

Important Points to Note:

A: ROTARY INTERNATIONAL

1. The Rotary Foundation – support Every Rotarian Every Year as foundation needs money for all the humanitarian projects to do good every year.
Without TRF there will be no R.I.
The Polioplus (launched 1985) mission of RI is to eradicate polio from this world.
More than 2 billion children vaccinated so far.
2. Matching Grant application – get everything ready to submit to TRF by early July (implement projects around October/November)
3. Major District Decisions
The board must deliberate and if deem fit brings to the club members at the weekly meeting for matters on District Budget, District Resolutions, Nominations for RI or district positions
4. Club data for RI Official Directory – outgoing Secretary to submit with cc to DGE
If do not submit, RI will contact only the previous year Pres & Sec
5. Member's Access - only President and Secretary can access
Can use to edit membership records, pay dues and get information on club.

B: DISTRICT

1. Promote attendance at District Conference & Assembly
President must promote the conference whilst the PE the assembly
2. Promote attendance at District Seminars/Intercities/Mid-Term
Encourage attendance to update Rotary information, fellowship and net-working – not for President or PE alone but for all esp the BOD
3. RYLA – GSE – IYE
RYLA – should open to others; don't confine only to Rotaracters.
GSE – promote with office staff and also Rotaracters
IYE – need to comply with requirements if want to participate.

C: BOARD OF DIRECTORS

1. Board meeting is compulsory - even date is enshrined in club constitution
2. BOD meetings must discuss and deliberate ONLY policy matters. Directors must avoid reporting mundane run of mill information but instead highlight up-coming project and critical infor needed to entice support. This will make the BOD meeting shorter and more interesting.
3. Board Reps
Board Reps are Board Members assigned to each avenue of service as “second” chair of that service. Thus Board Reps should chair the service committee meeting or make report at Board Meeting or Club Assembly if the Director is indisposed.
The 5 Board Reps are IPP, VP, PE, Sec & Treasurer.
The allocation is based on who fits which com best basis.

4. Board members must not be confined to only his/her avenue but be involved in every avenue so as to have a complete picture of club's total activities. This will be beneficial when taking up higher leadership position in the future.
5. Letter of Appointment
All committee members must be given letter of appointment by President Elect or Director Elect. Pres also give appointment letters to PPs as advisers.
6. Nominate Club Electors
Around Nov/Dec BOD must nominate the club electors. Normally they are the Club President, PE then VP (if 3 electors). Also discuss any resolutions or proposed budget sent from district for adoption at Conference.
PE automatically the club elector on budget at district assembly
7. Club Weekly meetings – cancellation by board and not by President alone

D: FINANCE

1. Budget preparation – every director provide project and budget sought – President and Treasurer deliberate and allocate the budget to each project and avenue
2. Budget must be balanced ie cannot spend more than sum raised
3. Budget Control
Budget allocated for a particular project cannot be used for another project even from the same service committee. Such transfer of fund must be approved by the BOD
4. Treasurer – keep tab of members' dues not paid – provide list at board meeting and club assembly
5. Fund Raising
Unlike other clubs, Pudu's funds for activities are raised through an annual fund raising event usually only once. Thus it is mandatory that every member supports financially the fund raising.
6. Club's many Accounts
We are in the process of listing ALL the individual accounts at PRCCF & PRC. Then at end of every Rotary year, the treasurer must provide the ending balance which will be the starting balance for the new Rotary year. Then we will have the information on how much money we have in each account

E: CLUB PRESIDENT

1. President's Fund is made available for the President to use in times of emergency when the approval of the board is not available.
2. The President cannot cancel Board meetings without the approval of the board
3. The award of the 4-Avenues of Service Citation Award to a senior Rotarian though the prerogative of the President, the President should always do so in consultation with the PPs' Council as the club culture is to give to the more senior member first.

F: SERVICE COMMITTEE MEETINGS

1. Committee meetings are held monthly on specific days.
2. Punctuality is of critical importance – best is to get all members to agree on time to meet. This will not waste time of members who are punctual.
3. Do not need to carry out project in every sub-avenue
4. New Generations - Interact & Rotaract Club Installation
Unless totally unavoidable, President must attend all these Interact and Rotaract Club Installations. These young adults look up to us and treasure our presence and support.
5. Rotaract - RM1,000 for DRC / DRA to monitor as only for Registration Fee
6. Project Submission for Awards/Recognition
If all projects are properly planned and photos, news release etc kept, then submission is easy. Try to do write up once project completed and not at the eleventh hour.

G: CLUB

1. Attendance Chairman
Com Chair to provide a list of members with weak attendance at every com and board Meetings.
Chair also promote attendance at conference, assembly, seminars, intercities etc
2. Club Attendance
Pudu's monthly attendance has never gone below 85% or 10 positions.
Print the monthly attendance result in Berita Pudu and take action (even termination of membership) if necessary.
Attendance @ Committee meetings will be better if chair personal calls and not just sms or emails
3. Speakers
President remind speaker that no sales talk or politic, race or religion
Respect speakers – silence & accompany speaker to his/her car at end of meeting
4. Membership
Propose members no short cut – follow rules, 3 meetings within 2 months, photos, contact information etc compulsory before membership processing commence.
5. Terminate Members
At end of Rotary year, evaluate weak members and terminate their membership so as not to carry them to new year then terminate. This will provide a cleaner start for the new Rotary year.
6. Fireside
Our members need the continuous Rotary Information @ fireside to motivate them.
Ask new members to host if they do not attend. At every session, there must be 30 minutes information on club service
Target new members – ask them to host – have small groups

7. Club Evening Fellowship Party
Fellowship is the strength of Pudu and supports of our spouses and children the key.
Organize at least 3 evening fellowship dinners. No free dinners but only charge cost of food as our RM50/year only to cover shade, tables, chairs and hostess gift.
8. Hostess Gift
Always ensure that the hostess gift is been obtained for any fellowship event like fireside, evening club fellowships etc.
9. Outstation Trips
Organise out-of-town fellowship for better bonding esp with new members
10. Club Assembly
Director to provide written reports – not minutes
11. Club Directory
Ensure club directory printed and ready for distribution on or before the 1 July.
Problem is always getting the photos. So ensure all new members' photos are submitted before processing membership.

H: ANNUAL EVENTS

1. Club Installation
Chaired by incoming PE with all incoming board as org com members
Target is never as fund raising and so charge for dinner should not be too high.
Expenditure must be covered by income with NO deficit
GoH need not be a politician
Toasts by PPs – follow the pattern in seniority.
2. Sister Club Visits
Visits of our Sister Clubs to our Club Installation will incur money and manpower.
Plan properly – transport, reception, dinners & cost
Visit our Sister Club's installation/anniversary – need early planning and getting a core group to attend.
3. ILTS
It is an Interact Leadership Training Seminar and that must be our main objective. If camping and outdoor or outstation can be included, why not BUT the core training facilities must never be compromised.
4. DG's Official Visit
Take pains to organize this official visit. Set up a committee if needed. Ensure district first lady well taken care off with planned programme.
5. 100% Appreciation Dinner
Give proper recognition to the 100% dinner. Don't join with some other club event thus down play the significance.
Club subsidize RM25 - dinner & gift on IPP's account

6. Spouses' Night
This is the second most important event in Pudu's annual calendar. All BOD MUST support and ensure success as our spouses are our key to our club's success. Don't take this event lightly.
7. Club Anniversary
Organize at whatever level the BOD deems fit. Not necessary grand affairs every year.
8. Scholarships
This is an annual event chaired by the IPP.
Constant review on the amount of money awarded and recipients are vital
9. Jenjarom Old Folks' Home Visit
Project adopted by Pudu in early nineties.
Monitor the need and use this to garner support from friends and business associates
10. End of Year (31st December) Party
Not compulsory – merely for fellowship – to strengthen friendship.

I: PAST PRESIDENTS' COUNCIL

1. It is only an advisory council that meets regularly for fellowship as well as to assist the President in handling any issues confronting the club.
2. The council has with no legal powers except that of being the Nominating Committee
3. At the nomination committee, the PE discusses/submits his/her proposals except that of PE & VP to the nominating committee. Usually, the nomination of PE will be endorsed but the wisdom of the PPs will be as check and balance.
4. The Secretary of the Council will be the PE.