



Roles and Responsibilities Of Club Secretary

Rotary 
District 3310

WHAT YOU NEED

- My Rotary account
- Club Constitution & Bylaws of your club
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws



<https://www.rotarydistrict3310.org.my/> How to create MyRotary account. <https://www.rotary.org/en> . Update club, member & club officer information. Download Std. Rotary Constitution & Bylaws. Rotary Club Central: report project activities, showcase & Rotary Citation. Login MyRotary>click your name for dropdown list>click My Account Actions>DELEGATION. Do you know your ROS Club No.? Have you printed the ROS Club No. on all official document? ROS Club No.: Malaysia PPM-333-22-88888888, Singapore UEN: T/S_22SS4444X, Brunei: BPD 22/333 Vol.# .

RI Mannual of Procedures 2019: RI Constitution & Bylaws, Std. Rotary Club Constitution, Recommended Rotary Club Bylaws & Bylaws of TRF.

TRF & Rotary Code of Policies: all general & permanent policies of RI Board, RI Conventions & RI Council of Legislation.

WHAT YOU NEED TO KNOW

- Regulatory Compliance
- Meeting Definition
- RI Resolution / Club Resolution
- District Resolution / Berhad Resolution
- Delegate / Proxy



Compliance with RI policies, government regulations, club bylaws, etc. A meeting is when two or more people come together to discuss one or more topics. Texting / WhatsApps among few people is not a meeting. Meeting can not be substituted by a resolution in writing. (Rotary club is not governed by company laws.) Meeting: in-person, virtual or hybrid, acceptable. Eg. recently, AGM of RI D3310 Bhd was held under CA2016 which required the Chairman be in Malaysia. A Berhad resolution is a resolution done in accordance with CA2016 / Bhd Constitution. Election of DG is a District / RI matter. Election of DG to be a Director / Chairman, of RI D3310 Bhd, is a Berhad matter. The Bhd is a legal entity. The District, alone, is not a legal entity. Proposed RI Resolution by a club should first be endorsed at District Conference before submitting to RI. COL Seminar on 28 April. A delegate must be an active member of your own club. If your club is not appointing a delegate may designate a proxy to cast its vote. The proxy must be an active member of a Rotary club in District 3310. A Bhd director shall not be a delegate or a proxy of Rotary club.

WHAT YOU DO

- Membership Records
- Attendance Records
- Club Meeting / Board Meeting
- Club Assembly / Annual Meeting
- ROS Annual Return
- Club Archive



Use My Rotary to update your club membership data. RI Invoice~1 July & 1 Jan. The RI club invoice is due in full and the amount can not be adjusted, so keep your member list current. Membership is calculated based on a member's admission or termination date, and not the date the change was entered. Clubs are subject to termination for nonpayment of dues 120 days after the club invoice is issued. Type of membership: Active & Honorary members. Clubs can now offer additional types, such as associate, corporate, and family. Prohibited dual memberships except a satellite of your own club. The RI Bylaws now permit Rotaractors who meet the qualifications for membership to join a Rotary club while remaining Rotaract members. Potential members who owe money to a Rotary club aren't eligible for membership. Admission fee is optional. The number of a club's votes is determined by the number of members in the RI club invoice before the vote. Honorary member has no voting right. A club's health is not determined by attendance alone. Club now can count service projects or social events as meetings, amend their bylaws to change attendance requirements and termination policies involving members with poor attendance. Rule 85 (20 years in Rotary + age): Excused Absence. Club meeting: at least twice a month. To send Notice of meeting, stating the time, date, venue & agenda, prior to meeting. Record attendance & take minutes at meeting. Written board minutes must be provided to all members within 60 days of the meeting. Annual meeting to elect officers & directors must be held before 31 December. Annual accounts of previous Rotary year & mid-year report also required. Quorum: 1/3 of the club's members for club decisions and a majority of the directors for board decisions. Some clubs may have a different quorum for annual meeting. The governing body of a club is its board of directors. Changing the club bylaws requires Notice to each member 21 days before the meeting, having a quorum present for the vote, and having 2/3 of the votes support the change. Changes to these bylaws must be consistent with the Standard RC Constitution, RI Bylaws & Rotary Code of

Policies. The same procedures for amending Club name & locality of the Club in the Constitution. Other Articles in the Constitution may be amended only by a majority vote at the Council of Legislation, RI. Club Archive: Club Bylaws with Amendments, Minutes of meetings of previous years, ROS Annual Return, Income Tax Return, Annual Accounts, ROS Club Certificate, RI Club Charter Certificate & etc. Is there a need for Club Archive for those clubs opt for paperless ?

TERMINATION OF MEMBERSHIP

- Non-payment of dues
- Non-attendance
- Any good cause

RI increases fee by USD1 for each member every year. Has your club changed the amount of annual club dues? Is the changing of club dues construed as amending Bylaws? The board may terminate the membership of any member who ceases to have the qualifications for club membership or for any good cause. Decision by 2/3 of board members present at a meeting called for that purpose. Eg. 11 board members, Quorum:6p, 2/3 majority:7p. If only 6 board members present at meeting, 2/3 majority: 4p only. Aggrieved member can appeal. At least 5 days'written Notice of the meeting to every member. The action of the club is final and binding on all parties and shall not be subject to arbitration.



PROJECT SMILE CAMBODIA 2019, a community service project providing free surgeries to repair cleft lip and palate for the children.

Thank you

Presented By
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QUESTIONS

