The Rotary Club of Dundas

Structure and Operation of the Club

March 2020

(A general information piece)

GENERAL:

The Rotary Club of Dundas is a volunteer group which operates as a democratic entity under its Corporate regulations, Constitution, Bylaws, and Policies. An elected Board of Directors is charged with planning, administrative, and guiding, duties under the direction of the members as agreed in officially called Business Meetings of Members. The Board and members may choose to establish committees to carry out some of its directives and projects. It is an organization in which all members are expected to be involved in the delivery of service, and the "leaders" are to serve as coordinators and planners.

Members are usually persons sponsored for membership by a member of the Club who can vouch for the individual's integrity, character, and heart for service as a potential Rotarian.

Rotary is made up of three levels: local clubs, districts, and international.

International:

Rotary International (RI) consists of a Board of Directors, staff, and volunteers. RI's purpose is to inspire and support Clubs worldwide by coordinating global programs and initiatives. An associated Rotary Foundation, guided by a Board of Trustees, assists clubs with the funding of humanitarian activities, from local service projects to global initiatives.

A Rotary Magazine is published and distributed to all members.

District:

The District helps Clubs connect with each other, provides resources, trains Club leaders, assists with Rotary grants applications, and conducts Rotary Youth Leadership events as well as Youth Exchanges. Consisting of volunteer Rotarians, supported by staffs, each district is led by an elected Governor and various Committee Chairs. The District Rotary will host an annual District Conference as well as specialized training sessions for such as Rotary leadership, President Elect workshops, Youth leadership, and Grants writing. The District produces a periodic e-newsletter which is distributed to all district members.

Local:

The Rotary Club of Dundas is a volunteer group of persons in the Dundas area. We operate as a democratic entity with goals of fellowship and service to our community at the local level as well as through various levels to that of international projects. Members are expected to attend regularly, to participate in the operation of the club, and to be involved in the delivery of service which the group undertakes. The Rotary Year runs from July 1 to June 30.

MEETINGS

Board and Assembly meetings are scheduled for information sharing and decision-making purposes.

Regular meetings are held each Tuesday at noon. The purpose of these meetings is for fellowship, for sharing thoughts on community and broader world issues, and to address our service projects, including the find-raising therefore. Program speakers keep us informed of a variety of concerns, issues, and activities.

STRUCTURE

Members of Board of Directors:

Officers of the Club

President *
Past President
President Elect
Secretary *
Treasurer *
Sergeant at Arms

*these are registered as Officers in Ontario Corporation filings.

Avenues of Service Directors

Club Service and Vocational
Community Service and Youth
International Service

Each Avenue of Service Director is supported by a committee comprised of club members. Directors may be requested from time to time to accept additional responsibilities assigned by the Board.

Directors without Portfolio

The Board may have additional Directors, not assigned portfolios, to a maximum number of eleven Directors in total.

OPERATIONAL RESPONSIBILITIES

Rotary International guidelines and our Bylaw 2019 may outline responsibilities in more detail. The following are the general responsibilities of the Directors:

President

- represents the Club as required
- Provides leadership to the Club
- plans and chairs weekly meetings. Board meetings,
- and business or informational meetings of members
- oversees Club performance
- Ensures Bylaws and governing documents are followed

President Elect

- prepares for the year in which s/he will be President
- oversees the major fundraising events for the Club
- assists the President as requested

Past President

- serves as experienced counsellor to the President
- chairs Nominating Committee
- stands in for the President in her/his absence

Secretary

- records and maintains the minutes of all Board and official business meetings
- provides meeting agendas under the direction of the President
- maintains & reports membership and attendance data
- files/maintains data required by RI and District, and by Corporations Ontario
- maintains the files and knowledge of all current official documents (such as Constitution, By-laws, Corporations Ontario Information Act, contracts, and the like)
- maintains files and knowledge of Club Committee and Job Descriptions
- undertakes official correspondence for the Club, including members fee invoices.

Treasurer

- manages the books of account as well as deposits and payments
- manages and provides monthly reports for the general and charitable accounts
- coordinates the preparation of the Club's budget from submissions of the Directors.
- submits financial data to Government and RI bodies as required
- prepares accounts and supporting documents for annual review by a qualified person who has been approved by Board of Directors

Sergeant at Arms

- maintains order during all club meetings
- accepts responsibilities as requested by the Board

Avenues of service

Club Service

"focuses on making the club strong. A thriving club is anchored by strong relationships and an active membership development plan."

Responsibilities:

- Promotes Membership Development & Classification
- Facilitates Programme
- Promotes Public Relations & Communications
- Meeting Service and attendance
- Historian/Archivist
- Promote and build relationships regarding Careers and Vocations
- Advocates for professional ethics and moral behaviour (The Four Way Test)

Community Service & Youth

"encourages every Rotarian to find ways to improve the quality of life for people in our communities, world-wide, and to serve the public interest,"

Responsibilities:

- Review and assess local community, events, environment needs
- Respond to local community and individuals requests for Rotary Resources (Volunteers and Finances)
- Co-ordinate Community/individual Service Projects
- Invest in Community Youth Development by recognizing the importance of empowering youth

International Service

"exemplifies our global reach in promoting peace and understanding."

Responsibilities

- Research or review, as well as propose, suitable international projects
- Explore joint funding opportunities
- Oversee approved projects
- Promote RI Magazine & advocates participation in Foundation endeavours
- Promote Rotary International Youth Programs, Group Study Exchanges, and the like.
- Promote and coordinate Paul Harris fellow events and activities

MEMBERSHIP

Membership is open to adult persons who demonstrate good character, integrity, and leadership qualities, and who possess good reputation within their business, profession and community, and who are wanting to serve others in their community and broader world.

Members are proposed by, or vetted by, a member of the club in good standing. Their membership proposal, with supporting information, is circulated to the club membership for review and an opportunity for feedback. After a prescribed period, the proposal is considered by the Board of Directors. The proposed member, when accepted, is offered information sessions to allow her or him to accept the proposal, and is then inducted into the club. A "New Member Orientation" package from the Cub Service Directorate outlines the process in detail.

DUES and FEES

Members are levied initiation fees upon entering the club (set up costs) and thereafter pay fees for membership every six months, or part thereof. Members also cover the costs for meals as set by the club.

ATTENDANCE:

A Rotarian cannot be an effective part of the club and its activities without being present a high percentage of the time. Attendance is recorded weekly and provides a measure of the health of the local club. Credit for attendance can be given if a member attends a variety of Rotary activities.

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