting, hosting a Charter night, etc. The timing and details of this will be addressed in later sections. (District 5950 set aside \$8000 for new club development.)
  - iii) The district Public Image and Membership committees can also provide funds and assistance to the new club for brochures and advice.
  
- b) Recruit members from other similar interest clubs, but not other Rotary clubs, in your area
  - i) It helps to start with the support of an influential member of the cause that is the focus of the new club. As an example, in forming the Rotary Club of Minnesota Veterans, a local General, former Rotarian, and a personal friend supported the effort. The club made the General an *Honorary Charter Member*. Having him as part of the team added credibility when recruiting new members. This is especially helpful if the champion helping to start the club is not actively engaged in the new club's cause.
  - ii) The best place to find members for the new club is other organizations that already have members passionate about the cause that will be the focus the new club. There you will find prospects for charter membership. It will also help with membership growth over time. You will have built-in champions for the cause. Let them know you do not intend to raid their organization but to supplement it with what Rotary has to offer to the cause.
  - iii) Form the club in an area that already has active Rotary clubs. Forming a new club in an area that has active clubs will provide the built-in support of other Rotarians and clubs. These clubs may help the new club with banners, pins, brochures, and project assistance. They may also offer the new club members opportunities for service. In smaller communities where there is only one Rotary club the satellite club may be the new club with the main club supporting the satellite's cause-based projects.
  - iv) Hold small Meet-and-Greets. Start with small groups of interested people. Lunches work well. Ask attendees about themselves and their work with the cause. Explain the basics of Rotary in terms of which of the seven areas of focus supports the cause. They will be interested in the foundation in terms of the grant opportunities that may help their cause. Save the big organizational meeting until you have 30 or so individuals interested in joining. You need 20 members to register a new club with Rotary International, 25 charter members is the RI preference. If you are forming a Satellite club you only need 8 charter members, so hold the organizational meeting when you have about 12 potential members.

- v) Diversity is Important – To be successful, we need diversity - members of varied ages, gender, race, and whatever other factors reflect the demographics of our communities. Diversity is important because we want to pull in as much of the community as possible and clubs should reflect the diversity of the community. A diverse organization makes better decisions. For example, the President and President-Elect of the newly formed Rotary Club of Minnesota Veterans wanted to grow as quickly as possible - that was *their* mission. The Membership Chair and a few others wanted to grow at a slower rate getting to know each new member personally and ensuring their engagement in the club's mission as the Club grows. A combination of the two strategies was the best answer. This club has members from all branches of the military; members in their 20's and members in their 80's; members of both sexes and members of various origins and races. Those retired from military service have varied civilian professions. There are a few more men than women.
  
- vi) It may be that there is pushback from members who think you will steal Rotarians from their clubs to join your new one. You can lecture them on the need to think of the big picture and the benefit of growing Rotary, but lecturing doesn't work any better with adults than it does with children!
  - (1) If this is the case, or if you are in a small community, you can consider starting your cause-based club as a satellite which requires only 8 members. The satellite can be a part of another club with projects and schedule determined by the satellite members. It's helpful to have a liaison from each club attend the others' meetings. The satellite and main club can share in project work. If the satellite club grows to over 20 members, members can address the option of being chartered as a Rotary Club. Remember: a new satellite club is a new club ~ celebrate it as you would any other new club!
  - (2) Another option is to enlist a member to help charter the new club by making them an honorary member of their current club, so that they can still participate. That member would join the new charter and provide Rotary experience to help launch the cause-based club. They would become a full dues-paying member of the new cause-based club. Honorary Membership does not require payment of dues, but generally an honorary member will pay for meals, etc.
  
- c) Host a Formation Meeting
  - i) Once you have 25 - 30 interested members (10 - 12 for satellite) hold a formation meeting. Key discussion points are how often the club will meet, where and when. It's a good time to identify the club's guiding principles. An outside facilitator is critical for this effort so all potential members can provide input. Provide interested parties with new member applications. The application should be simple (see sample in appendix II). Encourage attendees to complete the application and call if they have questions.
  - ii) As the initial convener of the group, you can help advise in many ways. Avoid the temptation of choosing the location, day and time of the meetings for them. Let the members make those decisions. It is hard for us, as loyal Rotarians, to think about new club formation *not* being all about Rotary. Remember that people who are attracted to cause-based clubs are more excited about the cause than they are about Rotary (at least in the formation stage). They view Rotary as a vehicle to assist with the cause. This is natural because they know their cause well but they're just learning about Rotary. This was true in the Eco Clubs as well as the Veterans club and to a certain extent remains true. The commitment to Rotary grows but that does not decrease the commitment to the cause that brought the club together. When you think about it, many of us joined Rotary because there was a specific cause, focus or project that engaged us. There are members who are joining Rotary clubs now because they've become aware of Rotary's commitment to fighting human trafficking and an End Human Trafficking e-club has been chartered.
  - iii) Clearly define expectations of club members. Appendix X includes a sample Member Expectation document.

- iv) The formation meeting is the time to explain the RI required officers for a club chartering. If you ask for volunteers for the various positions, you typically will end up having the right person for the job. Of course, people with different experiences, sometimes have different views of how to move an organization forward. Those who are enthused will volunteer if there is an office that they know they are qualified to fill. The Rotary Foundation (TRF) Chair will likely be the most difficult to fill unless you have a former Rotarian in the new club who has knowledge of TRF. If you are starting a satellite club, you will want to have a member of a potential sponsoring club join the meeting to share the working relationship options between the two clubs.

## CHAPTER 2: PUBLICIZING YOUR NEW CLUB

Once you have your plan in place it is time to widely publicize the club. Publicize it as a club, a reality and not as a dream. Assume your club will succeed because it has been carefully planned and you are moving to concrete action to implement that plan. Here are critical steps in publicizing the new club. Examples of the Rotary Club of Minnesota Veterans publicity and some results from publicizing it are in the Appendices XIII and XVI.

- a) Pass Pro-Growth District Policy such as waiving district dues for one year from formation.
  - i) This type of policy reinforces to potential club members that Rotary and area Rotarians are supporting them and invested in their success. It also reinforces to current clubs and members that the district understands that creating new clubs is a desirable and effective method to Grow Rotary.
  - ii) Your district may have other ideas for encouraging and supporting the formation of new clubs. Feel confident to try something new and different to get new clubs up and running.
  
- b) Publicize Club Formation to area clubs, similar interest clubs and the public at large by creating a club brochure, website, Facebook page, Linked-In site, etc.
  - i) You planned a club web site, brochure, and other social media presence for the new club. Ensure clubs in your district are aware of the new club. Ensure the web site is kept up to date with contact names and numbers for information about the club. The brochure will direct people to the web site and the web site can change as the club grows.
  - ii) Share the information with friends, relatives, and Rotarians in other districts. Excitement for your new club will result in support for the club. It will inspire others to start clubs for the same or other causes.
  
- c) Attend other similar cause club/group meetings to meet members.
  - i) Continue to let the cause groups in your area know about the club you are forming. Emphasize that you are supporting the cause by using the strength of Rotary to partner with them.
  - ii) Sponsor their events, such as being a hole-sponsor at their annual golf tournament. Continue to attend meetings of those cause-based groups to show you are a true partner supporting the cause.
  - iii) Staying in contact with the other organizations that support your cause will pay off in membership, project ideas and partners.
  
- d) Remember to publicize your club at every stage.
  - i) Send articles to local newspapers
  - ii) Contact local tv stations; many communities have a station that has free organizational announcements
  - iii) Keep web sites current and be sure to include action shots showing the new club in Action
  - iv) Include articles in your district newsletters
  - v) Keep other clubs in your district informed about the new club's progress
  - vi) There is a sample press release in Appendix XII

### CHAPTER 3: DRAFTING & FILING (necessary documents are in the appendices)

Paperwork can seem daunting and isn't always the most exciting part of starting a new club (or of most projects and activities!). Completing the paperwork in a timely and correct manner will pay off when the club gets its charter papers and each member receives a certificate of membership (framed of course). Here is information we hope will help to make the paperwork less daunting. Samples of each of the necessary documents are in the appendices.

- a) Prepare and file documents with the State and IRS
  - i) Prepare and file or have prepared and filed articles of incorporation or organization at your state's Secretary of State's office.
  - ii) File an IRS SS4 to receive an Employer Identification Number
  
- b) Minimum Documents that must be sent to RI to form a new club:
  - i) Complete and tender to Rotary International (RI) the *New Club Application*
  - ii) Complete and tender *New Club Charter Member List* to RI (excel spreadsheet)
  - iii) A check must accompany the New Club Application in the amount of \$15 per charter member.
  - iv) Club Bylaws (Club Constitution does *not* have to be filed, as Rotary International requires all clubs to use its Standard Constitution and not Articles of Incorporation or Organization, at least until the naming convention has been approved by RI. Some state laws do not require an organization or incorporation at all within its state.)

*Following is an explanation of the key forms and documents, all are available in the appendices.*

#### **Essential Documents and Forms**

Essential forms are briefly described below and an editable form (except for the club brochure) is included in the appendices of this manual.

- **Member Intake Form** – Appendix III is the current intake form for *The Rotary Club of Minnesota Veterans*. It is simple and works well for start-up. Going through the process, we learned it was more effective to be efficient and use this form because it limits the requested information to only the information needed for RI's *New Club Charter Member List* form. Interested members can easily complete it. Additional information can be added later, once the person has become a member.
  
- **NOTE:** RI rules prohibit clubs from denying admittance to someone because they are not involved in the club's focused cause. As an example, *The Rotary Club of Minnesota Veterans* cannot deny membership to non-veterans and, in fact, there were 3 non-Veteran charter members including the County Sheriff.
  
- **New Club Charter Member List** must be submitted to RI when a club is formed. It is basically a spreadsheet of the new club members and their pertinent information. This is the most time-consuming step in the RI club formation process. Ensure that all information is complete and correct on this form. It is best to complete this list as each member joins, so you are not scrambling for information at the end of the process. Note that dates are entered in the dd/mm/yyyy format, unlike what we are accustomed to in the US. It will slow down the process if there are blanks or if incorrect information is given.

- **Form to Register a New Club** - This form, along with the *New Club Charter Member List* and a check in the amount of \$15 per charter member is submitted to RI.
- **Governance Documents** – Appendix VII includes: (i) *Bylaws of The Rotary Club of Minnesota Veterans*; and (ii) *Constitution of The Rotary Club of Minnesota Veterans*. These documents were drafted in compliance with *RI Policies*, as amended by the *2019 Council on Legislation*. The full *Articles of Incorporation* are not included, as these must comply with appropriate State Statutes. A local attorney/Rotarian can help you prepare and file these along with the new organizations IRS Form SS-4 to attain the entity's EIN number.
- **Club Brochure** - Of course, a vibrant brochure is better than a boring brochure. Pictures of your new members are better than stock photographs and the new members love to see their pictures and pass them out to their friends. If you have already set a recurring day, time, and place for meetings, include that information. Include your club's web site address where people can find the club Membership Chair's name and contact information. Potential members often want the name of a person they can contact.
- **Guide on Starting a New Club** - This guide from Rotary International provides a great deal of information to help as you form a new club. (Appendix VI)

### **When to Tender the RI Forms**

If we do our job right and get the right members in place at the beginning of the club formation, the club will continue to grow. Do not wait until you get a large number of members. When you get 20 members, or 8 for a satellite club, file the paperwork with RI, submit your check and plan a Charter Night. This will allow you to create a sense of urgency with potential new members - "join The Rotary Club now if you want to be a Charter Member - if you wait too long you won't be able to be a *Charter Member!*" It is possible to lose momentum if you do not charter quickly enough after finding your first few members - it is important to keep the momentum moving.

You will have to choose or elect the mandatory officers in order to complete the RI form. The Rotary Foundation (TRF) Chair will likely be the most difficult to fill unless you have a former Rotarian in the new club with knowledge of TRF.

NOTE: Naming your Club: RI approval will go faster if you follow the RI naming convention rules:

The **name** of a **Rotary club** is to identify the **club** with its locality. The **name** should be one (or include some reference) that is easily identifiable on a map of the area, so that someone unfamiliar with the area can determine the general location of the **club**. Each **Rotary club** shall be organized and exist in a locality.

## CHAPTER 4: CHARTERING & CELEBRATING YOUR NEW CLUB

The charter celebration should be a special night for all. It is the culmination of much time and effort. It is a chance for everyone to celebrate, as well as for the new club members to be in the spotlight with their friends and family joining them. Attendees will gladly pay for dinner at such a special event, and the new club needs their funds to get the club up and running. Here are some tips to help you have a great event.

- a) Schedule Chartering Night,
  - i) Reserve a venue to host the event,
  - ii) Order "Charter Member" Certificates, Rotary lapel pins, etc.
  - iii) Request RI to have the new club's chartering date be the same date as the scheduled Charter Night
- b) Determine what items the club will need
  - i) Bell, gavel and carrying case; name badges/tags and carrying case; 4-Way-Test banner and club banner; US flag, and state flag are among key start-up equipment.
  - ii) Solicit other area clubs and districts to provide or help pay for items needed by the club so more people in the area know about the club's formation and are invested in the club's success.
  - iii) Remember to publicly thank those districts and clubs for their contributions at the Chartering!!! It is important for them to be acknowledged and equally as important for the new club to know that they are supported.
- c) Hold Charter Night to celebrate the new club and its members
  - i) Invite the following to the celebration:
    - (1) families of inductees;
    - (2) local dignitaries from Rotary and the cause group(s) on which the club is based;
    - (3) local political and civic leaders ~ from this pool you can chose a couple Honorary Members (such as the mayor). (Note: this helps get publicity!)
    - (4) members of the press.
  - ii) Have a keynote speaker, preferably from the cause area
  - iii) Work with RI to get a congratulatory letter from the RI President or President-Elect
  - iv) The District Governor should be there to officially charter the club and induct the president
  - v) The new club's President will hand out certificates and pins: be sure to get individual pictures!
  - vi) Get a great group photo for the web site and any videos or media present.

*There are examples of several charter night celebration pieces in the Appendices.*

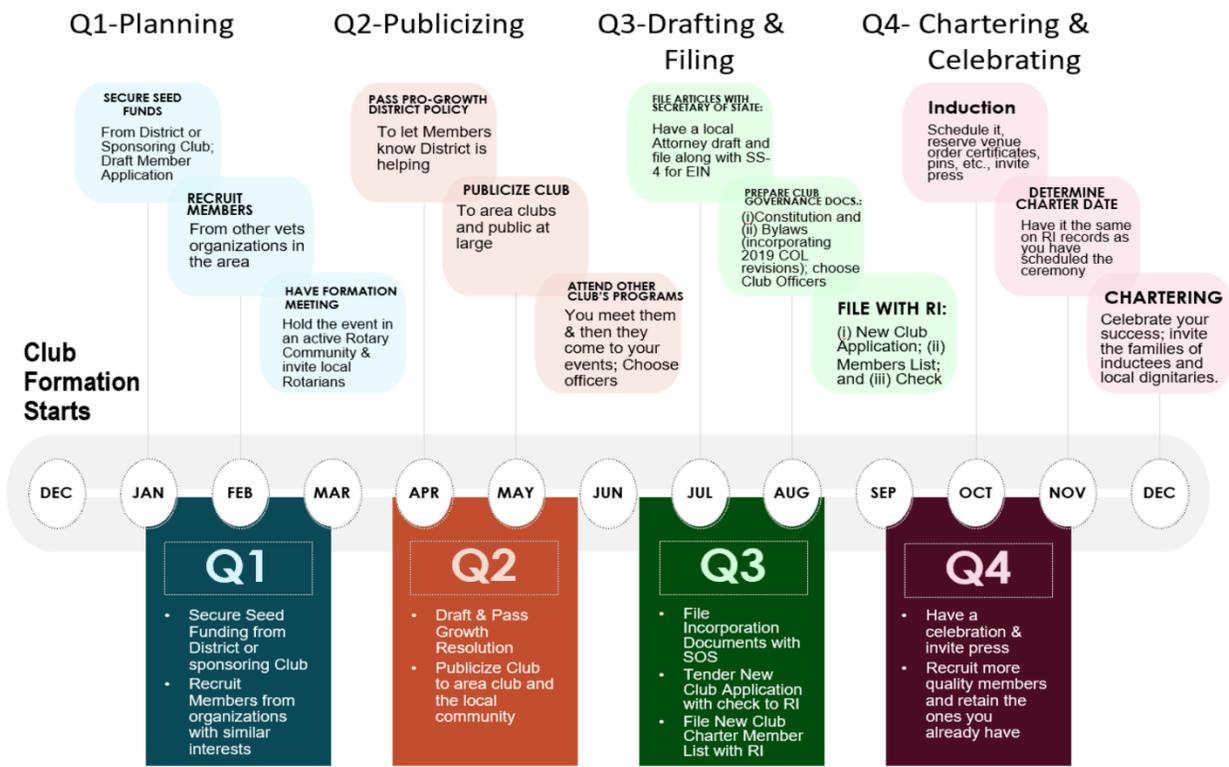
## APPENDICES\*

(Appearing in Order of Use)

- I. Typical Timeline for Formation of a Cause-Based Club
- II. New Member Intake Forms
- III. New Club Charter Member List
- IV. Club Brochure
- V. RI Form to Register a New Club
- VI. Guide on Starting a New Club
- VII. Governance Documents:
  - a. *Articles*
  - b. *Bylaws*
  - c. *Constitution*
- VIII. Sample Satellite Club application & accompanying information
- IX. Sample PowerPoint for Holders of the Initial Formation Meeting
- X. Club Member Expectations
- XI. Sample Invitation to Charter Night
- XII. Sample Charter Night Program
- XIII. Sample Press Release regarding New Club Formation
- XIV. Form New Member Induction Ceremony
- XV. PowerPoint: How to Form a Cause-Based Club [for club organizers only]
- XVI. CASE STUDY: *The Rotary Club of Minnesota Veterans* start up
- XVII. Rotary Club of Minnesota Veterans Charter night celebration videos

\* These documents were drafted in compliance with *RI Policies*, as amended by the *2019 Council on Legislation*.

\*\* *Articles of Incorporation* must comply with your appropriate state statutes. A local Rotarian attorney can likely help you prepare and file these along with the new organization's IRS Form SS-4 to attain the entity's EIN number.



Appendix II. New Member Intake Form



**NEW MEMBER FORM**

Date:

Name (First, Middle Initial, Last):

Date of Birth:    /    /

Home Address:

e-mail address:

Cell Phone:

Home Phone:

Spouse's Name:

Wedding Anniversary:    /    /

Employer:

Title/Position:

Company principal product/service:

Work Phone:

Work Fax:

Website:

Employer Address:

Invited / Sponsored to the Rotary Club of MN Veterans by:

Previous Rotarian?  If so, date joined

Rotarian #

Previous Club:

**THANK YOU FOR YOUR INTEREST IN ROTARY!** We will contact you as soon as a membership decision is reached. In the meantime, please continue to attend club meetings and events as our guest.

Please return: **1.) a completed New Member Form 2.) a personal picture 3.) and a 1-2 paragraph bio.** Email to: \_\_\_\_\_

### **Appendix III. New Club Charter Member List**

The New Club Charter Member List is available at:

<https://my.rotary.org/en/search/all/new%20club%20charter%20member%20list>

The form can be edited online. Keeping it current as people join will make your job easier when you are ready to submit your list. The list must be complete and accurate. Note the date format is dd/mm/yyyy.

**VETERANS  
HELPING  
VETERANS**

**BY LEVERAGING THE  
GLOBAL REACH OF  
ROTARY**



**What is Rotary?**

Rotary is a global network of 1.2 million neighbors, friends, leaders and problem-solvers, who see a world where people unite and take action to create lasting change across the globe, in our communities and in ourselves.

**Meetings**

2nd & 4th Thursdays at 7:00 PM  
St. Peter's Underground Room  
5121 France Ave. S.  
Edina, MN 55110  
United States of America

[ROTARYMNVETERANS.ORG](http://ROTARYMNVETERANS.ORG)

**Rotary**   
Club of Minnesota  
Veterans

- **CAMARADERIE**
- **SERVICE**
- **PEACE**

## Appendix V. RI Form to Register a New Club

Use form 808A-EN—(317): <https://my.rotary.org/en/search/all/new%20Rotary%20club%20application>

808A-EN—(317)

# Rotary NEW ROTARY CLUB APPLICATION

Congratulations and thank you for your time and effort in organizing your club!

To avoid processing delays, supply all of the requested information. Include an email address for each member and a separate email address for the club. Email addresses are a vital part of Rotary's communication strategy.

- Note that the information you submit is subject to [Rotary's privacy policy](#).
- Ask your district governor to sign the application, verifying that the information is accurate and complete.
- Send the completed application to your district's [Club and District Support staff](#).
- If you have missing information, Club and District Support staff will contact you.

### CLUB NAME

*The club's name should be easy to find on a map or through an internet search, to help Rotarians and others who want to visit.*

The name of this organization shall be the Rotary Club of

\_\_\_\_\_ List the club name, including community, state/province/profecture, and country or geographical area

### CLUB INFORMATION

Club email \_\_\_\_\_ (Cannot be the same as any club member's email address)

District number \_\_\_\_\_

District governor's name \_\_\_\_\_

### NEW CLUB ADVISER

Title (Mr., Ms., Mrs., Dr., Rev., etc.) \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_ Family name \_\_\_\_\_

Suffix (Jr., Sr., III, etc.) \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_ List club's official name, including country

Email \_\_\_\_\_ Phone \_\_\_\_\_

**NAME OF SPONSOR CLUB**  **No sponsor club**

\_\_\_\_\_

New Rotary Club Application, Page 1/4

## **NEW ROTARY CLUB APPLICATION**

Congratulations and thank you for your time and effort in organizing your club! To avoid processing delays, supply all of the requested information. Include an email address for each member and a separate email address for the club. Email addresses are a vital part of Rotary's communication strategy.

Note that the information you submit is subject to Rotary's privacy policy.

Ask your district governor to sign the application, verifying that the information is accurate and complete.

Send the completed application to your district's Club and District Support staff.

*If you have missing information, Club and District Support staff will contact you.*

**CLUB NAME** The club's name should be easy to find on a map or through an internet search, to help Rotarians and others who want to visit. The name of this organization shall be the Rotary Club of

List the club name, including community, state/province/prefecture, and country or geographical area

### **CLUB INFORMATION**

Club email (Cannot be the same as any club member's email address)

District number

District governor's name

### **NEW CLUB ADVISER**

Title (Mr., Ms., Mrs., Dr., Rev., etc.)

First name Middle name Family name

Suffix (Jr., Sr., III, etc.) Member, Rotary Club of List club's official name, including country

Email Phone

NAME OF SPONSOR CLUB  No sponsor club

New Rotary Club Application, Page 2/4

### **OFFICER NAMES**

President - Officer will continue in this role next Rotary year, starting 1 July

Secretary - Officer will continue in this role next Rotary year, starting 1 July

President-elect - Officer will continue in this role next Rotary year, starting 1 July

Treasurer - Officer will continue in this role next Rotary year, starting 1 July

Membership chair - Officer will continue in this role next Rotary year, starting 1 July

Rotary Foundation chair - Officer will continue in this role next Rotary year, starting 1 July

**CLUB CHARTER FEE** Please attach check or proof of payment. Number of charter members x US\$15 = Currency in which the charter fee has been or will be paid, and total amount Charter fee is being paid by:

Check\* - Money order - Fiscal agent - Bank transfer to an RI account outside the U.S. - Other

\*If paying by check from another country, please have the check drafted through a U.S. bank. If you have any questions about payments, contact Club and District Support staff.

**ROTARY MAGAZINES** Please indicate each charter member's magazine choice on the charter member list. Here, select one option for the club as a whole:

- All of our members will subscribe to The Rotarian.
- Total number of subscriptions to The Rotarian print edition
- Total number of subscriptions to The Rotarian digital edition An email address is needed for each member requesting a digital magazine.
- All of our members will subscribe to The Rotarian or the following certified Rotary regional magazine:
- Members are not required to subscribe to a Rotary magazine because the club is in Afghanistan, Albania, Azerbaijan, Bosnia-Herzegovina, Cambodia, Croatia, Estonia, Greece, Hungary, Indonesia, Kazakhstan, Kosovo, Latvia, Lithuania, Moldova, Mongolia, Montenegro, Romania, Slovenia, or Tajikistan.

New Rotary Club Application, Page 3/4

**CLUB MEETING (ALL CLUBS MEET AT LEAST TWICE A MONTH.)**

Day of meeting Meeting time

Club website address (if available)

If your club meets in person, list the name and address of the meeting place, including postal code

**CERTIFICATION** Club president and secretary signatures verify that this club is organized in accordance with Rotary's policies and constitutional documents and that the information in this application is accurate and will be kept on file by the club.

List club name, including community, state/province/prefecture, country/geographical area

applies for Rotary membership. The club officers' signatures below confirm that the club: 1. Will abide by the RI Constitution and RI Bylaws 2. Has adopted Rotary's Standard Rotary Club Constitution as its own and will abide by its provisions 3. Will always have bylaws that are in harmony with Rotary's constitutional documents, including the Standard Rotary Club Constitution 4. Will not become a member of, or assume obligations of membership in, any organization other than Rotary 5. Will meet the obligations of a member club of Rotary

Club president's signature Date

Club secretary's signature Date

As governor of the district, I endorse this club's application for admission to Rotary and certify that this application meets the requirements in Rotary's constitutional documents and the Rotary Code of Policies. I confirm that these statements are true and correct: All members of the proposed new Rotary club have participated in an appropriate orientation and education program under the guidance of district leaders and members of the sponsor Rotary club, if it has one. The club has set an annual fee to cover its financial obligations. The club has a well-balanced membership in compliance with Article 5, Section 2, of the RI Constitution: "Each club shall have a well-balanced membership in which no one business, profession, or type of community service predominates." The club is fully aware that it is not entitled to impose any limitations on membership based on gender, race, creed, age, and sexual orientation. All current or former Rotarians joining this new club have provided written proof from their current and previous clubs that all of their previous club debts have been paid.

District governor's signature District

**CHARTER LIST:** A list of charter members, as required by the RI Board of Directors. Clubs may submit their charter member data in an Excel file or a Word document. You will need to attach the list of members, 20 members are required to start a club. Below is a sample charter member list cover page:

**CLUB MEETING (ALL CLUBS MEET AT LEAST TWICE A MONTH)**  
Day of meeting Wednesday Meeting time 12:00 p.m.  
Club website address (if available) rotarypassportclubofmn.com  
If your club meets in person, list the name and address of the meeting place, including postal code  
N/A

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**CERTIFICATION**  
Club president and secretary signatures verify that this club is organized in accordance with Rotary's policies and constitutional documents and that the information in this application is accurate and will be kept on file by the club.  
**The Rotary Club of District 5950 Passport**  
Rotary's name, including its district number, is printed in each program area.

applies for Rotary membership. The Club officers' signatures below confirm that the club:

1. Will abide by the RI Constitution and RI Bylaws
2. Has adopted Rotary's Standard Rotary Club Constitution as its own and will abide by its provisions
3. Will always have bylaws that are in harmony with Rotary's constitutional documents, including the Standard Rotary Club Constitution
4. Will not become a member of, or assume obligations of membership in, any organization other than Rotary
5. Will meet the obligations of a member club of Rotary

Club president's signature [Signature] Date 3/04/2020  
Club secretary's signature [Signature] Date 3/5/2020

As governor of the district, I endorse this club's application for admission to Rotary and certify that this application meets the requirements in Rotary's constitutional documents and the Rotary Code of Policies.  
I confirm that these statements are true and correct:  
All members of the proposed new Rotary club have participated in an appropriate orientation and education program under the guidance of district leaders and members of the sponsor Rotary club, if it has one.  
The club has set an annual fee to cover its financial obligations.  
The club has a well-balanced membership in compliance with Article 5, Section 2, of the RI Constitution: "Each club shall have a well-balanced membership in which no one business, profession, or type of community service predominates."  
The club is fully aware that it is not entitled to impose any limitations on membership based on gender, race, creed, age, and sexual orientation.  
All current or former Rotarians joining this new club have provided written proof from their current and previous clubs that all of their previous club debts have been paid.

District governor's signature [Signature] District 5950

**CHARTER LIST**  
Attached is a list of charter members, as required by the RI Board of Directors. Clubs may submit their charter member data in an Excel file or a Word document.

New Rotary Club Application, Page 3/4

## **Appendix VI. Guide: Starting a New Club**

This manual is designed to assist you in starting a cause-based club. That effort has some unique opportunities and we hope you get some ideas and assistance from our efforts here. Other information shared here is pertinent to any new Rotary Club. Rotary International has a team that supports our efforts and has provided much information to help us start new clubs. An online guide to starting a new club can be accessed at:

<https://my.rotary.org/en/document/starting-new-rotary-club>

**Appendix VII. Governance Documents: Articles, Bylaws, Constitution**

You will have to get articles of incorporation from your state, office of the Secretary of State. A local Rotarian or attorney can help you complete the forms.

**Office of the Minnesota Secretary of State  
Certificate of Incorporation**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: The Rotary Club of Minnesota Veterans

File Number: 1096611800024

Minnesota Statutes, Chapter: 317A

This certificate has been issued on: 08/28/2019



*Steve Simon*  
Steve Simon  
Secretary of State  
State of Minnesota

# Bylaws

## of The Rotary Club of District 5950 Passport

Rotary ID number: \_\_\_\_\_

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### **Article I Definitions**

**Board:** The Board of Directors of this club.

**Committee:** A logical area of service required by the Club to conduct club operations and to otherwise remain consistent with the structure, goals and objectives of Rotary International.

**Committee Chair:** A club Member elected to manage a Committee. Committee Chairs shall be positions approved by a majority vote of the Officers, typically consisting of Community Service, Vocational Service, International Service, Club Service, New Generations Service, Membership, Public Relations, EMRC Foundation, Rotary International Foundation and any other Committee Chair as approved by the Officers of the Club.

**Director:** A member of this Club's Board of Directors.

**District:** Rotary International District 5950

**Member:** A member, other than an honorary member, of this club.

**Officer:** President, Vice-President/President-Elect, Secretary, Treasurer, and immediate Past President/foundation liaison.

**RI:** Rotary International.

**Year:** The twelve-month period that begins on 1 July.

### **Article 2 Board of Directors**

The governing body of this club shall be the Board of Directors consisting of 5 Officers of this Club, namely, the President, Vice-President/President-Elect, Secretary, Treasurer, and immediate Past President/foundation liaison. At the discretion of the Board, also added to the Board of Directors can be the Committee Chairs elected in accordance with article 3, section 1 of these bylaws.

### **Article 3 Election of Directors and Officers**

**Section 1 – Nominations:** one month before elections, election of Directors and Officers, the presiding Officer shall ask for nominations by Members of the Club for President, Vice-President, Secretary, Treasurer, and any other directors positions as approved by the Board as being open for election. The Board of Directors positions are assumed to be a 1-year commitment. The Officer positions are assumed to be a 4-year commitment, with the progression of positions from Secretary, to Vice President/President Elect, to President and to Past President/foundation liaison with each office being held for one year. Elections will also be held for the Committee Chairs of Community Service, Vocational Service, International Service, Club Service, New Generations Service, Membership, Public Image, EMRC Foundation, Rotary International Foundation and any other Board Service Chair as approved by the Officers of the Club.

**Section 2 – Elections:** The candidates for office receiving a majority of the votes at the annual meeting shall be declared elected to their respective offices. The candidate for president elected in such balloting or by progression of the Board as described above shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election,

**and shall assume office as president on 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.**

**Section 3 – Vacancies:** If any Officer or Board Member vacates his or her position, the remaining members of the Board will appoint a replacement.

**Section 4 – Elect Vacancies:** A vacancy in the position of any Officer-Elect or Director-Elect shall be filled by action of the remaining directors-elect.

**Section 5 –** The terms of office for the President, Vice-President, Secretary, and Past-President is one year. Under unique circumstances, the President is limited to two consecutive terms in office.

#### **Article 4 Duties of Officers**

**Section 1 – President.** It shall be the duty of the President to preside at meetings of the Club and the Board and to perform other duties as ordinarily pertain to the office of President.

**Section 2 – Vice President/President-elect.** It shall be the duty of the Vice President/President-Elect to prepare for his or her year in office and to preside at meetings of the Club and the Board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

**Section 3 – Past President/Foundation Liaison.** It shall be the duty of the Past President/Foundation Liaison to manage District relations and to serve as a liaison to the EMRC Foundation with respect to raising Foundation funds, reporting back to the Foundation how the Club wishes to distribute the Foundation funds and reporting to the Club the state of Foundation finances and other relevant matters.

**Section 4 – Secretary.** It shall be the duty of the Secretary to keep membership records; record attendance at meetings; send out notices of Club, Board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the Club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of Secretary.

**Section 5 – Treasurer.** It shall be the duty of the Treasurer to have custody of all funds, accounting for it to the Club annually and at any other time upon demand by the Board, and to perform other duties as pertain to the office of Treasurer. Upon retirement from office, the Treasurer shall turn over to the incoming treasurer or to the President all funds, books of accounts, or any other Club property. The Treasurer position is a two (2) year commitment. The Treasurer shall work in good faith to train and transition the new Treasurer during the three (3) month period immediately following retirement.

**Section 6 – Director:** a director attends Board meetings.

#### **Article 5 Meetings**

**Section 1 – Annual Meeting.** An annual meeting of this Club shall be held each year during the month of June, at which time the election of officers and directors to serve for the ensuing year shall take place. One-third of the membership shall constitute a quorum at the annual meetings of this Club.

**Section 2 –** The regular weekly meetings of this Club shall be held on the second and fourth Thursdays of each month, at 7:00 p.m.

**Section 3 –** Reasonable notice of any change or cancelation of the regular meeting shall be given to all members of the Club.

**Section 3 –** Regular meetings of the Board shall be held each month. Special meetings of the Board shall be called by the President, whenever deemed necessary, or upon the request of two (2) Directors, due notice having been given.

**Section 4 –** A majority of the Directors shall constitute a quorum of the Board.

**Section 5 –** The Club may determine to form a Satellite Club to hold regular weekly meetings at a place and at a time and day decided by its members. The day, time and place of the meeting may be changed in a similar way to that provided for the club's regular meetings. This Satellite Club will be governed according to the Club Constitution, article 14, Section 6.

## **Article 6 Fees and Dues**

**Section 1** – The admission fee shall be set by a majority vote of the Board. Transferring or former members, Rotary alumni, or others as determined by the Board will not be required to pay the admission fee.

**Section 2** – The membership dues shall be determined by a majority vote of the Board, payable quarterly on the first day of each quarter, with the understanding that a portion of each payment shall be applied to Rotary International and District per capita dues, Club fees, each member's subscription to the RI official magazine, and any other Rotary or District per capita assessment.

## **Article 7 Method of Voting**

The business of this Club shall be transacted by voice vote or a show of hands except the election of Officers, Committee Chairs and Directors, which shall be by ballot in the event there are multiple nominations for a single Board position. The Board may also provide a ballot for a vote on some resolutions.

## **Article 8 Five Avenues of Service**

The Five Avenues of Service are the philosophical and practical framework for the work of this Rotary Club. They are Club Service, Vocational Service, Community Service, International Service, and New Generation Service. This Club will be active in each of the Five Avenues of Service.

## **Article 9 Committees**

Club committees are charged with carrying out the annual and long-range goals of the Club based on the five Avenues of Service. The President-Elect, President, and immediate Past President should work together to ensure continuity of leadership and succession planning. When feasible, Committee members should be appointed to the same Committee for two years to ensure consistency. The Committee Chair is responsible for appointing Committee members and conducting planning meetings prior to the start of the year in office. Committees should be appointed as follows:

- **Vocational Service**  
This Committee develops and implements the opportunities that each Rotarian has to represent the dignity and utility of one's vocation as an opportunity to serve society. Rotarians promote and foster high ethical standards in business and professions and promote the recognition of the worthiness of all useful occupations. Rotarians strive to promote the ideal of service in their personal, business, and community lives.
- **International Service (World/Global)**  
This Committee develops and implements the advancement of international understanding, goodwill, and peace. International service projects are designed to meet the humanitarian needs of people in many lands, with particular emphasis on the most underprivileged children and families in developing countries.
- **Community Service**  
This Committee develops and implements activities that improve the quality of life in our community. Particular emphasis is given to helping children, needy families, the aged, the handicapped, and the most in need of assistance.
- **Club Service**  
This Committee develops and implements interesting and fun club meetings. It organizes the activities necessary to make the Club function successfully and reach goals by assisting the members to serve through various duties.

- **New Generations Service (Youth)**  
This Committee develops and implements the involvement of youth and young adults in leadership, involvement in service projects and exchange programs that enrich and foster world peace and cultural understanding. Development programs include Rotary Youth Exchange, Camp Enterprise, Rotaract, Interact, and Rotary Youth Leadership Awards.
- **Membership**  
This Committee develops and implements a comprehensive plan for the recruitment and retention of members. A thriving club is anchored by strong relationships and an active membership development plan.
- **Public Image**  
This Committee develops and implements plans to provide the public with information about Rotary and promote the Club's service projects and activities.
- **The Rotary International Foundation**  
This Committee develops and implements plans to support The Rotary International Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

(a) The president shall be ex officio a member of all Committees and, as such, shall have all the privileges of membership thereon.

(b) Each Committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the President or the Board. Except where special authority is given by the Board, such Committees shall not take action until a report has been made and approved by the Board.

(c) Each Committee Chair shall be responsible for regular meetings and activities of the Committee, shall supervise and coordinate the work of the Committee, and shall report to the Board on all Committee activities.

(d) Each Committee Chair shall be responsible for preparing a Committee budget to be presented to the Board by the June Board meeting. The Budget should reflect all revenues and expenses the Committee plans to receive or incur during the Year.

*(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in the Club Committee Manual. A Club may develop a different committee structure as needed.)*

## **Article 10 Duties of Committees**

The duties of all Committees shall be established and reviewed by the President for his or her Year. In declaring the duties of each, the President shall reference to appropriate RI materials.

Each Committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each Year for implementation during the course of the Year. It shall be the primary responsibility of the Committee Chair to provide the necessary leadership to prepare a recommendation for Club Committees, mandates, goals, and plans for presentation to the Board in advance of the commencement of the Year as noted above.

## **Article 11 Leave of Absence**

Upon written application to the Board, setting forth good and sufficient cause, leave of absence may be granted excusing a Member from attending the meetings of the Club for a specified length of time.

*(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the Club credit for the Member's attendance. Unless the Member attends a regular meeting of some other club, the excused Member must be recorded as absent except that absence authorized under the provisions of the Standard Rotary Club Constitution is not computed in the attendance record of the Club.)*

## **Article 12 Finances**

**Section 1** – Prior to the beginning of each fiscal year, the Board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the Board. The budget shall be broken into two separate parts: one in respect of Club operations and one in respect of Foundation charitable/service operations.

**Section 2** – The treasurer shall deposit all Club funds in a bank, named by the Board. The Club funds shall be accounted for based on standard Club operations and various Committees and service projects.

**Section 3** – All bills shall be paid by the Treasurer, the Club Administrator, or other authorized Officer only when approved or reviewed by at least one other Officer or Director.

**Section 4** – A thorough review of all financial transactions by a qualified person shall be made once each year.

**Section 5** – Officers having charge or control of Club funds shall give bond as required by the Board for the safe custody of the funds of the Club, cost of bond to be borne by the Club.

**Section 6** – The fiscal year of this Club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues shall be made on 1 July and 1 January of each year on the basis of the membership of the Club on those dates.

## **Article 13 Method of Electing Members**

**Section 1** – The name of a prospective member, proposed by an active member of the Club, shall be submitted to the Board in writing, through the Club Administrator. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

**Section 2** – The Board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

**Section 3** – The Board shall approve or disapprove the proposal within 30 days of its submission and shall notify the proposer, through the Club Administrator, of its decision.

**Section 4** – If the decision of the Board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to permit his or her name and proposed classification to be published to the club.

**Section 5** – If no written objection to the proposal, stating reasons, is received by the Board from any member of the club within seven (7) days following initial publication of information about the prospective member, that person, the prospective member is invited to join the club. If any such objection has been filed with the Board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member shall be considered to be elected to membership.

**Section 6** – Following the election, the President shall arrange for the new member's induction, membership certificate, and new member Rotary literature. The Club Administrator will report the new Member information to RI and the President will assign a Member (Mentor) to assist with the new Member's assimilation to the club as well as assign the new Member to a club project or function.

**Section 7** – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the Board.

## **Article 14 Resolutions**

The club shall not consider any resolution or motion to commit the club on any matter until the Board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the Board without discussion.

## **Article 15 Order of Business**

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

## **Article 16 Club Administrator**

The Board may hire a Club Administrator to carry out day to day duties in an efficient manner. These include, but are not limited to: dues billing, attendance, newsletter distribution, accounts receivable, etc. This Club Administrator shall report to the President. Compensation for the Club Administrator shall be included in the approved annual budget.

## **Article 17 Amendments**

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been e-mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary Club Constitution, with the RI Constitution and Bylaws, and the Rotary Code of Policies.

*Adopted \_\_\_\_\_, 2020*

**Constitution\***  
of the  
**The Rotary Club of \_\_\_\_\_**

Rotary ID number: \_\_\_\_\_

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*\* The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.*

**Article 1 Definitions**

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

**Article 2 Name**

The name of this organization shall be The Rotary Club of \_\_\_\_\_ (Rotary ID number: \_\_\_\_\_).

**Article 3 Purposes**

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

**Article 4 Locality of the Club**

The locality of this club is as follows: City, State, USA

**Article 5 Object**

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

- First.** The development of acquaintance as an opportunity for service;
- Second.** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- Third.** The application of the ideal of service in each Rotarian's personal, business, and community life;
- Fourth.** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

## **Article 6 Five Avenues of Service**

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

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

## **Article 7 Exceptions to Provisions on Meetings and Attendance**

The bylaws may include rules or requirements not in accordance with article 8, section 1; article 12; and article 15, section 4, of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution; a club, however, must meet at least twice per month.

## **Article 8 Meetings**

### **Section 1 — Regular Meetings.**

(a) *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws. Attendance may be in person, through an online meeting, or using an online connection for members whose attendance otherwise would be precluded. Alternatively, a club shall hold a meeting once each week or during the week(s) chosen in advance by posting an interactive activity on the club's website. The latter type of meeting shall be considered as held on the day that the interactive activity is to be posted on the website.

(b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

(c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

(d) *Satellite Club Meeting (when applicable).* If provided in the bylaws, a Satellite Club shall hold regular weekly meetings at a place and at a time and day decided by its members. The day, time and place of the meeting may be changed in a similar way to that provided for the Club's regular meetings in section 1(b) of this article. A Satellite Club meeting may be cancelled for any of the reasons enumerated in section 1(c) of this article. Voting procedures shall be as provided in the bylaws.

**Section 2 — Annual Meeting.**

- (a) An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.
- (b) A Satellite Club (when applicable) shall hold an annual meeting of its members before 31 December to elect officers for the general governance of the Satellite Club.

**Section 3 — Board Meetings.**

Written minutes should be provided for all board meetings. Such minutes should be available to all members within 60 days of said meeting.

**Article 9 Exceptions to Provisions on Membership**

The bylaws may include rules or requirements not in accordance with Article 10, sections 2 and 4 - 8 of this constitution. Such rules or requirements shall supersede the rules or requirements of these sections of this constitution.

**Article 10 Membership**

**Section 1 — General Qualifications.** This club shall be composed of adult persons of good character, integrity, and leadership; possess good reputation within their business, profession, and/or community; and are willing to serve in their community and/or around the world. **Section 2 — Kinds.** This club shall have two kinds of membership, namely: active and honorary.

**Section 3 — Active Membership.** A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

**Section 4 — Satellite Club Membership.** Members of a satellite club shall also be members of the sponsor club until such time as the satellite club shall be admitted into membership of RI as a Rotary club.

**Section 5 — Dual Membership.** No person shall simultaneously hold active membership in this and another club other than a satellite of this club. No person shall simultaneously be a member and an honorary member in this club.

**Section 6 — Honorary Membership.**

(a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

(b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

**Section 7 — Holders of Public Office.** Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

**Section 8 — Rotary International Employment.** This club may retain in its membership any member employed by RI.

**Article 11 Classifications**

**Section 1 — General Provisions.**

- (a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or

professional activity or that which describes the nature of the member's community service activity.

- (b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

**Section 2 — Limitations.** This 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 in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, 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.

**Article 12 Attendance** [See article 7 for exceptions to the provisions of this article.]

**Section 1 — General Provisions.** Each member should attend this club's regular meetings or satellite club's regular meetings, and engage in this club's service projects, other events and activities.. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent 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, or makes up for an absence in any of the following ways:

- (a) *Within the Rotary year.* If, within the Rotary year of that meeting, the member
- (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
  - (2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or
  - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or
  - (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
  - (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
  - (6) attends a Board meeting or, if authorized by the Board, a meeting of a service committee to which the member is assigned; or
  - (7) participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.
- (b) *At the Time of the Meeting.* If, at the time of the meeting, the member is
- (1) traveling with reasonable directness to or from one of the meetings specified in subsection (a) (3) of this section; or
  - (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
  - (3) serving as the special representative of the district governor in the formation of a new club; or
  - (4) on Rotary business in the employ of RI; or
  - (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
  - (6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

**Section 2 — *Extended Absence on Outposted Assignment.*** If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

**Section 3 — *Excused Absences.*** A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient. Such excused absences shall not extend for longer than twelve months such leave may be renewed by the board for a period of time beyond the original twelve months.
- (b) the age of the member is 65 and above and the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 29 years, and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

**Section 4 — *RI Officers' Absences.*** A member's absence shall be excused if the member is a current officer of RI.

**Section 5 — *Attendance Records.*** When a member whose absences are excused under the provision of subsection 3(a) of this article fails to attend a club meeting, the member and the member's absence shall not be included in the attendance records. In the event that a member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article attends a club meeting, the member and the member's attendance shall be included in the membership and attendance figures used to compute this club's attendance.

## **Article 13 Directors and Officers**

**Section 1 — *Governing Body.*** The governing body of this club shall be the board constituted as the bylaws may provide.

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

**Section 3 — *Board Action Final.*** The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 15, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

**Section 4 — *Officers.*** The club officers shall be a president, the immediate past president, a president-elect, a secretary, a treasurer, and may include one or more vice-presidents, all of whom shall be members of the board. The club officers shall also include a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide. Club officers shall regularly attend satellite club meetings.

**Section 5 — *Election of Officers.***

- (a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) *Term of President.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.
- (c) *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such

meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

**Section 6 — Governance of a Satellite Club of This Club (When Applicable).** A satellite club shall be located in the same locality as this club or in the surrounding area.

- (a) **Satellite Club Oversight.** This club shall provide such general oversight and support of a satellite club as is deemed appropriate by the board.
- (b) **Satellite Club Board.** For the day-to-day governance of a Satellite Club, it shall have its own annually elected board drawn from its members and comprising the officers of the Satellite Club and four to six other members as the bylaws shall provide. The highest officer of the Satellite Club shall be the chair and other officers shall be the immediate past chair, the chair-elect, the secretary and the treasurer. The satellite board shall be responsible for the day-to-day organization and management of the Satellite Club and its activities in accordance with Rotary rules, requirements, policies, aims and objectives under the guidance of this Club. It shall have no authority within, or over, this Club.
- (c) **Satellite Club Reporting Procedure.** A Satellite Club shall, annually, submit to the president and board of this Club a report on its membership, its activities and programs, accompanied by a financial statement and audited accounts, for inclusion in this club's reports for its annual general meeting and such other reports as may, from time to time, be required by this club.

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

- Club Administration
- Membership
- Public Image
- Rotary Foundation
- Service Projects

Additional committees may be appointed as needed.

## **Article 15 Dues**

Every member shall pay annual dues as prescribed in the bylaws

## **Article 15 Duration of Membership**

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

**Section 2 — Automatic Termination.**

- (a) **Membership Qualifications.** Membership shall automatically terminate when a member no longer meets the membership qualifications, except that
  - (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;
  - (2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.
- (b) **How to Rejoin.** When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification.
- (c) **Termination of Honorary Membership.** Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

**Section 3 — Termination — Non-payment of Dues.**

- (a) **Process.** Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid

on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

- (b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 11, section 2.

**Section 4 — Termination — Non-attendance.**

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

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

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

- (b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 12, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

**Section 5 — Termination — Other Causes.**

- (a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 10, section 1; The Four-Way Test; and the high ethical standards that one should hold as a Rotary club member.
- (b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) *Filling Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

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

- (a) *Notice.* Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 19.
- (b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be as provided in article 19.
- (d) *Appeal.* If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

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

**Section 8 — Resignation.** The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

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

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

- (a) credible accusations have been made that a member has refused or neglected to comply with this constitution, or has been guilty of conduct unbecoming a member or prejudicial to the interests of the club; and
  - (b) those accusations, if proved, constitute good cause for terminating the membership of the member; and
  - (c) it is desirable that no action should be taken in respect of the membership of the member pending the outcome of a matter or an event that the board considers should properly occur before such action is taken by the board; and
  - (d) that in the best interests of the club and without any vote being taken as to his or her membership, the member's membership should be temporarily suspended and the member should be excluded from attendance at meetings and other activities of this club and from any office or position the member holds within the club. For the purposes of this clause, the member shall be excused from fulfilling attendance responsibilities;
- the board may, by a vote of not less than two-thirds of the board, temporarily suspend the member as aforesaid for such period and on such further conditions as the board determines. A suspended member may appeal or refer to mediation or arbitration the suspension as provided in article 15, section 6. During the suspension, the member shall be excused from fulfilling attendance responsibilities. Prior to the expiration of the suspension period, the board must either proceed to terminate the membership of the suspended Rotarian or reinstate the suspended Rotarian to full regular status.

## **Article 16 Community, National, and International Affairs**

**Section 1 — Proper Subjects.** The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

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

**Section 3 — Non-Political.**

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

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

## **Article 17 Rotary Magazines**

**Section 1 — Mandatory Subscription.** Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and

prescribed for this club by the board of directors of RI. Two Rotarians residing at the same address have the option to subscribe jointly to the official magazine or the Rotary magazine approved and prescribed by the board for their club or clubs. The subscription shall be paid on such dates as established by the board for the payment of per capita dues for the duration of membership in this club.

**Section 2 — *Subscription Collection.*** The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

## **Article 18 Acceptance of Object and Compliance with Constitution and Bylaws**

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

## **Article 19 Arbitration and Mediation**

**Section 1 — *Disputes.*** Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

**Section 2 — *Date for Mediation or Arbitration.*** In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

**Section 3 — *Mediation.*** The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) ***Mediation Outcomes.*** The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party, through the president or secretary, may call for further mediation if either party has retracted significantly from the mediated position.

(b) ***Unsuccessful Mediation.*** If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

**Section 4 — *Arbitration.*** In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

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

## **Article 20 Bylaws**

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

## **Article 21 Interpretation**

Throughout this constitution, the terminology “mail,” “mailing,” and “ballot by-mail” will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

## **Article 22 Amendments**

**Section 1 — *Manner of Amending.*** Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

**Section 2 — *Amending Article 2 and Article 4.*** Article 2 (Name) and Article 4 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present, by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member and to the governor at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

*Revised to conform to the 2019 Rotary International Club Standards*



## SATELLITE CLUB APPLICATION

All information requested on this form is required. Incomplete forms result in processing delays. Submit the signed and completed form to your **Club and District Support representative**.

### BACKGROUND INFORMATION

The satellite club is currently a Rotary club:  Yes  No

If yes, please provide the club number: \_\_\_\_\_

### CLUB NAME

The name of this satellite club will be (check one):

Rotary Satellite Club of

Rotary Satellite E-Club of

\_\_\_\_\_  
(complete name includes full sponsor club name, additional qualifier, country/geographical area)  
Sponsor Club Name: \_\_\_\_\_  
(complete name includes community, state/province/territory, and country/geographical area)

### LOCALITY

The locality\* of this satellite club is \_\_\_\_\_ and the surrounding area.

\*A locality is a geographic description of the area the club serves. The locality of a satellite club is the same as the sponsor club or the surrounding area.

### OFFICERS

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Chair-elect: \_\_\_\_\_

### WEEKLY MEETING

Day of week: \_\_\_\_\_ Time: \_\_\_\_\_

Name of meeting place: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

For Rotary e-clubs only:

Website URL for online meetings: \_\_\_\_\_

Time (include official website posting time for Rotary e-clubs): \_\_\_\_\_

## Satellite Club FAQ

**What is a satellite club?** Satellite clubs provide another option for creating Rotary clubs. A satellite club functions as a short-term, transitional step on the way to becoming a full, independent Rotary club.

This allows interested persons to become Rotarians without meeting the requirement of having at least 20 persons to organize a separate Rotary club. Rotarians who are absent from regular Rotary club meetings can make these up by attending satellite club meetings.

## STARTING A CLUB

**How does a club apply to have a satellite club?** The sponsor club president sends an application to Club and District Support.

**Is there a minimum or maximum number of members for a satellite club?** New satellite clubs must have at least 8 members at the time they form in order to satisfy the requirements of Article 13, Section 6(b) of the Standard Rotary Club Constitution. There is no maximum number of members.

**Is there a minimum number of members for the sponsor club?** No. Clubs with fewer than 20 members can form a satellite club.

**Is a satellite club sponsor the same as a new club sponsor?** No. The role and responsibilities of a new club sponsor are different.

**Can a weak club convert to a satellite club and retain its charter and history?** If the members of a weak Rotary club want to become a satellite club, they must first resign their charter. They would then be free to form a satellite club and become members of the sponsor club. However, satellite clubs are not intended to strengthen weak clubs. If a club needs extra guidance and support, a district governor may assign a stronger club or a special representative to mentor the weak club.

**Can Rotaract clubs be converted into satellite clubs as a transition to becoming a full Rotary club?** Yes. Some or all of the members of a Rotaract club may form or join a satellite club.

**How are satellite clubs named?** Satellite clubs have the same name as the sponsor club plus a qualifier that distinguishes it from the sponsor, for example: If the sponsor and satellite clubs meet at different times Sponsor: Rotary Club of Bangkok North Satellite: Rotary Satellite Club of Bangkok North Evening

If the sponsor and satellite clubs have different meeting locations

*Sponsor:* Rotary Club of Chicago Lakeview *Satellite:* Rotary Satellite Club of Chicago Lakeview Broadway

**How do satellite clubs change their names?** The sponsor or satellite club should contact Club and District Support. The CDS representative will confirm the name change in writing with the sponsor club president and satellite club chair. No change will be made unless they are in agreement.

## **BOARD AND GOVERNANCE**

**Can satellite clubs create a separate board with a different set of officers from the sponsor club?** Satellite clubs set up their own board and have their own officers. However, instead of a president, a satellite club has a chair.

**If there are two boards, how are disagreements handled?** The board of the sponsor club has the final authority when there are disagreements.

**Does the leadership of the satellite club have a position on the sponsor club's board?** This is not required, but is highly recommended.

**Can a satellite club have separate bylaws?** Yes. The satellite club determines its own bylaws in collaboration with its sponsor club.

**Who decides where and when the satellite club meets?** The satellite club determines its meeting place and time in consultation with its sponsor club.

**Does the satellite club meet together with the sponsor club?** The satellite club should have a separate meeting, although it may meet jointly with the sponsor club from time to time.

**Can satellite clubs sponsor Interact or Rotaract clubs?** No. But if the satellite's sponsor club sponsors an Interact or Rotaract club, it may appoint a satellite club member to serve as the Rotarian contact and mentor for the Interact or Rotaract club.

**Do satellite clubs need to set goals?** Can they set goals in Rotary Club Central? All clubs, including satellite clubs, are strongly encouraged to set goals to achieve success. However, Rotary Club Central can't accommodate satellite club goals at this time.

**Does someone who has only served as the chair of a satellite club meet the qualifications for district governor-nominee?** No, only Rotary club presidents can be nominated for district governor. However, the district can ask the Rotary International president to waive this requirement.

**Are satellite club members Rotarians?** Yes, they are members of the sponsor club.

**Does the sponsor club need to approve new satellite club members?** The sponsor and satellite clubs should work out a process for adding new satellite club members at the time the satellite is being formed. The sponsor club should also add that process to its bylaws. If a conflict arises with satellite club membership, the sponsor club has the final say. As members of the sponsor club, satellite club members are ultimately subject to the authority of the sponsor club's board.

**Do satellite club members pay Rotary dues?** Yes. Satellite club members are Rotarians and pay Rotary International and district dues. Club dues may vary, especially regarding meals.

**Can a satellite club have a separate dues structure?** Yes. The satellite club determines its dues structure in collaboration with its sponsor club.

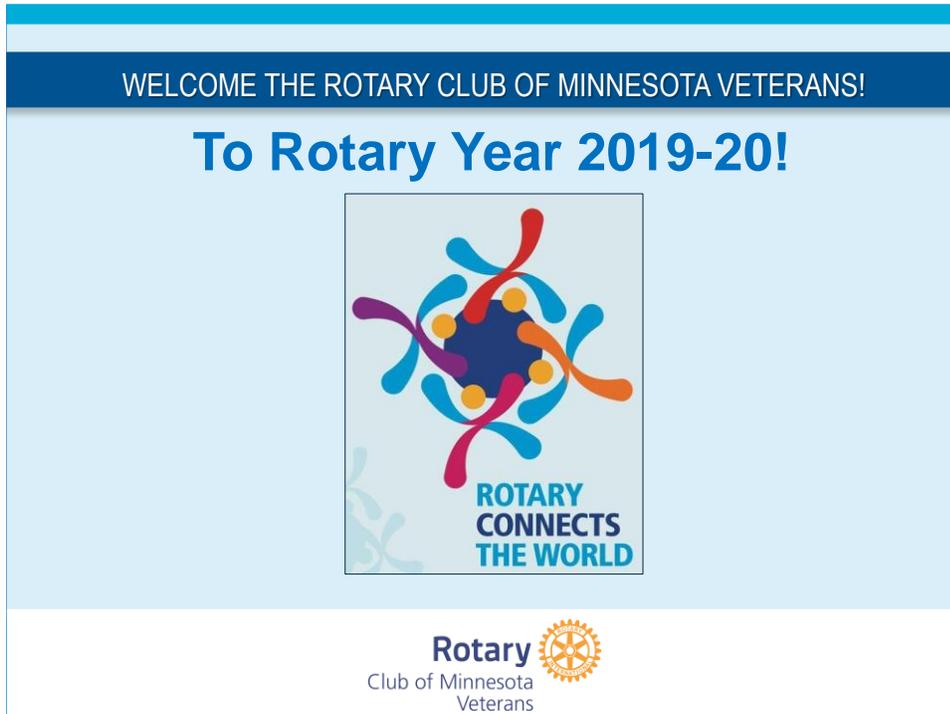
**Do satellite clubs receive a dues invoice?** No. The satellite club members are included on the sponsor club's dues invoice.

**Find great information on Satellite Clubs at:**

<https://my.rotary.org/en/search/all/satellite%20club%20form>

**Appendix IX.** Sample PowerPoint for Holders of the Initial Formation Meeting

Double click on the opening page to view the entire PowerPoint presentation:



## Appendix X. Expectations of Club Members



### MEMBER EXPECTATIONS

#### 1. MEMBER TIME COMMITMENT

**Monthly Meetings:** 2nd & 4th Thursdays 19:00-20:00. Each month we will generally have one regular meeting at St. Peter's – Edina and one service event and/or social event.

**Attendance:** Club Members must attend a minimum of two activities (meetings, service projects, or social events) per quarter in order to maintain their membership.

Make ups may be made at other clubs or any Rotary activity or committee meetings, etc. Be sure to email/text the Club Administrator when you have a makeup so you receive credit.

**Committees:** Volunteer for involvement throughout the year (commitment varies)

**Club Events:** Participation in club special events and fundraisers

**Rotary Events:** You will be invited to participate in Rotary District training & conferences which are helpful to learn more about Rotary and to network with other individuals and area clubs.

#### 2. COMMUNICATION

Members are expected to stay informed about club activities and meetings. You will receive regular email newsletters that will keep you updated on club news, schedules, and responsibilities. You are encouraged to link to our club social media channels as well to stay informed.

Please familiarize yourself with various tools and resources to help you serve.

**CLUB WEBSITE:** [rotarymnveterans.org](http://rotarymnveterans.org) (includes a member only section)

**DISTRICT WEBSITE:** [Rotary5950.org](http://Rotary5950.org)

**Rotary International:** [Rotary.org](http://Rotary.org) (includes a member only "myRotary" section)

*Look for us and like us / follow us on various social media:*

**FACEBOOK group:** Members-Rotary Club of Minnesota Veterans

**LinkedIn group:** Minnesota Club of Minnesota Veterans

### 3. FINANCIAL

#### CLUB MEETINGS

- There is no cost to attend meetings.
- Friends and other Rotarians are invited to attend our regular meetings free of charge
- We will ask for members to volunteer to provide refreshments at meetings and may assign that responsibility on a rotating basis – this is a great opportunity for your company/ employer to sponsor a meeting by picking up that cost.

**MILITARY SWEAR JAR** – in fun Rotary spirit, members are “required” to throw in a buck (or more) when you use “military language”. Donations honoring other special life occasions can be added (promotions, births, new home, relative enlistments, etc.) All donations support our Foundation.

#### CLUB DUES

- Rotary Club of Minnesota Veterans quarterly dues are \$50. This includes Club expenses, District & Rotary International fees.
- Each member will receive an emailed invoice. You may submit this amount personally or ask your company to cover this cost if you are representing them.
- Those applying for membership must submit the \$50 payment for the first quarter before being accepted as a member of the club.
- Other Expenses that are covered with your dues: District training events, participation in most service events (unless the organization we are serving sets some sort of reimbursement).
- Other Expenses that are not covered: Participation in club social events, dinners, Rotary District Conferences that charge for registration, etc.

**ROTARY CLUB OF MINNESOTA VETERANS FOUNDATION** This is the 501(c)3 charitable arm of the Rotary Club of Minnesota Veterans with separate bylaws and Foundation Board of Directors. The Foundation receives tax deductible donations from members and companies used in our club’s charitable service projects.

The club members hosts fundraisers that support our Foundation which support the following:

- Rotary Club Service Projects (Haven for Heroes and other service projects)
- Local Grants to non-profit organizations serving vets
- Partnerships with other local Rotary clubs to support International Rotary Projects (clean water, health in third world countries) Club members are expected to approve grants, volunteer, participate, invite others, and hopefully be generous!

**ROTARY INTERNATIONAL FOUNDATION** The Rotary International Foundation transforms your gifts into projects that change lives both close to home and around the world. As the charitable arm of Rotary, we tap into a global network of Rotarians who invest their time, money, and expertise into our priorities, such as eradicating polio and promoting peace. Foundation grants empower Rotarians to approach challenges such as poverty, illiteracy, and malnutrition with sustainable solutions that leave a lasting impact.

Our club hosts an annual contribution campaign with a giving goal of \$365 avg. per member. When a member’s cumulative gifts total \$1000 (one time or multiple years) the individual is awarded a Paul Harris Fellow. Members of the Paul Harris Society commit to giving \$1000 a year for as long as you are able. More information and online giving is available at [Rotary.org](http://Rotary.org)



## CHARTER NIGHT

**Where:** Edina Country Club - 5100 Wooddale Avenue, Edina, Minnesota 55424.

**When:** Thursday, October 10th; 5:00 p.m. Cocktails/Cash Bar; 6:00 p.m. Dinner.

**Entertainment:** The Rotary Rooters.

**Keynote Speaker:** Brigadier General Dennis W. Schulstad, USAF (Retired).

**Price:** \$40.00 per person (plus EventBrite registration fee).

**Dress:** Business casual.

**Dinner Menu:** Edina Country Club's "North Woods Buffet," which includes -

- Freshly baked breads with freshly whipped rosemary infused butter,
- Peppercorn salad,
- Chef's choice vegetable,
- White and Wild Rice Pilaf,
- Ritz Cracker Crumb Walleye with tartar sauce and lemon, and
- Tender Braised Beef Tip Stroganoff with egg noodles and a creamy mushroom sauce.



If you are interested in registering for the event, this link will lead you to the registration site: <https://tinyurl.com/y65jnrrq>.

## Rotary Club of Minnesota Veterans Club Charter Program Script

Time	<i>Item</i>	Presenter	Script
5:00-6:00	<i>Happy Hour, Music</i>	Rotary Brass, Rotary Rooters	Various selections of music, final one by Rooters asks attendees to take their seats
6:00--6:03	<i>Welcome and Call to Order</i>	Gary White	<p><b>RING BELL.</b> “I call to order this Charter meeting of the District 5950, Rotary Club of Minnesota Veterans, Club number 90466!</p> <p>Welcome to each of you, and thank you for joining us to celebrate this special day for our Club. <b>All rise for the Presentation of the Colors.”</b></p>
6:03-6:06	<i>Presentation of the Colors</i>	BSA Troop 479 Eden Prairie	NA
6:06-6:08	<i>Pledge of Allegiance</i>	Gary White	“Please remain standing as we recite the Pledge of Allegiance”
6:08-6:12	<i>Armed Services Salute Medley</i>	Rotary Rooters	Everyone stays standing and joins the singing as they are so moved
6:12-6:14	<i>Rotary Four-Way-Test</i>	Brittany Ritchie Sievers	<p>Brittany introduces herself as the Club Membership Chair</p> <p>“Please join me in reciting the Rotary Four-Way-Test of the things we think, say and do:</p> <p><b>Is it the truth?</b></p> <p><b>Is it fair to all concerned?</b></p> <p><b>Will it build goodwill and better friendships?</b></p> <p><b>Will it be beneficial to all concerned?”</b></p>
6:14-6:15	<i>Welcome to Guests of Honor</i>	Brittany Ritchie Sievers	<p>“A special welcome to Brigadier General Dennis W. Schulstad, USAF (Retired) who is our Keynote speaker this evening and will be introduced later in the program by our Club Treasurer, Bob Keller.</p> <p>And a special welcome to Tom Gump, our Rotary International District 5950 Governor Elect</p>

			and the Visionary Lead Founder of the Rotary Club of Minnesota Veterans. Tom will now lead us through the Induction of the charter members of the Rotary Club of Minnesota Veterans.”																
6:15-6:35	<i>Induction of Club Members</i>	Tom Gump, with Addie Finch Tessman & Eldon Tessman	“It gives me great honor...” See separate script “Thank you to Addie Finch Tessman and Eldon Tesman for assisting...”																
6:35-6:40	<i>Club Member Recognition</i>	Bob Keller	<i>Surprise recognition...</i>																
6:40-6:43	<i>Introduction of Club Board of Directors</i>	Gary White	<p>“We want to recognize our Club’s Charter Board of Directors. Please hold your applause until all Directors have been introduced. Directors, please stand when your name is called, and remain standing:”</p> <table> <tr> <td>President</td> <td>Gary White</td> </tr> <tr> <td>President Elect</td> <td>Brian Ritchie</td> </tr> <tr> <td>Treasurer</td> <td>Bob Keller</td> </tr> <tr> <td>Membership Chair</td> <td>Brittany</td> </tr> <tr> <td>Ritchie Sievers</td> <td></td> </tr> <tr> <td>Secretary</td> <td>Gary Wilhelm</td> </tr> <tr> <td>Foundation Chair</td> <td>Paula Canter</td> </tr> <tr> <td>Media Chair</td> <td>Paul Smith</td> </tr> </table>	President	Gary White	President Elect	Brian Ritchie	Treasurer	Bob Keller	Membership Chair	Brittany	Ritchie Sievers		Secretary	Gary Wilhelm	Foundation Chair	Paula Canter	Media Chair	Paul Smith
President	Gary White																		
President Elect	Brian Ritchie																		
Treasurer	Bob Keller																		
Membership Chair	Brittany																		
Ritchie Sievers																			
Secretary	Gary Wilhelm																		
Foundation Chair	Paula Canter																		
Media Chair	Paul Smith																		
6:43-6:45	<i>Salute to Missing Service Members</i>	Gary White	<p>“We are about to proceed to the buffet, but first</p> <p><b>Let us remember the service members who are not able to be with us tonight. We have set a special table in their memory. Please raise your water glass in their honor.”</b></p>																
6:45-7:00	<i>Buffet Service</i>	Gary White	“Those sitting at the even numbered tables are invited to proceed to the buffet. Those sitting at odd numbered tables may proceed after.”																
7:14-7:15	<i>Introduction of Brigadier General Schulstad</i>	Bob Keller	“It gives me great honor to introduce our keynote speaker for tonight, Brigadier General Dennis W. Schulstad:																

			Dennis Schulstad has had dual careers, one in the military and one in politics. He is a retired Air Force Brigadier General and, for 22 years was an elected member of the Minneapolis City Council. The secretary of Defense appointed him to be Minnesota State Chair of Employer Support of the Guard and Reserve, and he was selected as a member of the Civic Leader Advisory Group to the Air Force Chief of Staff. Denny is a co-founder and board president of the Minnesotans' Military Fund which has raised over \$16 million to distribute to Minnesota members of the armed forces that served in a combat area after 9-11."
7:15-7:30	<i>Keynote</i>	B.G. Schulstad	His own prepared script
7:30-7:35	<i>Honorary Charter Membership Presentation</i>	Gary White	Brigadier General Dennis Schulstad Mark Shockey, Pastor of St. Peter's Edina
7:35-7:45	<i>Recognition of Special Gifts</i>	Gary White	"We want to thank our sponsors and recognize their gifts to our club."  Read list of sponsors and their gifts on back of Program
7:45-7:48	<i>Retiring of the Colors</i>	Gary White  BSA Troop 479 Eden Prairie	"To close our meeting we will have the Retiring of the Colors by BSA Troop 479, Eden Prairie followed by the playing of Taps by Gary Marquardt, member of the Bugles Across America. <b>All rise.</b> "
7:48-7:50	<i>Taps</i>	Gary Marquardt	NA
7:50-7:55	<i>Closing remarks</i>	Gary White	Thank you again for being a part of this very special night for our Club. There are a few folks we want to especially thank tonight: <ul style="list-style-type: none"> <li>● Our speaker General Schulstad.</li> </ul>

			<ul style="list-style-type: none"> <li>● Our musicians the Rotary Brass, the Rotary Rooters and Gary Marquardt for his rendition of Taps.</li> <li>● Our color guard for their dedicated service.</li> <li>● Jeff Hage and Dan Hegstad for documenting our charter meeting on film.</li> <li>● John Swaney for printing our Program.</li> <li>● My wife, Marie De Voe-White for her warm welcome at the reception table.</li> <li>● And all those who planned this event including members of:</li> </ul> <p>The Rotary Club of Edina/MorningSide  The Rotary Club of Minnesota Veterans  The Rotary Club of Brooklyn Park, and  The Eden Prairie AM Rotary Club</p>
7:55	<i>Adjournment</i>	Gary White	“I hereby adjourn the Charter Meeting of The Rotary Club of Minnesota Veterans.” <b>BELL</b>

## Appendix XIII. Sample Press Release: New Club Formation



**FOR IMMEDIATE RELEASE**

**CONTACT:** *Tom Gump,*  
*Visionary Lead Founder*  
*(612) 770-8389*  
*tagump@gmail.com*

## **MN ROTARY CLUB FOR VETERANS IS FIRST IN THE WORLD**

Call it "camaraderie at the core (corps)". Veterans who have served their country are drawn to organizations that focus on camaraderie, service projects, peace efforts. Rotary clubs match this focus – and now there is the very first Rotary Club of Minnesota Veterans.

Charter members are veterans already connected to other veterans' organizations. "They wanted to join and leverage their networks," said Tom Gump, District 5950 Governor-Elect and Veterans' Club initiator. "The club appealed to a doctor from the VA, a radio host from a veterans' radio program, members from TrustVets, a board member of the Eagle Group of Minnesota Veterans, Inc., the executive director of a nonprofit group dedicated to eliminating veterans' homelessness, a board member of the Minnesota Assistance Council for Veterans, and military nurses."

Not only is this the first veterans' Rotary club in the world, it's unique in a state that doesn't have any active duty bases. Minnesota does, however, have Army and Air Force National Guard and Reserve units from all branches, representing approximately 18,500 service members total.

Organizers believe the club will be successful because it fills two voids that veterans miss the most once their service commitments end: a sense of camaraderie and of service. These values parallel those of Rotary International whose motto is "Service Above Self".

A brotherhood - sisterhood relationships among veterans makes them family; the same is true of The Rotary Club of Minnesota Veterans. "Family" here includes spouses, children and parents...and also those who served alongside the veterans such as interpreters Shah and Sayed who already joined the club. For those transitioning from active service, we walk alongside them, helping wherever we can. Club members respect one another regardless of characteristics that might otherwise divide us (i.e., faith, gender, race, origin, preferences).

Upcoming service projects include:

- actively caring for one another and our extended families
- serving in our communities, especially youth, civic organizations, schools and the elderly
- honoring other veterans and their families, especially during times of grief
- serving those in areas/regions where we have served (possible projects in Afghanistan, Iraq, Syria, or Somalia).

Other Rotary clubs are helping our Veterans Club. District 5950's largest club, The Rotary Club of Edina, just approved a \$3,667 scholarships grant for veterans who cannot afford the club dues.

The club meets on the second and fourth Thursday of each month at St. Peter's Lutheran in Edina, 5421 France Avenue South, Edina, Minnesota 55410. The meetings run from 7-8 p.m. Come as a guest! Contact Tom Gump at [tagump@gmail.com](mailto:tagump@gmail.com) with questions. Rotary is non-religious and non-political organization. For more information about Rotary International visit [www.Rotary.org](http://www.Rotary.org).

## Appendix XIV. New Member Induction Ceremony samples



## New Member Induction: Veterans Club

\_\_\_\_\_, you have applied for membership in the Rotary Club of MN Veterans.

Rotary is an organization of business and professional people pledged to upholding the highest professional standards. Further, Rotarians truly believe that worldwide fellowship and international peace can be achieved when business people unite under the banner of service.

The community will know and judge Rotary by your personification of it in character and service. As a member of the Rotary Club of MN Veterans, you will be expected to interpret and deliver the message of Rotary through participation in one or more avenues of service and in various club activities. \_\_\_\_\_ Do you accept this obligation? (*Applicant answer*)

It is my pleasure on behalf of the board of directors and members of the Rotary Club of MN Veterans to welcome you as a new member. We welcome you not only for the fellowship that we will share, but also for your ability to help us carry out our many projects to make our community, our country, and the world a better place in which to live.

IF A VETERAN: In your time of military service to our country, you discovered the value of camaraderie. The Rotary Club of Minnesota Veterans provides an opportunity to once again experience the joy and sense of purpose in joining with others to accomplish great things.

We are honored you desire to walk beside us as we uphold our unique club values of camaraderie, service, and peace.

Fellow Rotarians, it is my pleasure and privilege to present to you our newest member,

**Rotarian** \_\_\_\_\_

**List names of Charter Members to call them to the front of the room.**

Charter Members,

You have been selected to become members of *The Rotary Club of* \_\_\_\_\_. You have been invited to become a Rotarian because you exhibit the qualities that make you a leader in this community and because you have shown qualities of head and heart that are the foundation of Rotary Clubs around the world.

The basic ideal of Rotary is “Service Above Self” and we use this as our motto.

Membership in Rotary is an honor and a privilege with corresponding duties and obligations, including service on club committees in one of the five avenues of service:

- Club Service
- Community Service
- Vocational Service
- International Service
- Youth Service

You will be expected to attend this club's meetings regularly and when absent to make up by participation in Rotary service opportunities or at other clubs, even when traveling.

Because you represent a classification, it is your duty to tell us about your vocation and to bring the ideals of Rotary to your business/profession.

The community will know and judge Rotary by your actions. Therefore, membership in our organization must be limited to those who possess the qualities that will further the goals and ideals of Rotary – especially the Four-Way-Test.

You have been chosen for membership because we are confident that the image and ideals of Rotary are safe in your keeping. This pin is presented as a symbol of your acceptance into our Rotary family.

*(Have sponsors pin the new members.)*

Wear it proudly and wear it daily to help promote Rotary.

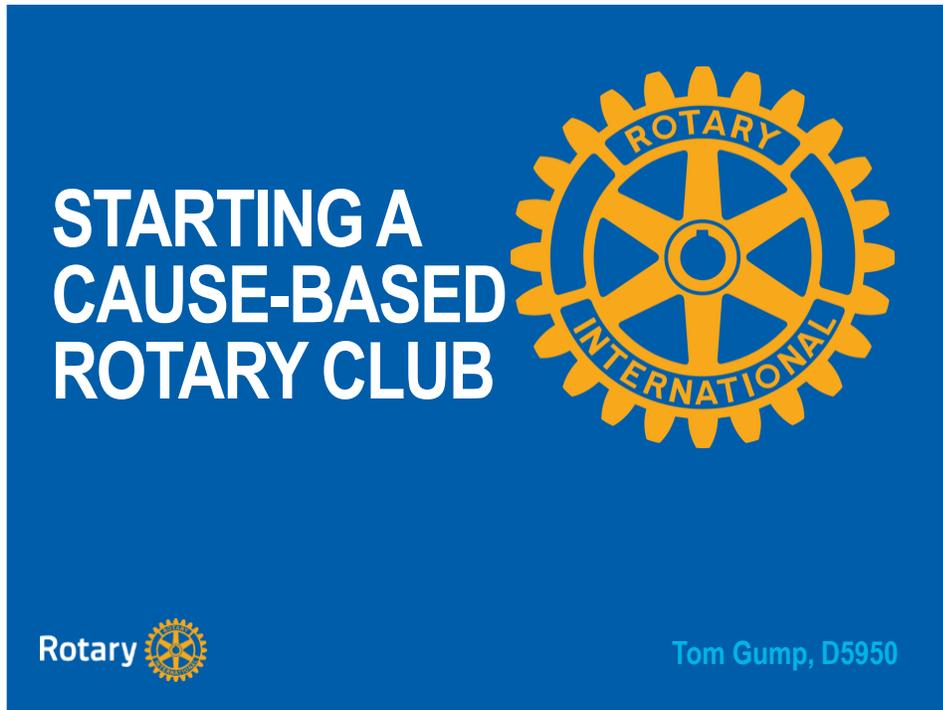
It is with great pleasure that we welcome you as a member of *The Rotary Club of* \_\_\_\_\_!

Congratulations!

*(Please rise and congratulate our new members).*

**Appendix XV.** PowerPoint: How to Form a Cause-Based Club [for club organizers only]

Double click on the opening slide to view the entire presentation:



## **APPENDIX XVI. CASE STUDY: *The Rotary Club of Minnesota Veterans* start up (Tom Gump's story)**

### **COMRADERY AT THE CORE/CORPS! HOW THE FIRST ROTARY CLUB FOR VETERANS IN THE WORLD WAS STARTED!**

#### **Background on Rotary International's First Veterans Club**

It started on the 3rd of July. I was Co-Chair of my City's annual 4<sup>th</sup> of July Parade, which included hosting a dinner for 200 veterans. Rotary International President Mark Daniel Maloney inspired me by talking about growing Rotary as did my District's Governor. I had a mailing list of approximately 200 veterans and so it began. Members of the Rotary Club of Brooklyn Park helped me mail out the letters to the local veterans and a local Brigadier Air Force General. Former Rotarian made some introductions for me.

It made total sense to me that individuals who have served their country, are used to camaraderie and seek peace would be perfect Rotarians - actually, they already are - they just haven't joined a club yet!

#### **Growth Prospects are Great**

We recruited veterans from other veterans' organizations because they wanted to join and leverage their networks to bring in new additional members. We brought in a doctor from the VA; a radio host from a weekly veterans radio program; a few from TrustVets (an on line veterans directory) that advertised for the club online; a Board Member of the Eagle Group of Minnesota Veterans, Inc. (a local veterans group) that emailed their members about our club; the Executive Director of a nonprofit group dedicated to eliminating veterans' homelessness; a Board Member of the Minnesota Assistance Council for Veterans, two nurses who are recruiting other nurses to join; the local Yellow Ribbon Group; etc. The club is sure to grow! We also accept individuals who not Rotarians, as required by RI; for example, the Sheriff of Hennepin County.

#### **This Model Can be Repeated World-wide**

To quote Frank Sinatra: "If we can make it here, we can make it anywhere." We made this happen in Minnesota, where there are no active duty bases from any branch. We do, however, have Army and Air Force National Guard (about 12,000 members) and Reserve units from all branches (about 6,000 members). So, there are approximately 18,500 total Guard and Reserve members living in Minnesota. My General friend estimates that around 5,000 active duty members are from Minnesota. The challenge was that we didn't have their names or contact information due to of privacy laws. Securing the initial names and address of veterans was one of the most difficult of our tasks; however, once we started bringing in the initial members [for example, a thirty-some-year old mother (the daughter of my tax attorney), who was in the army for 10-years in sysops and is now a recruiter, they started working their networks and it went quickly after that. In fact, in less than two weeks from when we started taking formal membership applications (with biographies and colored head shots) we had 28 completed Membership applications including a few couples that joined. Just think what could be done in areas with active military bases!

We have been contacted by the districts immediately to the south and north (which stretches into Canada) of our district and they are interested in using our veterans club as an incubator - where they can send members to the current club which can even be done remotely. When there are twenty members in one area (i.e., enough to charter their own club in their area), the existing club will assist them in drafting the paperwork necessary to form a new club. The existing club can assist with Rotary International compliant sample governing documents; providing them artwork for brochures, website, pull-up banners, etc.; and, in general, help them get their club chartered and up and running. We have also been talking to Rotarians in Texas, Illinois and other parts of Minnesota who are also thinking about duplicating our model.

#### **Members / The Right People on the Bus and Sitting in the Right Seats**

To paraphrase Jim Collins (the Stanford Professor who wrote *Good to Great*), having the right people on the bus and occupying the correct seat (that fits their passion and talents) is critical.

- Who You Need on the Bus - Your involvement in Rotary and various veterans activities should help secure a member from each of those veterans organizations and other veteran organizations that you know of. If you do this, your task of forming a Rotary Club for veterans in your area will be easier and the club will function better and grow quicker. When we were forming *The Rotary Club of Minnesota Veterans*, we recruited and secured members from several other Veterans groups. Charter Members included:
  - A doctor, from the local VA;
  - A radio host from a weekly veterans radio program;
  - A few from *TrustVets*, an on line veterans directory that has been advertising for the club online;
  - The Founder and a Board Member of *The Eagle Group of Minnesota Veterans, Inc.*, a local, nonprofit group that places veterans into good jobs with Fortune 500 companies, who emailed their members about the club;
  - The Executive Director of a nonprofit group dedicated to eliminating veterans' homelessness;
  - A Board Member of the *Minnesota Assistance Council for Veterans*;
  - Two nurses (one Army and one Navy) who are recruiting other nurses to join;
  - Members of the local *Yellow Ribbon Group*;
  - A banker with 200 veteran business owners who he has made loans to; and
  - An owner of a veteran recruiting agency.
- Who You Need in which Seats - If you ask for volunteers for the various positions, you typically will end up having the right person for the job. Military people tend to know their strengths and limitations. We asked for volunteers to serve in the officer positions. Rotary International (RI) requires that certain offices be filled before a club can be formed. The combat individuals were the first to step up for the President (a middle-aged, male professional, who had been deployed several times) and President Elect (a younger male, paratrooper) both of whom had previous leadership experience. A younger female (formerly with the Army and having Psychological-Operations experience - a person who knows how to spread information to change hearts) chose the position of Membership Chair. Of course, people with different experiences, sometimes have different views of how to move an organization forward.
- Diversity is Important - We knew that for the club to be successful, we needed diversity - members from all the branches of service, in age, gender, race, etc. Diversity is important because: (i) we want to pull in as much of the community as possible and our communities are diverse and becoming more diverse. I have been told by a woman veteran, in our club, that the *Department of Defense* has the most diversity of any employer; and (ii) a diverse organization makes better decisions. For example, the President and President-Elect described above wanted to grow as quickly as possible - that is their mission. The Membership Chair and Army and Navy Nurses want to grow at a slower rate getting to know each member personally while the Club grows. A combination of the two strategies is the best answer. Our club has members from all branches of the military; members in their 20's and members in their 80's; members of both sexes and members of various origins and races. There are a few more men than women. However, the women in the club tell me that there are proportionally more women in the club than there are in the military.
- Secure Some Early Sponsors and Supporters - We had a local General, former Rotarian and a friend of mine who supported our effort. We made him an *Honorary Charter Member*. Having the General as part of the team added credibility when we were recruiting new members, especially since I am not a veteran.

## Let the Members Choose

You are the initial convener of the group and can help advise in many ways; but, avoid the temptation of choosing the location, day and time of the meetings. Let the member make those decisions. It is helpful to have an outside facilitator work to help the club make these decisions. You can be there to answer questions if asked but a good facilitator will make sure decisions are made by the new members.

As you know, veterans trust veterans but many are suspicious of outside organizations, especially those that are trying to tell them what to do. It is hard for us, as loyal Rotarians, to ever think about new club formation as not being all about Rotary. However, what we have learned in our district is that people who are attracted to interest-based clubs are more excited about the interest they are working for than Rotary (at least in the formation stage). This was true in the Eco Clubs started in our 2 Minnesota districts well as the veterans club we started this year.

### **Underlying Principals**

Veteran club members chose their own three pillars upon which the club would stand. An outside facilitator helped the members refine their thoughts at our organizational meeting.

The club has three primary values:

- **Camaraderie** - The club will be successful because it fills two voids that veterans miss the most once their service commitments end: a sense of camaraderie and a sense of service. The camaraderie that veterans experience during their service time doesn't seem to exist readily elsewhere. The sense of service derives from military core values that parallel those of Rotary International. One of the Air Force's three stated core values is "service before self," which is very similar to Rotary's motto "service above self." Camaraderie means that the veterans and other club members care for one another and their families. It's like saying "I got your back" without using words. The "brotherhood - sisterhood" relationships among veterans makes them family and the same is true of The Rotary Club of Minnesota Veterans. "Family" in this sense includes extended family: spouses, children and their parents. The term "family" also extends to those who served alongside the veterans - whether as members of allied forces, or as Afghan or Iraqi interpreters such as two of the original club members. If these people are hurting, members try to help them. For those newly transitioning from active service, members walk alongside them. Members do not view one another as victims to be pitied; but rather, as brothers and sisters. Club members respect one another regardless of characteristics that might otherwise divide them (i.e., faith, gender, race, origin, preference, etc.).
- **Service** - This includes: (i) actively caring for one another and our extended families - especially during times of hurt; (ii) serving in our communities - especially youth, civic organizations, schools and the elderly; (iii) duly honoring other veterans and their families - especially during times of grief; and (iv) serving those in areas/regions where we have served (such as projects in Afghanistan and Iraq, or Syria, or Somalia, etc.).
- **Peace** - Every veteran took an oath to serve their country - to give their lives if necessary - with hope their service would bring peace. That desire for peace survives their service commitment. Being peacemakers calls club members to proactively strive for peace.

### **Community Corps Possibilities**

The veterans want to serve other veterans. Especially in suicide awareness, job placement, homelessness and the process of transition after serving oversea. Not only do we have a group that wants to serve but they have a group that they want to serve. It is a perfect fit for Rotary. I wish we would have thought about it earlier.

### **Having a PUBLIC IMAGE STRATEGY is Important**

Of course, getting the word out that a new club is forming or has formed is important. Identify the audiences you want to reach. We chose local veterans and other Rotarians. This helped us narrow our Public Image strategy. We then set our objectives and targeted our media outlets. We also defined our messages and chose meaningful stories and effective presenters. Effective messages examples:

- Supporting our Afghan or Iraqi interpreters,
- The synergies of Rotary and veterans working together;
- The similar values of Rotarians and veterans; and
- The Diversity of Rotary and the military.

The results include:

- State Fair - We had a booth at the State Fair with a large banner promoting the club. Members from all 3 Minnesota districts attended and helped to promote the club and Rotary.
- Local Paper - I invited a reporter from the main paper in Minneapolis, *The StarTribune*, to a meeting and asked her to come an hour early to interview some of our veterans. Be intentional on who you have interviewed. I chose the youngest member, the oldest member, a mother, women. Why? The general populace pictures Rotarians as ole-white-guys. In fact, most of our members are working people - lawyers, bankers, doctors, nurses, entrepreneurs - it's not your father's Rotary anymore - and we have to let the public know that so they want to join. Appendix XII is a sample press release.

The reporter did an excellent article in the Saturday edition of the "Inspiration" section. Here is a hyperlink to that article: <http://m.startribune.com/minnesota-rotary-club-is-the-first-in-the-world-specifically-for-veterans/564235632/>. The reporter's father is a Vietnam veteran and she wishes he had a club like this in his area. Her father has a group of veteran friends that he spends time with; but, it is usually over drinks and not doing a service project.

A Rotarian, in Big Lake, Minnesota, who read the *StarTribune's* article, tracked down the club and let us know that he has a recently remodeled house that ten individuals can live in. He offered it to the *Veterans Club* to have ten homeless veterans live there - free of charge - they just have to pay the utilities. Rotary really does connect the World!

- National News - We were fortunate to have the *StarTribune's* article picked up as one of five "Week's Good News" on Yahoo: <https://news.yahoo.com/weeks-good-news-november-7-153000258.html>. The club started receiving *ClubRunner* messages. For example, a Rotary Club in Virginia told us they had a toast to our club to celebrate its formation.
- Military Publication - The *Stars and Stripes* military newspaper also picked up the article: <https://www.stripes.com/news/veterans/rotary-club-in-minnesota-is-the-first-in-the-world-specifically-for-veterans-1.605562>.
- Neighborhood Publication - Local publications cover your target market. Chose one spokesperson to be the face of the organization. This is not necessarily the Club President. We chose the Membership Chair (a 32-year-old, professional/business owner and mother of two children). Here is an article about the club in the local *Sun Current* newspaper: [https://www.hometownsource.com/sun\\_current/community/meeting-in-edina-new-veteran-focused-rotary-club-is-the/article\\_e83c362a-0494-11ea-96ab-abca66f6c480.html?utm\\_medium=social&utm\\_source=email&utm\\_campaign=user-share](https://www.hometownsource.com/sun_current/community/meeting-in-edina-new-veteran-focused-rotary-club-is-the/article_e83c362a-0494-11ea-96ab-abca66f6c480.html?utm_medium=social&utm_source=email&utm_campaign=user-share)>[https://www.hometownsource.com/sun\\_current/community/meeting-in-edina-new-veteran-focused-rotary-club-is-the/article\\_e83c362a-0494-11ea-96ab-](https://www.hometownsource.com/sun_current/community/meeting-in-edina-new-veteran-focused-rotary-club-is-the/article_e83c362a-0494-11ea-96ab-)

[abca66f6c480.html?utm\\_medium=social&utm\\_source=email&utm\\_campaign=user-share](http://abca66f6c480.html?utm_medium=social&utm_source=email&utm_campaign=user-share).

- Local/City Television Station - A small suburban television station covered the club's Charter Night: <https://youtu.be/qR4fFwGtGk>.
- Regional Rotary Event - *The Rotary Club of Minnesota Veterans'* Membership Chair, traveled from Minneapolis to Kansas City to tell a broader Rotary audience about her background and why she is excited to part of Rotary. Her message is a less than five-minute video entitled *Brittany Richie Sievers*: <https://vimeo.com/showcase/6520361>.
- Let Your District and Surrounding Districts Know - They might know of veterans who want to join. There are a few nearby districts that donated pull-up banners to the newly forming club, and area/groups of clubs donated a bell and gavel, another club donated a box for names badges. One of the other districts has someone who wants to start a veterans club in his area.

**Lesson learned:** A little Public Image Strategy goes a long way!  
The messages were *simple and consistent*. A sample press release is in Appendix XII.

### **Essential Documents and Forms**

Each essential form is briefly described below and an editable form (except for the club brochure) of each is attached to this email.

- Member Intake Form – There are two model member intake forms: (i) from my club (it asks such things as how does the sponsor know the applicant); and (ii) the current intake form from *The Rotary Club of Minnesota Veterans* (it is not as lengthy; however, it works better). Going through the process, we learned it is better to be efficient and use the second form (i.e., the current intake form being used by *The Rotary Club of Minnesota Veterans*) because it limits the requested information to only the information needed to be input into RI's *New Club Charter Member List* form. You can request additional information later, once the person has become a member. RI requires clubs prohibits clubs from denying admittance to a non-veteran. In our case, the Hennepin County Sheriff joined the club and he is not a veteran.
- New Club Charter Member List – must be submitted to RI when you form a club. It is basically a spreadsheet of the new club members and their pertinent information. This is the most time-consuming part of the RI club formation process. Make sure all the information is complete and correct on this form. I found it is easier to complete this list as each member joins, so as not to be a burden at the end of the process. Pay attention to the directions indicating the date format, it is not the format we typically use in the US. It will slow down the process if there are blanks or incorrect information is given.
- Club Brochure - Of course, a vibrant brochure is better than a boring brochure. Pictures of your new members are better than stock photographs and the new members love to see their pictures and pass them out to their friends. If you have already set a recurring day, time and place for meetings, it is best to include that information and the new club's Membership Chair's name and contact information as potential new members usually want a name of a person they can talk to.
- Form to Register a New Club - This form, along with the *New Club Charter Member List* and a check (the amount is determined by the number of members when the club is processed) have to be submitted to RI.
- Guide on Starting a New Club - This guide gives you some things to think about as you form a new club. It is helpful.

- **Governance Documents** – Included in the manual appendices are (i) *Bylaws of The Rotary Club of Minnesota Veterans*; and (ii) *Constitution of The Rotary Club of Minnesota Veterans*. These documents were drafted in compliance with *RI Policies*, as amended by the *2019 Council on Legislation*. Our *Articles of Incorporation* are not included, as these have to comply with appropriate State Statutes. A local attorney/Rotarian can help you prepare and file these along with the new organizations IRS Form SS-4 to attain the entity's EIN number.

### **When to Tender the RI Forms**

If we do our job right and get the right members in place at the beginning of the club formation, the club will continue to grow. Do not wait until you get a large number of members. When you get 20 members, or 8 for a satellite club, file the paperwork with RI, submit your check you're your Charter Night. This will allow you to create a sense of urgency with potential new members - "join The Rotary Club of Veterans now if you want to be a Charter Member - if you wait too long you won't be able to be a *Charter Member!*" It is possible to lose momentum if you do not charter quickly enough after finding your first few members - it is important to keep the momentum moving.

You will have to choose or elect the mandatory officers for the RI form. The Rotary Foundation (TRF) Chair will likely be the most difficult to place; unless, you have a former Rotarian in the new club with knowledge of TRF.

### **Have a Charter Night/Celebrate Your New Club**

You will likely be tired after getting your new club started; but, don't forget to celebrate. It is important for everyone! It not only strengthens your membership; but also, it further gets the word out and brings in more new members. Singers, music ensembles, trumpet players, etc. will donate their time and talents. We set up an online registration. We mailed hand addressed printed invitations to every charter member as well as key community and Rotary members. The invitation and stamp costs were donations from members of other clubs. A volunteer addressed the invitations.

You should charge an admission fee, as new clubs need operating funds. The celebration is a chance to invite the family members. Who knows, they might be the next new members to join. Call each new member up individually and have a mass, formal, induction ceremony. Our induction ceremony script is in the appendices. Take lots of photographs and don't forget to circulate them. Also, don't forget to invite the media. I cannot wait to see the news of your new veterans' Rotary club!

Videos of our big night are in the appendix following this one.

### **Extra Credit**

Don't just start one Rotary veterans club. Please consider transforming your district into a pro-growth district through new club formation and innovation. *Rotary International District 5950 Club Growth Promotion Resolution* istrict passed; you can adopt one in your district. The Resolution has the effect of waiving *district dues* during the first year of a new club's formation.

**Appendix XVII.** Charter Night Celebration Videos: Rotary Club of Minnesota Veterans

General Schulstad Keynote speech <https://www.youtube.com/watch?v=yztVzpzNhNQ&feature=youtu.be>

6-min recap: <https://www.youtube.com/watch?v=65LABqNVg5c&feature=youtu.be>

12-min video: <https://www.youtube.com/watch?v=rFxuLHl5Eco&feature=youtu.be>

1-hour charter night video: <https://www.youtube.com/watch?v=cvDg5e72swY&feature=youtu.be>