Manual for Incoming Club Officers
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Introduction

This manual is intended to help club presidents, secretaries and treasurers work together as a team. The duties of the three roles have been drawn together in one manual to help them understand their own and each other’s responsibilities. It is not possible or desirable, to lay down exact instructions as to what should be done, by whom and when. Each will adapt themselves to local tradition serving the club in their own ways and according to their own personalities. The manual should be read together with the RIBI Constitutional documents.

The office of the club president carries great responsibility. Equally, it is one of the most pleasurable and rewarding offices in Rotary, and undoubtedly, one of the most important. The club president has to be the leading Rotarian in the club and also the motivator, the one who gives the club inspiration, vision and direction. In short, they must demonstrate all those facets of leadership which make the difference between success and failure in a particular year. The club president must also be aware of the pastoral responsibilities of those club members who may be going through difficult times and who need support. The quality of the club programme, the service the club provides to the local and international community, the fun and friendship of its meetings, are all factors in fostering and encouraging enthusiastic membership. In all these, the club president has the key role to play in leading the club to new heights.

The president, the club council, the club’s committees all rely on the knowledge and efficiency of the club secretary. This booklet also provides some notes on the duties, and sets forth some of the facts which every secretary should know. It does not pretend to be complete, since the responsibilities of the secretary will vary, however slightly, from club to club. It is designed as a means of easing the path of the Rotarian whose office is the hub around which the service of the Rotary club revolves.

This is also a significant section to help club treasurers, particularly those newly appointed or who may not have had much previous experience of dealing with accounts. Rotary clubs vary considerably in the way they approach their activities and, in particular, their methods of financing them, so this manual can only suggest some general principles for dealing with the financial affairs of a Rotary club.

The standard of service achieved by the club, its reputation in the community and the friendship and satisfaction in membership of the club members depends greatly on the effectiveness with which these officers carry out their duties. It is therefore important for them to prepare themselves in advance. It is hoped that this manual will help them to do that.

The RIBI Secretariat’s primary means of communication is via the RIBI website (www.ribi.org). There is a wider range of documents published on the website to download or review. This preferred method of communication allows documents to be updated and maintained throughout the year. In addition, the preferred method of communication from the Secretariat directly to clubs is e-mail with hyper-links to documents on the website.

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Section 1 – Day-to-Day Administration

1.01 Club officers
The officers of the club are the president, the president-elect, immediate past president, one or more vice-presidents (where such officers exist under the By-laws), a treasurer and a secretary. The officers, other than the immediate past president, are elected in the manner prescribed in the By-laws of the club, and hold office for one year or until their successors are elected. Club secretaries and treasurers may not serve more than five consecutive years (excluding any period served in filling a casual vacancy).

1.02 The role of the club officers
The roles of the club officers are defined in Standard Club Bylaw 3, clause 4, which, in brief, state:

President:
Except when absent or in the case of the annual club assembly, the president shall:
• Preside at all meetings of the club and council
• Perform such duties as ordinarily pertain to the office.

President-elect:
In the absence of the president shall preside at all club and council meetings and
• Perform such other duties as may be prescribed by the council
• Conduct the business of the club assembly when it is held in the Rotary year prior to the year to which it relates.

Vice-President:
• Perform such duties as may be prescribed by the council.

Secretary:
• Keep the records of membership of the club (updating the RI global database) and attendance at meetings
• Issue all notices of meetings of the club and council
• Be responsible for the proper recording and preserving of the minutes of meetings of the club and council
• Within fourteen days of the first days of January and July deliver to each member a written record of the possible and actual attendance of the members at the regular meetings of the club for the previous six months
• Make all other reports, proposals and nominations from the club, as required, to the Secretary/CEO of the Association
• Upon retirement from office, hand over to a successor, or to the president, all information, files and any other club property held
• Perform such other duties as usually pertain to the office of club secretary.

This is not an exhaustive list and some of what the secretary does will be defined by the custom and practice of their particular club. In addition, the club secretary may be required to deal with some or all of the following tasks:
• Handle correspondence promptly
• Expedite proposals for membership
• Provide information for the club bulletin and ensure that information gets to all club members generally
• Work with the club treasurer to ensure all club dues are collected
• Request nominations for club, district, RIBI and RI office and be responsible for submission of

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papers relevant to such vacancies and elections.

Much of the information contained in the first two sections of this manual will be particularly relevant to the club secretary. They will either be dealing with these matters or may be required to help and advise others in the club responsible for them. Finally, the secretary will find it helpful to develop a good working knowledge of the RIBI Constitutional documents, particularly the RIBI Standard Club Constitution and By-laws.

The RIBI Constitutional documents are available to download from the RIBI website. The document on the website is updated annually after the business meeting at the RIBI Conference, however, the hardcopy document is only re-printed every three years and available to purchase from the RIBI shop, after the Council on Legislation.

It should be noted that, in the case of a conflict, the RIBI constitutional documents take precedence over those of RI and that the RIBI Constitution, Article 3 states: ‘The Constitution of the Association shall be at all times in conformity with the spirit and provisions of the Constitution and By-laws of Rotary International’

Treasurer: - See Section 5, Finance, later in this manual.

1.03  Club council
The governing body of the club is the club council which is constituted as the By-laws of the club provide. The council consists of the officers of the club and not less than three and not more than six ordinary members. In order to maintain effective management, the council exercises control over all officers and committees of the club, and may for good cause declare any office vacant. It constitutes a court of appeal from the rulings of all officers and the actions of all committees. Although the president is the chairman, much of the success of its meetings rests on team work with the secretary. They should discuss the meetings in advance and in some detail, so that the proceedings will run smoothly and economically in terms of time.

1 Frequency - The council is required to meet at least once a month, working to a prepared agenda (see Standard RIBI Club By-law 2, clause 3). One third of the total members constitute a quorum except for the election of members when the quorum is two-thirds of the total membership of the council. There will always be special matters peculiar to the club, but certain items are standard, and the specimen agenda below can be used as the basis for a club council meeting. When the club’s finances are to be discussed, the president should personally understand the club’s accounts and any points at issue.

2 Proceedings - The proceedings of meetings of governing bodies are normally deemed to be privileged. It is recommended that a new member be invited to attend a council meeting as soon as possible to observe the discussion of business of a non confidential nature. The club council can invite any member of the club to attend a council meeting for a specific purpose but the invited member should remain only for that period during which the particular contribution is required, or purpose is served.

The president and secretary, by virtue of their offices, are members of all committees, and these committees should be invited to report to each meeting of the club council seeking relevant approval as and when necessary. Their meetings should be so timed that this will be possible and their reports being either in writing or verbal. There is no rule which makes it necessary for the chairmen of these committees to be members of the club council - although it does sometimes happen that committee chairmanships are allotted to Rotarians previously elected as members of the council. However, where committee chairmen are not members of the council, they may be invited to attend its meetings to make their reports, and take part in the
discussions that may arise, but they have no vote and no right to take part in the discussion of any matters on the council’s agenda.

3 Club committees - subject to approval of the club, the council shall decide such committees as may be considered necessary. See Standard RIBI Club By-Law 6, clause 1.

1.04 Specimen agenda
The club secretary should prepare the agenda and discuss its contents with the president before the meeting takes place to ensure that all relevant items have been included. Some of the items below will not call for attention at each monthly meeting of the club council.

a) Apologies for absence and minutes of last meeting
b) Correspondence
   Communications from: RI and RIBI, district officers, other Rotary clubs, other organisations, club members etc.

c) Report of Hon. Treasurer
d) Report of committees
e) Club returns
f) Reports of representatives on district council
g) Reports of representatives on other bodies
h) Proposed resolutions for RIBI conference and RI Convention/Council on Legislation
i) Other relevant business
j) Date of next meeting

1.05 The regular meeting of the club
So far as the members of the club are concerned, their chief and most regular contact with the president and secretary takes place at the regular meetings of the club. The president and secretary will need to arrive early enough to make adequate preparation for the meeting. They will also be able to greet their fellow members personally; to meet any visitors, Rotarians or otherwise; and make contact with the speaker of the day.

1.06 Conduct of meetings
The meeting will flow more easily if the president is provided by the secretary with a weekly form which sets out a list of duties, preferably with timings. The form will include adequate details concerning the speaker, and the secretary will see to it that the names of visiting Rotarians are clearly indicated, together with their offices, if any, and that any pronunciation difficulties have been solved. The form will also indicate those members who wish to make announcements. As the meeting takes its course, the secretary will see to it that these timings are adhered to. It is important that the president (and any speaker) can be clearly heard by everyone attending the meeting, and if necessary, arrangements should be made to ensure this is the case. While each club will have its own way of conducting club meetings, the following headings may be useful:

- Apologies for absence and for early leavers
- Introductions of visitors: Rotarians, non-Rotarians
- Greetings from clubs visited by members
- Inductions, if any (Appendix A)
- Club announcements, committee chairmen and club officers, club secretary
- Introduction of speaker
- Questions and discussion
- Vote of thanks to speaker
- Final toast
In addition, clubs may wish to consider including:

- Grace or “Thought for the day”
- The Loyal Toast

as and when it suits their particular type of meeting.

**Clubs are asked to review the format of the weekly meeting, time, venue and traditions with particular regard to the attractiveness to all potential new members and the impression created for visitors and speakers. Clubs are also asked to review the attractiveness of the club to younger people, ethnic minorities and businesses in the community.**

**1.07 Visitors**
The president should make a point of meeting all visitors - whether Rotarians or not. Club members should be asked to ensure that they introduce any guests to the president. Visiting Rotarians should be asked to make themselves known to the president or secretary. It is suggested that visitors (especially those deemed to be “prospective members”) should be introduced by name, and brief details of their occupations and place of business given. Some clubs use name badges, as these enable visitors to identify and converse with members and other visitors or guests.

**Early leavers** - There will be times when a member may have to leave the meeting early for reasons beyond their control. In these cases the member should make sure the president is aware of this. The president can then advise any speaker so that embarrassment is avoided.

**1.08 Invited speakers**

**Welcome/Timing**
Non-Rotarians invited to address the club should be provided with information about Rotary, refer them to www.ribi.org or www.rotary.org, in advance of the meeting. The president should make sure that the speaker understands that time is limited, but should allow the full amount of time allocated to them. Where the allocated time is exceeded, the president should alert the speaker, in whatever way seems the most tactful. The president and secretary should also ensure that no business is dealt with, by anyone however discreetly, while the speaker is actually addressing the meeting.

**Vote of thanks**
At the end of the meeting, the president may wish to thank the speaker personally even though a formal ‘vote of thanks’ may be in the hands of another member. The secretary should make sure that expenses have been offered to the speaker (including Rotary speakers from RI, RIBI and district) and that any necessary help is available for the return journey e.g., transport to the railway station. A subsequent letter of thanks to the speaker may not be necessary, but is appreciated.

**1.09 Special general meetings of the club**

Special general meetings of the club, of which at least fourteen days’ written notice shall have been given, shall be held in each year before the following dates:

(a) At such time between 1st July and 15th November as shall satisfy the annually notified requirements of the district council, for the purpose of nominating members for election to district council for the ensuing year, and proposing for submission to the district council for selection as district governor a Rotarian from the district.

(b) 1st January for the purposes of:

(i) receiving and approving the examined accounts for the year ended 30th June
(ii) electing by ballot of the members the president for the next year but one
(iii) electing the vice-presidents, secretary and treasurer for the next Rotary year
(iv) electing one voting delegate (and substitute) to attend the ensuing annual conference of the
Association, and one additional delegate (and substitute) for every 25 or major fraction thereof of its active members

(c) Before 30th November for selecting candidates for the offices of President and Honorary Treasurer of the Association for nomination at the annual conference of the Association.

1.10 Extraordinary general meeting
An extraordinary general meeting may be convened by the council, and shall be convened at any time by the secretary on written request signed by at least 10 per cent of the membership of the club, with a minimum of five members. At least three days’ written notice of such meeting shall be given to all members of the club.

1.11 Annual general meeting
The annual general meeting of the club, of which at least fourteen days’ written notice shall have been given to all members (other than honorary members), shall be held, where possible, between 1st April and 31st May inclusive, but in any event prior to the district training assembly, for the purpose of:

- Receiving annual reports from the council and committees of the club for the current Rotary year
- Receiving the treasurer’s report and proposed budget, including the annual subscription, and determining the entrance fee for the ensuing Rotary year
- Electing any honorary members
- Electing not less than three and not more than six ordinary members of the council.
- Confirming the appointment of, or selecting, the chairman of committees
- Appointing a person or persons to examine the club’s annual accounts
- Electing one representative (and substitute) of the club on the district council, and one additional representative (and substitute) for every 25 or major fraction thereof of its active members. The club by-laws also advise the procedure to be followed if a representative is unable to attend.

1.12 Presidential handover
The annual handover is an important event in the club’s calendar which should be given status and publicity. In some clubs, the event is held in two parts; i.e. the last meeting of the old year is devoted to a valedictory address by the outgoing president who is thanked by the incoming president. The first meeting of the new Rotary year is devoted to the introduction and induction of the new president, who should take the chair at the start of the meeting. In the formal part of the meeting, the president introduces and inducts the other officers and makes an inspirational address. It is important to realise that, regardless of when the formal handover takes place, the incoming president officially takes over on 1st of July. It is recommended that a suitable ‘Press Release’ is available to supply to the local press.

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Section 2 – General Information

2.01 Procedure for changing the name of a club
A change in the name of a Rotary club is an amendment to Article 2 of the club constitution and a change in the locality of the club is an amendment to Article 3 of the club constitution. An amendment to either Article 2 or 3 is made at a regular meeting of the club where a quorum is present, by a two-thirds majority of those members present and entitled to vote, and voting. Notice must be posted to each member at least seven days before the meeting. The amendment is not effective until it has been submitted to and approved by the General Council of RIBI. Form Club.01 is used to change the name of a club and permits the Secretary/CEO of RIBI to approve the application on behalf of the General Council of the Association before it is submitted to RI. The district extension (new clubs formation) officer should be informed of any such name or locality change. The form is available on the RIBI website, www.ribi.org

2.02 Procedure for changing the day or time of the regular club meeting
A change in the time or the day of a regular meeting of a Rotary club is an amendment to the club’s by-laws. It requires a two thirds majority of those members present and entitled to vote, and voting at a general meeting (requiring seven days written notice) or of an extraordinary general meeting called for the purpose (requiring three days’ written notice), due notice having been given. Form Club.02 is used for this purpose, and the Secretary/CEO of RIBI is empowered to approve such applications on behalf of the General Council of the Association. The form is available on the RIBI website, www.ribi.org. The district extension officer should be informed of any such change(s).

2.03 Procedure for changing the venue of a meeting
A change to the club’s meeting venue is neither an amendment to the articles of the club’s constitution, nor an amendment to the club’s by-laws. Consequently, it only requires a simple majority vote of those present and voting at a meeting (for which due notice has been given) to authorise the change. The vote can be taken by show of hands or ballot at the discretion of the council, and the chairman has a second or casting vote in the event that the votes are equal (see By-law 7, clause 6 (a). The vote can be taken at a regular club meeting (seven days written notice), special general meeting (fourteen days written notice) or extraordinary meeting (three days written notice). As this can be a sensitive issue for club members it is recommended that as much notice as possible is given to all club members, before the vote is taken. The club secretary should make an amendment on the RI global database and advise the RIBI Secretariat of the change.

2.04 Forms to be completed and submitted
The club president is expected to sign a number of official Rotary forms during the year:
(a) The half-yearly report of membership (which accompanies the remittance for the subscription due for each half-year period)
(b) The voting delegates’ credentials certificate for the RIBI Annual Conference. The club will appoint its voting delegates and alternates (the president need not personally sign the forms notifying these names to the RIBI Secretariat). The voting delegate(s) will not be able to take part in the conference without credentials duly signed by the president or secretary.
(c) The credentials certificate for the Rotary International Convention. Proxy votes from all the clubs in the district are carried to Convention by a Rotarian in the same district, if no Rotarian from the club can attend personally. They are not to be sent anywhere, but should be taken to the RI convention in person.

The club secretary must complete and/or sign a number of official Rotary forms during the year:
(a) The half-yearly report of club subscriptions and membership return (to be sent to the Secretary/CEO of RIBI promptly in January and July, as indicated on the form. This form accompanies the remittance of the subscription due for each half-year period)
(b) The form indicating the names of the club’s voting delegates to the RIBI Annual Conference.
(c) The voting delegates’ credentials certificate if the president has not done so.
(d) The form providing details of committee chairmen, etc., and district council representatives.

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(e) Credentials certificate for the Rotary International Convention.

2.05 Promoting your Rotary club
Marketing simply involves communicating with a specified group of people (the target audience) and delivering clear and consistent messages, in order to convince that audience to do something.

When we promote Rotary, we generally only want them to do one (or both) of two things – either to become members or to give donations. Simply ‘Promoting Rotary’ per se is not effective or cost-effective and should be avoided.

When planning marketing activities, we should ask ourselves, therefore, some fundamental questions:

- Who are we talking to? (Our target audience) Non-Rotarians – specific professions, families, community leaders, etc.? Or Rotarians?
- What are we trying to achieve? To generate new members or to maximise donations?
- What is the most effective and cost-effective way of reaching the target audience?
- What is the single most important message that we want our audience to understand? (People can only take ONE key message, so make it a good one.)
- What do we want them to do once they have understood that message? (We must generate a response of some sort, perhaps to a website.)
- How can we measure that response and evaluate the success of what we’ve done?
- If any questions cannot be answered, further thought is required before activities can go ahead. Think like a business – your marketing is about selling, so make sure you have something to sell and that people want to buy it.

As far as generating new members is concerned, the emphasis should be on attracting younger men and women in business and professions. This should be the focus, as this is the area we need the new, younger life-blood of Rotary. Younger people’s perception of Rotary is of an organisation more suited to their fathers than to them, so show them imagery of younger Rotarians doing active things in order to show them that there are plenty of men and women just like them in Rotary.

Avoid, at all costs, posed photographs of groups of Rotarians, in regalia, ties and formal wear, particularly those of Rotarians smiling at the camera whilst holding oversized cheques – ‘grip and grin’ as it is disparagingly called in media circles! Instead, show Rotarians having fun or actively involved in worthwhile projects.

There are a number of ways that we can reach the target audience, including public relations, advertising, events, direct mail and one-to-one meetings, where leaflets, posters, pull-up stands as well as DVDs can be used to great effect.

Many of these items, with the specific objective of attracting new members or increasing donations, are already available from the RIBI shop at www.ribi.org, or from your district contacts. So don’t feel you have to start from scratch and re-invent the wheel.

2.06 Use of Rotary Marks, Emblems and Licensing
Where a club wishes to use the word ‘Rotary’ or the official Rotary emblem or other official Rotary marks in connection with an activity or project, it must be accompanied by the club’s name in close proximity to and in equal prominence with the Rotary emblem, word ‘Rotary’ or other Rotary marks. This will ensure that recognition is given to the club and will indicate that the project or activity is not one sponsored or supported by Rotary International. Rotary marks must always be produced in their entirety and cannot be altered, obstructed or modified. The word ‘Rotary’ must not be used in connection with any activity which is not under the full control of the club or group of clubs organising the activity or project. Care must be taken to ensure that the Rotary marks are not used with any other emblem or logo in a manner which might indicate that there is a relationship between RI and the other party.
RI does not permit individuals or companies who are not licensed to sell Rotary emblem merchandise to solicit Rotary districts, clubs or Rotarians for the purchase of such merchandise. Only properly licensed vendors may do so. Suspected breaches of this policy should be reported to RIBI or RI. RI will investigate and take any appropriate action. A list of the authorised licensees is contained in the RI Directory and on the RI website. Details of those licensed within RIBI are also listed in the RIBI Directory.

However, it is recognised that there will be occasions when Rotarians will need to produce customised Rotary emblem merchandise for a specific event or purpose. All Rotarians are asked to give preference to licensed vendors and seek the merchandise from an unlicensed vendor only when the objects in question are not reasonably available from a licensed vendor. In each case, the unlicensed vendor must obtain the specific approval of RIBI for the correct use of the Rotary emblem. In particular, the use of the Rotary name and emblem on pre-paid phone cards is prohibited.

The printing of promotional materials, such as leaflets, posters, pull-up displays, does not require the use of a licensed vendor, but all materials must conform to RIBI visual identity guidelines. It is also advisable to check designs for conformity with the RIBI Marketing & Communications Department at the Secretariat – marketing@ribi.org – before going to print. Please note that the online shop at www.ribi.org holds supplies of printed promotional materials.

Clubs may sell merchandise carrying the Rotary marks for event-specific fundraising activities without obtaining a licence from RI, when they are promoting projects of a limited duration. The merchandise must include the club’s name (displayed in proximity to and in equal prominence to the Rotary mark), the name of the fundraising event or project and the date or duration of the event or project. Note that these rules are strictly interpreted and, for example, ‘duration’ does not cover an extended period of, say, a Rotary year. Merchandise not meeting these criteria must be licensed by RI and the appropriate fees paid. Please note that RI does not license alcoholic beverages.

This subject is very complicated and only a brief outline of the rules is given above. Clubs are strongly advised to clarify any proposals for using the Rotary Marks or Emblem (taking advice from the licensing section of RI or the RIBI Secretariat as necessary) before committing themselves to a project.

2.07 Rotary International Membership Database
Rotary International has developed a membership database which enhances the service to Rotarians on a worldwide basis. Rotary International provides secured on-line access for the club president and the club secretary to enable them to edit the club’s records (“Member Access”). Clubs are asked to record details of each member including their occupational code and language skills. Details of new members and those leaving the club should also be recorded. If the club secretary does not have access to the internet, ask another member of the club to complete this task. Club presidents and secretaries will need their membership ID numbers which can be obtained from the Secretariat by telephone or by email to data@ribi.org. The district governor and district secretary have secured access, on a ‘read only’ basis, to membership records for clubs in their district. It will help them in preparation for their club visits if they can review the details of the clubs in advance of the visit. They do not have access to amend records.

Please note that RI is making more and more use of this database in its dealings with individual Rotarians. For example, anyone applying to register for the RI Convention will need their own membership ID number from the RI database. This can only be obtained by registering on that database. Club members should be made aware that their data is being held on the RI database. Membership ID numbers are confidential to the individual and should not be disclosed through a third party. RIBI uses this data from the RI database to produce the RIBI annual directory. RIBI have a formal agreement with RI that your information is not shared with third parties.
RI has published the following privacy statement:

**RI Collection and Use of Personal Membership Data**

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, Rotary International collects personal information about Rotary club members to be used solely for the purpose of conducting the following core business activities:

- Billing
- Supporting The Rotary Foundation
- Identifying prospective candidates for presidential and Foundation appointments to conferences, RI and TRF committees and other assignments.
- Tracking membership trends, developing membership characteristics, producing demographic analyses, and supporting membership retention.
- Identifying Rotarians who have specific language and/or professional skills.
- Providing information and updates to district chairs and others involved in RI programmes and service projects.
- Supporting *The Rotarian* and the regional magazines.
- Providing guidance to clubs and districts in their public relations efforts.
- Communicating key organisational messages and information to district leaders for dissemination at the club level.
- Facilitating convention and special event planning.
- Communicating information to Rotary clubs, districts and district leaders by officially licensed vendors under RI’s licensing system.
- At the direction of the RI Board of Directors, RI may occasionally participate in special advertising and/or marketing initiatives that involve the release of membership information. RI will notify Rotarians about these initiatives and give them the opportunity to decline to participate. Rotary International may also disclose information as required by law or if pertinent to judicial or governmental investigations.

RIBI has the following privacy statement in place:

**RIBI Collection and Use of Personal Membership Data**

As part of its effort to assist clubs and districts and facilitate communication with Rotarians, Rotary International in Great Britain and Ireland collects personal information about Rotary club members and their partners and associates where appropriate to be used solely for the purpose of conducting the following core business activities:

- Preparing the annual RIBI, Rotaract and Interact Directories.
- Calculating semi annual dues payable to Rotary International.
- Identifying prospective candidates for presidential and Foundation appointments to conferences, RIBI, RI and TRF committees and other assignments.
- Supporting The Rotary Foundation.
- Providing information and updates to district governors, district officers and others involved in RI and RIBI programmes and service projects.
- Providing goods and services to clubs and districts for their general activities.
- Providing guidance to clubs and districts in their general activities and public relations efforts
- Communicating key organisational messages and information to district leaders and to clubs for dissemination at the club level.
- Facilitating conference, assembly and special event planning.
- Supporting *The Rotarian* and the RIBI regional magazine *Rotary Today*.
- Identifying Rotarians who have specific language and/or professional skills.

At the direction of the General Council of RIBI, RIBI may occasionally participate in special advertising
and/or marketing initiatives that involve the release of membership information. RIBI will notify Rotarians about these initiatives and their particulars will not be released without their express consent. RIBI may also disclose information as required by law or if pertinent to judicial or governmental investigations.

2.08 Rotary Clubs and Data Protection

A data controller is defined in part 1 s.1 of the Data Protection Act 1998 (the Act) as:

‘A person who (either alone or jointly or in common with other persons) determines the purposes for which and the manner in which any personal data are, or are to be processed’.

Section 4(4) of the Act further states that: ‘It shall be the duty of a data controller to comply with the Data Protection Act Principles in relation all personal data with respect to which he is the data controller’.

A data controller must be a ‘legal person’, i.e. a legal entity. This term not only comprises individuals but also organisations such as companies and other unincorporated bodies of persons and is the entity responsible for the processing of personal data in a given situation.

There is often confusion about the term data controller, and it is frequently assumed that the data controller is the person at an organisation who has responsibility for dealing with the Data Protection Act 1998. This is not the case it is the ‘legal entity’ of the organisation itself which is classed as the data controller for the purposes of the Act. The Rotary club as an organisation would be classed as the data controller.

As long as a Rotary club has notified the Information Commissioners Office of its intent to process personal data i.e. membership details, individual club secretaries will be able to process the data.

The Data Protection Act 1998 covers the processing of personal information on computers and also some manual records. Anyone who collects and uses personal data must comply with the requirements of the Act. The Act applies to data about identifiable, living individuals. It requires anyone handling such data to comply with the eight principles of good practice. This is the case even if the individual or club handling the data is not required to notify under the Act. In summary the eight principles require that data shall be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate, where necessary, kept up to date
- Not kept longer than necessary
- Processed in accordance with the data subject’s rights
- Secure
- Not transferred to countries outside the European Economic Area without adequate protection.

Personal data can only be processed if certain conditions are satisfied. You must tell the person whose data you are collecting, who you are and why you are going to process the data. In addition, you must either get the individual’s consent or satisfy one of the other conditions set out in the Act.

These include the legitimate interests of the data controller. It is recommended that every form used to collect data to store on a computer should carry a data protection notice. If you intend to process sensitive personal data including for example, racial or ethnic origin, there are further strict conditions that must be satisfied. It is suggested that clubs develop their own statement on the use of data, and publish this to all club members and anyone else whose data they hold. The RIBI statement can be used as a model.

If you are planning to use the internet for business purposes, then there are rights of individuals and responsibilities on you that you must take into account. Please note the following:

[www.ribi.org](http://www.ribi.org) for quick and easy access to further Rotary information
• Before placing any personal data on the internet, you should obtain that person’s express consent as a matter of good working practice,
• Tell them who you are, what information you are collecting and keeping and what you intend to use it for
• Only collect the information that you need and, if any of the information is to be used for marketing purposes, you should make this clear and give people the right to withhold that information
• Ensure that you keep the information accurate and up to date and correct, amend or delete any errors when asked to do so

In addition, there are further rules that must be followed that relate to sensitive data.

The Act covers some manual records and files. Individuals have the right to know what is held, have it amended or deleted, stop the information being processed and claim compensation for breaches of the Act.

The transfer of data to RI for the Global Membership Database does not contravene the provisions of Data Protection legislation providing express consent is obtained from each individual about whom data is submitted. Under the 1998 Act transfers of data can be made overseas with the consent of the data subject.

Consent must be freely given. It can be viewed via the Data Protection website at www.ico.gov.uk. Clubs will need to establish for themselves if the collection and storage of data for the RI database requires them to notify and, in particular, those clubs who decide to maintain their own data on the RI database via the secured access over the internet, will need to check if they must notify, bearing in mind that the data is being stored on the RI database rather than the club’s own database.

Further information, help and advice is available as follows:

**Head Office:**
Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.
Helpdesk Tel: 0303 123 1113 or 01625 545745. Email: use direct email link on website: [www.ico.org.uk](http://www.ico.org.uk)

**Regional Offices:**
- **Scotland:** Information Commissioner’s Office – Scotland, 45 Melville Street, Edinburgh, EH3 7HL. Tel: 0131 244 9001. Email: scotland@ico.org.uk
- **Wales:** Information Commissioner’s Office – Wales, 2nd Floor, Churchill House, Churchill Way, Cardiff, CF10 2HH. Tel: 029 2067 8400. Fax: 029 2067 8399. Email: wales@ico.org.uk
- **Northern Ireland:** Information Commissioner’s Office – Northern Ireland, 3rd Floor, 14 Cromac Place, Belfast BT7 2JB Tel: 028 9027 8757 Email: ni@ico.org.uk

**For clubs in the Republic of Ireland:** Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois, Ireland. Tel: LoCall – 1890 252231 or 00353 57 8684800. Email: info@dataprotection.ie

2.09 Circularising appeals to other Rotary clubs

1. No Rotary club nor individual Rotarian may circulate to any other Rotary club in the same district any appeal for financial support without the consent of the District Governor;
2. No Rotary club nor individual Rotarian may circulate to any other Rotary club(s) in any other district(s) any appeal for financial support without the consent of the governor(s) of the district(s) concerned;
3. No Rotary club nor individual Rotarian may circulate to all clubs within GB & I any appeal for financial support without the consent of the General Council of RIBI;
4. No Rotary club nor individual Rotarian may release to any other organisation any Rotary, Rotaract,
Interact or Rotakids directory for the purposes of circularising Rotarians, Rotaractors, Interactors or clubs for any purpose.

5. No Rotary, Rotaract, Interact or Rotakids directory may be used for purposes other than those of the Rotary movement.

2.10 Protection Policy and Health & Safety
Rotary takes the issue of protection very seriously. The RIBI Protection Policy is available on the RIBI website, www.ribi.org. The publication incorporates the Association’s policy on youth exchange and related matters such as camps and tours etc. The manual includes guidance on the issue of Disclosure and Barring Service (DBS) checks. Clubs are strongly recommended to use the manual and carry out a full risk assessment of any project they are taking part in that involves children, disabled or elderly persons.

For help and advice on protection matters, email: protection@ribi.org

In addition, the Association publishes a Health and Safety Policy. The policy includes guidance for clubs on adopting their own policy and on carrying out risk assessments.

For help and advice on Health and Safety matters, email: healthandsafety@ribi.org

Districts may also be contacted for help on this matter. Clubs are strongly recommended to take the issue of Health and Safety as seriously as that of Child and Vulnerable Adult Protection, and to carry out risk assessments on all projects. A Risk Assessment form is also included in the RIBI ‘Insurance and the Rotary Club’ booklet, also available on the RIBI website.

2.11 Equality and Diversity
Clubs should be aware of the Association policy which is available in detail for download from the RIBI website and of the legislation to which it refers.

Clubs should be committed to providing excellent diversity and equality of opportunity. Rotary aims to promote and develop diversity initiatives with a view to matching and, if possible, improving on best practice. It actively endorses relevant programmes of action and codes of practice on all aspects of diversity.

Rotary aims to provide an environment where we will:

- Encourage clubs to recruit membership that reflects, at all levels, the diversity of the communities where they operate and of society as a whole.
- Treat all our members and outside contacts with dignity and respect.
- Provide Rotarians with the opportunity to develop and realise their full potential.
- Take positive action to secure equality of opportunity.
- Ensure that our recruitment, selection, and Rotary career progression processes are fair, objective and free from bias or stereotyping.
- Endeavour to ensure that clubs deliver excellent service to their respective diverse communities.

For help and guidance on such matters email: equalityanddiversity@ribi.org
Section 3 – People

3.01 New members
Consideration should be given by the club, perhaps through one of its committees (such as that responsible for the recruitment and retention of members) or by appointing a ‘membership champion’ to reviewing the future development of the club. Each club should ensure that:

- it has a cross-section of its local community reflected in their membership vacant classifications are being filled.
- the club is growing
- complacency and the ‘we’ve always done it this way’ mentality does not restrict growth and development.

The membership challenge is the biggest threat to the continued existence of Rotary in Great Britain and Ireland.

The club president will be closely involved with the election and induction of new members and should ensure that they understand fully the procedure for election set out in RIBI Standard Club By-laws (By-law 8). It is essential that this procedure is followed very carefully to avoid potential arguments. Help and advice is available from the RIBI Secretariat or the RIBI Constitutions Committee on all constitutional matters, including the election of new members.

After all procedures set out in the by-laws are complete, it is the duty and privilege of the president to induct the new member. At some point in the induction, the president will place a Rotary badge in the new member’s lapel. (See Appendix B for suggested induction address). It might be worth making tactful enquiries to ensure that the right type of badge is available - e.g., a pin badge, magnetic pin or a clip as necessary. The new member should be invited in advance to say a few words following the induction so that they immediately feel a full member of the club.

Mentor – many clubs adopt the policy of appointing a mentor to help newly inducted Rotarians to quickly settle into their club and to guide them in the ways of the club and Rotary in general. It benefits the club and the individual and, in particular, aids retention and is a practice to be encouraged in all clubs. Thereafter, the secretary may find it useful to remind the new member’s mentor of the continuing responsibility in ensuring that the new Rotarian meets fellow-members as quickly as possible. The treasurer is also reminded that the name of the new member should be reported to RIBI on the next half yearly membership subscription form.

The New Member Pack is a very important tool for new Rotarians. Published by RIBI, this provides a clear introduction to what Rotary is and what it does. It will be of equal interest to the most experienced Rotarian. The ‘Welcome to Rotary Mentoring Worksheet’ (which is included at Appendix D) can be completed by the new Rotarian assisted by their mentor. Clubs should note, however, that it is the responsibility of all members to help new members learn about Rotary.

3.02 Precedence and etiquette
Under the heading ‘social functions in the club’ (see point 3.03) there is special reference to the order in which those receiving guests should stand and subsequently enter the room. There may, however, be other occasions at which the club president will be officiating when distinguished guests are present and the following guide will be useful.

1) Meetings attended by Rotarians only
The order of precedence should be as follows:

- The President of Rotary International or a representative
- The President of Rotary International in Great Britain and Ireland or a representative
- A Director of Rotary International
- A district governor
- A club president

On the platform or at a formal meal on such an occasion, the senior person present should sit on the chairman’s immediate right, and the next in seniority on the chairman’s immediate left.

2) Meetings to which non-Rotarians are invited

Precedence of Civic Heads is:
- Lord Mayor/Provost, Borough Mayor, Chairman of a District Council;
- Town Mayor (where there is a Town Council), Chairman of a Parish Council;

In each group the positions mentioned are of equal precedence, except that the local Civic Head takes precedence over the others.

If it is a Royal visit, or the presentation of Royal awards, the Lord Lieutenant takes precedence over the above, otherwise precedence is after the senior local Civic Head.

Chairmen of County Councils have precedence immediately after the Lord Lieutenant. Town Mayors (where there is no Town Council) have no recognised precedence, but are usually given place after the other Civic Heads.

Rotary officers would then follow as indicated above. On the platform or at a formal meal, the partner of the senior guest should be seated on the chairman’s immediate left, and the chairman’s partner on the immediate right. The remaining guests should be seated on the chairman’s right or left alternately, according to seniority, with their respective partners suitably interspersed. If the civic heads are invited to join in the reception of guests, they will take precedence over the Rotary officers, apart from the president of the host club.

3) TRF Alumni as guests

Clubs are encouraged to welcome Rotary Foundation alumni as guests at their meetings, particularly alumni who have recently moved to the locality of the club. The alumni will be expected to pay the same costs of attendance as paid by visiting Rotarians.

4) Club badges of office

Club badges of office should be worn by those entitled to wear them:
- On all occasions in the member’s own club, including social functions, according to the practice of the club
- When visiting another club as an official representative
- As a member of an organised visit to another club
- When attending a social function of another club in an official capacity
- At inter-club, area, district training and inter-district rallies and assemblies
- At district and RIBI conferences

Club badges of office should not be worn at:
- RI regional conferences
- International conventions and assemblies
- Non-Rotary functions

It should be stressed, however, that if for any reason the president believes that badges of office are expected to be worn at a non-Rotary function, or if there is any doubt as to any aspect of the precedence and etiquette outlined above, those involved should contact the secretary to the civic head concerned to

www.riби.org for quick and easy access to further Rotary information
clarify the position. Those who hold civic office sometimes have their own idiosyncrasies, and the president would be wise to make quite sure that everything will be done as they would wish. In the event of the presence of a distinguished visitor whose position in the table of precedence presents a problem, either the secretary to the chief citizen or the reference librarian at the nearest public library will always be able to give advice. The Rotary badge may be worn at all times, irrespective of dress. Past president’s jewels are customarily only worn at functions where formal evening dress (such as dinner jackets for men) is worn, or on other special occasions, such as the president’s evening.

3.03 Social functions in the club
In every club there is likely to be at least one annual social function organised by the club to which outside dignitaries, Rotarian and otherwise, will be invited. The chief guests (depending on the nature of the occasion) may well include the civic head (mayor or council chairman); a representative of the Rotary district officers; the president of the Inner Wheel club and her partner; the presidents of other voluntary bodies (e.g., Round Table, Lions, Soroptimists, etc.). TRF alumni (ambassadorial scholars, GSE team leaders and members) should also be welcomed to these functions. There are various small but important ways in which the president of the ‘host’ club can add to the pleasure and comfort of the guests:

a) **Speeches**: guests should know in advance whether or not they are expected to speak. If so, they should be told whether they will be proposing or responding to a toast, and for how long they will be expected to address those present. They should be provided with any background material which is likely to be helpful. Even if the occasion is ‘social’ rather than ‘inspirational’, the civic head and the district governor should be given the opportunity of speaking, however modest the amount of time allocated to them.

b) **Dress**: guests should know what the dress code for the event will be: for an evening event formal evening wear such as ‘black tie’ or formal. For a daytime event such as a lunch, some guidance such as “smart casual”, “jacket and ties” etc.

c) **Food**: those organising the event should check if principal guests have any specific dietary requirements including food allergies. Where a meal is being offered, it would be sensible to make sure vegetarian options are available unless it is established beforehand that they are not required.

d) **Travel arrangements for guests**: reserving a place for guests in the car park is recommended and full details should be provided in advance. Arrangements should be made for guests travelling by train to collect and return them to the station.

e) **Formal reception**: if there is to be a formal reception, the civic head and the district governor should be warned in advance, if they are to be present. The order of the reception ‘line’ should normally be:
   - president
   - president’s partner
   - civic head
   - civic head’s partner
   - district governor
   - district governor’s partner

f) **President’s party**: the president’s party will normally go into dinner in the same order, with the addition of any other special guests nominated by the president.

g) **Seating**: seating at the top table will normally allow for the civic head to be on the club president’s right (see ‘Precedence and etiquette’, point 3.03). It is, however, advisable to check such arrangements with the offices of the local authority, in case there are special wishes to be observed.

h) **Dancing**: if there is dancing after the meal, the chief guest should be told if there is an ‘enclosure’ in which they will be invited to sit, and should the president of the club wish to circulate among fellow members, some other Rotarian (e.g., the vice-president) should act as host to the guests.

i) **Photographs**: if photographs are to be taken at any point in the evening, a senior Rotarian should make it their business to ensure that the photographer has the necessary details of those in the group. (Some of those in the group may wish for copies of the picture: arrangements should be made for the necessary action to be taken.)
Microphone: a microphone should be available, unless the acoustics are so exceptional that even the most modest speaker will be heard. The microphone should be tested before the event begins. A lectern should also be provided.

Toasts: every club has its own traditions relating to toasts. Some clubs use a qualified toastmaster, while others have a Rotarian who is experienced in this role. This member should be made aware of the president’s wishes regarding preambles to the speeches, which at their simplest would consist of the following:

Mr./Madam president, your worship, Mr./Madam district governor, ladies, gentlemen and fellow Rotarians (or if the toastmaster is not a Rotarian, ‘and members of the Rotary club of ...........’). The secretary should ensure that any actual names and titles to be used in introductions to the toast should be correct. Where a loyal toast is proposed, the correct format is for three separate toasts; The Queen, The President of Ireland and, if appropriate, The Heads of State of visiting Rotarians. The toastmaster should indicate that there will be three (two) toasts, so that everyone can remain standing until they are concluded. The final toast should be the toast of Rotary International.

Departures: civic heads and district governors lead busy lives and they may need to leave the company before the official end of the evening’s entertainment. This should be respected, and the necessary arrangements made by the secretary.

3.04 Functions outside the club

Rotary Functions

Club presidents are expected to attend district and RIBI conferences during their term of office, in addition to meetings of the district council if, as is usual, they are one of the voting delegates appointed by the club. The president will usually be invited to attend social functions arranged by neighbouring clubs – occasions on which badges of office should be worn (see ‘Precedence and etiquette’, point 3.03).

Non-Rotary functions

The president of a Rotary club may be invited to attend various gatherings and social functions organised by bodies other than Rotary clubs. At meetings or social functions arranged by other ‘service’ organisations, it may be assumed that Rotary badges of office should be worn. At other meetings e.g., meetings called by the mayor, chairman of the district council, chairman of the urban district council, or provost, the organisers should be contacted if there is any doubt.

The president is often asked at public meetings, or other events for a firm commitment of help – or even funds – from the Rotary club. They must not give any such commitment unless this has already been agreed by the club as a whole.

3.05 Contact with other organisations

Many Rotary clubs have connections with other ‘service’ organisations e.g., Rotaract, Interact, Chamber of Commerce, Inner Wheel; Soroptomists; Round Table, with its associated women’s organisation; The Royal British Legion; the WRVS; Lions International etc. The club should encourage regular contact with these organisations and recommend an annual meeting of officers for mutual benefit. Practical service could be jointly planned, to avoid duplication of effort.

3.06 Public relations

The amazing endeavors and achievements of Rotary need to be shared with the outside world, so that people want to be part of it, if the organisation is to survive and flourish. A Rotary club which is active in the community will have a positive image in the community and will attract new members. Seeing the club celebrated in the local media will also help to motivate existing members.

Every club should have a public relations officer. Experience in this field is preferable but not essential; application and enthusiasm are. The president is the public face of the club and it is part of the challenge of the presidency to present, and represent, the club in public.

www.ribi.org for quick and easy access to further Rotary information
The written press is the traditional outlet used by most Rotary clubs to distribute news. The editor or another executive of your local paper may already be a club member. If not, why not ask them to join? The free sheets should not be overlooked as they carry many columns of local news.

A picture tells a thousand words. Papers are always on the lookout for a good photo and an article is more likely to be used if you can provide one. Arrange a photo call with something interesting for the photographer to capture. If the press photographer cannot come to your event, then offer the paper a good quality photo of your own. Don’t send in photos of cheque presentations or men in suits or chains shaking hands. Editors are loath to use these types of photos and you are much more likely to get coverage if you tell the story through your photo – if you have donated money, show who will benefit from it; if you are running a youth speaks competition, show a young person speaking etc.

Local radio is a particularly promising medium for Rotary stories as stations generally welcome ideas for telephone interviews. Use a vibrant, knowledgeable member to ensure that you make the most of the opportunity. GSE teams, Youth Exchange participants and Foundation scholars also make for a good interview.

Television exposure is not so easily obtained but has a powerful impact when you can get it. Obviously it is the visually interesting story, rather than an interview, which attracts the cameras so make sure you are setting up something that will translate well on camera. In any case, it pays dividends to invite media personalities to visit the club. Many of them make excellent speakers and some could be potential members.

Clear, concise, written information, sent to the media a week before the event, is the first line of attack. Then follow it up with a phone call a day or two later. Don’t forget to advertise your events in their ‘What’s on’ spots. Reporters will probably know next to nothing about Rotary so be sure to have a stock of basic Rotary information with you so that you can reply confidently to their questions. Useful material is available from the RIBI shop and the marketing department at Secretariat. All such material, reinforced by displays and posters, should be used at any exhibition or public event that you organise.

For advice and information you can rely on support from your district public relations officer, from the RIBI PR Officer at the Secretariat and from the Marketing, PR and Communications Committee.

3.07 Publications
There are various publications issued from Rotary International headquarters and from Rotary International in Great Britain and Ireland. The president, secretary and treasurer between them should read them all to ensure that they know where to find the answers to queries.

Magazines
The Rotarian is available from RI for an annual subscription rate payable to RIBI for onward transmission to Rotary International. Clubs or individual Rotarians may wish to consider a subscription to ‘The Rotarian’.

Rotary Today, the official Rotary magazine for Great Britain and Ireland, is sent to the club in bulk, to a nominated business address. The secretary is normally responsible for distribution to members, and for seeing that copies are reserved for those who are absent on the day of that distribution. The number of copies provided is based upon the last half-year membership return. If there is a significant change to the number of members and number of magazines to be supplied, please notify the RIBI Secretariat. The president should be aware of the contents of each issue as it is published, and draw to the attention of the members any articles which are likely to prove of special interest. If the district publishes its own news publication (almost all districts do so) the president will find it helpful to be aware of its contents. The secretary will, again, be responsible for distribution.
Official information
The RIBI Directory is available online and a log-in requirement is in place to access it. It is also available for purchase in the RIBI shop.

The RI directory (which covers the whole of the ‘Rotary’ world) is also sent to clubs. Clubs have the option to receive the RI directory in either hard copy or CD-ROM, or alternatively they may not wish to receive a directory at all, choosing to use the on-line RI directory instead. RI directories are not provided gratis if the club has not notified RI of their incoming officers within the required timescale.

A number of Information Sheets giving advice and information on a variety of topics are also available. These are published on the RIBI website.

3.08 Rotary Service Week
The General Council of RIBI has agreed that the Association will hold annually a fixed week, centred on Rotary Day, 23 February, for Rotary Service to raise the profile of Rotary. Clubs are encouraged to hold projects during this week so that maximum publicity can be gained from the event.

3.09 Rotary Fellowships and Rotary Action Groups
Global networking groups are groups of individual Rotarians from several countries who join together to focus on shared topics of interest. There are two types of global networking groups, Rotary Fellowships and Rotary Action Groups. These currently comprise more than 90 independent Rotary Fellowships and Rotarian Action Groups. They are an opportunity to share favourite activities and professional interests through organised recreational and vocational groups in Rotary fellowships, or explore new opportunities for international partnership in service in Rotarian Action Groups.

A full list is available from the RI website and if a particular interest does not appear on the list, the club or district membership services committee chairman should be contacted and asked to make enquiries about any possible new group. Details of those fellowships that have an RIBI branch or group can be found in the RIBI directory.
Section 4 – RI, RIBI and District

4.01 Assemblies
Rotary assemblies are meetings at which the plans and projects for the ensuing year are presented to members.

a) RI Assembly: to which officers of RIBI are invited and the incoming district governors are called, is held in the United States and is attended by incoming governors of districts in all parts of the Rotary world.

b) RIBI Assembly: held within a few weeks of the RI Assembly, and the General Council calls to it certain incoming district officers, and certain other specialists. Rotary activity for the coming year is discussed in the light of views expressed at the international assembly.

c) District Training Assembly: held before the 1st July, and incoming club officers and chairmen of the club’s committees are expected to be present. Other members should be encouraged to accompany them. Those who have attended the RIBI Assembly can pass on views and information obtained there so that these are incorporated into the plans of the district for the coming year. The club president-elect is encouraged to lead a full incoming team to the assembly, appointing substitutes where necessary.

d) Club Assembly: must be held before the 1st July but after the district training assembly and is where the message of the district training assembly is translated into local terms. It is the incoming president’s responsibility to ensure that it proceeds along the right lines. Leading the assembly is one of the incoming president’s first duties - and, in planning for it, to remind the officers and council of just what this assembly is intended to be. It should deal with what is proposed for the year ahead and should not degenerate into a discussion of what has been done in the past.

The assembly should be held when sufficient time can be given to it, as soon as possible after the district training assembly and before the end of June. A district officer, normally an assistant governor, should be invited to sum up, or to take some other part in the proceedings. After introductory remarks by the incoming president, each of the committee chairmen should be given about 10 minutes to put forward their committee’s plans for the year. Each presentation should be followed by a short discussion with a final summing up by the district officer. In all, the club assembly should take between two and three hours.

e) Club plans & objectives. An essential element in the achievement of a successful year in office is forward planning. In the same way that the budget establishes a base line for financial control, club plans and objectives focus the club officers’ ideals for the year ahead. The ability to monitor achievements against these plans and objectives ensures effective direction and control.

To assist clubs in this process, attention is drawn to the ‘Planning Guide for Effective Clubs’. This document is available on the RI website at www.rotary.org. All clubs should use the plan irrespective of whether the club has adopted the RI Club Leadership Plan.

4.02 District governor’s visit
It is part of the district governor’s duty to visit each Rotary club in the district and it is the club president’s duty to make arrangements for this visit. The district governor will make it clear (at the district PETS, district training assembly or by other means) how the details of date and time should be confirmed, allows the president to make necessary preparations within the club. The governor will obviously wish to spend some time with the president and secretary; and may well wish to attend a club council meeting and meet and address the membership of the club. The governor will not wish to see anything in the nature of a ‘special performance’; but rather to see the club as it is, and to make some assessment of its achievements, its
atmosphere, and perhaps its shortcomings. The visit is not an inquisition, but an occasion for friendship and helpful encouragement.

4.03 Legislative procedure
RIBI is an administrative territorial unit within RI, but with certain differences in its constitution. The clubs are both constituent member clubs of RIBI and also - directly, and not simply by representation through the Association - of RI. In other words, they are voting units of the conference of RIBI and (independently of RIBI) voting units of the convention of RI. The constitutional documents of the Association are made up of the RIBI constitution and by-laws and the RIBI club constitution and by-laws.

Any changes proposed to the RIBI constitution by the annual conference of RIBI have to be ratified by the Council on Legislation of RI before becoming effective. The RIBI by-laws and standard club by-Laws of RIBI may be amended by the annual conference without reference to the Council on Legislation. Any proposed changes to the standard club constitution should be made, with the endorsement of the district, to the RI Council on Legislation direct, but such amendments may not be inconsistent with the provisions of the constitution and by-laws of RI.

Although any club may propose a resolution to the annual conference of RIBI, such a resolution must be seconded by another Rotary club (RIBI By-law 7, clause 3) and it is recommended that the proposed resolution should also be considered by the district council, in order that it may go forward with the district council’s support wherever possible. Resolutions may also be proposed by a district council and by the general council.

Any club with district endorsement, may propose a resolution or enactment to the Council on Legislation and the RI Convention. Resolutions and enactments may also be proposed to the Council on Legislation by the annual conference of RIBI and by a district conference (or district council within RIBI). A proposed resolution to the Council on Legislation may refer to any matter which does not propose to change the RI constitutional documents. A proposed enactment to the Council on Legislation must refer to a proposed change to the constitutional documents of RI (see RI By-laws, article 7.010).

Clubs may also make petitions direct to the RI Board for action on a specific matter and guidelines on how to do so can be found in the RI Manual of Procedure which can be downloaded from the RI website: www.rotary.org

4.04 District council
Organisation and responsibility
The district council is an administrative body for district affairs, intermediate between the General Council and the clubs, and working under the general supervision of the General Council. It is composed of the officers listed in RIBI By-law 11, clause 2. Its duties are defined in clause 1. The district council may be best regarded as the ‘parliament of the district’, wherein matters of importance to the clubs in the district are debated and decided. It has power to act on decisions which are in accordance with the constitution and by-laws of RIBI and the principles of Rotary.

Club representatives
Each club is entitled to one representative on the district council, with one additional representative for every twenty-five or major part thereof of its active members. (Each club should appoint substitute representatives to serve any meeting of the district council at which the original representatives may not be able to be present.) Club representatives or substitutes who have not been officially appointed and whose appointment has not been notified to the district secretary have no vote in the council meeting.

Meetings
The by-laws require that district councils shall meet at least three times in every year, unless the General Council authorise otherwise, and the general practice is to hold four meetings. One meeting must be held...
not later than 30th November for the purpose of selecting the district governor; for nominating (when required) a candidate as director of Rotary International; a member to serve on the panel of district council nominees for the RIBI Selection Advisory committees which consider nominations for the offices of President and Honorary Treasurer of RIBI and of Director, RI, and can recommend that one of the nominees for each office shall be elected.

4.05 Elections for District Officers
The district governor, assistant governors, district secretary and the district treasurer are elected as follows:

(a) District governor. Subject to the provisions of RIBI by-laws a Rotary club may propose for election for the office of district governor a member of a Rotary club in the same district as that of the proposing club and whose previous consent to act as district governor has been obtained. To be valid, the proposal must be signed by the president and secretary of the club and delivered to the district secretary on or before the date determined by the district council. In the event of any club proposing as a candidate a member of another club the agreement of that club must first be obtained. There shall not be more than one candidate from any club. Voting to be at the club meeting and may be by ballot (at the discretion of the club council) using the single transferable voting system.

(b) Assistant governor, secretary and treasurer. Clubs may make one nomination for each of the offices of assistant governor, district secretary and district treasurer from the active membership of any club within their district.

4.06 General Council of RIBI
The General Council is the governing body of RIBI and its function is to supervise the clubs in their observance of the constitutional procedure which the clubs themselves have created and, through the work of its committees, to assist clubs to carry out their purpose. The General Council consists of the RIBI President, Immediate Past President, Vice-President, Honorary Treasurer, Secretary/CEO, the serving district governors, and the director from Zone 17 or 18a on the RI Board, who is a member ex officio.

4.07 Resolution of Disputes
In the event of there being a dispute in the administration or activities of any club which does not fall within Article 16 of the Standard RIBI Club Constitution or any District in RIBI, the General Council may, when appropriate, refer the dispute to the Council of Past Presidents of the Association. The Chairman of the Council of Past Presidents shall in such circumstances, appoint a panel of three of its members to undertake an enquiry. The panel’s findings and decision shall be final and binding on all parties and shall not be subject to appeal.

The General Council has resolved and re-affirmed that if a club:

(a) As a matter of general policy refuses, prevents or discourages the admission of a woman or person of an ethnic or religious minority (refer to equality and diversity, section 2.11) as a member of that club; or

(b) Refuses admission to or prevents or discourages a female Rotarian or female prospective Rotarian from attending a regular meeting of that club;

Such conduct being contrary to the provisions of Article 4.070 of the By-laws of Rotary International, then the General Council of RIBI, shall pursuant to its powers contained in RIBI By-law 5, clause 3(c) recommend to the Board of Directors of Rotary International the immediate expulsion of the said club from membership of Rotary International.
4.08. Media Crisis Management Procedure

If or when a media crisis arises, or is likely to arise, information should be cascaded as follows:

1. Rotarian to contact his/her club president
2. Club president to contact the District Governor and District Communication Chairman (DCC)
3. District Communication Chairman to contact the RIBI PR Officer at the Secretariat on 01789 765411
4. RIBI PR Officer to contact the RIBI Media Crisis Committee for information only

*In the event of a possible negative story:*

The DG, together with the DCC, should decide who would be the main spokesperson to deal with media enquiries. This should be someone who is aware of the issue and is comfortable interacting with the media. Club members should be briefed by the club president and asked not to talk directly with the media, but to refer media calls to the spokesperson who will explain to the media what is being done about the situation and demonstrate that it is an isolated incident (if possible) and pledge full Rotary co-operation if the police are involved.

If the media are not yet aware of the situation, producing a reactive statement for the spokesperson will usually be the most efficient course of action. This should be discussed and agreed first with the RIBI PR Officer, and accurately state the facts, express Rotary’s position, and convey the appropriate tone (sympathy, apology, commitment, etc). The statement should be updated as needed and released only if essential.

If the incident is likely to attract media attention beyond local journalists, management of the crisis may be assumed by RIBI, but the RIBI Media Crisis Committee would work with the club throughout.

*If a Rotarian is contacted by the media:*

The journalist should be assured that the enquiry will be passed at once to an informed spokesperson who will call back quickly. Rotarians should not be drawn into a conversation with the journalist and should never answer “no comment” as this may be misconstrued and make Rotary look suspicious. It is recommended to establish:

1. Who is calling? Including job title
2. Which publication or programme
3. Direct telephone number of the caller
4. What does he or she want to know
5. When is the deadline?

4.09 RIBI Secretariat

The RIBI Secretariat provides an administrative, financial and marketing service and support for the Rotary clubs and districts in Great Britain and Ireland. It is organised into departments to meet the various responsibilities of the Secretary/CEO as determined by the Association.

RIBI publications and other goods can be obtained from the RIBI Shop and is available online by accessing www.ribi.org. Main contact email address is info@ribi.org

Office hours are 8.45am - 5.00pm, Monday to Thursday and 8.45am - 4.30pm on Friday. The address is RIBI, Kinwarton Road, Alcester, Warwickshire. B49 6PB, telephone: 01789 765411, fax: 01789 765570 and the RIBI Website address is www.ribi.org. Rotary International’s website at www.rotary.org

www.ribi.org for quick and easy access to further Rotary information
Appendix A
Ceremony of Induction

Guidelines to the procedure to be adopted for one of the most Rotary important occasions:

1. Whatever other business is to be conducted on that day, and whether or not there is a visiting speaker (a situation which it is generally best to avoid, unless there are special circumstances), the induction should take place immediately after the loyal toast.

2. The president should state clearly that Mr (s)/Miss ‘X’ is to be inducted as a member of the club.

3. The president will call upon the proposer to bring Mr.(s)/Miss ‘X’ to a place “in front of the president”. (The exact spot, in front of the top table, or behind will depend on the layout of the room; and sometimes it is advisable to have a small side table available).

4. The proposer will formally introduce Mr (s)/Miss ‘X’ to all members, giving brief details which should include:
   (a) Full name and address
   (b) If married name of spouse and children
   (c) Particulars of vocation
   (d) Details of any voluntary work they are now or have recently been involved with
   (e) Any other brief relevant information - e.g. hobbies
   (f) Office or position appointed to in the club

5. The president will then ask all to stand for the remainder of the proceedings, and ask a member of the club to read the “Object of Rotary” as a reminder to all present.

6. The president will then proceed to induct the new member using a personalised format with which he/she feels “comfortable”. It is the president’s prerogative as to the choice of address, but it is important for it to “flow”. It should be more or less in the president’s own words and not merely read. On completion the club members may wish to applaud, or to toast the new member.

7. Once everyone is seated the new member should be allowed an opportunity to say a few words.

8. When possible it would be nice to allow a short time for the new member to be taken round the room to meet members, but this is obviously difficult in large clubs.

9. Have available, Rotary badge with an appropriate fastener and a “New Member Pack”.

10. Before the meeting, ensure that the proposer and the candidate will be in attendance and that the new member has paid his/her subscription etc.

11. Carry out the induction ceremony in a dignified manner

12. Ensure all members are silent and make certain the president’s address can be heard by all concerned.

13. After the proposer has introduced the candidate the proposer should stand slightly away but should NOT return to their seat until the end of the ceremony when they can escort the new Rotarian to their seat.

14. If a district governor or senior district officer is present the president may after the induction wish to invite that person to say a few words of welcome into the wider friendship of Rotary.

15. Consider inviting the new member’s spouse /partner or a family member to the Induction ceremony.

Finally, whatever the format, the object of the ceremony is to ensure the new members will always remember the day they were made Rotarians.
Appendix B

Sample induction addresses for active members and honorary members

1. (Jack Smith/Jill Smith) you have been elected a member of this club because we believe you to be a worthy representative of your vocation, in sympathy with Rotary ideals and prepared to help make those ideals effective in your business (profession), your community and internationally. Associated with the distinction of being a member of Rotary there are certain responsibilities:-

   Firstly, the basis of all Rotary is friendship, therefore regular attendance is essential, for without regular contacts, acquaintances cannot be turned into friends. Secondly, the motto “service above self” is no idle phrase, but represents an attitude to life which we should all practice in our different ways, according to our abilities and circumstances. In other words, as the object of Rotary which we have just heard read implies, we not only bring our vocation into Rotary, but we are expected to take Rotary into our vocation. I welcome you (Jack/Jill) not only into the membership of the Rotary club of......but also into the greater friendship of Rotary throughout the world. I charge you to wear this badge with pride at all times. (shake hands and pin on badge, also give “Welcome to Rotary”). Fellow Rotarians, I commend to you Rotarian X whose classification is..........and as I charge (Jack Smith/Jill Smith) not to fail us, I charge you all not to fail in your duty to (Jack Smith/Jill Smith) as a new member of our club, who will in the first instance serve as a member of the............committee.

2. Rotarian...........you have been elected a member of this club because we believe you to be a worthy representative of your vocation, in sympathy with Rotary ideals, and prepared to help to make those ideals effective in business, in the community, and internationally. Associated with the distinction of being a member are certain responsibilities: As the basis of Rotary is friendship, regular attendance is necessary - without weekly contacts acquaintanceships cannot be developed into friendships. The Rotary motto, ‘Service above Self’, should be no idle phrase, but should represent an attitude to life which we have to practice in different ways, according to our capacities and circumstances. I welcome you, Rotarian..........not only to membership of the...........club, but also into the greater friendship of Rotary throughout the world. Fellow Rotarians, I introduce to you Rotarian..........whose classification is........and I charge you not to fail in your duty to Rotarian..........as a new member of our club.

3. Rotarian..........in welcoming a new member we consider that membership of a Rotary club gives such privileges as well as obligations that it is fitting to emphasize the meaning and spirit of Rotary, as briefly set out in its motto ‘Service above Self’, not only for his /her sake, but as a reminder to ourselves. You have been accepted by this club as a fit and proper representative in Rotary of your vocation; it naturally follows that you are a representative of Rotary in your vocation, and in helping us to make Rotary a hall-mark for efficiency, integrity, and friendly and helpful service. ‘Service above self’ does not imply neglect of self, which would lessen efficiency and the power to serve, but that running through all our business and private life we shall keep in view the object of serving to the best of our ability, not measuring our success simply by profits, but by the extent of which we can give the maximum of service in all ways. You are also a friend of every Rotarian not only in this club, but all Rotarians in this country and throughout the world, and you will find a warm welcome here and at all Rotary clubs. Regular attendance at our weekly meeting is not only a necessity from a club point of view, but will be desired by you and us, that out mutual friendship and help in service may grow. Fellow Rotarians, I introduce to you a new member, a new friend, Rotarian..........classification..........and look to you to let Rotarian..........feel and know that he has your friendship; to encourage and inspire Rotarian..........; and try to get inspiration from Rotarian..........also, in our endeavour to live up to and extend the ideal of service.

Sample induction addresses for honorary members

[.................................] I am delighted to have the opportunity to induct you as an Honorary Member of the Rotary club of [.................................], and thereby, to welcome you into the worldwide friendship of Rotary International. [Shake hands and give pin]. I hope you will avail yourself of the friendship of this and indeed other Rotary Clubs on a regular basis. I hope too, that you will make it your business to learn of the powerful force for world understanding and peace that Rotary undoubtedly represents and that you will use your position as a
[........................] to spread that important message. Rotary needs all the positive publicity it can get. Fellow Rotarians, I congratulate you on your choice of such an eminently suitable person to be an Honorary Member. My friends please join me in a toast to your newest Honorary Member: [........................].
Section 5 – Finance

5.01 Office of club treasurer
Specific duties of a club treasurer do vary from one club to another but the role normally requires the treasurer to have responsibility for:

- all bank accounts maintained by the club, acting as the point of contact for the club’s bankers
- ensuring that the bank account is operated in accordance with club council decisions
- maintenance of cash book and other accounting records, including relevant documentation, in a format that facilitates the annual audit or examination
- receipt and banking of, and accounting for, all incoming funds
- payment of and accounting for all club liabilities, including corporation tax and VAT where appropriate
- preparation of regular financial reports for the club council, and annual accounts for audit/examination
- preparation and presentation of the annual budget
- all insurance matters relating to the club
- other financial duties normally associated with the office

Please refer to the RIBI Standard Club By-laws, particularly in By-law 3, clause 4(e) for the official duties of a club treasurer.

The following publications include information to assist all club treasurers in carrying out their duties, and these include:

- RIBI constitution and by-laws with standard club constitution and by-laws – updated annually and reprinted once every three years, a copy of this is provided to all clubs, and is available to view or download from the RIBI website
- RIBI booklet ‘Insurance and the Rotary Club’ – updated annually and available to read or download from the RIBI website
- District standing orders and minutes of district council meetings.

The district treasurer is available for help and advice.

5.02 Custody and control of club funds
The club treasurer primarily acts as custodian of all club funds, on behalf of its members. Funds include bank and building society accounts, cash deposits and balances and investments. Appropriate records should be kept to record all transactions passing through these accounts, and to allow for reconciliation of the transactions against statements or other documentation provided to the club. Where possible, obtain invoices or receipts for all items of expenditure.

Funds raised for charitable purposes must be kept separate from those relating to the club’s administration or social programme. Where a club does not have a trust fund, there should be a separate bank account for ‘charity’ money (see paragraph 5.08 'Books of account, final accounts and examination requirements - Club Trust Fund’).

Club council has the responsibility for deciding where bank or deposit accounts are kept, the nature and extent of any investments and who should be the authorised signatories. It is recommended that all withdrawals or transfers from bank accounts and the sale of investments are signed by any two from at least three signatories; most clubs specify the president, secretary and treasurer as bank signatories. Each club must decide whether to use cheques, BACS or other forms of payment.

Many clubs are now taking the opportunity to use online banking as a preferred method of payment. Club council should ensure that procedures are in place to ensure that the agreed policy for withdrawals and
transfers between accounts is not compromised where only one signature is required for online banking.

The club should establish policy guidelines for the use of its funds. These might include:

- there should be documentary evidence to support all payments, such as supplier invoices, club council minutes, etc
- where clubs carry out fundraising activities, ensure that it is decided in advance the purpose of the event and how the money will be applied
- funds raised for charitable or community purposes are paid to those charities or communities appropriately
- setting up a separate trust fund with charitable status and independent trustees (see paragraph 5.13 'Charitable status and trust funds')

The treasurer should monitor bank balances and consider placing funds that are not immediately required into an interest bearing accounts to maximise income. Interest earned on accounts held in the UK by clubs is subject to UK taxation (see paragraph 48 'Tax on investment income'). It is only interest earned on accounts held by club trusts that is not taxable.

Reports of the club treasurer to club council meetings should at least include details of all income and expenditure since the last meeting, together with a summary of the opening and closing balances of club bank accounts. It is useful to include a summary of income and expenditure for the year to date for each of the budget headings, to allow the club council to monitor actual figures in the year compared with budget.

Where clubs operate a petty cash system for small, incidental items of cash expenditure, amounts spent should be reimbursed from the club’s accounts periodically against the production of appropriate receipts and the expenditure incorporated into the accounts under the relevant budget heading.

The financial transactions relating to special events are often, subject to the approval of the club council, handled by persons other than the club treasurer, such as the chairman of the service committee responsible for that particular club activity. Any such person should account to the club treasurer for the funds they handle prior to each council meeting and full details should be incorporated into the club’s accounts.

5.03 Club budget and club subscriptions

The preparation and adoption of an annual budget is sound business and financial practice. If monitored closely, a budget will provide protection against financial overspend and acts as a guide for planning the many and varied aspects of the club’s service and fellowship activities. It is the control of the commitment to this expenditure by the club treasurer that protects the club against overspend by enthusiastic committees and guards the club against incurring liabilities beyond its means. Records should be kept up to date to ensure that budgeted expenditure is not exceeded.

Key factors in preparation of the club budget are:

- **RIBI subscriptions** - usually published in March and approved at the business meeting held during the annual RIBI conference in April for the following Rotary year
- **District subscriptions** are usually approved by March for the following Rotary year.

Club budgets should be completed by the treasurer as soon as possible after the publication of these two key factors. This should be a team effort, involving all current club officers, the next president and treasurer elect (where appropriate) and incoming service committee chairmen. The budget will include a **proposed annual subscription** covering planned expenditure for the coming year.

The budget, together with the proposed club annual subscription, should be presented to:

- the club council for approval and/or amendment, then
- the club for adoption at its annual general meeting (to be held between 1st April and 31st May each
Separate budgets should be prepared and presented for special events where they have not been included within the main club budget.

All liabilities incurred by the club should fall within the approved budget for the year. Exceptional items of expenditure not covered by the budget should be approved by the club council.

Club subscriptions should not include donations from members for charitable purposes. To be eligible for the Gift Aid scheme, donations must be voluntary and where they are collected with subscriptions, the two should be on separate cheques - see paragraph 5.16, section headed 'Collection of club subscriptions and donations'.

5.04 Entrance fees and annual subscriptions

Club members have the right to know and understand the purposes for which they are paying dues. They should be aware that the club must pay dues to:

1) Rotary International (via RIBI) – rate is set by RI, and is to be used for purposes set out in the RI Bylaws. The RI per capita due is included in the annual RIBI subscription.

2) RIBI – rate approved at the annual RIBI conference, based on the published RIBI budget which includes the RI per capita dues in 1) above

3) Rotary district dues.

In addition, an affiliation fee is payable to RIBI for each new member at a rate determined and agreed by members at the business meeting held during the annual RIBI conference.

The standard RIBI club by-laws provide that each new member (unless a new honorary member) pays:

- such entrance fee as the club may have approved, and
- the annual club subscription fixed by the club at the AGM each year.

The By-laws require annual club subscriptions to be payable either:

i) yearly in advance on 1st July, or

ii) semi-annually on 1st July and 1st January - at the option of the club.

Members joining the club between the following dates in any Rotary year pay a proportion of the annual subscription as follows:

- 1st October to 31st December in any Rotary – 3/4
- 1st January to 31st March – 1/2
- 1st April to 30th June – 1/4.

It should be noted that the club should pay to RIBI subscriptions in respect of all members by the due dates and in full, regardless of which method of collection is used (see RIBI Standard Club By-laws, By-law 4 Clauses 1 & 2).

When a Rotarian leaves one club and is more or less immediately admitted to another club, the two clubs should mutually agree an apportionment and arrange a transfer of that proportion of the annual club subscription.

5.05 Payments to RIBI and district

RIBI charges two amounts on clubs based on their membership numbers - the annual subscription and the affiliation fee for new members.

The annual subscriptions to RIBI (which include the RI per capita dues), are due for payment in two instalments, on the 1st July and 1st January, and should be sent within 40 days of these dates. This
payment includes:

- the **half year subscription in advance** for each member, based on the number of members of the club (other than honorary members) at the 1st July and 1st January, including those joining on 1st July and 1st January.
- an **additional payment of arrears** for each new member admitted since the relevant date of the previous return (1st July or 1st January) as a proportion of the previous half-year’s subscription, based on each full month of membership, and is calculated as follows:

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<thead>
<tr>
<th>Period</th>
<th>Proportion</th>
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<tbody>
<tr>
<td>2nd July to 1st August</td>
<td>5/6</td>
</tr>
<tr>
<td>2nd August to 1st September</td>
<td>4/6</td>
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<tr>
<td>2nd September to 1st October</td>
<td>3/6</td>
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<tr>
<td>2nd October to 1st November</td>
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<tr>
<td>2nd November to 1st December</td>
<td>1/6</td>
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<td>2nd December to 1st January</td>
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**No arrears are payable** for members transferring from another club where the original club has paid that part of the RIBI annual subscription for the half-year during which the transfer was completed.

**The RIBI affiliation fee** is payable for all members new to a club since the last return. However, **no affiliation fee is payable for**:

(i) an honorary member

(ii) a former active member

(iii) a Rotaractor elected to membership in a club within two years of ceasing to be a member of Rotaract.

The club treasurer should ensure that the number of members quoted on the half yearly membership subscription form, which accompanies the payment to RIBI, agrees with:

- the club attendance officer’s records
- the Rotary International database of members (responsibility for maintaining the database lies with the club secretary).

**Please note**: all records maintained by RIBI for membership subscriptions are subject to independent audit, and RIBI is required to provide clear audit evidence of all club subscription collected. Per capita fees payable to RI each half year are based on the numbers declared on the club returns. Clubs must ensure that the details on their returns are accurate and under no circumstances can refunds or allowance be made for errors on previous returns once the numbers have been declared to RI.

**District subscriptions**: A substantial proportion of the annual subscription paid to RIBI is returned in the form of the district grant which is used to support the basic service provided to clubs by districts. The grant received by each district varies according to the number of clubs and the size of the district to ensure a fair provision of service to clubs in all parts of Great Britain and Ireland. This grant does not cover all the expenses incurred and each district raises the extra funds it needs by means of a per capita levy on clubs (the district subscription), the payment of which is mandatory (RIBI By-Law 11 Clause 12 (c)). The annual subscriptions to districts should be paid in full when required and the district treasurer will ask separately for this payment.

Club treasurers must please ensure that half yearly subscriptions to RIBI and district levies are dispatched promptly, and within the deadlines set. This will reduce the administrative costs of chasing late payments and much needless time wasting, not only at RIBI, but also at district level.

**5.06 Books of account, final accounts and examination requirements – club maintenance of records**

There are a variety of methods used by club treasurers for maintaining the club financial transactions, the common being:

[www.ribi.org](http://www.ribi.org) for quick and easy access to further Rotary information
- manual accounting book
- basic spreadsheet
- simple accounting package.

It is important to establish a suitable method for recording all receipts, payments and other transactions. If the records are kept on a computer, it is essential to take regular back-ups of all relevant files. All records, whether manual or computer, should include columns or headings to reflect the range and nature of the activities of the club, and kept in a format that will enable reconciliation with bank statements at regular intervals (see paragraph 5.02).

**Format of accounts**

There is no prescribed format for the annual accounts for a club’s own funds (i.e. for the club’s administration or social programme) and treasurers are free to prepare and present accounts in the manner that will clearly show to the members a summary of the income and expenditure for the Rotary year and the assets and liabilities at the end of the Rotary year.

The accounts for club trust must follow the guidelines set out in the relevant charity regulations and are required to be submitted to the Charity Commission for publication where appropriate. The Charity Commission has prepared accounting packs for use by download from their website [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). See section 5.08 below.

**Examination of accounts**

The RIBI standard club by-laws, (By-Law 4, clause 3(a) and (b)) refer to the conduct of an examination of club accounts 'by a professional accountant or by two other persons'. It is recommended that, where the examination is being carried out by 'two other persons', they have relevant financial knowledge. Examiners of club accounts may be club members but, if so, should have complete independence of the treasurer’s role and the club council.

The examiner is to be appointed at the preceding Annual General Meeting. These accounts should, after examination, be presented by the then treasurer to a special general meeting of the club to be held before the 31st December following the end of the Rotary year. Copies of the examined accounts must be sent to all club members at least ten days before the meeting, preferably with the formal notice.

It is also the Rotary club treasurer’s responsibility to see that the annual accounts of any associated Rotaract club and Interact club are prepared, examined and presented to their club members in the same way as above, and to advise the Rotary club council formally that this has been done.

Examination or audit of club trust accounts is determined principally by the level of annual income. Detailed guidelines are provided in Appendix E.

**5.07 Club status and charitable fundraising by a club**

It is important to recognise that a Rotary club is an unincorporated association which is deemed to exist for the benefit of its members. As a result Rotary clubs, districts or similar organisations cannot be registered as charities or be formally recognised as trust funds. Clubs can establish a charity/trust as a separate legal entity to administer the charity fundraising and activities. These trusts attract all the rules, regulations and entitlements afforded to any other charity.

There are two important points arising from this:

i) clubs cannot register as charities with the Charity Commission or obtain certificates of charitable status from HM Revenue and Customs

ii) clubs cannot open accounts with CAF Bank, for which one or other of the formal registrations set out in i) above is required.

Clubs do sometimes collect funds from the general public:

[www.ribi.org](http://www.ribi.org) for quick and easy access to further Rotary information
• for general charitable purposes i.e. not for a specific charity, or
• for a specific charity, but not acting as an authorised agent of that charity (the charity is unaware that the collection is being made).

In these circumstances, it is considered that an informal trust fund is created in law, but this does not entitle the club to adopt formal charitable status. Rules relating to the accounting, administration and disbursement of such charitable funds raised are the same as for charities (see paragraph 5.08).

5.08 Books of account, final accounts and examination requirements - club trust fund

Separation of club and trust fund records
Where clubs have set up a trust fund (either formal or informal) for their charitable activities, it is imperative that the club's own funds are kept completely separate from the club's trust fund. A formal trust fund is a separate legal entity with its own trust deed containing its aims and objectives, requiring independent bank accounts and annual accounts. Club treasurers must ensure that there are separate bank accounts for the club's funds and for the club's charity trust fund. (Separating charitable funds from club funds in separate bank accounts is important best practice for all clubs).

Fund accounting
The fundamental basis for the maintenance of charity accounting records is that income and expenditure must be assigned to either 'restricted' or 'unrestricted' funds. There can be several discrete 'restricted' funds. It is the responsibility of the Treasurer to ensure that funds raised are correctly allocated to funds, as follows:

- **Restricted funds** have to be used for the purpose for which they were given. This purpose will be narrower than the charity's objects. A donor can require the charity to spend their donation in accordance with their wishes. This creates the restriction, which is an obligation under trust law. Only expenditure incurred directly in raising the restricted income can be offset against the income in that restricted fund. All funds raised for a specific charity fall within this category.

- **Unrestricted funds** are funds the charity receives to further its objects. These can be donations, grants, fees or interest earned. All funds raised for charitable purposes and/or other Rotary supported projects fall within this category. Unrestricted funds can be used to cover the operating expenses of the charity providing these are incurred to further its objectives.

- Trustees may exercise their discretion to set aside part of an unrestricted fund for designated purposes. **Designated funds** may also be used where donors have expressed a preference without imposing a trust. The funds so designated remain unrestricted since the trustees can remove the designation at any time.

Trust fund accounting records should contain day to day entries for each source of income and each source of expenditure incurred. Where fundraising activities attract funds for a specific cause, these must be treated as 'restricted' and used only for the specific cause.

**Grossing up** – please note that all income and expenditure must be entered as *gross* amounts in the accounting records, rather than just entering the net amount raised at an event. It is the gross income which sets the thresholds for accounting requirements, and the gross income OR total expenditure which sets the thresholds for independent examination or full audit.

**Accounting and Reporting by Charities**
The preparation and presentation of charity accounts is becoming almost standard throughout the world, and the 2005 Charities SORP, either fully adopted or in the process of being adopted by many of the countries within the jurisdiction of RIBI, is based on UK GAAP accepted accounting procedures. RIBI recommends that all club trusts adopt the 2005 Charities SORP for the preparation of their accounts,
Charity accounts must be prepared in one of two ways:

- Receipts and payments - a simple form of accounting that consists of a summary of all monies received and paid (through the bank and in cash) by the charity during its financial year and a statement of balances
- Accruals - accounts prepared using the accruals basis allocate income of a particular activity when there is entitlement to or certainty about income, and costs according to when the liability is incurred. This is not necessarily when the income is received or the cost paid out.

Accounts prepared using the accruals basis must be prepared in accordance with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice (the 2005 Charities SORP).

The format in which final accounts of trust funds are presented, described in 1) and 2) above, depends primarily on the amount of funds raised and where the club is situated. Guidance on thresholds is given in Appendices E and F. However, if the charity’s constitution or trust deed states or the trustees decide that accrued accounts should be prepared, this would override the regulations based on gross annual income.

In Northern Ireland, the regulations relating to charities are set out in the Charities Act (Northern Ireland) 2008 which is not yet fully in force. Please refer to the Charity Commission in Northern Ireland www.charitycommissionni.org.uk for further information on implementation of the Act. Section 64(3) of the Act states:

Where a charity’s gross income in any financial year does not exceed £100,000, the charity trustees may, in respect of that year, elect to prepare the following, namely—
(a) a receipts and payments account, and
(b) a statement of assets and liabilities

Otherwise, section 64(1) of the Act applies - The charity trustees of a charity shall prepare in respect of each financial year of the charity a statement of accounts complying with such requirements as to its form and contents as may be prescribed by regulations made by the Department. Following the 2005 Charities SORP should ensure that the required regulations.

Charities based in the Republic of Ireland are no longer within the scope of 2005 Charities SORP although they have the option to follow its recommendations. If they do, they are encouraged to disclose this fact.

Clubs in the Isle of Man and Channel Islands need to establish the local regulations but should, where possible, adopt the 2005 Charities SORP.

Trustees report
In addition to the regulations relating to the preparation of charity accounts, the 2005 Charities SORP has extensive requirements governing the preparation of Trustees Annual Reports. Both the Charity Commission in England and Wales and the Office of the Scottish Charity Regulator have produced templates for trustee reports to show the requirements for ‘small’ and ‘large’ charities. These templates can be completed and filed, or be used as a guide for preparation of your own style of report. Documents can be downloaded from the relevant websites. For consistency throughout RIBI, it is recommended that all club trusts adopt these templates as the basis for their own trustee reports.

The emphasis of these trustee reports is that they should provide comprehensive information for the public about governance, objectives and activities, achievements and performance, financial review and plans for the future. Larger charities must now also confirm that there are no risks to the charity and that systems are in place to minimise risk. Smaller charities are encouraged to assess risks. Trustees are also required to

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consider the retention of reserves and state the related policies on reserves and grant giving that have been adopted.

*RIBI recommends that it would be good practice, as a matter of course, for clubs and club trusts to assess the risks to which they are exposed generally and on a project by project basis (e.g. financial, public liability, reputation, child law etc).

*RIBI also recommends that trustees establish firm guidelines for the use of accumulated reserves on restricted funds. The definition of 'restricted funds' is that they can only be used for the purpose for which they were raised. Trustees do have the option to request from the donors that excess funds can be used for alternative charitable purposes, but this is virtually impossible where the funds came from the general public.

Trustees have a duty to ensure that restricted funds do not go overdrawn and are never used to finance future projects without the express permission of the donor(s).

**Examination/audit of trust accounts**
Under charity legislation, charity accounts are subject to either an independent examination or an audit depending on the size of the charity. The aim is to give readers of the accounts a degree of confidence in the words and figures presented, and to confirm that they have been prepared in accordance with the regulations. Size is determined by gross income and gross assets and the thresholds are determined by where the charity is registered. See Appendices E and F for current threshold details. Irrespective of the thresholds, if the trust deed states or the trustees decide that an audit must be carried out this will override the threshold rules.

**Who may carry out an independent examination or audit**
In appointing an independent examiner or auditor, charity trustees should take into account the degree of complexity of the charity's accounts and structure. The more complex the organisation is, the higher the level of qualification or experience required.

Please ensure that the independent examiner or auditor:
- is independent of the management and administration of the charity
- is eligible under the regulations relevant to the charity to act as an independent examiner or auditor
- is eligible under the professional body's rules and regulations to act as an independent examiner or auditor
- has experience of the current requirements of charity accounts

To be independent, the examiner or auditor should have no connection with the charity trustees that might inhibit their ability to carry out an impartial examination. The following people would normally be considered to have a connection:
- the charity trustees or anyone else who is closely involved in the administration of the charity
- a major donor or major beneficiary of the charity
- a close relative, spouse, partner, business partner or employee of any of the people mentioned above

The examiner may be a member of the Rotary club, preferably not on club council and must not be involved in the administration of the charity. They should have knowledge of current charity reporting requirements.

Please refer to Appendices E and F for more detailed information on charity accounts regulations.

**5.09 Retention of records**
It is recommended that financial and other formal club records are retained for a minimum of seven years. Club trust deeds and other formal legal documents should be retained indefinitely.
5.10 Insurance

Club officers do not need to have a detailed knowledge of insurance matters, but it is essential to recognise those club activities for which some form of insurance should be arranged. Almost every Rotary activity carries with it some risk of injury to a third party or of damage or loss to property. RIBI has produced a booklet 'Insurance and the Rotary Club' (latest edition July 2011) to provide details of the main insurances arranged for Rotary, Rotaract and Interact clubs and districts. This booklet is also available to view or download from the RIBI website.

District secretaries and treasurers and district appointed insurance advisers may be able to answer queries on general insurance matters.

RIBI public liability policy - this is arranged each year to indemnify Rotary (provisional and interim), Rotaract, Interact and Rotakids clubs, districts, their members and helpers in respect of their legal liability for claims made against them for injury to persons or damage to property arising out of Rotary activities. All club officers should familiarise themselves with the terms and conditions of this insurance, as detailed in the 'Insurance and the Rotary Club'. Please note the Public Liability Policy and other RIBI insurance policies do not extend to the Rotary Fellowships.

Important note relating to the use of motor vehicles: the Rotary insurance programme does not cover the use of motor vehicles. It is therefore important that, where club members provide their own vehicles for club activities or where a vehicle is loaned by a local company, the vehicle policyholder notifies the vehicle insurers of the intended use. Vehicles must not be used until the insurers have agreed the activities for which they will be used. For protection, it is recommended that confirmation of acceptance is obtained in writing.

Event Checklist - prior to staging large events (for this purpose, where attendance is likely to exceed 2,500), clubs are required to complete an 'Event Checklist', found at Appendix A in the booklet 'Insurance and the Rotary Club' and forward the form to the RIBI insurance brokers, prior to the event. Failure to submit the form may result in the event being excluded from cover.

It is also recommended that clubs should carry out a risk assessment for each event planned. Appendix B of the 'Insurance and the Rotary Club' booklet is a comprehensive form for use in risk assessment. This should be completed and retained in the event of any claim arising from the event. Any queries or areas of concern arising from the risk assessment should be discussed with the RIBI insurance brokers.

Signing Contracts - if a club or district is required to sign any contract e.g. when hiring a building, please make sure that all potential liabilities are considered, and check these against the terms of the Public Liability policy. Please discuss with RIBI insurance brokers the terms of all contracts and ask them to check any insurance implications prior to signing.

Trustees Indemnity/Legal Expenses/Libel & Slander/Personal Accident Insurances and Regalia Compensation Scheme - RIBI has arranged cover for all districts and clubs in RIBI. See the 'Insurance and the Rotary Club' booklet for details.

Contact information for RIBI's insurance brokers is detailed in the 'Insurance and the Rotary Club' booklet.

5.11 Fundraising by public charitable collections

Collectors in public places (on the street or house-to-house) generally require permission from the local authority or, if within its district, from the Metropolitan Police. Some charities can apply for an exemption certificate for public collections which means they do not need to obtain a licence for public collections. Considerable changes are planned to the rules, but these have not yet come into force in England and Wales.
Charities in Scotland are bound by regulations contained in part 2 of the Charities and Trustee Investment (Scotland) Act 2005.

Club treasurers are encouraged to familiarise themselves with the activities of the Fundraising Standards Board, which was set up in 2007 to set standard practices for all fundraising organisations (see www.fsboard.org.uk).

All charities are encouraged to join the Institute of Fundraising. Their website provides practical advice and assistance applicable to all Rotary Clubs.

5.12 Lotteries and the law, and street collections
An information sheet entitled 'Lotteries and the Law' is available on the RIBI website. This contains guidance aimed at clubs promoting lotteries under local authority registration. It seeks to answer some of the questions which clubs may have about the changes to the law on smaller lotteries, and to serve as an introduction only. It should not be taken as a definitive or complete account of the changes made as the law on lotteries is complex and clubs may need to take their own advice.

Street collections are a valuable source of charitable income to clubs, and the current law and code of practice is quite strict. The Institute of Fundraising website has comprehensive guidance and a check list of everything that should be considered when organising street or other ‘face-to-face’ collections. Specific consideration should be given to the purpose of the collection, informing the public of the purpose, and obtaining permission to use another charity’s registration number. Clubs should check if a local authority licence is required for any planned collection.

5.13 Charitable status and trust funds

Registration of charities
It is important to understand that the regulation of charities differs quite widely throughout the territory administered by RIBI.

Charities operating in England and Wales - charities with a gross annual income below £5,000 can no longer register with the Charity Commission, and are not allocated a charity registration number. Charitable status can be established by the constitution or trust deed, and/or by registration with the Charities section of H.M. Revenue and Customs. This enables small charities to obtain the same benefits afforded to all charities, e.g. Gift Aid recovery on donations. All other charities are required to formally register with the Charity Commission. Small charities with a gross income of less than £5,000 that are already registered with the Charity Commission can retain their registration.

Charities operating in Scotland - all charitable organisations are required to register with OSCR (Office of the Scottish Charity Regulator) and prove that they pass the 'Charity Test' i.e. that its purposes are charitable according to the law (Charities and Trustee Investment (Scotland) Act 2005). Please note that some charities based in England and Wales which also operate in Scotland may need to register with the Office of the Scottish Charity Regulator.

Charities operating in Northern Ireland - charities based in Northern Ireland cannot register as charities. Charitable status can only be granted through registration with the Charities section of H.M. Revenue and Customs. The charity authority in Northern Ireland is currently the Department for Social Development. The Charity Commission for Northern Ireland (CCNI) was established in 2009, but is not yet fully operational. It will have powers of investigation and enforcement, and to maintain a register of charities.

Charities operating in the Republic of Ireland - there is currently no legal framework for the registration of charities in the Republic of Ireland. Application for charitable status can be made to the Office of the Revenue Commissioners, Charities Section. When it is established, the Charities Regulatory Authority will
assume the primary responsibility for regulating charities in Ireland.

Charities operating in the Channel Islands and the Isle of Man - please refer to local regulations.

Should we set up a charitable trust?
Every time a Rotary club or individual Rotarian solicits contributions for an unspecified charitable cause, the fund into which such contributions are placed is held ‘on trust’ by the Rotary club. Consequently, it is the policy of RIBI that each Rotary club should establish its own trust fund, whether required in law or not, in which to keep monies raised for community and other service projects, and to have that trust formally recognised as a charity under local jurisdiction. To establish a trust fund, see paragraph 5.14.

The Charity Commission in England and Wales would expect that all organisations raising funds for ‘general charitable purposes’ in excess of £5,000 each year to formally establish and register as a charity. There is a duty to protect and monitor ‘public money’.

The same considerations apply to Rotaract clubs, and treasurers should ensure that they comply. However, it is recommended that Rotary clubs which sponsor Interact clubs should arrange to keep all sums raised by the Interact club for charitable purposes as part of the Rotary club’s trust fund.

Any club trust operating in England and Wales that raises more than £5,000 for charitable purposes in any accounting year must register as a charity with the Charities Commission. In Scotland, there is no de minimis level of income, and all trust funds must register with the Office of the Scottish Charity Regulator. Clubs in Ireland, Isle of Man and the Channel Islands should refer to their local regulations.

The establishment of a charity/trust fund and its formal recognition attracts benefits that do not apply to a Rotary club:

- interest earned by charities is free of corporation tax
- certain VAT exemptions are available to charitable organisations, particularly relating to advertising for charitable events and the purchase of equipment used for fund raising projects
- charitable status can save considerable sums when hiring halls, arenas or other venues and it is also possible some bodies may even restrict the use of their facilities to those charities which are recognised
- the Gift Aid scheme allows for the recovery of income tax on donations made by UK tax payers
- charitable status is usually required for local authority licences to be granted.

Grants and contributions for charitable purposes
Grants or contributions from a trust fund established by a Rotary club to hold its community or service funds can be made for charitable purposes, whether or not the recipient is a formal registered charity. Rotary clubs should be aware that not all causes which they may feel to be good and ‘charitable in nature’ are considered to be ‘charitable in law’. The test to apply is whether the activity is for the public benefit. Rules can be complex and any club wishing to determine whether or not a particular purpose is charitable should seek advice either from their charity regulatory body (e.g. the Charity Commission in England and Wales or OSCR in Scotland) or a local charity expert.

Some clubs may decide to raise money through club funds for a specific charity i.e. not its own trust fund. In all such cases, clubs must obtain permission from those charities to act as their agents. Money raised for external charities is held on trust and should be accounted for as a separate fund within the club records. Where the public is informed that all ‘proceeds’ will benefit a specific charity, all funds raised must be paid in full to the charity, without deduction of costs. Costs directly incurred in raising the funds may be offset where the public is informed that ‘profits’ of the event will be paid to the designated charity.

It is important that clubs make the public aware of the precise use of money raised through fundraising activities. All literature relating to the event must clearly state:

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• the intention to raise funds for a specific charity, or
• the intention to raise funds for charitable purposes generally

There should be no accumulated reserves in clubs or club trusts relating to funds raised for specific charities. Accumulated reserves from fundraising events for general charitable purposes can be applied over the course of time as the trustees decide.

If a club wishes to make a contribution to a good cause which is not charitable in law, then it should establish a separate fund for this purpose. Contributions to this fund can be made by Rotarians or others who should be made aware of the purposes to which the fund will be put. Contributions to such a fund may not be solicited on the basis that they are for charitable purposes. Any fund established for causes that are not charitable in law receives no tax advantage.

**Proof of charitable status**
The status of registered charitable organisations can be checked on the websites of the regulatory bodies for England/Wales and Scotland, and for Ireland when the formal registers have been established. For those charities that cannot formally register, alternative proof of charitable status can be established from constitutions, trust deeds or letters of registration with the tax authorities.

5.14 To establish a trust fund
RIBI has prepared a template for the standard Rotary Club Trust Deed and model notice of a resolution together with guidance notes on the recommended procedures and advice on completion of the registration form. These are primarily aimed at trusts being established and based in England and Wales, although they can be used as guidelines for trusts being set up in Scotland, Northern Ireland and the Republic of Ireland and adapted where necessary to suit local regulations.

The standard Rotary Club Trust Deed is the basic deed needed to establish a trust. It does not set out rules for governance and administration of the trust. RIBI has prepared guidance on the areas that should be considered by trustees for the governance and administration policies appropriate to their trust, which can be used by the trustees to prepare a document covering its operational rules. This could include:

- number, appointment and term of office of trustees including:
  a) eligibility of trustees
  b) appointment and Termination of trustees, and how many (do you need more/continuity, etc)
  c) procedure for calling and running trustee meetings (quorum, etc)
- trustees not to benefit financially from their trusteeship
- trustee powers including:
  a) statutory powers
  b) delegation of powers
  c) duty of care and extent of liability
- accounts and annual returns
- trustee expenses
- power to make regulations

This document, separate from the trust deed, can be varied as required by the trustees providing there is nothing in the rules that contradict anything in the trust deed., but the core trust deed cannot be amended without the agreement of the appropriate Charity Commission.

The 'model notice of a resolution' should be discussed and ratified at a club meeting.

The Trust fund should be called 'The Rotary Club of XYZ Trust Fund' to differentiate from the Rotary club itself.
New or existing clubs in the Channel Islands and the Isle of Man will need to take advice locally, and act in accordance with their own tax regulations and trust laws. The standard trust deed, together with the model notice of resolution, available from RIBI may need to be amended to meet local requirements.

Statement of charitable status
A requirement of the Charities Acts is that the name and status as a 'registered' charity must appear on any written or printed documentation, which includes letters, notices, advertisements or other documents intended to solicit contributions, cheques, invoices, receipts, bills or orders for goods. Registered charities may also include the registered charity number. Small charities operating in England/Wales that can no longer register should include as their status that they are an 'accepted' charity. RIBI recommends the adoption of this policy for all trusts within its jurisdiction, regardless of any de-minimis rules or local variations. This will ensure consistency throughout the organisation.

It is important that all clubs in RIBI ensure that careless wording does not imply that it is the Rotary club itself that is the recognised charity, and treasurers should check their club stationery with this in mind. Please refer to the RIBI Branding Guidelines booklet, Sec 4.4 (b) for advice on adapting the standard stationery to comply with these regulations.

5.15 Trustees and their responsibilities
Both the Charity Commission (publications CC3 – The Essential Trustee – What you need to know’ and CC3a 'The Essential Trustee - An introduction’) and Office of the Scottish Charity Regulator (publication 'Guidance for charity trustees') provide clear and up-to-date guidance on the role of the Trustee, based on the various Charity and Trustee Acts.

Recent changes in charity legislation have extended the responsibilities of trustees of charities. Guidance is provided by the Charity Commission in England/Wales on the recruitment, selection, training and support of trustees, to ensure that appropriate skills and expertise is available for the governance of the charity. For further information please see Charity Commission publication CC30 'Finding New Trustees – What charities need to know’. These are recommendations that provide a sound basis and should be adopted by all RIBI club trusts.

Steps should be taken to ensure that potential trustees are not prevented by law from appointment as a charity trustee, and that where trustees work regularly with children or vulnerable adults, the relevant Disclosure and Barring Service (DBS) checks are formally carried out, as laid out in the RIBI Protection Policy.

Rotarians should note that taking on the role of a trustee makes the individual personally liable for their actions. They are expected to act with due care and consideration as they act as custodians of the charity’s assets. All trustees should familiarise themselves with publications CC3 and CC3a, available for download from the Charity Commission website to understand their personal duties and responsibilities.

The Standard Rotary Club Trust Deed form identifies the Trustees as the president, secretary and treasurer of the Rotary Club. Prior to taking office, trustees should obtain and read a copy of the charity trust deed and the Charity Commission publication CC3 - ‘The Essential Trustee: What you need to know’. It is also good practice for incoming trustees to sign a declaration that they accept their legal responsibilities under local trust law. This should be recorded in the minute book of the trust fund each July, using the following wording: Rotary Club of xxxxxx - XYZ Trust Fund: This is to certify that we, the incoming trustees of the XYZ Trust Fund, accept our legal responsibilities under trust law which may include a Criminal Investigation Bureau check for the Rotary year xxxx to xxxx.

Trustees must act at all times in the best interest of the trust, irrespective of their position with the local Rotary club, which may sometimes require taking professional advice. It is the responsibility of trustees to ensure that the charity complies with all aspects of charity law.

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Members of the public have direct access, through charity registrars (such as the Charity Commission in England/Wales and OSCR in Scotland), to the names and addresses of registered trustees. These published names are deemed to be the formal trustees. It is recommended that details should be updated on the relevant website as soon as new trustees are appointed.

5.16 Donations and the Gift Aid scheme
Gift Aid increases the value of donations to UK charities by allowing them to reclaim basic rate tax on the gross value of the gifts.

For donations made between 6 April 2008 and 5 April 2011, the charity also received a separate government supplement of 3p on every £ donated – to take advantage of this concession, Gift Aid claims must clearly identify donations received prior to 5th April 2011.

To be eligible for Gift Aid, gifts must be donated as money. Donations made in kind, by loan waiver or debt/loan conversion, and outright payments to a charity in return for services, rights or goods, do not fall within the Gift Aid scheme. Clubs must be aware that Gift Aid cannot apply to the following sources of income:
- club subscriptions from members and payment for meals
- donated books, jumble sale items, food etc
- admission to events (jumble sales, concerts etc)
- income from the sale of raffle or lottery tickets (including 100 clubs etc)

To be eligible under the scheme, all donations must be *freely given* and accompanied by a formal Gift Aid declaration containing the following details:
- the donor's name and address, including post code
- the name of the charity
- a description of the gift, which may be a single or series of donations
- confirmation that the donor has paid Income and/or Capital Gains Tax at least equal to the tax to be reclaimed by the charity

Gifts made jointly by two people are eligible for the scheme if the charity is informed and each donor completes a Gift Aid declaration.

The scheme allows Gift Aid to be reclaimed on eligible gifts for a period of four years prior to the signing of the Gift Aid declaration.

**Telephone and on-line donations**
Donations made by telephone or on-line are eligible for the Gift Aid scheme providing:
- the charity obtains all the necessary details for a Gift Aid declaration, including confirmation that the donor has paid sufficient UK tax
- sends a written record to the donor
- allows a 30 day ‘cooling-off’ period. The declaration also needs to give other information.

**Collections at fundraising events**
Gift Aid can only be reclaimed on voluntary donations collected at fund-raising events if Gift Aid declaration forms are completed by the donor. Please note that ‘donations’ that provide the giver with any benefit (e.g. the purchase of an item at a charity auction) are generally excluded from the Gift Aid scheme. There are complicated and specific rules relating to Gift Aid and donated items. Full details are available on HM Revenue & Customs website www.hmrc.org.

**Collection of club subscriptions and donations**
Some clubs arrange to collect annual subscriptions and donations to one or more Rotary charities at the same time. It is important that:

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• All members are informed that donations are voluntary and that this is formally recorded in club records
• Separate cheques are obtained for subscriptions and donations. The subscription payment is banked in the club bank account and the donation in the club trust bank account if the club has set up a trust
• Gift Aid declarations are completed and retained by the trust
• Gift Aid is only claimed by the club trust on donations to the club trust, as detailed on the Gift Aid declaration

Changes to the Gift Aid scheme
• From April 2013, charities that receive small donations of £10 or less will be able to apply for a gift aid style repayment without the need to obtain gift aid declarations for those donations. The amount of small donations on which the new repayment can be claimed will be capped at £5,000 per year, per charity.
• HMRC has also introduced a new online system for charities to register their details for gift aid and to make gift aid claims.
• The overall Gift Aid ‘benefit’ limit for individuals has increased from £500 to £2,500 with effect from 6th April 2011.

How to claim Gift Aid
Full details on how to register with HMRC and make Gift Aid claims are available for UK charities on the HM Revenue and Customs (HMRC) website - www.hmrc.gov.uk/charities/tax/recognition. The steps to be followed by club trusts are:
  • apply to HMRC for recognition as a charity. HMRC will provide a tax reference number for use with all claims.
  • nominate an authorised signatory and/or claimant
  • complete and submit form R68 'Gift Aid' schedule

Records of all amounts received under gift aid from each donor must be kept and the donor declarations retained. Gift aid claims should be completed and submitted regularly, as a minimum on an annual basis, and refunds paid into the club trust bank account. Full details of each donor must be included with the Gift Aid claim.

Examples of gift aid declarations and notices to donors of oral declarations can be obtained from either the RIBI Secretariat or District Treasurers. For club trusts in England, Wales and Northern Ireland, further information can be obtained from the HMRC website or by contacting HMRC (Charities Section) at Charities Correspondence S0708, PO Box 205, Bootle, L69 9AZ. Tel: 0845 302 0203. For club trusts in Scotland, please telephone 08453 020203 and the call will be transferred to their Scottish Office.

It is strongly recommended that gift aid payments that are intended for Rotary Foundation are made direct to RFUK which is based at the RIBI Secretariat. All administration relating to Gift Aid declaration forms, reclaiming tax and recording and allocating donations to clubs or individual members is carried out by the RFUK team. Regular reports of donations received are sent to the Rotary Foundation and its trustees.

Where gift aid payments intended for the Rotary Foundation have been collected in bulk by the club, the funds should be sent direct to RFUK at the Secretariat in Alcester, together with a list of the names and amounts donated by each individual and confirmation that these have been freely given. It is imperative that club trusts do not claim Gift Aid on donations to RFUK where the Gift Aid Declaration is made out in favour of RFUK. Club trusts may only claim Gift Aid where the signed Declaration is made out in favour of the club trust itself.

5.17 Tax on investment income
Rotary clubs in the United Kingdom fall under the UK corporation tax rules applying to clubs and

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unincorporated associations. The rules for charging corporation tax changed with effect from 1 April 2006. For small organisations there used to be a NIL starting rate but this has been removed and all organisations are now liable corporation tax (see Appendix E for the annual rates).

Interest arising from all investments or deposit accounts held by a club is subject to corporation tax. The Inland Revenue makes no distinction between various accounts and will assess a club’s administration and social account and an account set up to fund a good cause in precisely the same way. However, HMRC has recognised that this will add an extra burden on small organisations, involving the completion of a corporation tax return and payment corporation tax on very small amounts of income. As a result, they are by concession not going to ask clubs and unincorporated associations to file returns and pay the tax, providing the following conditions are met by clubs:

- the annual corporation tax liability of a club is not expected to exceed £100, and
- the club is run exclusively for the benefit of its own members.
- In this case, HMRC will prevent the issue of a notice to file returns and treat the club as dormant, subject to review at least every 5 years.

The club treasurer is responsible for ensuring that the club follows the regulations for completion of corporation tax returns and payment of any liabilities due within the relevant time period following the end of the Rotary year (12 months for filing the return and 9 months for payment of the liability).

It is also the responsibility of the treasurer to contact the HMRC office responsible for its corporation tax liabilities if the conditions for dormancy treatment (as set out above) are met. Most existing clubs that meet the conditions are already likely to be treated as dormant by HMRC but, where clubs receive corporation tax returns but should be considered as dormant, it is necessary to formally obtain recognition of the dormancy from HMRC.

A club that has received a letter from HMRC to say it is being treated as dormant need not contact HMRC until the end of the dormancy period, unless it breaches any of the conditions set out in the letter, or is subject to some other significant change affecting its tax position. Dormancy status has to be reviewed every 5 years.

Clubs in the Republic of Ireland, Channel Islands and Isle of Man must observe their local tax regulations.

5.18  VAT

The UK VAT regulations apply to all businesses and organisations operating within the United Kingdom, and both Rotary clubs and their trusts fall within the scope of the legislation. There are no concessions that apply to clubs, and VAT that is charged on all purchases has to be paid in full. There are some concessions that apply to charitable organisations, particularly on advertising costs and the purchase of certain equipment the supply of which can be zero rated. For this concession to apply to club trusts, the advertising or equipment must relate to the specific activities of the trust. Trusts cannot request zero rating on these purchases made on behalf of the club.

**VAT registration**

Any Rotary club operating within the United Kingdom with business activities and a turnover from standard-rated and zero-rated supplies (including subscriptions) above the threshold set out in Appendix E must register for VAT and account for VAT on its taxable supplies. This turnover includes:

- club subscriptions (either in full or in part, depending on the benefits provided to members)
- gross weekly income contributed by the members for their club meal or social event (unless paid directly to the venue)
- all other sums raised and not added to the club’s trust fund.

Club trusts must consider whether they are undertaking business activities that could fall within the VAT registration rules. The collection of voluntary donations by charities falls outside the scope of VAT and
should not be included in the calculation of turnover when assessing the registration threshold. There are special rules for VAT and charity fundraising events. It is recommended that any club trust with income (other than donations) from fund raising activities and events that could potentially exceed the VAT registration threshold seeks professional advice on its VAT status.

Clubs in the Republic of Ireland and the Channel Islands must follow their own local VAT regulations.

5.19 Appeals for Support
From time to time, Rotary clubs seek the support of other Rotary clubs in fund-raising ventures and occasionally requests are made for details to be distributed throughout RIBI. The current policy is as follows:

1. No Rotary club nor individual Rotarian may circulate to any other Rotary club in the same district any appeal for financial support without the consent of the District Governor;
2. No Rotary club nor individual Rotarian may circulate to any other Rotary club(s) in any other district(s) any appeal for financial support without the consent of the governor(s) of the district(s) concerned;
3. No Rotary club nor individual Rotarian may circulate to all clubs within GB & I any appeal for financial support without the consent of the General Council of RIBI;
4. No Rotary club nor individual Rotarian may release to any other organisation any Rotary, Rotaract, Interact or Rotakids directory for the purposes of circularising Rotarians, Rotaractors, Interactors or clubs for any purpose.
5. No Rotary, Rotaract, Interact or Rotakids directory may be used for purposes other than those of the Rotary movement.
Section 6 – The Rotary Foundation

6.01 The Rotary Foundation
The mission of the Rotary Foundation is to enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty.

Rotary Foundation of the United Kingdom (RFUK) a charitable trust and a company limited by guarantee. The company is governed by three directors all living within the UK, one of which is the UK based trustee of The Rotary Foundation of Rotary International (TRF), who together make up the company’s management committee. The members of the company (RFUK) are all the trustees of TRF.

Gifts and legacies to The Rotary Foundation can be made through RFUK. For further information contact the Secretary, RFUK, Kinwarton Road, Alcester B49 6PB.

Contributions from clubs
Cheques, made payable to RFUK, should be sent to arrive at the Secretariat in Alcester by the 25th of each month, together with a summary schedule providing full details of donors as required for RFUK records and the TRF contributions database. Districts should ensure that payments from clubs are made as early as possible in the Rotary year, to allow maximisation of income from investment by The Rotary Foundation.

Some clubs may opt to pay contributions by bank transfer. Please contact the RFUK administrator at the Secretariat for details of the information that will be required to allow for the accurate recording of these donations in the financial records.

Gift Aid contributions (see also paragraph 5.16)
Gift Aid leaflets for donations to RFUK are available for download from the RIBI website. Most clubs and districts also keep stocks of these leaflets. Where possible, the official RFUK leaflet should be used for donations to RFUK. Please make sure that you are using the current RFUK bank – CAF as RFUK is not accepting standing order instructions for Cater Allen Bank or its predecessor, Robert Fleming Private Bank.

Gift Aid declarations supporting voluntary donations to RFUK should be sent to the Secretariat. RFUK relies on the correct completion of these forms, which certify that donors pay UK tax sufficient to cover the Gift Aid claim in any tax year. Gift Aid reclaimed is allocated to each individual's giving record.

Declarations include the option to Gift Aid (please tick the appropriate box on the RFUK leaflet):
- one-off donations (the current donation or a specific past donation)
- the current and all future donations
- the current, all future donations and all donations made in the past four tax years.

Mandates that cover future donations will continue to apply until cancelled in writing by the donor.

Individual donations should be clearly marked with the donor’s details. Individual donations will be credited to the individual's record, unless specifically marked 'club donation' - please refer to 'individual recognition' and 'sustaining member' below. All contributions are allocated to the Annual Fund (previously Annual Programmes Fund) in the absence of specific instructions to the contrary (e.g. Polio Plus or the Endowment Fund (previously Permanent Fund).

Individual Recognition
In order for individual contributions from Rotarians to accumulate recognition points, the club secretary should provide a Membership ID from Rotary International to be submitted with all contributions. If this proves difficult, please contact the RIBI Secretariat for assistance. Once the ID is allocated, all donations to the Annual Programmes Fund will accumulate credits which will qualify towards Paul Harris Fellows and Major Donor recognition.
Sustaining Membership
Any member making individual donations to the equivalent of $100 pa or more will qualify for ‘Sustaining Membership’. This annual total includes any related Gift Aid recovered by RFUK in respect of each individual donor. Individual donations under the Sustaining Membership scheme will also accrue Paul Harris Fellows credits.

Individual giving can be tracked by logging on to the members’ area of the RI website www.rotary.org - click on ‘view your contribution history’.

Paul Harris Fellows
Contributions to the Rotary Foundation for the sterling equivalent of US$1,000 may be used to make the donor or some other person, not necessarily a Rotarian, a Paul Harris Fellow. Clubs are asked to consider making worthy non-Rotarian local ‘personalities’ Paul Harris Fellows, as a well-conducted ceremony will gain good publicity for the club. Application forms can be obtained from the District Foundation Chairman or from the Secretariat who will dispatch recognition materials and who can advise on the amount of credits a club has available.

Major donors
The Rotary Foundation recognises as 'major donors' those couples or individuals whose combined or cumulative giving has reached $10,000.

New Grants Model
The Rotary Foundation operates district, global and packaged grants for clubs and districts throughout the world. In all cases where a club wishes to apply for any grant from The Rotary Foundation, early discussion with the district grants sub-committee is recommended, to obtain advice from experienced Rotarians and minimise problems and unnecessary work. Advice ranges from the types of grant available, eligibility and procedures to be followed. Current application forms for grants may be downloaded from the RI website. No funds connected with a grant should be sent to The Rotary Foundation until the grant has been approved.

District Grants
These are made from funds held by districts on behalf of The Rotary Foundation trustees and may be used for local, national and international projects. In all cases, please apply to the District grants sub-committee of the District Rotary Foundation committee.

Ambassadorial and other scholarships
At any one time in RIBI, there are up to 200 university students studying here on one-year Rotary Ambassadorial Scholarship. They are funded by Rotarians in overseas districts where they live or work. Scholars are available to talk to clubs, district conferences, etc, as part of their commitment to Rotary. Some districts in RIBI allocate sufficient funds and choose to send a scholar abroad. Alternatively, they may decide to donate funds to another district to pay for a student from a poorer country to come here to study. Full details are available from the district committee, the RIBI Foundation committee or the Secretariat. The RI website contains full details of the programme.

The University of Bradford is one of seven universities in six countries around the world which accepts Rotary World Peace Fellows for a master’s degree level course in peace and conflict resolution. Districts may nominate suitably qualified candidates to study at the universities abroad and funding comes direct from the Trustees. Similarly a three-month certificate programme is available in Bangkok, Thailand. Information is available from the sources quoted above.

Vocational Training Team (VTT)
This is an exchange programme for teams of non-Rotarian business and professional people, aged between
twenty-five and forty, and a Rotarian team leader to spend four to six weeks in each other’s district. During this time, they learn about the culture, business life, traditions, etc. of the district they visit. They become accomplished public speakers and enjoy home stay with several Rotarian families to gain a good insight into the daily life of the host country. Clubs and districts are strongly encouraged to invite members of incoming and outgoing teams to speak at their meetings.

**Alumni**
An alumnus of the Rotary Foundation is anyone who has benefited from the scholarship, VTT and volunteer projects of the Foundation. They are a resource for speakers at clubs and as advisors for those about to become involved in Rotary projects. They are all potential Rotarians – a fact which is often overlooked, and they should be encouraged to attend functions held by the club.

**6.02 Rotary District and club foundation committees**
After due consultation with clubs, each district decides in which of the Rotary Foundation programmes it will participate. There is *SHARED* responsibility by all Rotarians in a district for determining how the District Designated Fund (DDF) will be allocated. Under the *SHARE* system, available District Designated Fund is allocated to one or more of four broad allocation categories, humanitarian, educational, donations or cultural activities. The amount of the District Designated Fund to be allocated is calculated on the basis of 50% of contributions to the Annual Fund of the Rotary Foundation from 3 years ago plus any previously unallocated funds.

A district may decide to apply for up to 20% of its DDF, based on contributions received three years earlier, to be paid to the district for use on local, national or international projects, subject to conditions. Each club can be involved in the humanitarian or Rotary volunteer programme in co-operation with other clubs overseas. Publicity for the many and varied programmes of the Rotary Foundation is very important at club level, where ultimately all the action takes place. It is of paramount importance that each club has a Rotary Foundation committee, not only to encourage giving but also to promote involvement and interest in our own charity.
APPENDIX C
Regulations for accounts preparation and examination applying to RIBI charities and charitable trusts operating in England and Wales

England and Wales
The rules for non-company charities operating in England and Wales are as follows:

**Annual income less than £10,000** are required to:
- formally register charitable status with HM Revenue and Customs if Gift Aid applies
- register with the Charity Commission, unless annual income is less that £5,000. It is no longer possible to register a charity with the Charity Commission where annual income is less than £5,000
- maintain proper accounting records
- prepare annual accounts on a receipts and payments basis, although adopting the accruals basis will be acceptable (as set out in the Charities SORP)
- arrange for independent examination of the Trustees report and accounts by a suitably experienced examiner (an RIBI requirement)
- provide certification to the District that the examination has been carried out
- make the accounts available to the public on request

**Annual income between £10,000 and £100,000** are required to:
- register with the Charity Commission and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return (can be completed online)
- prepare the annual accounts on a receipts and payments basis, although adopting the accruals basis will be acceptable (as set out in the Charities SORP)
- arrange for independent examination of the Trustees report and accounts by a suitably experienced examiner or audit by a registered auditor
- provide certification to the District that the examination has been carried out
- make the accounts available to the public on request

**Annual income between £100,000 and £250,000** are required to:
- register with the Charity Commission and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return (can be completed online)
- prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
- arrange for independent examination of the Trustees report and accounts by a suitably experienced examiner or audit by a registered auditor
- provide certification to the District that the examination has been carried out
- make the accounts available to the public on request

**Annual income between £250,000 and £500,000** are required to:
- register with the Charity Commission and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records

[www.ribi.org](http://www.ribi.org) for quick and easy access to further Rotary information
• prepare and file a trustees report and accounts
• complete an annual return (can be completed online)
• prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
• arrange for independent examination of the Trustees report and accounts by an examiner who is a member of a recognised body, or audit by a registered auditor. (If gross assets exceed £2.8million, an audit must be carried out)
• provide certification to the District that the examination has been carried out
• make the accounts available to the public on request

**Annual income in excess of £500,000** are required to:

• register with the Charity Commission and HM Revenue and Customs if Gift Aid applies
• maintain proper accounting records
• prepare and file a trustees report and accounts
• complete an annual return (can be completed online)
• prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
• arrange for an audit by a registered auditor
• provide certification to the District that the examination has been carried out
• make the accounts available to the public on request

For all club trusts regardless of annual income, an audit must be carried out if required by the constitution or trust deed, or the trustees decide that an audit should be done.

An audit is also legally required where charities have income less that £10,000 or between £10,000 and £100,000 but:

• expenditure in excess of £250,000 in the same year, or
• either income or expenditure in excess of £250,000 in either of the two preceding years.

**For charities that are also companies**, the same rules apply with the exception that accounts must be prepared in accordance with the requirements of the Companies Acts in addition to complying with the Charities SORP.

*Please note: clubs based in England and Wales, or other countries within the jurisdiction of RIBI, that carry out fundraising activities or events in Scotland may also need to register their trusts as charities in Scotland. Please seek local advice.*
APPENDIX D
Regulations for accounts preparation and examination applying to RIBI charities and charitable trusts operating in Scotland, Isle of Man, Northern Ireland, Republic of Ireland and the Channel Islands

Scotland
The rules for non-company charities operating in Scotland are as follows:

Annual income less than £100,000 are required to:
- register with the Office of the Scottish Charity Regulator and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return
- prepare the annual accounts on a receipts and payments basis, although adopting the accruals basis will be acceptable (as set out in the Charities SORP)
- arrange for independent examination of the Trustees report and accounts by someone with the requisite skills, unless the accounts are prepared using the accruals basis when the examiner must be an authorised professional examiner. (If gross assets exceed £2.8million, an audit must be carried out by a registered auditor)
- provide certification to the District that the examination (or audit) has been carried out
- make the accounts available to the public on request

Annual income in the range from £100,000 to £499,999 are required to:
- register with the Office of the Scottish Charity Regulator and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return
- prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
- arrange for independent examination of the Trustees report and accounts by an authorised professional examiner. (If gross assets exceed £2.8million, an audit must be carried out by a registered auditor)
- provide certification to the District that the examination (or audit) has been carried out
- make the accounts available to the public on request

Annual income of £500,000 or above are required to:
- register with the Office of the Scottish Charity Regulator and HM Revenue and Customs if Gift Aid applies
- maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return
- prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
- arrange for audit of the Trustees report and accounts by a registered auditor.
- provide certification to the District that the examination has been carried out

www.ribi.org for quick and easy access to further Rotary information
• make the accounts available to the public on request

For all club trusts regardless of annual income, an audit must be carried out if required by the constitution or trust deed, or the trustees decide that an audit should be done.

Charities in Scotland that are also companies must comply with the requirements of the Companies Acts in addition to complying with the Charities SORP. All such companies must prepare accounts using the accruals basis. Special rules for independent examination or audit of companies in Scotland that are also charities as follows:
• income less than £90,000 and gross assets not more than £2,800,000 - require accounts to be examined by a recognised professional examiner
• income between £90,000 and £250,000 and gross assets not more than £1,400,000 - require accounts to have an accountant’s report in accordance with the Companies Act
• income in excess of £250,000 - require accounts to be subject to an audit by a registered auditor

Isle of Man
The rules for non-company charities operating in the Isle of Man are as follows:

Annual income equal to or less than £5,000 are required to:
• register with the IOM General Registry and HM Revenue and Customs if Gift Aid applies
• maintain proper accounting records
• file a trustees report and accounts with the IOM General Registry
• prepare annual accounts on a receipts and payments basis, although adopting the accruals basis will be acceptable (as set out in the Charities SORP)
• arrange for independent examination of the Trustees report and accounts by a suitably experienced examiner (an RIBI requirement)
• provide certification to the District that the examination has been carried out
• make the accounts available to the public on request.

Annual income from £5,001 to £100,000 are required to:
• register with the IOM General Registry and HM Revenue and Customs if Gift Aid applies
• maintain proper accounting records
• prepare and file a trustees report and accounts with the IOM General Registry
• prepare the annual accounts on a receipts and payments basis, although adopting the accruals basis will be acceptable (as set out in the Charities SORP)
• arrange for independent examination of the Trustees report and accounts by a qualified or approved examiner or audit by a registered auditor
• provide certification to the District that the examination has been carried out
• make the accounts available to the public on request.

Annual income between £100,000 and £250,000 are required to:
• register with the Charity Commission and HM Revenue and Customs if Gift Aid applies
• maintain proper accounting records
- prepare and file a trustees report and accounts
- complete an annual return (can be completed online)
- prepare the annual accounts using the accruals basis (as set out in the Charities SORP)
- arrange for audit of the Trustees report and accounts by a registered or approved auditor
- provide certification to the District that the examination has been carried out
- make the accounts available to the public on request

Charities in the Isle of Man that are also companies must comply with the requirements of the Companies Acts in addition to complying with the Charities SORP. All such companies must prepare accounts using the accruals basis.

**Northern Ireland**

Please refer to local charity guidelines. As a minimum, RIBI requires:
- preparation of accounts in line with the Charities SORP
- independent examination of the Trustees report and accounts by a suitably experienced person
- certification to the District that the examination has been carried out

**Republic of Ireland**

Please refer to local charity guidelines. As a minimum, RIBI requires:
- preparation of accounts in line with the Charities SORP
- independent examination of the Trustees report and accounts by a suitably experienced person
- certification to the District that the examination has been carried out

**Channel Islands**

Please refer to local charity guidelines. As a minimum, RIBI requires:
- preparation of accounts in line with the Charities SORP
- independent examination of the Trustees report and accounts by a suitably experienced person
- certification to the District that the examination has been carried out
APPENDIX E
Corporation tax and VAT data

Corporation tax rates
All clubs that have not been classified as 'dormant' for tax purposes (see paragraph 48) are liable to corporation tax on investment income at the following rates:

<table>
<thead>
<tr>
<th>Year commencing 1 April</th>
<th>Tax Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>21%</td>
</tr>
<tr>
<td>2011</td>
<td>20%</td>
</tr>
<tr>
<td>2012</td>
<td>20%</td>
</tr>
<tr>
<td>2013</td>
<td>20%</td>
</tr>
</tbody>
</table>

Please refer to the HMRC website www.hmrc.gov.uk for any future changes.

Taxable income is apportioned to each of the two corporation tax rates relevant to the periods:
- 1 July to 31 March, and
- 1 April to 30 June

VAT registration thresholds
Registration for VAT in the United Kingdom is mandatory for all clubs and club trusts where business activities in the United Kingdom give rise to standard-rated or zero-rates supplies that exceed the following thresholds:

<table>
<thead>
<tr>
<th>Period in which supplies reach threshold</th>
<th>Threshold for annual income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 April 2010 to 31 March 2011</td>
<td>£70,000</td>
</tr>
<tr>
<td>1 April 2011 to 31 March 2012</td>
<td>£71,000</td>
</tr>
<tr>
<td>1 April 2012 to 31 March 2013</td>
<td></td>
</tr>
<tr>
<td>1 April 2013 to</td>
<td>£79,000</td>
</tr>
</tbody>
</table>

The United Kingdom is made up of Great Britain, Northern Ireland and the territorial waters. It does not include the Channel Islands or the Isle of Man. However, for VAT purposes the Isle of Man is treated as part of the UK and the VAT rules are the same as for the UK. Please note:
- VAT is chargeable in the Isle of Man under Manx law which generally parallels UK legislation
- There is no VAT in the Channel Islands.