

FROM  
ROTARY INTERNATIONAL  
SECRETARIAT (Central Office)  
1600 RIDGE AVENUE  
EVANSTON ILL. 60201, U.S.A.

This copy is for information and file of:

Mr. Ellis R. Bareiss  
Special Representative  
The Rotary Club  
Pasadena, Texas

5045-FEB64-GSM

25 August, 1964

Mr. Joe R. Stutts  
Secretary, The Rotary Club  
Space Center (Houston), Texas

Dear Joe:

Greetings to the first secretary of the newly admitted Rotary Club of Space Center (Houston). You have been elected by your fellow members to a position of great responsibility. Especially in the beginning of the club's existence, it is essential that its records are set up in good form and maintained that way. You must set the example. We know that you will do all in your power to fulfill your responsibilities.

A set of publications and supplies, listed on the enclosed sheet, has been sent out to you by separate mail. Also enclosed is a copy of Pamphlet No. 100, which lists current supplemental literature. Any request for a selection of papers will be given prompt attention.

One of your important duties will be to fill out your club's weekly attendance report immediately following the last meeting of each month and send it to your district governor. He must receive it by the 10th day of the following month. Attendance report forms were sent to you previously. Your first report is due the month following your club's admission into Rotary International.

You will find the answers to many questions concerning club administration in your club's constitution and by-laws. A copy of each is enclosed for your club's reference file. Your special attention is directed to the amendment provisions at the end of each of these documents.

We will look forward, Joe, to hearing about any interesting activities and developments in your club. Whenever we can cooperate with you in any way, please let us know. Best wishes for the establishment of a firm foundation in this, your new club's first year.

Sincerely,

Jerry T. Neighbors  
Service to Clubs

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