

1962

ORGANIZING A ROTARY CLUB



THE ESSENTIAL STEPS

- ☒ Obtain district governor's authorization for making survey.
- ☒ Make survey of community.
- ☒ Secure district governor's approval.
- ☒ Interview individually prospective members.
- ☒ Hold organization meeting when at least 25 have paid admission fee.
- ☒ Complete application documents in detail.
- ☒ Forward application and \$100 charter fee to district governor.
- ☒ Assist new club in planning programs and the charter presentation meeting.

Pertinent information on each step will be found on inside pages.

ROTARY INTERNATIONAL

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CENTRAL OFFICE
EVANSTON, ILLINOIS, U.S.A.
1600 Ridge Avenue

ZURICH OFFICE
ZURICH 1, SWITZERLAND
Marktgasse 12

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A prospective locality to be considered for the organization of a Rotary club must have a minimum of 40 classifications from which to insure the possibility of permanently maintaining a successful club of at least 25 members under Rotary's classification system.

Make Survey of Community ⁽¹⁾

When considering extension of Rotary to a new community, the first step is to obtain the district governor's authorization for making a survey; when the survey has been completed, it should be approved by the district governor before actual organizing efforts are undertaken.

Make the survey fairly, objectively, with an open mind. To obtain complete and accurate information, the surveyor should visit the community.

Answer questions on the survey form clearly and fully and include, opposite the classifications, the names of the business and professional concerns in which there are suitable executives for Rotary membership. There must be at least 40 business and professional concerns, each representing a different classification.

Proceed with the survey quietly. Do not promise the organization of a Rotary club, and avoid newspaper or other publicity prior to the completion of the club organization.

Secure Governor's Approval ⁽²⁾

The survey report should be sent to the district governor in duplicate.

When the survey indicates that the community is capable of maintaining a successful Rotary club under Rotary's classification system, and has been approved by the district

governor, the special representative is supplied with material, including application for membership forms, that will be of help in organizing the club. Copies of Pamphlet No. 1, "Brief Facts About Rotary," for distribution to the prospective members are also provided.

3 Interview Individually Prospective Members

The special representative, either alone or with a few other members of the sponsor club, should visit the community to interview individually the prospective members. The interviewed first should be the five or six leaders in the community who are to be considered as the nucleus for organizing the new club.

Their signatures to the "Application for Charter Membership" (included in organizing material sent to the special representative) and their checks for the admission fee should be obtained.

(The admission fee is made payable to the provisional Rotary club with the understanding that if, after attending the organization meeting, a prospective member wishes to withdraw, his check will be returned, and his classification thus released is available for another prospect.)

4 When the five or six men of the nucleus group have agreed to the formation of a club, their aid should be secured in preparing a list of from 20 to 25 other business and professional men in the community who will be invited to become charter members of the club.

Making Up the List

In making up this list it should be made certain that the following conditions are met:

Each member should be loaned a classification which covers the principal and recognized

activity of his business or profession—not his executive position within the firm.

Each prospective member's business or profession must be a kind of "service to the public" which is not provided by any other member.

The maximum number of charter members whose classifications fall under any one major classification should not exceed three, so that the charter membership will be diversified from the standpoint of business and professional activities.

Each man's place of business must be located within the territorial limits of the club which should include only the community and the immediately tributary rural territory for which the community is the principal banking, trading, and shipping center. The board of directors of R.I. has defined "place of business" as follows: "In relation to active membership in a Rotary club, 'place of business' is understood to mean the establishment from which the active member normally administers his business or professional responsibilities and activities." The fact that a man may carry on some of his business from his home is not sufficient to consider his home as his place of business in terms of the provisions of the standard club constitution.

Provide for Membership Growth

A charter list must not contain the names of more than 35 members, except in the case of a locality of over 100,000 inhabitants when 50 may be admitted as charter members.

There is no objection to including "additional active" members in a charter list, provided there are at least 25 "active" members.

The board of directors of Rotary International recommends that all available classifications be not filled in the charter membership list so that there may remain a reasonable margin for the growth of the club after it has

been admitted to membership in Rotary International.

5 Hold Organization Meeting

When 25 or more men (each representing a different business or profession) have agreed to become charter members and have paid the admission fee, an organization meeting should be held.

The special representative should arrange for and preside at the organization meeting. The principal items of business to be taken up at this meeting in order to complete the organization and apply for membership in Rotary International are as follows:

Standard Club Constitution

5-9 Adopt standard club constitution. (See Pamphlet No. 12.)

The name of the club (Article I) should identify it with the post office in the community.

The territorial limits (Article II) should be described by the name of the community only. These limits are understood to include the immediately tributary rural territory (if such exists) for which the community is the principal banking, trading, and shipping center.

Recommended Club By-Laws

5-6 Adopt by-laws which are in harmony with the constitution. (See club by-laws recommended by the board of directors of Rotary International, Pamphlet No. 12.)

If recommended by-laws are adopted, select one of the alternative methods of election of officers and directors.

Select time of meeting and place where regular weekly meetings will be held.

Select day on which annual meeting and election of officers will be held, in accordance

with the provisions of Article IV, Section 2 of the standard club constitution.

Select day of monthly meeting of board.

Decide on admission fee and annual membership dues. The board of directors of Rotary International will not admit to membership any club which does not provide in its by-laws for an admission fee of at least \$20.00 and membership dues of at least \$25.00. (Outside USCB the district governor determines admission fees and dues in local currency equivalent in purchasing power to the amount fixed by the board for USCB.)

Decide upon the number of allowable negative votes by club board members, (see Article I), when the board ballots to elect active members (including additional active members)—Section 1 (10); senior active past service and honorary members—Section 2; and re-elect former additional active members—Section 3.

The understandings and agreements as given on the application for membership should be perfectly clear to the members and they must agree to maintain the fundamental characteristics of Rotary given therein.

Election of Officers

Capable leadership in the new club is essential. Officers and directors should be selected on the basis of their special qualities of vision, leadership and administrative ability and should be prepared to devote the time necessary to carry on the work of the club.

Complete Application Documents in Detail

Make certain that the application form is complete in every detail for, in considering the application and admitting a new club to membership, the board of directors of Rotary International must adhere strictly to the rules governing membership and to all the requirements set forth in the constitution and by-laws of Rotary International and the standard club constitution. (6)

Forward Application and Charter Fee to District Governor

When the application documents are in perfect order, they should be sent with the charter fee of \$100 (outside USCB receipt of payment of the \$100 charter fee, or its equivalent, should accompany application documents) to the district governor who will forward them with his recommendation, to the secretariat for submission to the board of directors of Rotary International.

Until admitted to membership in Rotary International, the club is a "provisional Rotary club." Pending the action of the board on an application, no other members shall be elected to the club.

Assist New Club in Planning Programs and Charter Meetings

Hold Weekly Meetings

The provisional Rotary club should meet regularly each week from the time of organization.

The sponsor club should plan to have one or more of its members or members of other nearby clubs attend each of the meetings of the club.

Planning Programs

The special representative and the sponsor club should assist the new club with programs for the first few months of its existence.

When an application for membership in Rotary International has been made, the president of the provisional club is sent "The Club President's Workbook" along with other material. Pamphlets and helpful material also are sent to the secretary. Lists of all the materials they receive are sent to the special representative and the district governor.

Admission of Club

When a provisional club's application is approved by the board it becomes a member

club of Rotary International and the district governor is notified.

Assisting New Club

When the club is admitted to membership, the president and secretary are sent additional material to assist them in carrying on as a Rotary club. Lists of this material also are sent to the special representative and the district governor.

The special representative should consider that his responsibility continues until the president, the secretary, and the chairmen of the principal committees have a working understanding of their respective duties.

It is important, too, that the new club have a clear understanding of the classification principle and of the membership requirements so that future growth of the club will be on a sound basis.

Charter-Presentation Meeting

The charter for a new club, signed by the president and general secretary of Rotary International and bearing the official seal, is sent to the district governor within two weeks after the club's admission to membership. The district governor countersigns the charter.

The charter presentation meeting should be one of the most memorable events in the history of a Rotary club. It is the occasion when the new group is welcomed into the fellowship of Rotary. It is not necessary, however, for this formal presentation of the charter to be made before the group can function as a Rotary club. The provisional Rotary club became a Rotary club in good standing the moment the board of directors of R.I. took action admitting it to membership in Rotary International. Therefore, under no circumstances, should the date be set for the charter presentation meeting until word has been received that the application for membership has been approved. To do so could lead to embarrassment if there should be unexpected delays in getting the ap-

plication approved. Furthermore, the new club should have an active part in helping to plan for the important charter presentation meeting. It is advisable, therefore, that the new group should have an opportunity to hold a few meetings prior to the actual charter presentation meeting so that the members can develop a better acquaintance with each other and learn to work together as a Rotary club.

Suggestions for planning this celebration of the club's admission to membership are available to the district governor and his special representative.

Publicity material for the meeting is available to the secretary of the club upon its admission to membership.

The charter-presentation meeting should be both festive and dignified. The principal features of the program should be an inspirational Rotary address and the presentation of the charter by the district governor.

During the First Year

Although the new club has received its charter, there is still a great service that can be given by the special representative and the sponsor club, for it is extremely important that the new club be properly guided during its first year.