

扶輪社 社長手冊

CLUB

PRESIDENT'S

MANUAL



ROTARY INTERNATIONAL®

國際扶輪

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本手冊為 2006 年版『扶輪社社長手冊』*Club President's Manual* (222-CH)。本手冊旨在供 2007-08、2008-09、及 2009-10 年度扶輪社社長使用。手冊內資訊的根據為模範扶輪社章程、建議扶輪社細則、國際扶輪章程、國際扶輪細則及扶輪政策彙編。2007 年立法會議或國際扶輪理事會對這些張成文件所作之改變將取代本書中所述政策。

This is the 2006 edition of the *Club President's Manual* (222-EN). It is intended for use by club presidents holding office in 2007-08, 2008-09, and 2009-10. The information contained in this publication is based on the Standard Rotary Club Constitution, the Recommended Rotary Club Bylaws, the Constitution of Rotary International, the Bylaws of Rotary International, and the Rotary Code of Policies. Changes to these documents, by the 2007 Council on Legislation or the RI Board of Directors, override policy as stated in this publication.

前言

身為扶輪社社長，你的角色便是領導一個有效能的扶輪社。作為社長當選人，你將接受訓練，以做好履行責任的準備。這個訓練包括這本『扶輪社社長手冊』、你的社長當選人訓練會(PETS)、及地區講習會。在 7 月 1 日，作為扶輪社社長，你應該準備好迎接愉快且有生產力的一年。

在你出席你的社長當選人訓練會之前，請先讀完這份手冊，以了解你的角色及責任。各章都包含與你的責任的特定層面相關且可取得的細節及資源，來支援你及貴社。每章的第一個附錄是討論問題簡短清單，以利你準備參加社長當選人訓練會。預先填妥這些問題將可使你更充分參與討論。每章也包括要在你的訓練會填寫的附錄。因此，你應該把你的『扶輪社社長手冊』帶到社長當選人訓練會。

在這本手冊的每一章都與你將訓練會出席的某一節討論會相呼應。一旦你讀完這本手冊，請你在出席社長當選人訓練會之前，和你的扶輪社一起設定長期目標。第 9 章有一份長期目標三設定的工作單，涵蓋年度規劃及長期規劃。預先設定長期目標將可保證和你的助理總監在社長當選人訓練會參加目標設定那一節討論會時更有效果。第 10 章包含重要的文件，例如『有效能扶輪社規劃指南』，你將和助理總監在社長當選人訓練會上共同研習這份文件。

地區講習會將 847-866-0974 以你從這本手冊及社長當選人訓練會所學為基礎加以擴大，使你能確定年度計畫。第 10 章也包含一個簡短的討論問題清單，使做好參加地區講習會的準備。你也應該把你的手冊帶到地區講習會作為參考書。你完成訓練之後，這本手冊可在你擔任扶輪社社長這一年作為你的資源之一。

Introduction

As club president, your role is to lead an effective Rotary club. As president-elect, you will receive training and prepare for your responsibilities. This training includes this *Club President's Manual*, your presidents-elect training seminar (PETS), and the district assembly. On 1 July, as club president, you should be ready for an enjoyable and productive year.

Before you attend your presidents-elect training seminar, review this manual to understand your role and responsibilities. The chapters include details related to specific aspects of your responsibilities and the relevant resources available to support you and your Rotary club. The first appendix of each chapter is a short list of discussion questions to prepare you for your presidents-elect training seminar. Completing these questions in advance will allow you to participate more fully in the discussions. Each chapter also includes appendixes that will be completed during your seminar. For this reason, you should bring your copy of the *Club President's Manual* to your presidents-elect training seminar.

Each chapter in this manual corresponds to a session you will attend at the seminar. Once you have reviewed this manual, work with your club to set long-range goals before you attend your presidents-elect training seminar. Chapter 9, which covers annual and long-range planning, includes a long-range goal-setting worksheet. Setting long-range goals in advance will ensure a more effective goal-setting session when you meet with your assistant governor at your presidents-elect training seminar. Chapter 10 contains important documents, such as the *Planning Guide for Effective Rotary Clubs*, that you'll work on with your assistant governor at your presidents-elect training seminar.

The district assembly will build on what you learn from this manual and your presidents-elect training seminar and allow you to finalize your plans for the year. Chapter 10 also contains a short list of discussion questions to prepare you for your district assembly. You should also bring your manual with you to the district assembly as a reference. After you've completed your training, this manual will serve as a resource during your year as club president.

『扶輪社社長手冊』簡介了『扶輪社各委員會手冊』及『扶輪社秘書手冊』的資訊。這些三本手冊構成「扶輪社職員資料袋」。把『扶輪社秘書手冊』拿你的扶輪社秘書，並與下屆扶輪社財務分享該手冊的財務部份，以協助這些職員在未來這一年履行他們的責任。

The *Club President's Manual* provides an overview of the information in the *Club Committee Manual* and *Club Secretary's Manual*. Together, these three manuals make up the *Club Officer's Kit*. Give the *Club Secretary's Manual* to your incoming club secretary and share the club treasurer section of that manual with your incoming club treasurer to assist these officers with their responsibilities in the coming year.

供你的社長當選人訓練會之用

附錄 2

第一節摘要：角色和責任

資源

資料資源	www.rotary.org
程序手冊Manual of Procedure (035-EN)	關鍵查詢：
公式名錄Official Directory (007-EN)	Club Leadership Plan扶輪社領導計畫
國際扶輪目錄RI Catalog (019-EN)	點選：
扶輪政策彙編Rotary Code of Policies	Member Access社員事務入口
扶輪世界Rotary World (050-EN)	
RVM: 英文扶輪月刊影音雜誌RVM: The Rotarian Video Magazine (510-DVD)	
英文扶輪月刊The Rotarian	

其他資源

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待實施的構想 **聯絡人**

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

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For your presidents-elect training seminar

APPENDIX 2

Summary of Session 1: Role and Responsibilities

RESOURCES

Informational Resources	www.rotary.org
Manual of Procedure (035-EN)	Keyword search
Official Directory (007-EN)	Club Leadership Plan
RI Catalog (019-EN)	Click on:
Rotary Code of Policies	Member Access
Rotary World (050-EN)	
RVM: The Rotarian Video Magazine (510-DVD)	
The Rotarian	

Additional Resources

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Ideas to Implement	Contact
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- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

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所有的社長當選人訓練會附錄應該在你的社長當選人訓練會填寫。

All PETS appendixes are to be completed at your presidents-elect training seminar

意見？

如果你對本手冊或國際扶輪的訓練資源有任何問題或指教，請告知：

國際扶輪領導人教育及訓練處

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

電子郵件：leadership.training@rotary.org

電話：847-866-3000

傳真：847-866-0974

Comments?

If you have questions or comments about this manual or any of RI's training resources, please direct them to:

Leadership Education and Training Division

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

E-mail: leadership.training@rotary.org

Phone: 847-866-3000

Fax: 847-866-0974

1 角色與責任

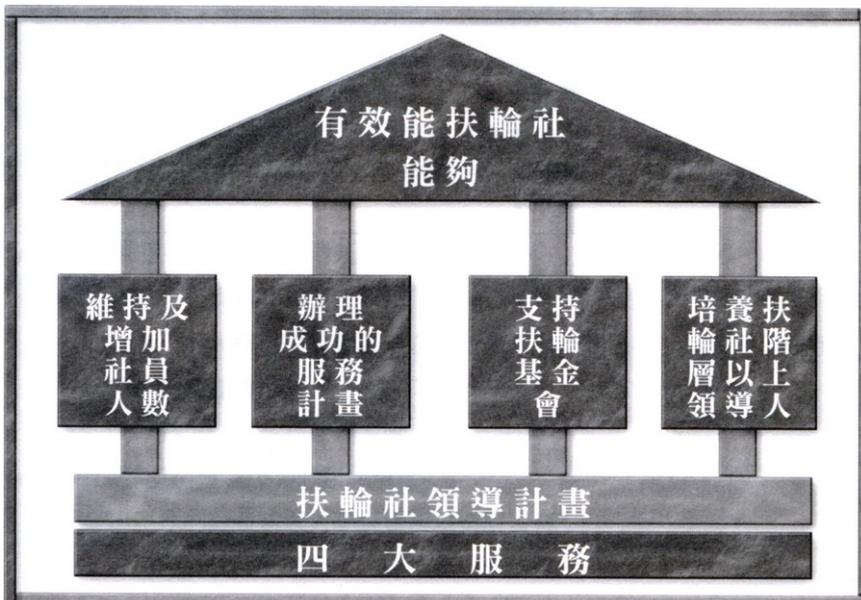
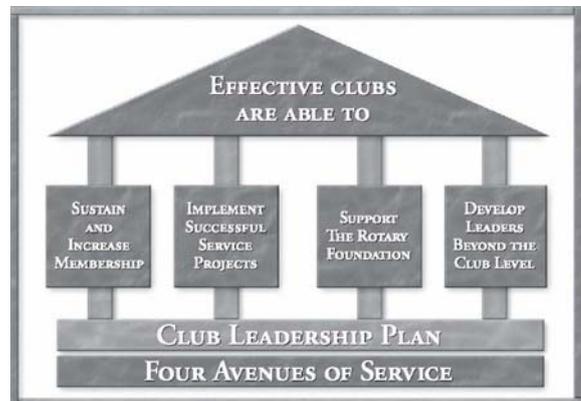
1 Role and Responsibilities

你擔任社長的主要角色是領導貴社、確保它有效運作。有效能的扶輪社能夠

- 維持或增加它的社員人數
- 成功辦理因應其社區與其他國家社區之需求的服務計畫
- 透過參與計劃及金錢捐獻來支持扶輪基金會
- 培養有能力在扶輪社階層以上服務扶輪的領導人

Your primary role as club president is to lead your club, ensuring it functions effectively. An effective Rotary club is able to

- Sustain or increase its membership base
- Implement successful projects that address the needs of their community and communities in other countries
- Support The Rotary Foundation through both program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level



一個有效能扶輪社的要素對扶輪社營運提出可發揮功效的措施—扶輪社的營運是國際扶輪的營運基礎。扶輪的服務理想是以四大服務為基礎—社務服務、職業服務、社區服務、及國際服務—國際扶輪的哲學基礎。有效能扶輪社的各項要素及四大服務途徑是相關的。例如，貴社執行成功的服務計畫、支持扶輪基金會、前培養有能力在扶輪社階層以上服務的扶輪領導人的能力，與貴社社員人數的力量及規模有直接關係。如果某個領域較弱勢或不存在，貴社在其他領域的效能也會降低。貴社應該在四大服務每個服務途徑進行服務計畫，以支持扶輪宗旨。

The elements of an effective club present a functional approach to club operations — RI's operational cornerstone. Rotary's ideal of service is based on the four Avenues of Service — Club, Vocational, Community, and International — RI's philosophical cornerstone. The elements of an effective club and the Avenues of Service are related. For example, your club's ability to implement successful service projects, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the strength and size of your club's membership base. If one area is weak or absent, your club's effectiveness in other key areas will also be reduced. Your club should pursue service projects in each avenue in support of the Object of Rotary.

<p>扶輪之宗旨在於鼓勵並培養以服務之理想為可貴事業之基礎，尤其著重鼓勵並培養：</p>	<p>於 1920 年代提出的四大服務，旨在釐清扶輪宗旨。</p>
<p>一、 藉增廣相識為擴展服務之機會；</p>	<p> 社務服務 注重在加強聯誼及確保扶輪社能有效運作</p>
<p>二、 在各種事業及專業中提高道德之標準；認識一切有益於社會的職業之價值；及每一扶輪社員應尊重其本身之職業，藉以服務社會；</p>	<p> 職業服務 鼓勵扶輪社員們透過自己的職業來服務他人，以及實踐崇高的道德標準。</p>
<p>三、 每一社員能以服務之理想應用於其個人、事業及社會之生活；</p>	<p> 社區服務 涵蓋扶輪社為改進本身社區所進行得計畫及活動。</p>
<p>四、 透過結合具有服務之理想之各種事業及專業人士，以世界性之聯誼，增進國際間之縣瞭解、親善與和平。</p>	<p> 國際服務 包含擴大扶輪在全球的人道服務範圍並推廣世界瞭解及和平的各種行動。</p>

OBJECT OF ROTARY	AVENUES OF SERVICE
<p>The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:</p>	<p>The Avenues of Service were developed in the 1920s to clarify the Object of Rotary.</p>
<p>FIRST. The development of acquaintance as an opportunity for service;</p>	<p> Club Service focuses on strengthening fellowship and ensuring the effective functioning of the club.</p>
<p>SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;</p>	<p> Vocational Service encourages Rotarians to serve others through their vocations and practice high ethical standards.</p>
<p>THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;</p>	<p> Community Service covers the projects and activities the club undertakes to improve life in its community.</p>
<p>FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service</p>	<p> International Service encompasses actions taken to expand Rotary's humanitarian reach around the globe and promote world understanding and peace.</p>

扶輪社社長當選人的責任

你作為扶輪社社長當選人的責任摘要如下，並在這本手冊內有所說明(請參考括號內的章節)

注意：星號(*)表示該項責任已列在建議扶輪社細則或模範扶輪社章程。其他責任也都是國際扶輪理事會指定或是最佳做法。

- 研讀這本扶輪社社長手冊並做好參加社長當選人訓練會的準備
- 擔任貴社理事會的理事，並執行社長或理事會規定的責任*
- 檢討貴社的長期目標，以有效能扶輪社的各項要素作為指南(第 2 及 9 章)
- 使用有效能扶輪社規劃指南來設定貴社年度目標，以支持長期目標(第 2.9 及 10 章)
 - 評估貴社的社員狀況
 - 討論並整理出服務目標
 - 找出方法來增進對於扶輪基金會的支持
 - 藉由提高地區活動的出席率，來培養未來的領袖
 - 擬定公共關係計畫
 - 規劃行動步驟來履行貴社的行政管理責任
- 和你的扶輪社及地區領導人一起合作(第 3 及 4 章)
 - 和你的理事會舉行一次或多次會議；檢討貴社章程及細則的規定(第 4 章)
 - 擔任扶輪社所有委員會的當然委員*(第 3 章)
 - 監督貴社預算的編列*(第 4 章)
 - 在扶輪社社長當選人訓練會及地區講習會和你的助理總監會商(第 3 章)
- 確保領導人及服務計畫的延續性*
 - 指派各委員會主委*
 - 如有可能指派委員會委員在同一委員會任職三年，以保證延續性*
 - 與你的前任會商*
 - 安排將上任及將卸任理事聯合會議
- 確保定期及一致性的訓練(第 4 章)
 - 出席你的社長當選人訓練會與地區講習會*
 - 鼓勵所有扶輪社領導人出席地區講習會
 - 在地區講習會後舉行一次社務行政會議
 - 出席地區年會

Club President-elect Responsibilities

Your responsibilities as club president-elect are summarized below and explained throughout this manual (see reference in parentheses):

Note: An asterisk () indicates a responsibility outlined in the Recommended Rotary Club Bylaws or Standard Rotary Club Constitution. Other responsibilities have been assigned by the RI Board of Directors or are best practices.*

- Reviewing this *Club President's Manual* and preparing for the presidents-elect training seminar
- Serving as a director of your club's board, performing responsibilities pre-scribed by the president or the board*
- Reviewing your club's long-range goals, using the elements of an effective club as a guide (chapters 2 and 9)
- Setting your club's annual goals, that support long-range goals, using the *Planning Guide for Effective Rotary Clubs* (chapters 2, 9, and 10)
 - Assessing your club's membership situation
 - Discussing and organizing service objectives
 - Identifying ways to improve support of The Rotary Foundation
 - Developing future leaders by promoting attendance at important district events
 - Developing a public relations plan
 - Planning action steps to carry out your club's administrative responsibilities
- Working with your club and district leaders (chapters 3 and 4)
 - Holding one or more meetings with your board of directors; reviewing the provisions of your club's constitution and bylaws (chapter 4)
 - Serving as an ex officio member of all club committees* (chapter 3)
 - Supervising preparation of the club budget* (chapter 4)
 - Meeting with your assistant governor at PETS and your district assembly (chapter 3)
- Ensuring continuity in leadership and service projects* (chapter 3)
 - Appointing committee chairs*
 - Appointing committee members to the same committee for three years to ensure continuity, when possible*
 - Conferring with your predecessor*
 - Arranging a joint meeting of the incoming board of directors with the retiring board
- Ensuring regular and consistent training (chapter 4)
 - Attending your presidents-elect training seminar and district assembly*
 - Encouraging all club leaders to attend the district assembly
 - Holding a club assembly immediately following the district assembly
 - Attending the district conference

扶輪社社長的責任

你作為扶輪社社長的責任摘要如下，本手冊相關章節亦有說明(請參考括號所指章節)

注意：星號(*)表示該項責任已列在建議扶輪社細則或模範扶輪社章程。其他責任也都是國際扶輪理事會指定或是佳做法。

- 請在 www.rotary.org 的 Member Access (社員事務入口) 登記，以便從國際扶輪取得貴社的行政管理的資料
- 確定貴社秘書已經在社員事務入口註冊，以保持社員及扶輪社資料在最新狀態
- 執行並不斷評估貴社在你任期年度的目標，以保證所有扶輪社社員都參與達成目標且都知道(第 2 章)
- 務必確定每一委員會均已確定目標*(第 3 章)
 - 鼓勵扶輪社及地區委員會主委之間的溝通
 - 定期檢討各委員會之活動、目標、及支出*
- 主持貴社各種會議*(簽章)
 - 保證所有會議都經過仔細規劃
 - 傳達重要的資訊給扶輪社社員
 - 為社員提供定期的聯誼機會
- 準備參加並鼓勵參加扶輪社及地區會議(第 4 章)
 - 規劃所每月的理事會會議*
 - 出席並確定貴社派代表出席地區年會及其他地區會議
 - 鼓勵社員踴躍出席並確定貴社指派代表出席國際扶輪年會
- 與貴社及地區領導人合作(第 3 章)
 - 和扶輪社財務密切合作以擬定、審核、及監督扶輪社預算*(第 4 章)
 - 與地區領導人合作以達成扶輪社及地區目標(第 3 章)
 - 使用地區、國際扶輪秘書處、及國際扶輪網站的資訊及資源(各章)
- 確保領導人及服務計劃的延續性*
 - 在 6 月份卸職以前向貴社提出詳盡完整年度工作報告(第 4 章)
 - 在卸職二前和繼任者進行會商以確保交接順利(第 3 章)
 - 安排一次將上任與將卸任新舊理事會的聯合會議(第 3 章)

Club President Responsibilities

Your responsibilities as club president are summarized below and explained throughout this manual (see reference in parentheses):

Note: An asterisk (*) indicates a responsibility outlined in the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution. Other responsibilities have been assigned by the RI Board of Directors or are best practices.

- Registering for Member Access at www.rotary.org to obtain your club's administrative data from RI
- Ensuring your club secretary has registered for Member Access in order to keep membership and club data up-to-date
- Implementing and continually evaluating your club's goals for your year of office, assuring that all club members are involved and informed (chapter 2)
- Ensuring that each committee has defined goals* (chapter 3)
 - Encouraging communication between club and district committee chairs
 - Conducting periodic reviews of all committee activities, goals, and expenditures*
- Presiding at all meetings of the club* (chapter 4)
 - Ensuring that all meetings are carefully planned
 - Communicating important information to club members
 - Providing regular fellowship opportunities for members
- Preparing for and encouraging participation in club and district meetings (chapter 4)
 - Planning for all monthly board meetings*
 - Attending and ensuring club representation at the district conference and other district meetings
 - Promoting attendance and ensuring representation at the annual RI Convention
- Working with your club and district leaders (chapter 3)
 - Developing, approving, and monitoring the club budget while working closely with the club treasurer* (chapter 4)
 - Working with district leadership to achieve club and district goals (chapter 3)
 - Using information and resources from the district, RI Secretariat, and the RI Web site (all chapters)
- Ensuring continuity in leadership and service projects*
 - Submitting a comprehensive annual report to your club on its status in June, before leaving office (chapter 4)
 - Conferring with your successor before leaving office to ensure a smooth transition (chapter 3)
 - Arranging for a joint meeting of the incoming board with the outgoing board of directors (chapter 3)

在規劃你擔任社長任期的工作及檢討你擔任社長當選人及社長時的責任時，請利用扶輪社社長每月檢查表(由服務貴社的國際扶輪扶輪社及地區支援代表 RI Club & District Support representative 寄來，也可以在 www.rotary.org 取得

Use the Club President's Monthly Checklist (sent by your RI Club and District Support representative and available at www.rotary.org) when planning your year as president and reviewing your responsibilities as president-elect and president.

關於國際扶輪線上行政管理工具的詳細摘要，包括「社員事務入口」請參考第 4 章。

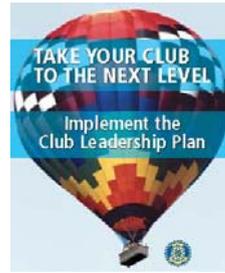
Refer to chapter 4 for a detailed summary of RI online administration tools, including Member Access.

秘書處由國際扶輪秘書長與美國伊利諾州伊文斯敦的國際扶輪世界總部及 7 個國際辦事處(各辦事處地址列在『公式名錄』及 www.rotary.org)行政管理辦事人員構成。

The Secretariat is Rotary International's general secretary and administrative staff at RI World Headquarters in Evanston, Illinois, USA, and seven international offices (their locations are listed in the Official Directory and at www.rotary.org).



扶輪社領導計畫



Club Leadership Plan

扶輪社領導計畫是建議採行的扶輪社行政管理架構。它是根據有效能扶輪社的最佳做法。因為每個扶輪社都是獨特的，扶輪社領導計畫的彈性足以支持全世界各地扶輪社的個別需求。每個扶輪社將從行政管理程序的標準化獲益，因為它是根據這些最佳做法：

- 針對有效能扶輪社的各項要素擬定長期目標。
- 設定年度目標以支持長期目標。
- 務使所有扶輪社社員感到有參與且知情。
- 保持溝通管道通暢，包括在社內及與地區。
- 在年度交接過程確保領導延續性。
- 量身修改扶輪社細則以反映扶輪社的營運。
- 提供定期聯誼機會。
- 提供定期、一致性的訓練。

扶輪社領導計畫的目標在於創造一個有效能的扶輪社，透過執行四大服務每一個服務途徑的活動來追求扶輪宗旨。扶輪社領導計畫提供貴社評估目前營運狀況的機會，它有許多好處：

- 所有社員都有機會表達他們對於自扶輪社的未來的意見。
- 簡化過後的扶輪社營運讓社員們有更多時間專注在服務及聯誼。
- 扶輪社社員的擴大參與可培養未來扶輪社及地區領導人。
- 社員保留率增加，因為社員更踴躍參與扶輪社活動。
- 扶輪社的領導人們獲得更多社員致力於達成扶輪社目標。
- 人事指派與貴社目標之間的延續性可使個扶輪年度過渡到下個年度的領導人銜接更順利。
- 由於對貴社的做法有嶄新的看法，社員們重新燃起對扶輪的熱忱。

實施扶輪社領導計畫

貴社可能已經使用了扶輪社領導計畫的一些最佳做法。作為社長當選人，你應該與扶輪社領導人合作檢討貴社目前做法。在兼顧貴社目前最佳做法之下，卸任、現任、及下屆扶輪社職員應該合作，根據需要修改領導計畫，把下列程序標準化：

1. 針對有效能扶輪社的各要素擬定長期目標。

貴社的長期目標應該涵蓋未來 3*5 個扶輪年度，並致力於達成有效能扶輪社各項要素：社員、服務計畫、扶輪基金會、及領導人培養。這些也必須包括如何促進貴社在每項要素獲得成功的策略。在貴社的領導計畫的成形過程，這些目標應該更新。

The Club Leadership Plan is the recommended administrative structure for Rotary clubs. It is based on the best practices of effective Rotary clubs. Because each Rotary club is unique, the Club Leadership Plan is flexible enough to support the individual needs of clubs around the world. Every Rotary club will benefit from standardizing its administrative procedures based on these best practices:

- Develop long-range goals that address the elements of an effective club.
- Set annual goals that support long-range goals.
- Make sure that all club members feel involved and informed.
- Keep the lines of communication open, both in the club and with the district.
- Ensure continuity in leadership from year to year.
- Customize the club bylaws to reflect club operations.
- Provide regular fellowship opportunities.
- Offer regular, consistent training.

The goal of the Club Leadership Plan is to create an effective club that pursues the Object of Rotary by carrying out activities along each Avenue of Service. The Club Leadership Plan, which provides an opportunity for your club to assess its current operations, has many benefits:

- All members have a chance to voice their opinions on the future of their club.
- Simplified club operations give members more time to focus on service and fellowship.
- Greater involvement of club members develops future club and district leaders.
- Membership retention rates increase as members have greater participation in club activities.
- Club leaders have a larger group of members working to achieve club goals.
- Continuity between appointments and your club's goals eases the leadership transition from one Rotary year to the next.
- Renewed enthusiasm for Rotary comes from taking a fresh look at the practices of your club.

Implementing the Club Leadership Plan

Your club may already use some of the best practices of the Club Leadership Plan. As president-elect, you should work with club leaders to review your club's current practices. Taking into account your club's current best practices, past, current, and incoming club officers should work together to customize a leadership plan that standardizes processes for the following procedures:

1. Develop long-range goals that address the elements of an effective club.

Your club's long-range goals should cover the next three to five Rotary years and address the elements of an effective club: membership, service projects, The Rotary Foundation, and leadership development. They should also include strategies for promoting your club's successes in each element. As your club's leadership plan evolves, these goals should be updated.

2. 使用『有效能扶輪社規劃指南』來設定和貴社長期目標一致的年度目標。

規劃指南列出一些共同的策略，貴社可用來達成你的年度目標，但也允許你加入替代策略。把它視為一份工作文件，你可以根據需要加以更新。年度目標應該針對四大每個服務途徑，並有助於貴社實踐扶輪宗旨。

3. 主持扶輪社社務行政會議、並且使社員們參與會議規劃以及使他們持續獲得扶輪活動的消息。

扶輪社社務行政會議有助於貴社所有社員知道扶輪社活動的最新動態，並使他們有參與感。扶輪社社務行政會議是所有社員討論能影響貴社的決策以及讓各委員會報告他們的活動的機會。

4. 確保扶輪社領導人、扶輪社社員、及地區領導人之間有清楚的溝通。

所有扶輪社員及你的助理總監都參加的定期社務行政會議有助於確保這種溝通。在社務行政會議之外，你應該與扶輪社各領導人合作以擬定彼此之間、與扶輪社社員之間、及與地區領導人之間的溝通計劃。在你的溝通計畫列出誰與誰溝通、採用什麼方法、以及何時溝通。

5. 保持貴社領導人及服務計畫的延續性。

因為扶輪社領導人每年更換，每個扶輪社需要有源源不斷的領導人才。達成延續性最成功的三種方式是指派多年任期的職員；在所有委員會都有現任、下屆、及前主委；以及現任扶輪社社長與社長當選人、社長提名人、及甫卸任前社長密切合作。服務計畫領導人的延續性是重要的，因為服務計畫可能超過一年。

6. 量身修改扶輪社細則以反映扶輪社委員會架構及扶輪社領導人的角色和責任。

和貴社職員夥伴一起量身修改國際扶輪的建議扶輪社細則，以反映貴社的營運現況。每年檢查貴社細則，以確定細則處於最新狀態。

7. 提供增進扶輪社社員之間聯誼的機會。

從參加扶輪獲得樂趣的社員將更有參與感。強有力的扶輪社聯誼也可以支持貴社的服務工作。使貴社社員的家人參與，以確保他們也支持貴社。

8. 確保每個社員都積極參與一個扶輪社計畫或擔任一項職務。

參與貴社活動可教育社員們關於扶輪的知識，並協助使他們留下來成為貴社積極的社員。積極的社員會感到有做主的權利並對扶輪社計畫做出奉獻，使貴社社員的家人參與，以增加你的服務潛力。

9. 擬定一個完整的訓練計畫。

一個完整詳盡的訓練計畫應確保

- 扶輪社領導人出席地區訓練會議。
- 定期提供一致性的新社員訓練。

- 提供持續不斷的教育機會目前的社員。

2. Use the *Planning Guide for Effective Rotary Clubs* to set annual goals that are in harmony with your club's long-range goals.

The planning guide lists common strategies that your club might use to achieve your annual goals, allowing you to add alternate strategies. Think of it as a working document, one that you can update as needed. Annual goals should address each Avenue of Service and work to help your club pursue the Object of Rotary.

3. Conduct club assemblies that involve members in the planning process and keep them informed of Rotary activities.

Club assemblies help all members of your club stay up-to-date and feel included in club activities. Club assemblies are an opportunity for all members to discuss decisions that affect your club and for committees to report on their activities.

4. Ensure clear communication between club leaders, club members, and district leaders.

Regular club assemblies that include all club members and your assistant governor help to ensure that this communication takes place. Outside of club assemblies, you should work with club leaders to develop a plan for communicating with each other, club members, and district leaders. In your communication plan, outline who will communicate with whom, what method will be used, and when.

5. Provide continuity in leadership of your club and service projects.

Because Rotary club leaders change annually, every club needs a continual supply of leaders. Three of the most successful ways to achieve continuity are making appointments for multiple years; having a current, incoming, and past chair on all committees; and having the current club president work closely with the president-elect, president-nominee, and immediate past president. Continuity in leadership of service projects is important as service projects can last longer than one year.

6. Amend club bylaws to reflect the club committee structure and roles and responsibilities of club leaders.

Work with your fellow club officers to modify the Recommended Rotary Club Bylaws from RI to reflect your club's operations. Check your bylaws annually to make sure they are current.

7. Provide opportunities to increase fellowship among club members.

Members who enjoy Rotary will feel more involved. Strong club fellowship will also support your club's service efforts. Involve the families of your members to ensure they support your club as well.

8. Ensure that every member is active in a club project or function.

Club involvement teaches members about Rotary and helps retain them as active members of the club. Active members feel ownership and dedication to club projects. Involve the families of your members to increase your service potential.

9. Develop a comprehensive training plan.

A comprehensive training plan ensures that

- Club leaders attend district training meetings.
- Orientation for new members is provided consistently and regularly.
- Ongoing educational opportunities are available for current members.

關於國際扶輪理事會對扶輪社領導計劃的政策，請參考附錄 3
Refer to appendix 3 for RI Board policy for the Club Leadership Plan.

訓練極為重要，是培養未來領導人並保證現任扶輪社職員都熟悉扶輪資訊且有能領導貴社並提供更好的扶輪服務的成敗關鍵。

扶輪社社長對扶輪社領導計畫每個領域的責任都已整合在這本手冊各部。你應該和貴社領導人夥伴一起檢討年度計畫，以確保它能繼續符合貴社目標並反映貴社的面貌。當你在年度中任何時候執行及檢討你的計畫時，必要時可向地區領導人，尤其是你的助理總監，要求協助。

資源

有以下資源可幫助你履行責任。

資訊性的資源

- 扶輪社社長每月檢查表 **Club Presidents Monthly Checklist**-全體扶輪社都適用的每月活動及截止日期提醒事項。每年修改，由你的國際扶輪扶輪社及地區支援代表寄出(在 www.rotary.org 也有)。
- 『程序手冊』 **Manual of Procedure(035-EN)**-內容為透過立法行動、國際扶輪理事會、扶輪基金會保管委員會所訂定的政策與程序，每隔年在立法會議舉行後出版。包含國際扶輪章程文件。
- 『公式名錄』 **Official Directory(007-EN)**國際扶輪及扶輪基金會職員、委員會、特別任務小組及秘書處辦事員的聯絡資訊；全世界各地區與總監名單；按地區各扶輪社名稱字母順序列出所有扶輪社，包括社長及秘書及例會時間和地點的資訊。
- 『國際扶輪目錄』 **RI Catalog (019-EN)**—列出國際扶輪出版物、視聽教育材料、表格、及扶輪用品，版本每年更新。有印刷版及網路版。
- 扶輪政策彙編 **Rotary Code of Policies** 及扶輪基金會政策彙編 **Rotary Foundation Code of Policies**—國際扶輪理事會及扶輪基金會保管委員會為了支持國際扶輪的章程及細則而制定的政策及程序，並於每次理事會或保管委員會會議之後修訂(最新版貼在 www.rotary.org)
- 『扶輪世界』 **Rotary World (050-EN)**—每季出版供扶輪社及地區領導人閱讀的報紙；可用在社刊及其他通訊刊物。
- 『RVM：英文扶輪月刊影音雜誌』 **The Rotarian Video Magazine(510-DVD)**—英文扶輪月刊的附屬影音出版品；很適合用於例會報告、社員招募、及社區公共關係工作。
- 『英文扶輪月刊』 **The Rotarian** 或地域雜誌—國際扶輪每月出版的公式雜誌。有關扶輪社及地區計畫、國際扶輪理事會決議、及國際扶輪會議的資源。

www.rotary.org

國際扶輪網站提供關於扶輪各方面最新資訊的線上資源，包括社員、扶輪基金會、國際扶輪計畫、新聞、活動、扶輪社及地區支援、及訓練。許多扶輪出版品都可下載。到網站的訪客可購買線上目錄內的出版品、找到任何扶輪社的例會時間及地點、並透過國際扶輪討論室和其他扶輪社員溝通。

Training is crucial for developing future leaders and ensuring that current club officers are well informed about Rotary and capable of leading your club and providing better Rotary service.

Club president responsibilities for each area of the Club Leadership Plan are integrated throughout this manual. With your fellow club leaders, you should review the plan annually to ensure that it continues to meet your club's goals and reflect your club's identity. Ask district leaders, particularly your assistant governor, for help as you implement and review your plan as needed through-out the year.

Resources

The following resources are available to help you fulfill your responsibilities:

Informational Resources

- Club President's Monthly Checklist — Monthly reminder of activities and deadlines that apply to all Rotary clubs. Revised annually, sent by your RI Club and District Support representative (also available at www.rotary.org).
- Manual of Procedure (035-EN)** — Policies and procedures established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation, issued every three years following the Council on Legislation. Contains the RI constitutional documents.
- Official Directory (007-EN)** — Contact information for RI and Foundation officers, committees, task forces, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing within districts of clubs, including contact information for presidents and secretaries and meeting times and places.
- RI Catalog (019-EN)** — List of RI publications, audiovisual programs, forms, and supplies, updated annually. Available in print and online.
- Rotary Code of Policies and Rotary Foundation Code of Policies** — Policies and procedures established by the RI Board of Directors and the Trustees of The Rotary Foundation in support of the RI Constitution and Bylaws, revised following each Board or Trustees meeting (most up-to-date versions posted at www.rotary.org).
- Rotary World (050-EN)** — Quarterly newspaper for Rotary club and district leaders; can be used for club bulletins and other newsletters.
- RVM: The Rotarian Video Magazine (510-DVD)** — Video companion to *The Rotarian* magazine; ideal for club meeting presentations, member recruitment, and community public relations efforts.
- The Rotarian** or Rotary regional magazine — RI's official magazines, published monthly; resource on club and district projects, RI Board decisions, and RI meetings.

www.rotary.org

The RI Web site provides online resources and up-to-date information on all aspects of Rotary, including membership, The Rotary Foundation, RI pro-grams, news, events, club and district support, and training. Many of Rotary's publications are available as downloads. Visitors to the site can shop the online catalog, locate the meeting time and place of any Rotary club, and communicate with other Rotarians through RI discussion rooms.

請點選

- 社員事務入口 **Member Access**(www.rotary.org)-讓扶輪社員能捐獻給扶輪基金會、管理向國際扶輪訂閱的電子信件資訊、辦理會議註冊、下載行政管理軟體、以及取得社員福利。扶輪社社長及秘書能取得扶輪社其他報告及資料(詳細資訊請見第 4 章)。

關鍵詞查詢：

- **Club Leadership Plan** 扶輪社領導計畫(www.rotary.org)-關於扶輪社領導計劃的完整詳盡、現行資訊來源。下載支援資料，查看建議扶輪社細則及模範扶輪社章程。

人力資源

- 扶輪社前社長-這些知識豐富的扶輪社員了解貴社及其需求。當你進行年度規劃時，他們可擔任顧問，並被指派領導扶輪社活動。
- 國際扶輪扶輪社及地區支援代表-國際扶輪世界總部及國際辦事處的辦事員可回答行政管理問題，並將其他問題傳給適當的國際扶輪及基金會辦事員。

關於聯絡資訊，請參考『公式名錄』或到 www.rotary.org.tde 查詢。出版品可從國際扶輪目錄訂購或 www.rotary.org 下載。

Click on:

- **Member Access** (www.rotary.org) — Allows Rotarians to contribute to The Rotary Foundation, manage their e-mail subscriptions from RI, register for meetings, download administrative software, and access member benefits. Club presidents and secretaries have access to additional club reports and records (see chapter 4 for more information).

Keyword search:

- **Club Leadership Plan** (www.rotary.org/jump/clubplan) — A comprehensive, current source of information about the Club Leadership Plan. Download support materials and view the latest Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

Human Resources

- **Past club presidents** — These knowledgeable Rotarians understand your club and its needs. They can serve as advisers when you plan your year and be assigned to lead club activities.
- **RI Club and District Support representative** — Staff members at RI World Headquarters and international offices available to answer administrative questions and direct other inquiries to appropriate RI and Foundation staff.

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 1

APPENDIX 1

討論問題：角色與責任

Discussion Questions for Role and Responsibilities

當你為出席社長當選人訓練會而做準備時，請思考這些問題。貴社選指派其他什麼責任給社長？

Consider these questions in preparation for your presidents-elect training seminar. What additional responsibilities does your club assign to the president?

你將如何和現社長及你的繼任者確保延續性？

How will you ensure continuity with the current president and your successor?

扶輪社領導計畫對貴社(將)有什麼幫助？

How did (could) your club benefit from the Club Leadership Plan?

如果你尚未實施該計畫，你將如何開始實施扶輪社領導計畫？

If you haven't yet implemented the plan, how will you begin to implement the Club Leadership Plan?

供你的社長當選人
訓練會之用

附錄 2

第一節摘要：角色和責任

資源

資料資源

www.rotary.org

程序手冊 *Manual of Procedure* (035-EN)

關鍵查詢：

公式名錄 *Official Directory* (007-EN)

Club Leadership Plan 扶輪社領導計畫

國際扶輪目錄 *RI Catalog* (019-EN)

點選：

扶輪政策彙編 *Rotary Code of Policies*

Member Access 社員事務入口

扶輪世界 *Rotary World* (050-EN)

RVM: 英文扶輪月刊影音雜誌 *RVM: The Rotarian Video Magazine* (510-DVD)

英文扶輪月刊 *The Rotarian*

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect
training seminar.

APPENDIX 2

Summary of Session 1: Role and Responsibilities

Resources

Informational Resources

Manual of Procedure (035-EN)

Official Directory (007-EN)

RI Catalog (019-EN)

Rotary Code of Policies

Rotary World (050-EN)

RVM: The Rotarian Video Magazine (510-DVD)

The Rotarian

www.rotary.org

Keyword search:

Club Leadership Plan

Click on:

Member Access

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

附錄 3

國際扶輪理事會對扶輪社領導計畫之政策

扶輪社領導計畫的目的是要透過提供有效能的扶輪社行政管理架構，來強化扶輪社的要素為

- 保持或增加它的社員人數
- 辦理成功的因應其社區與其他國家社區需求的服務計劃
- 透過金錢捐獻及參與計劃來支持扶輪基金會
- 培養有能力在扶輪社階層以上服務扶輪的領導人

為了執行扶輪社領導計畫，現任、下屆、及卸任扶輪社領導人應該：

1. 針對有效能扶輪社的各要素擬定一個長期計畫。
2. 利用「有效能扶輪社規劃指南」來設定年度目標，該目標應和扶輪社的長期計畫相輔相成
3. 主持扶輪社社務行政會議，並邀請社員參與會議的規劃，藉此使他們瞭解扶輪各種活動。
4. 確保扶輪社社長、理事會、委員會主委、扶輪社社員、地區總監、助理總監、及地區委員會之間有清楚的溝通。
5. 維持領導的延續性，包括交接規劃的觀念，以確保未來領人的培養。
6. 量身修改細則以反映扶輪社委員會架構及扶輪社領導人的角色及責任。
7. 提供增進扶輪社社員之間聯誼的機會。
8. 確保每個社員都積極參與一個扶輪社計畫或擔任一項職務。
9. 擬定完整詳盡的訓練計劃以確保
 - 扶輪社領導人出席地區訓練會議。
 - 定期提供一致性的新社員訓練。
 - 現任社員都有持續不斷的教育機會。

扶輪社領導人應該依據地區領導計畫所描述，在諮詢地區領導人的情況之下，實施扶輪社領導計畫。該計畫應每年檢討。

扶輪社各委員會

扶輪社委員會負責達成以四大服務為基礎，所訂定的扶輪社年度目標及長期目標。社長當選人、社長、及甫卸任前社長應該合力確保領導的延續性及交接規劃。如果可行，應該指派社員任職同一委員會三年，以確保一致性。社長當選人應負責在任職年度開始之前，指派委員會委員以填補所有空缺、指派委員會主委、並主持規劃會議。建議挑選曾擔任委員會委員者為主委。應該指派以下常設委員會的委員及主委：

APPENDIX 3

RI Board Policy for the Club Leadership Plan

The purpose of the Club Leadership Plan is to strengthen the Rotary club by providing the administrative framework of an effective club. The elements of an effective club are to

- Sustain or increase its membership base
- Implement successful projects that address the needs of its community and communities in other countries
- Support The Rotary Foundation through both financial contributions and program participation
- Develop leaders capable of serving in Rotary beyond the club level

To implement a Club Leadership Plan, current, incoming, and past club leaders should:

1. Develop a long-range plan that addresses the elements of an effective club.
2. Set annual goals using the *Planning Guide for Effective Rotary Clubs* in harmony with a club's long-range plan.
3. Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary.
4. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees.
5. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
6. Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
7. Provide opportunities to increase fellowship among members of the club.
8. Ensure that every member is active in a club project or function.
9. Develop a comprehensive training plan that ensures
 - Club leaders attend district training meetings
 - Orientation is consistently and regularly provided for new members
 - Ongoing educational opportunities are available for current members

Club leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The plan should be reviewed annually.

Club Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings before the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **社員委員會**

這個委員會應該擬定並執行一個完整的招募社員及防止社員流失計畫。

- **扶輪社公共關係委員會**

這個委員會應該擬定並執行各項計劃，以便將關於扶輪的資訊提供給大眾，並推廣扶輪社的服務計畫。

- **扶輪社行政管理委員會**

這個委員會應該舉辦和扶輪社如何有效運作相關的活動。

- **服務計畫委員會**

這個委員會應該擬定並執行因應所在社區及其他國家的社區之需求的教育、人道、及職業計畫。

- **扶輪基金會委員會**

這個委員會應該擬定並執行各項計畫，以透過財務捐獻及計畫參與來支持扶輪基金會。

如有需要可成立其他委員會。

訓練要求

扶輪社委員會主委應該在擔任主委之前就出席地區講習會。

與地區領導團隊的關係

扶輪社各委員會應該和助理總監及相關地區委員會合作。

報告要求

扶輪社各委員會應該定期且，如情況適宜，在扶輪社社務行政會議就委員會活動狀況向扶輪社理事會報告。

- **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

- **Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

- **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

- **Service Projects**

This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.

- **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.

Training Requirements

Club committee chairs should attend the district assembly before serving as chair.

Relation to the District Leadership Team

Club committees should work with assistant governors and relevant district committees.

Reporting Requirements

Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.

2 目標設定

2 Goal Setting

身為是扶輪社社長當選人，你將領導貴社訂定貴社在你擔任社長那一年要達成的目標。如要開始進行目標設定，你必須評估貴社的優點及弱點，並決定貴社如何使已經做得很好的地方精益求精，以及改進所關切的領域。務必鼓勵貴社社員參與訂定目標的過程。

As club president-elect, you will lead the club in establishing goals for what your club will achieve during your year as president. To begin the goal-setting process, you must assess the strengths and weaknesses of your club and determine how your club can improve what it does well and address areas of concern. Encourage broad club participation in the goal-setting process.

如要達成目標，你將需要貴社社友努力以赴。作為扶輪社社長，你必須領導義工。表彰社內能透過參與扶輪社計畫且表現傑出、可作為其他社員表率的社員。

To achieve goals, you will need the hard work of your fellow club members. As club president, you must lead volunteers. Recognize club members who set an example for other members through their outstanding participation in club projects and activities.

責任

作為社長當選人，你有下列目標設定責任：

- 瞭解有效目標的特性
- 擬定或評估貴社的長期目標
- 設定和貴社長期目標一致的年度目標
- 確保為每項目標都擬定一個行動計劃
- 執行並不斷評估貴社的目標
- 激勵扶輪社社員達成目標
- 透過國際扶輪、扶輪基金會及你的地區，尋找表彰的機會

Responsibilities

As president-elect, you have the following goal-setting responsibilities:

- Understanding the characteristics of an effective goal
- Developing or assessing your club's long-range goals
- Establishing annual goals, that are in harmony with your club's long-range goals
- Ensuring an action plan has been developed for each goal
- Implementing and continually evaluating your club's goals
- Motivating club members to accomplish the goals
- Seeking opportunities for recognition through RI, The Rotary Foundation, and your district

目標設定

『有效能扶輪社規劃指南』(附錄 9)是實用的目標設定工具，將協助你與你的扶輪社領導團隊一起設定目標。這個指南可協助你評估貴社現在的狀況，並提供你可選擇用來達成扶輪社目標的策略。

Goal Setting

The *Planning Guide for Effective Rotary Clubs* (appendix 39) is a practical goal-setting tool that will help you work with your club leadership team to establish goals. The guide helps you to assess your club's current state and also provides strategies that you may choose to achieve club goals.

你將在社長當選人訓練會、及在地區講習會時，和貴社領導人夥伴一起研讀規劃指南。你應該在 7 月 1 日之前，呈報一份填妥完整的『有效能扶輪社規劃指南』給你的地區總監。

請在你的任期整個年度內使用規劃指南來協助衡量扶輪社達成所訂目標的進度，或嘗試新的策略。它是一個工作文件，可以依需要來更新。在整個年度內當你的助理總監及地區總監訪問貴社時，請和他們檢討規劃指南。

有效的目標

貴社的長期目標應該涵蓋往後 3-5 個扶輪年度，並且致力於達成一個有效能扶輪社的各項要素。長期目標也必須包括促進貴社在每項要素獲得成功的策略，在你出席社長當選人訓練會以前，與扶輪社領導人合作擬定或檢討貴社長期目標。(詳細資訊請看第 9 章)

作為社長當選人，使用『有效能扶輪社規劃指南』來評估貴社目前狀況，然後開始草擬未來的年度目標。有效的目標是

- **可分享的。**那些參與設定一個目標並擬定策略以達成那個目標的人將會盡力去執行它。
- **可衡量的。**目標應該提供一個可以努力的具體焦點。
- **具有挑戰性。**目標應該高到足以超越貴社過去所完成的目標。
- **可達成的，**扶輪社員應該能以現有資源達成目標。
- **時間明確。**目標應有達成的截止日期或時間表。

設定目標時請考慮下列活動：

- 社員
- 服務計畫
- 扶輪基金會(參與及捐獻)
- 領導人培養
- 公共關係
- 扶輪社行政管理

擬定行動計畫

訂定目標是確使貴社在你任期間能發揮效能與成功的第一步。作為社長，你將把執行扶輪社目標的許多工作交付給你的委員會主委及委員。你的角色是要確保每項目標都已擬定，而且正朝達成目標穩定進展。請採取以下動作為每項目標擬定行動後畫：

- 概要列出達成目標所需的特定步驟。
- 訂定每項步驟的實施時間。

You'll work on the planning guide during the presidents-elect training seminar and at the district assembly with your fellow club leaders. A completed copy of the *Planning Guide for Effective Rotary Clubs* should be submitted to your district governor by 1 July.

Use the planning guide throughout your year in office to help measure club progress toward established goals or to try a new strategy. It's a working document, one that can be updated as needed. Review the planning guide with your assistant governor and district governor during club visits throughout the year.

Effective Goals

Your club's long-range goals should cover the next three to five Rotary years and address the elements of an effective club. Long-range goals should also include strategies for promoting your club's successes in each element. Work with club leaders to develop or review your club's long-range goals before you attend your presidents-elect training seminar (see chapter 9 for more information).

As president-elect, assess the current state of your club, using the *Planning Guide for Effective Rotary Clubs*, and then begin to draft annual goals for the future. Effective goals are

- **Shared.** Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.
- **Measurable.** A goal should provide a tangible point to pursue.
- **Challenging.** A goal should be ambitious enough to go beyond what the club has accomplished in the past.
- **Achievable.** Rotarians should be able to accomplish the goal with the re-sources available.
- **Time specific.** A goal should have a deadline or timeline:

Consider these club activities when setting goals:

- Membership
- Service projects
- The Rotary Foundation (participation and contributions)
- Leadership development
- Public relations
- Club administration

Developing an Action Plan

Establishing goals is the first step toward ensuring your club is effective and successful during your year in office. As president, you will delegate much of the implementation of club goals to your committee chairs and members. Your role is to ensure that an action plan has been developed for each goal and that steady progress is being made toward achieving the goals. To develop an action plan for each goal:

- Outline the specific steps needed to achieve the goal.
- Establish a time frame for each step.

- 決定實施每個步驟的負責人。
- 建立衡量每項步驟的進度與成功的標準。
- 思考有哪些資源與工具能夠支持達成目標。
- 評估過去目標的成果及你目前的計畫，必要時予以修改。

評估

一旦目標達成，和那些實現目標的人一起評估成果。這評估應該分析哪些策略有效或無效。從評估所獲得的不知灼見應該應用到其他目標，並在適宜情況下和社長當選人及社長提名人分享，因為他們也開始擬定目標。

激勵義工

一旦你設定了你的目標，並擬定一項計畫以達成它們，你必須設法激勵貴社領導人及委員會主委遵照行動計畫去執行。因為扶輪社員是義工，在專業上能激勵他們的，不見得能在扶輪激勵他們。你必須把每個扶輪社領導人及社員當成一個個體，並致力於滿足他們的激勵需求。以下是一般用來激勵義工的方法：

- 使他們相信該目標將嘉惠社區及貴社
- 聯誼機會
- 擴充人脈的機會
- 相信目標可以達成
- 賦予能利用他們的專業知識的任務
- 設定期限並由社長或扶輪社領導團隊其他成員持續追蹤進展
- 表彰他們的努力

運用這些激勵因素來協助鼓勵社員獻身扶輪社活動及參與扶輪社活動。結合這些激勵因素的扶輪社活動特別有效。

獎項

獎項經常能激勵義工。國際扶輪及扶輪基金會提供獎項表彰扶輪社員及扶輪社的傑出服務。獎項簡介可向國際扶輪及扶輪基金會索取，請見附錄 5。

地區經常設立自己的獎項以答謝傑出的成就。請向你的總監或助理總監洽詢有哪些個人或扶輪獎項。

也鼓勵個別扶輪社自行設立獎項來表彰社內與社區內的卓越表現。

- Determine who is responsible for implementing each step.
- Establish criteria for measuring progress and success for each step.
- Consider the resources and tools available to support the goal.
- Evaluate the success of previous goals and your current plan, modifying as necessary.

Evaluation

Once goals have been achieved, work with those who implemented them to evaluate their success. This evaluation should assess which strategies worked and which did not. Insights gained from the evaluation should be applied to other goals and shared with the president-elect and president-nominee, as applicable, as they begin to develop goals.

Motivating Volunteers

Once you have established your goals and developed a plan to achieve them, you must work to motivate your club leaders and committee chairs to follow the action plan. Because Rotarians are volunteers, what motivates them in their profession may not motivate them in Rotary. You must consider each club leader and member as an individual and address their motivational needs. The following are common motivators for volunteers:

- Belief that the goal will benefit the community and their Rotary club
- Fellowship opportunities
- Networking opportunities
- Belief that the goal can be achieved
- Assignments that use their expertise
- Due dates with consistent follow-up by the president or other members of the club leadership team
- Recognition of their efforts

Use these motivating factors to help encourage member commitment to Rotary and participation in club activities. Club activities that combine these motivating factors are particularly effective.

Awards

Awards often motivate volunteers. Rotary International and The Rotary Foundation offer awards and recognize outstanding service for Rotarians and Rotary clubs. For an overview of awards available through RI and The Rotary Foundation, see appendix 5.

Districts often develop their own awards to acknowledge outstanding achievement. Contact your governor or assistant governor to learn about awards available for individuals or clubs.

Individual clubs are also encouraged to develop their own awards to recognize excellence within the club and community.

責任

作為社長當選人，在獎項方面你有下列責任：

- 擬定扶輪社符合獎項條件，例如國際扶輪社長獎的條件，年度及長期目標。
- 推廣社員或扶輪社可能有資格獲得的獎項計畫

作為社長，你應該儘快就貴社可能提名人和地區領導人溝通。頒獎始扶輪社或社區成員是你應扮演的角色。

為了盡量擴大獎項及捐獻表彰的激勵潛力：

- 藉由下列方式讓頒獎儀式令人難忘：
 - 邀請地區總監或其他適當的扶輪領導人來頒獎
 - 邀請受獎人家人出席
- 邀請潛在社員出席。此舉讓他們得以瞭解扶輪與社員的傑出貢獻，也展現出貴社對社員的賞識。
- 藉由下列方式營造適當的頒獎氣氛：
 - 使用舞台或講台
 - 使用裝飾品或鮮花
- 拍攝頒獎儀式，並將照片送給受獎人。

獎項的提名表均定期修改。關於資格規定、精確截止日期、其他各式各樣獎項的詳細資訊，請到 www.rotary.org 查閱，或聯繫國際扶輪計畫或基金會辦事員。

資源

有下列資源可協助你為未來成功的一年來設定目標並激勵扶輪社社員。

資訊性的資源

- 『有效能扶輪社規劃指南』 *Planing Guide for Effective Rotary Clubs* (附錄 9) — 扶輪社評估及目標設定的工具，扶輪領導人可用來記錄下列目標：社員、服務計畫、扶輪基金會、公共關係、領導人培養、及扶輪社行政管理。
- 「社長獎摺頁」 *Presidential Citation Vrochute* (900A-EN) — 此摺頁簡介目前扶輪年度的社長獎計畫。

www.rotary.org

關鍵詞查詢：

- **Recognition programs** 表彰計畫 — 國際扶輪及扶輪基金會獎項及表彰計畫。

和扶輪社公共關係委員會合作協助宣傳頒給貴社或貴社社員的獎項。許多社區提供獎金給傑出的義工或服務組織；查明貴社或個別社員是否夠資格。對扶輪社及個別扶輪社員的表彰可改善扶輪社的公共形象及招募社員的努力。

Work with the club public relations committee to help publicize awards given to your club or club members. Many communities offer awards for outstanding volunteers or service organizations; find out whether your club or individual members are eligible. Recognition of the club and individual Rotarians can improve the club's public image and membership recruitment efforts.

Responsibilities

As president-elect, you have the following award responsibilities:

- Developing club annual and long-range goals that will meet award program requirements, such as for the RI Presidential Citation
- Promoting award programs for which members or the club might be eligible

As president, you should communicate with district leadership about possible nominees in your club as soon as possible. It is your role to present awards to club or community members.

To maximize the motivational potential of awards and contribution recognition:

- Make the presentation memorable.
 - Invite the governor or other appropriate Rotary leader to present the award
 - Invite family members to attend
- Invite prospective members to attend. This allows them to learn about Rotary and the outstanding contributions of club members. It also demonstrates the club's appreciation of its members.
- Create an appropriate atmosphere for the presentation.
 - Use a stage or podium
 - Use decorations or flowers, as appropriate
- Photograph the presentation and give a photograph to the recipient.

Nomination forms for awards are revised regularly. For more information about eligibility requirements, exact deadline dates, and a wide variety of other awards, go to www.rotary.org or contact RI Programs or Foundation staff.

Resources

The following resources are available to help you set goals and motivate club members for a successful year:

Informational Resources

- *Planning Guide for Effective Rotary Clubs* (appendix 39) — A club assessment and goal-setting tool that club leaders use to record goals in the areas of membership, service projects, The Rotary Foundation, public relations, leadership development, and club administration.
- *Presidential Citation Brochure* (900A-EN) — Leaflet that outlines the Presidential Citation Program for the current Rotary year.

www.rotary.org

Keyword search:

- **Recognition programs** — RI and Rotary Foundation awards and recognition programs.

人力資源

- 國際扶輪計畫辦事員—國際扶輪世界總部的辦事員能回答關於國際扶輪服務獎項之詢問。
- 扶輪基金會辦事員—在國際扶輪世界總部的辦事員能回答關於基金會服務獎項之詢問。

關於聯絡資訊，請見『公式名錄』或到 www.rotary.org 查閱。出版品可從國際扶輪目錄 *RI Catalog* 訂購，或到 www.rotary.org 下載。

Human Resources

- RI Programs staff — Staff members at RI World Headquarters who can answer questions about RI service awards.
- Rotary Foundation staff — Staff members at RI World Headquarters who can answer questions about Foundation service awards.

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 4

APPENDIX 4

討論問題：目標設定

Discussion Questions for Goal Setting

當你為出席社長當選人訓練會而做準備時，請思考這些問題。你將會起前年度的哪些目標繼續列入你擔任社長的年度？

Consider these questions in preparation for your presidents-elect training seminar. Which goals from the current year will you carry into your year as president?

你將如何確保達成貴社目標？

How will you ensure that your club's goals are achieved?

用什麼來激勵貴社扶輪社員？

What motivates Rotarians in your club?

貴社將頒發什麼樣的服務及捐獻表彰？

What service and contribution recognition does your club award?

附錄 5

國際扶輪及扶輪基金會獎項

獎項	受獎者	提名推薦者	頒獎者
最佳合作社畫獎 Cooperative Projects Award 這個國際扶輪獎項表揚和其他組織合作完成的傑出扶輪社服務計畫。	每一地區最多 5 個扶輪社	地區總監	國際扶輪社長
扶輪基金會有功服務要 The Rotary Foundation Citation for Meritorious Service 這個獎項每年頒發，以表彰為扶輪基金會進行一年以上傑出服務者，每一地區一個扶輪社員。	每一地區每年 1 個扶輪社員	地區總監	扶輪基金會保管委員會
四大服務獎 Four Avenues of Service Citation 這個獎項每年頒發，它提供扶輪社能表彰在四大服務有傑出努力的扶輪社社員個人。獲提名的候選人必須是在其本社內為資格完備的扶輪社員，且一直表現出透過參與四大服務途徑：社務、職業、社區、及國際服務的每一個部門的服務活動，來支持扶輪宗旨。現任扶輪社社長及甫卸任和現任地區總監沒有資格。	每一扶輪社每 年 1 個扶輪社員	扶輪社社長	國際扶輪社長
社長獎 Presidential Citation 這項表彰的目的在增進扶輪社參與各種服活動，同時也鼓勵扶輪社員個人參與服務他人及在社區和國外推廣高水準的扶輪服務、資格完備的扶輪社才有資格，這個獎每年由國際扶輪社長修訂、而且傳統上闡揚國際扶輪年度主題。	扶輪社	地區總監	國際扶輪社長
國際扶輪公共關係獎 RI Public Relations Award 榮譽表彰已經透過傑出的媒體報導或透過公共關係努力來增進對於扶輪的認識及瞭解的扶輪社。	每個扶輪地區 1 個扶輪社	地區總監	國際扶輪社長
國際扶輪社員發展行動表彰 RI Recognition of Membership Development Initiatives 這項榮譽表彰擬定把焦點放在社員人數成長及發展的要素(防止社員流失、招募社員、或籌組新扶輪社)之一的創新計畫的扶輪社。	每個扶輪地區 3 個扶輪社	地區總監	國際扶輪社長

獎項	受獎者	提名推薦者	頒獎者
國際扶輪社員發展及擴展獎 RI Membership Development and Extension Award 這個獎表彰扶輪社在社員方面 3 項基本成就：現有扶輪社的社員人數的成長、防止現任社員的流失、及新扶輪社籌組。符合或超越社員目標的地區也可獲得表彰。	每一地區至少 3 個扶輪社	地區總監	國際扶輪社長
為無小兒麻痺世界服務獎(地域獎及國際)Service Award for a Polio-Free World 這項扶輪基金會榮譽表彰在地域及國際階層對根除小兒麻痺工作的傑出貢獻，並鼓勵參與最後的根除工作。現任及下屆地區總監無資格。	有資格的扶輪社員	任何扶輪社員	扶輪基金會保管委員會
重大事功獎 Significant Achievement Award 這項國際扶輪榮譽表彰扶輪社所執行重要的社區服務計畫。	每個地區 1 個扶輪社	地區總監	國際扶輪社長
扶輪基金會地區服務獎 The Rotary Foundation District Service Award 這項榮譽可頒發給透過扶輪基金會計畫對人類服務而應該得到特別表彰的任何扶輪社員。	每一地區最多 20 個扶輪社員	地區總監	地區總監
扶輪基金會特優服務獎 The Rotary Foundation Distinguished Service Award 扶輪基金會的最高服務獎，表彰長期地區以上的模範服務。候選人必須至少在被提名前 4 年已經得到有功服務獎。	每一年全世界最多 50 個扶輪社員	獲得另一個扶輪社員簽名支持的任何扶輪社員(兩人皆在被提名人地區之外)	扶輪基金會保管委員會

申請表及獎項細節，包括截止日期，可在 www.rotary.org 取得，或向你的國際扶輪扶輪社及地區支持代表索取。

APPENDIX 5

RI and Rotary Foundation Awards

AWARD	HONOREE(S)	NOMINATED BY	AWARDED BY
Best Cooperative Projects Award This RI recognition honors outstanding Rotary club service projects done in cooperation with other organizations.	Up to 5 clubs per district	District governor	RI president
The Rotary Foundation Citation for Meritorious Service This annual award recognizes one Rotarian per district who has given outstanding service to The Rotary Foundation over a period of more than one year.	One Rotarian per district per year	District governor	The Rotary Foundation Trustees
Four Avenues of Service Citation This annual award provides a way for Rotary clubs to personally recognize one club member for his or her outstanding efforts in the four Avenues of Service. Candidates for nomination should be Rotarians in good standing in their clubs who have consistently demonstrated their support of the Object of Rotary through participation in service activities in each of the avenues of club, vocational, community, and international service. Current club presidents and immediate past and current district governors are not eligible.	One Rotarian per club per year	Club president	RI president
Presidential Citation The purpose of this recognition is to increase Rotary club involvement in a variety of service activities, while also encouraging Rotarians' personal involvement in serving others and promoting a high standard of Rotary service in the community and abroad. Rotary clubs in good standing are eligible. The award is revised annually by the RI president and, traditionally, explains the RI theme for the year.	Rotary clubs	District governor	RI president
RI Public Relations Award This honor recognizes Rotary clubs that have generated increased awareness and understanding of Rotary through outstanding media coverage or public relations efforts.	One club from each Rotary district	District governor	RI president
RI Recognition of Membership Development Initiatives This honor recognizes clubs that develop innovative programs focused on one of the elements of membership growth and development (retention, recruitment, or organization of new Rotary clubs).	Three clubs from each Rotary district	District governor	RI president

AWARD	HONOREE(S)	NOMINATED BY	AWARDED BY
<p>RI Membership Development and Extension Award This award recognizes clubs for three fundamental aspects of membership: membership growth in existing clubs, retention of current club members, and the organization of new clubs. Districts that meet or exceed their membership goal also receive recognition.</p>	<p>At least three clubs from each Rotary district</p>	<p>District governor</p>	<p>RI president</p>
<p>Service Award for a Polio-Free World (regional and international) This Rotary Foundation honor recognizes outstanding contributions to the polio eradication effort at the regional and international levels and encourages participation in the final eradication efforts. Current and incoming district governors are not eligible.</p>	<p>Eligible Rotarians</p>	<p>Any Rotarian</p>	<p>The Rotary Foundation Trustees</p>
<p>Significant Achievement Award This RI honor recognizes significant community service projects conducted by clubs.</p>	<p>One club from each Rotary district</p>	<p>District governor</p>	<p>RI president</p>
<p>The Rotary Foundation District Service Award This honor can be bestowed upon any Rotarian whose service to humanity through Rotary Foundation programs deserves special recognition.</p>	<p>Up to 20 Rotarians per district</p>	<p>District governor</p>	<p>District governor</p>
<p>The Rotary Foundation Distinguished Service Award The Rotary Foundation's highest service award recognizes exemplary service beyond the district for an extended period of time. Candidates must have received the Citation for Meritorious Service at least four years before being nominated.</p>	<p>Up to 50 Rotarians worldwide per year</p>	<p>Any Rotarian with an endorsement from another Rotarian (both from outside the nominee's district)</p>	<p>The Rotary Foundation Trustees</p>

Application forms and award details, including deadlines, are available at www.rotary.org or from your RI Club and District Support representative.

供你的社長當選人
訓練會之用

附錄6

第2節摘要：目標設定

資源

資訊性的資源

『有效能扶輪社規劃指南』 *Planning Guide for Effective Rotary Clubs* (appendix 39) (附錄39)

『社長獎摺頁』 *Presidential Citation Brochure* (900A-EN)

其它資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect
training seminar.

APPENDIX 6

Summary of Session 2: Goal Setting

Resources

Informational Resources

Planning Guide for Effective Rotary Clubs (appendix 39)

Presidential Citation Brochure (900A-EN)

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

供你的社長當選人
訓練會之用

附錄7

目標工作單

使用下列工作單來草擬目標以支持有效能的扶輪社營運，確保你的目標是：

- **可分享的。** 那些參與設定目標並擬定策略已達成那個目標的人將會盡力去執行它。
- **可衡量的。** 目標應提供一個可以努力的具體焦點。
- **具有挑戰性。** 目標應該高到足以超越貴社過去所完成的目標。
- **可達成的。** 扶輪社員應該能以可用的資源達成目標。
- **有特定的時間。** 目標應有達成的截止日期或時間表。

你將在扶輪社社長當選人訓練會第 9 節「年度及長期規劃」和你的助理總監繼續在「有效能扶輪社規劃指南」(附錄 39)擬定這些初步的目標。

扶輪社名稱 _____ 20____ - _____ 扶輪年度目標

<p>社員目標</p>	<p>服務計畫目標</p>
-------------	---------------

<p>扶輪基金會目標</p>	<p>領導人培養目標</p>
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<p>其他目標</p>

For your presidents-elect training seminar.

APPENDIX 7

Goal Worksheet

Use the following worksheet to draft goals to support effective club operations. Ensure that you goals are

- **Shared.** Those who participate in setting a goal and developing strategies to achieve that goal are committed to implementing it.
- **Measurable.** A goal should provide a tangible point to pursue.
- **Challenging.** A goal should be ambitions enough to go beyond what your club has accomplished in the past.
- **Achievable.** Rotarians should be able to accomplish the goal with the resources available.
- **Time specific.** A goal should have a deadline or timeline.

You will continue working on these preliminary goals with your assistant governor in the *Planning Guide for Effective Rotary Clubs* (appendix 39) in PETS Session 9: annual and Long-Range Planning.

Club name _____ Goals for Rotary year 20____ - _____

Membership Goal

Service Projects Goal

Rotary Foundation Goal

Leadership Development Goal

Additional Goals

供你的社長當選人
訓練會之用

附錄8

行動計畫工作單

目標:
結果:

行動步驟	衡量進度的標準	負責人	起迄時間
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

所需資源:

For your presidents-elect training seminar.

APPENDIX 8

Action Plan Worksheet

Goal:
Result:

Action Step	Criteria for Measuring Progress	Person Responsible	Time Frame for Completion
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Resources needed:

3 與貴社及地區領導人合作

3 Working with Your Club and District Leaders

你的領導角色的重要一環是培養與扶輪社領導人、扶輪社社員、及地區領導人的關係。有效的領導須倚賴管理技巧、團隊的建立要熱心、及正直。有效的管理技巧牽涉透過推廣直接和真誠的溝通來領導解決問題的行動、以及讓社員們聯絡得到。

An important part of your leadership role is developing relationships with club leaders, club members, and district leaders. Effective leadership depends on management skills, team building, enthusiasm, and integrity. Effective management skills involve leading problem-solving initiatives and being accessible to members by promoting direct and honest communication.

責任

作為社長當選人，你負有下列與貴社及地區領導人合作的責任：

- 根據已證明的領導能力及成長潛力來指派扶輪社委員會委員
- 使貴社領導團隊為未來一年做好準備
- 了解地區在支持貴社所扮演的角色

作為社長，你的角色要確保清楚的溝通，因為扶輪社及地區領導人年年改變，而服務計畫經常持續一年多。如果貴社的領導人及委員有延續性，你的扶輪社將會更有效能。

Responsibilities

As president-elect, you have the following responsibilities for working with your club and district leaders:

- Appointing club committee members based on their demonstrated leadership abilities and potential for growth
- Preparing your club's leadership team for the coming year
- Understanding the role of the district in supporting your club

As president, your role is to ensure clear communication because club and district leaders change annually and service projects often last more than one year. Your club will be more effective if there is continuity in leadership of your club and committees.

與貴社合作

下屆扶輪社領導團隊的扶輪社員將達成扶輪社目標，因此請他們一起擬定扶輪社目標。對於貴社想達成的目標獲得共識，然後做必要的人事派任以達成那些目標。將責任委派給你的扶輪社領導團隊之後，你將有更多時間可奉獻在激勵成員參與扶輪社計畫或職務。

確保扶輪社領導人出席地區訓練會議，以使他們做好負起責任的準備，並與你的扶輪社領導團隊合作以培養未來的扶輪社領導人，並確保順利過渡到新扶輪年度。

Working with Your Club

The Rotarians on the incoming club leadership team will achieve club goals, so involve them in the development of club goals. Reach a consensus for what your club wants to achieve, and then make the necessary appointments to achieve these goals. With responsibility delegated to your club leadership team, you'll have more time to devote to motivating members to participate in club projects or functions

Ensure that club leaders attend district training meetings so that they're pre-pared for their responsibilities, and work with your club leadership team to prepare future club leaders and ensure a smooth transition into the new Rotary year.

扶輪社理事會

貴社理事會是貴社的管理組織。它的成員有社長、副社長、社長當選人、(或社長提名人，如果繼任者未選出)、秘書、財務、甫卸任前社長、及貴社細則明訂之其餘理事。

理事會是選出來管理整個扶輪社的權益。理事會諸理事將和你密切合作以執行計畫並達成扶輪社目標。根據建議扶輪社細則(附錄 38)。貴社理事會負有下列責任：

- 督導所有扶輪社職員及委員會委員
- 選出一個社員擔任糾察
- 監督貴社預算
 - 擬定一個能提供務實的數額作為扶輪社運作及服務計畫之用的預算
 - 核准所有未列入預算的支出
- 必須在 30 天內透過扶輪社秘書告知新社員推薦人有關新社員合格與否的決定
- 檢討貴社的計畫與政策，俾使其有效推行
- 思考實踐扶輪宗旨的新而且有創意的的方法
- 檢查社區及世界的需求，並設定致力於解決這些需求的扶輪社目標

扶輪社秘書

你作為社長的重點在於指導貴社。你的秘書負有扶輪社日常運作的許多行政管理責任。根據建議扶輪社細則，貴社秘書應該有下列責任：

- 規劃建一年的例會議程
- 掌管社員名冊
- 登記社員出席記錄
- 寄發扶輪社、理事會、及各委員會所召開各種會議之通知
- 記載並保管各項會議記錄
- 收取、填妥並在 7 月 1 日及 1 月 1 日寄回社員人數半年報告及繳交會費
- 定期向國際扶輪秘書長填寄新社員、退社、其他社員變動報告
- 於每月最一次例會後 15 日內向地區總監報告社員人數與社員出席例會情形
- 收取並匯寄『英文扶輪月刊』或公式地域雜誌之訂閱費
- 與繼任者合作確保扶輪年度之間交接順利
- 執行與職務相關之其他責任

Club Board of Directors

Your club's board of directors is its governing body. Its members are the president, vice president(s), president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, the immediate past president, and the additional number of directors specified in your club's bylaws.

The board is elected to manage the interests of the club as a whole. Board members will work closely with you to carry out plans and achieve club goals. Based on the Recommended Rotary Club Bylaws (appendix 38), your club's board of directors should have the following responsibilities:

- Overseeing all club officers and committee members
- Electing a member of the club to act as sergeant-at-arms
- Overseeing the club's budget
 - Developing a budget that provides a realistic amount of money for club operations and service projects
 - Approving all expenditures not accounted for in the club budget
- Informing proposers of membership decisions, through the club secretary, within 30 days
- Reviewing the program and policies of the club to ensure they're being implemented effectively
- Considering new and creative ways to fulfill the Object of Rotary
- Examining the needs of the community and the world and establishing club goals that address them

Club Secretary

Your focus as president is on leading your club. Your secretary has much of the administrative responsibility for day-to-day club operations.

Based on the Recommended Rotary Club Bylaws, your club's secretary should have the following responsibilities:

- Planning weekly meeting agendas for the year
- Keeping membership records
- Recording attendance at meetings
- Sending out notices of meetings of the club, board, and committees
- Recording and preserving minutes of the meetings
- Receiving, completing, and returning the semiannual report of membership and paying dues to Rotary International on 1 July and 1 January
- Regularly reporting new members, terminations, and other changes in membership to the RI general secretary
- Reporting membership and attendance data monthly to the district governor within 15 days of the last meeting of the month
- Collecting and remitting subscriptions to *The Rotarian* or Rotary regional magazine
- Working with the successor to ensure a smooth transition between Rotary years
- Performing other responsibilities related to the office

你的扶輪社領導團隊

- | | |
|----------|----------|
| • 扶輪社理事會 | • 委員會主委 |
| • 扶輪社秘書 | • 副社長 |
| • 扶輪社財務 | • 甫卸任前社長 |
| • 糾察 | • 社長當選人 |

關於貴社理事會角色的細節，請見第 4 章「扶輪社行政管理」

Your Club Leadership Team

- | | |
|---------------------------|----------------------------|
| • Club board of directors | • Committee chairs |
| • Club secretary | • Vice president |
| • Club treasurer | • Immediate past president |
| • Sergeant-at-arms | • President-elect |

For more on the role of your club board of directors, see chapter 4, "Club Administration."

雖然扶輪社秘書的責任是行政管理，秘書也能以許多方式掌握扶輪社目前狀態。例如，作為保管出席記錄的扶輪社領導人，扶輪社秘書可能是第一個注意到令人憂心的趨勢的人。為了指導社員達成扶輪社目標，你應該對貴社秘書正在追蹤的資料及趨勢保有最新訊息。

扶輪社財務

財務管理是負責任的管理貴社的財務。你的角色是要保證好好督導計畫經費、經費進出、及報告。你應該隨時瞭解貴社的財務情況。透過定期和貴社財務會商，你能及早採取矯正措施以確保貴社財務保持健全。

扶輪社財務應該管理對社財務出、保管扶輪社的財務記錄、及協助規劃貴社預算。建議扶輪社細則財務列出財務之責任如下：

- 掌管社內所有款項
- 於年度未向理事會、下屆財務、或社長、稟報本社一切款項、帳簿、或本社其他任何財產
- 與繼任者合作，以確保扶輪年度之間交接順利
- 執行通常屬於財務之職務

糾察

為使每週例會能有效進行，糾察必須維持會議進行順利，減少干擾，糾察的責任如下：

- 協助維持秩序與舉行有效率的扶輪社例會
- 防止有損扶輪社尊嚴或威望的事件發生。

扶輪社各委員會

貴社各委員會應該規劃、推廣、並執行活動及計畫，以實現貴社的年及長期目標。若貴社的委員會沒有效能，貴社將無法達成所訂定的許多目標。你必須密切監督各委員會的活動及進展，並且在必要時予以激勵及領導。

責任

作為社長當選人，你有下列責任：

- 3月31日之前指派委員會的人事
- 使貴社的委員會主委做好準備
- 確保扶輪社各委員會的延續性並填補任何空缺
- 檢討貴社細則所簡介的扶輪社委員會架構
- 確定目前的扶輪社委員會架構能否支持明年度的目標
- 必要時修改貴社細則以精確反映貴社的組織需求

督導每個委員會使其達成年度目標，是你作為扶輪社社長的責任。

為確保取得扶輪社行政管理資料，宗及貴社秘書應該在社員事務入口登記。

To ensure access to club administrative data, you and your club's secretary should register for Member Access at www.rotary.org.

如果貴社沒有財務，秘書應該執行這些功能

If your club has no treasurer, the secretary should perform these functions.

While the responsibilities of the club secretary are administrative, in many ways they capture the current status of the club. For example, as the club leader who maintains attendance records, the club secretary may be the first to notice a worrisome trend. To guide members toward achieving club goals, you should stay up-to-date on data and trends that your club's secretary is tracking.

Club Treasurer

Financial stewardship is the responsible management of your club's finances. Your role is to ensure competent oversight of club project funds, transactions, and reports. You should be aware of the financial condition of your club at all times. By meeting regularly with your club's treasurer, you can take early corrective measures to ensure that your club remains financially viable.

The club treasurer should manage your club's financial transactions, maintain club financial records, and help plan your club's budget. The Recommended Rotary Club Bylaws list the following responsibilities for the treasurer:

- Maintaining custody of all club funds
- Accounting for all club funds, books of accounts, or any other club property to the board of directors, incoming treasurer, or the president at the end of the year
- Working with the successor to ensure a smooth transition between Rotary years
- Performing other responsibilities related to the office

Sergeant-at-Arms

To conduct effective weekly meetings, the sergeant-at-arms must keep the meeting running smoothly, with few interruptions. The sergeant-at-arms has the following responsibilities:

- Helping to maintain orderly and effective Rotary club meetings
- Working to prevent any occurrence that might detract from the dignity or prestige of the club

Club Committees

Your club's committees should plan, promote, and implement activities and projects to carry out your club's annual and long-range goals. If your club's committees are ineffective, your club won't be able to reach many of its goals. You need to closely monitor the activities and progress of each committee and provide motivation and leadership to committees where necessary.

Responsibilities

As president-elect, you have the following responsibilities:

- Appointing committees no later than 31 March
- Preparing your club's committee chairs
- Ensuring continuity on club committees and filling any openings
- Reviewing the club committee structure as outlined in your club's bylaws
- Determining how well the current club committee structure supports the goals for the coming year
- Amending the club bylaws to accurately reflect the club's organizational needs, if necessary

It's your responsibility as club president to oversee each committee so that they reach the goals set for the year.

扶輪社委員會架構

貴社的委員會架構應該支持貴社的年度目標及目的。建議的扶輪社委員會架構包括下列五個扶輪社委員會，在手冊有說明：

- 扶輪社行政管理(第 4 章)
- 社員(第 5 章)
- 服務計畫(第 6 章)
- 扶輪基金會(第 7 章)
- 公共關係(第 8 章)

貴社如有需要討該成立其他的委員會，例如為反映貴社的傳統活動的特別計畫而成立委員會。貴社如有需要也可以成立小組委員會。例如，服務計畫委員會可能有社區服務、國際服務、或青少年計畫(例如，扶輪青少年交換或扶輪少年服務團小組委員會)。如果貴社非常積極參與某個扶輪基金會計畫，你可能希望有一個小組委員會專門執行該計畫。

有效能的委員會

每個常設委員會應該設定目標以支持扶輪社的年度及長期目標。考慮這些建議以使貴社各委員會更有效：

- 根據社員之個別能力、興趣及才能指派各委員會之委員。
- 所指派之委員人數以達到各委員會之目標所需人數為限。
- 鼓勵各委員會對會議、計畫、決議、及結果都有詳細的記錄，並就其活動之進度向貴社理事會提出報告。
- 鼓勵各委員會與對社的助理總監及適當的地區委員會彼此定期溝通。
- 在各委員會邀請或必要時社長得參加各委員會會議
- 向各委員會徵詢回饋意見。

挑選扶輪社各委員會主委

根據專業能力、個人興趣、及才幹，來指派委員會主委。因為委員會活動可能跨年度，可能的話與重新指派任期三年的委員會委員，以確保延續性，每個委員會主委應該先前有任職那個委員會的經驗。在指派委員會主委時，須考慮以下特質：

- 優秀的判斷力
- 領導能力
- 對該委員會工作的興趣
- 對該工作的知識
- 扶輪知識
- 熱忱
- 想像力

Club Committee Structure

Your club committee structure should support your club's goals and objectives for the year. The recommended club committee structure includes the following five club committees, which are explained in this manual:

- Club administration (chapter 4)
- Membership (chapter 5)
- Service projects (chapter 6)
- The Rotary Foundation (chapter 7)
- Public relations (chapter 8)

Your club should appoint additional committees as needed, such as for special projects or to reflect the traditional activities of the club. Your club may also appoint subcommittees as needed. For example, the service projects committee might have subcommittees for community service, international service, or youth programs (such as Rotary Youth Exchange or Interact). If your club is very active in a particular Rotary Foundation program, you may want to have a subcommittee dedicated to that program.

Effective Committees

Each standing committee should set goals in support of the club's annual and long-range goals. Consider these suggestions for making your club's committees more effective:

- Appoint committee members based on their professional abilities, personal interests, and talents.
- Limit committee size to the number of people required to fulfill the committee's purpose.
- Encourage committees to keep records of meetings, plans, decisions, and results and give progress reports on their activities to the club's board.
- Encourage committees to communicate regularly with one another, your club's assistant governor, and appropriate district committees.
- Participate in committee meetings when requested or needed.
- Solicit feedback from committees.

Selecting Committee Chairs

Appoint committee chairs based on their professional abilities, personal interests, and talents. Because committee activities may carry over from one year to the next, reappoint committee members to support three-year terms, when possible, to ensure continuity. Each committee chair should have previous experience on that committee. When appointing committee chairs, consider the following qualities:

- Good judgment
- Leadership ability
- Interest in the committee's work
- Knowledge of the job
- Knowledge of Rotary
- Enthusiasm
- Imagination

關於修改扶輪細則以改變貴社委員會的細節請參考第 4 章

Refer to chapter 4 for details on amending club bylaws to alter your club's committee structure.

使各委員會主委做好準備

確保委員會已充分準備負起責任，對作為扶輪社社長的你有利。積極鼓勵所有扶輪社領導人出席地區講習會，以獲得領導一個有效能委員會所需的技巧與知識。

你也可以用這些方法使委員會主委做好準備：

- 給每個主委一份『扶輪社各委員會手冊』「前言」及「第 1 章」，以及相關委員會的章節
- 確定前幾年的記錄已經移交給新的主委。
- 鼓勵新的委員會主委和他們的前任討論計畫及評估結果。
- 在下一個扶輪年度開始以前，與下屆委員會舉行規劃會議。

和貴社各委員會合作

為了支持貴社各委員會的運作，充分發揮其潛能，並鼓勵其持續發揮效能：

- 檢討每個委員會的行動步驟
- 根據需要協調各委員會之間的合作。
- 鼓勵各委員會接受新挑戰。
- 當委員會的決議與你相左時，應尊重其意見。
- 完成工作時應祝賀、表彰、以及感謝主委與委員。

與你的地區合作

地區領導人的主要責任在支持有效能的扶輪社。地區領導團隊由地區總監、助理總監、地區各委員會、地區訓練師、及前地區總監構成。地區藉由下列方式來支持貴社：

- 針對社員或服務計畫等問題，提供指導
- 促成有類似問題或計畫的各扶輪社互相聯繫
- 透過擔任地區各委員會之委員，以提供扶輪社員培養領導能力及增加其服務工作的機會
- 傳達詳細扶輪資訊給扶輪社各委員會及社員
- 協調國際扶輪及扶輪基金會各項計畫，例如青少年交換、大使獎學金學生或團體研究交換

Preparing Committee Chairs

It's in your own interest as club president to ensure that committees are well prepared for their responsibilities. Strongly encourage all committee chairs to attend the district assembly, where they can acquire the necessary skills and knowledge for leading an effective committee.

You can also prepare committee chairs in these ways:

- Give each chair a copy of the introduction and chapter 1 from the *Club Committee Manual*, as well as the appropriate committee chapter.
- Ensure that records from past years have been shared with new chairs.
- Encourage new committee chairs to discuss projects and evaluation results with their predecessors.
- Conduct planning meetings with incoming committees before the next Rotary year begins.

Working with Your Committees

To support your club's committees, maximize their potential, and encourage their continuing effectiveness:

- Review the status of each committee's action plan.
- Coordinate collaboration between committees, as needed.
- Motivate committees to take on new challenges.
- Respect the direction of a committee when it's different from what you might choose.
- Congratulate, recognize, and thank committee chairs and members when they complete tasks

Working with Your District

The primary responsibility of district leaders is to support effective clubs. The district leadership team consists of the district governor, assistant governors, district committees, the district trainer, and past district governors. The district supports your Rotary club by

- Providing guidance on issues such as membership or service projects
- Connecting clubs that have similar issues or projects
- Providing an opportunity for Rotarians to develop their leadership skills and increase their service efforts through membership on district-level committees
- Conveying detailed Rotary information to club committees and members
- Coordinating RI and Rotary Foundation programs, such as Youth Exchange, Ambassadorial Scholars, or Group Study Exchange

地區總監

地區內扶輪社的行政管理由地區總監直接監督，地區總監：

- 提供建議、鼓舞、與動機，協助增進扶輪社的效能
- 提供有關地區活動及服務機會的訊息給扶輪社及他們的職員

助理總監

助理總監是由地區總監指派，以幫助扶輪社有效運作，並未完成目標。每位助理總監負責地區內指派給他的地理區域的 4-8 個扶輪社。助理總監的責任應包括：

- 協助社長當選人執行並檢討扶輪社領導計畫
- 使用「有效能扶輪社規劃指南」幫助社長當選人找出扶輪社目標
- 參加和總監的正式訪問有關的每一次社務行政會議
- 訪問每個扶輪社(最好每月都去，但在扶輪年度內至少每季訪問一次)並會晤扶輪社社長及其他領導人，以討論扶輪社事務、資源、以及扶輪社經費的處理
- 定期檢核達成扶輪社目標(如依據「有效能扶輪社規劃指南」而訂定)之進度，必要時並提供諮詢與指導
- 協助扶輪社領導人安排並規劃總監公式訪問
- 擔任總監與扶輪社之間的連絡人
- 鼓勵扶輪社遵行總監提出的建議
- 協助扶輪社辦理服務計畫，並監督進度
- 找出並鼓勵培養未來的領導人

地區各委員會

下面圖表顯示地區各委員會如何支援扶輪社各委員會

扶輪社委員會	地區支援
社員	社員發展委員會
扶輪社公共關係	公共關係委員會
扶輪社行政管理	助理總監
服務計畫	計畫委員會
扶輪基金會	扶輪基金委員會

鼓勵貴社各委員會每當需要指導或資訊時，和相對的地區委員會聯繫。

District Governor

The administration of clubs in a district is under the direct supervision of the district governor, who

- Provides advice, inspiration, and motivation to help clubs become more effective
- Informs clubs and their officers of district activities and opportunities for service

Assistant Governors

Assistant governors are appointed by the district governor to help clubs operate effectively and achieve their goals. Each assistant governor is responsible for working with four to eight clubs in a given geographical area. The following responsibilities are recommended for an assistant governor:

- Assisting presidents-elect in implementing and reviewing the Club Leadership Plan
- Helping presidents-elect identify club goals, using the *Planning Guide for Effective Rotary Clubs*
- Attending each club assembly associated with the governor's official visit
- Visiting each club regularly (preferably monthly with a minimum of one visit each quarter of the Rotary year) and meeting with club presidents and other leadership to discuss club business, resources, and handling of club funds
- Periodically reviewing the progress made toward club goals (as established in the *Planning Guide for Effective Rotary Clubs*) and providing counsel and guidance when necessary
- Assisting club leaders in scheduling and planning for the governor's official visit
- Acting as a liaison between the governor and clubs
- Encouraging clubs to follow through with suggestions from the governor
- Assisting clubs with service projects and monitoring progress
- Identifying and encouraging the development of future district leaders
-

District Committees

The following chart shows how district committees support club committees.

CLUB COMMITTEE	DISTRICT SUPPORT
Membership	Membership development committee
Club public relations	Public relations committee
Club administration	Assistant governor
Service projects	Programs committees
The Rotary Foundation	Rotary Foundation committee

Encourage your club committees to contact their district counterparts whenever they need guidance or information.

資源

有下列資源可協助你與貴社及地區領導人合作：

資訊性的資源

- 『扶輪社職員資料袋』 Club Officers' Kit(225-EN)-這套手冊詳述扶輪社社長、秘書、財務、及扶輪社委員會的責任，並解釋扶輪社的營運領域，包甘扶輪社行政管理、社員、服務計畫、扶輪基金會、及公共關係，整套包括：
 - 『扶輪社社長手冊』 Club President's Manual(222-EN)
 - 『扶輪社秘書手冊』 Club Secretary's Manual(222-EN)
 - 『扶輪社各委員會手冊』 (222-EN)
 - 『扶輪基金會速覽指南』 The Rotary Foundation Quick Reference Guide(219-EN)
- 地區名錄-地區領導人及活動的清單(如果貴地區有印製名錄的)
- 『程序手冊』 Manual of Procedure(035-EN)
- 『公式名錄』 Official Directory(0007-EN)
- 『扶輪政策彙編及扶輪基金會政策彙編』 Rotary Code of Policies and Rotary Foundation Code of Policies

www.rotary.org

點選：

- 扶輪社-地區支援 Club-District Support (www.rotary.org/sopport)-扶輪社及地區職員的資源。包括最新版的建議扶輪社細則及模範扶輪社章程。
- 訓練 Training(www.rotary.org/training)-一份完整、最新的扶輪訓練資訊及出版品的資料，許多都可以免費下載。

關鍵詞查詢：

- Rotary E-Learning Center 扶輪電子學習中心 (www.rotary.org/jump/elearning)-扶輪社階層的扶輪社員線上輔助訓練。為新社員及新扶輪社職員而設之簡短模組可以在線上閱讀或下載。

出版品可從國際扶輪目錄訂購或在 www.ortary.org 下載。

Resources

The following resources are available to help you work with your club and district leaders:

Informational Resources

- *Club Officers' Kit (225-EN)* — A set of manuals detailing the responsibilities of the club president, secretary, treasurer, and club committees and explaining the operational areas of a Rotary club, including club administration, membership, service projects, The Rotary Foundation, and public relations. The kit includes:
 - *Club President's Manual (222-EN)*
 - *Club Secretary's Manual (229-EN)*
 - *Club Committee Manual (226-EN)*
 - *The Rotary Foundation Quick Reference Guide (219-EN)*
- District directory — Listing of district leaders and activities (if your district produces a directory)
- *Manual of Procedure (035-EN)*
- *Official Directory (007-EN)*
- Rotary Code of Policies and Rotary Foundation Code of Policies

www.rotary.org

Click on:

- Club-District Support (www.rotary.org/support) — Resources for club and district officers, including the most up-to-date versions of the Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.
- Training (www.rotary.org/training) — A comprehensive, current source of Rotary training information and publications, many available for free download.

Keyword search:

- Rotary E-Learning Center (www.rotary.org/jump/elearning) — Online, supplemental training for club-level Rotarians. Brief modules for new members and club officers can be viewed online or downloaded.

Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 9

APPENDIX 9

討論問題：與貴社及地區領導人合作

Discussion Questions for Working with Your Club and District Leaders

當你為出席社長當選人訓練會而做準備時，請思考這些問題。你將如何使你的扶輪領導團隊做準備？

Consider these questions in preparation for your presidents-elect training seminar. How will you prepare your club leadership team?

你將如何和貴社理事會合作？

How will you work with your club's board of directors?

貴社目前的委員會架構如何滿足貴社的需求及目標？

How does your club's current committee structure meet the needs and goals of your club?

你的地區如何支持貴社？

How can your district support your club?

附錄 10

第3節摘要：與貴社及地區領導人合作

資源

資訊性的資源

www.rotary.org

『程序手冊』 *Manual of Procedure* (035-EN) 點選：

『扶輪社公式名錄』 *Official Directory* (007-EN) Club-District Support扶輪社-地區支援

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect training seminar.

APPENDIX 10

Summary of Session 3: Working with your Club and District Leaders

Resources

Informational Resources

www.rotary.org

Manual of Procedure (035-EN)

Click on:

Official Directory (007-EN)

Club-District Support

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

4 扶輪社行政管理

4 Club Administration

貴社的行政管理最終是受你所領導的貴社理事會之督導。貴社領導團隊，特別是扶輪社行政管理委員會，應該協助你執行你的行政管理責任，以增進扶輪社營運的效能。

The administration of your Rotary club is ultimately under the supervision of your club's board of directors, which you lead. Your club leadership team, particularly the club administration committee, should assist you with your administrative responsibilities in order to increase the effectiveness of club operations.

扶輪社領導計畫是建議各社採行的扶輪社行政管理架構。在這計畫之下，有效的扶輪社行政管理是實現貴社的年度及長期目標之關鍵。扶輪社領導計畫從使扶輪社擬定標準的程序以達成延續性、溝通、及扶輪社員參與開始。它的簡單的委員會架構把焦點放在扶輪社的核心功能，可以加以擴充以致力於扶輪社服務目標及聯誼。

The Club Leadership Plan is the recommended administrative structure for Rotary clubs. Under this plan, effective club administration is key to carrying out your club's annual and long-range goals. The Club Leadership Plan begins by having Rotary clubs develop standard procedures for continuity, communication, and Rotarian involvement. Its simple committee structure focuses on the central functions of a club and can be expanded to address club service goals and fellowship.

責任

作為社長當選人，你有下列扶輪社行政管理責任：

- 指派扶輪社行政管理委員會委員，並和他們會商，以擬定一個行動計畫來執行貴社的行政管理的責任
- 透過研讀貴社目前的章程及細則來了解貴社行政管理的政策及程序
- 研讀最新版的模範扶輪社章程及建議扶輪社細則(附錄 37 及 38)
- 瞭解修改扶輪社細則的程序
- 和扶輪社領導人合作來更新貴社的章和及細則
- 決定扶輪社領導計畫的哪些方面能強化貴社

作為社長，你有下列扶輪社行政管理責任：

- 履行地區與國際扶輪對行政管理的規定
 - 督導扶輪社繳交報告的要求
 - 了解如何利用報告中的資訊來評估扶輪社的趨勢

Responsibilities

As president-elect, you have the following club administration responsibilities:

- Appointing and meeting with your club administration committee to develop an action plan to carry out your club's administrative responsibilities
- Knowing your club's administrative policies and procedures by reviewing its current constitution and bylaws
- Reviewing the most recent versions of the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws (appendixes 37 and 38)
- Understanding the process for amending club bylaws
- Working with club leaders to update your club's constitution and bylaws
- Determining which aspects of the Club Leadership Plan can strengthen your club

As president, you have the following club administration responsibilities:

- Fulfilling district and RI administrative requirements
 - Overseeing the club's reporting requirements
 - Understanding how the information in reports can be used to assess club trends

- 與扶輪社秘書密切合作，確保規定的報告與表格能如期寄交地區與國際扶輪
- 了解如何使用社員事務入口及國際扶輪社行政管理軟體 (EI-CAS)更新扶輪社記錄
- 與貴社財務密切合作，以監督扶輪社財務的管理。
- 鼓勵出席地區講習會及，如屬適當，其他訓練會議
- 擬定會引起扶輪社社員興趣的每週例會節目及扶輪社社務行政會議
- 為地區總監的公式訪問及你的助理總監每季(或更多)的訪問做好準備
- 確保扶輪標誌正確使用

最低標準

國際扶輪理事會採用一些標準以確保扶輪社有效運作。和你的地區及助理總監合作，以遵守下面的扶輪社最低標準：

- 繳納社員會費給國際扶輪。
- 定期開會。
- 訂閱英文扶輪月刊或一種扶輪地域雜誌。
- 執行致力於滿足當地社區或其他國家的社區之需求的計畫。
- 接受總監、助理總監、或其他任何國際扶輪職員的訪問。
- 持續投保適當的一般責任險。

扶輪社行政管理委員會

要達成有效的扶輪社行政管理須靠團隊合作。作為扶輪社社長，你領導這項工作，而由扶輪社行政管理委員會執行特定的責任。把扶輪社行政管理委員會納為貴社的 5 個常設委員會之。貴社可修改它的細則以反映這個委員會的定的責任，如有需要可增加小組委員會。

扶輪社行政正管理委員會應該協助實現貴社的年度目標。扶輪社秘書及財務應該是這個委員會的委員。你所指派的這個委員會主委，應該是你的扶輪社領導團隊的一部份。

扶輪社行政管理委員會的責任

貴社行政管理委員會有下列責任：

- 遵守地區與國際扶輪所有行政管理規定
- 追蹤並報告出席
- 使全體成員知道目前的扶輪知識，鼓勵善用以下各項資源：
 - 社刊或社的網站
 - 英文扶輪月刊或扶輪地域雜誌

- Working closely with the club secretary to ensure that required reports and forms are sent to RI and the district in a timely manner
- Understanding how to use Member Access and the optional RI club administration software (RI-CAS) to update club records
- Overseeing the responsible management of club finances, working closely with your club's treasurer
- Encouraging attendance at the district assembly and additional training meetings, as appropriate
- Developing weekly club programs and club assemblies that will interest club members
- Preparing for the district governor's official visit and the quarterly (or more) visits of your assistant governor
- Ensuring the Rotary Marks are used properly

Minimum Standards

The RI Board has adopted standards to ensure that clubs function effectively. Work with your district and assistant governors to comply with the following minimum standards for clubs:

- Pay per capita dues to Rotary International.
- Meet regularly.
- Subscribe to *The Rotarian* or a Rotary regional magazine.
- Implement service projects that address needs in the local community or in Magazine Month (April). communities in other countries.
- Receive the visit of the governor, assistant governor, or any other officer of Rotary International.
- Maintain appropriate general liability insurance.

Club Administration Committee

Ensuring effective club administration is a collaborative effort. As club president, you lead this effort while the club administration committee carries out the specific responsibilities. Include the club administration committee as one of the five standing committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed.

The club administration committee should help carry out your club's annual goals. The club secretary and treasurer should be members of this committee. The chair of this committee, appointed by you, should be part of your club leadership team.

Club Administration Committee Responsibilities

Your club administration committee has the following responsibilities:

- Fulfilling all district and RI administrative requirements
- Tracking and reporting attendance
- Making all members aware of current Rotary information by promoting
 - Club bulletin or Web site
 - *The Rotarian* or Rotary regional magazine

規劃例會及活動以舉辦雜誌月 Magazine Month(4 月)
Plan weekly meetings and activities in observance of Magazine Month (April).

- 國際扶輪網站(www.rotary.org)
- 地區總監月報
- 地區網站
- 推廣扶輪社社員之間的聯誼
- 為定期例會和特殊會議安排節目，包括扶輪社社務會

- RI Web site (www.rotary.org)
- District governor's monthly letter
- District Web site
- Promoting fellowship among club members
- Organizing programs for regular weekly and special meetings, including club assemblies

貴社的章程及細則

所有獲准加入國際扶輪成為會員社的扶輪社必須採用模範扶輪社章程。它是扶輪社營運的模範架構。立法會議之後，模範扶輪社章程即更新以將會議決議納入。確定貴社是使用正確版本的模範扶輪社章程(附錄 37)。

貴社細則提供未編入扶輪社章程之內，作為管理貴社之用的其他準則。建議扶輪細則(附錄 38)是配合模範扶輪社章程訂定，反映目前的扶輪政策。你可以加以修改，以符合貴社的需求、目標、及活動，並反映貴社獨特的面貌。為了為你擔任扶輪社社長那一年度做準備，你必須研讀貴社細則並與你的扶輪社領導團隊合作修訂之，以反映任何新的行事方法及程序以及扶輪社委員會架構和貴社領導人的角色責任。

提議修改及表決

貴社可在任何例會改變細則，但須符合下列規定：

- 出席者必須達法定人數(社員總數的三分之一構成法定人數)。
- 出席的所有社員須有 3 分之 2 同意。
- 所有社員必須在開會前 10 天獲知建議的修改案。
- 所有修改必須不抵觸扶輪社章程及國際扶輪章程及細則。

國際扶輪及扶輪基金會報告要求

各擁社都必須在7月1日繳交各項報告與資料給國扶輪，這些報告包括：

- 半年報告
- 社員會費
- 其他費用及支出，例如：
 - 個人及扶輪社訂閱英文扶輪社月刊或扶輪地域雜誌
 - 立法會議(只有7月)
 - 保險(只有美國及其屬地；只有7月)

Your Club's Constitution and Bylaws

The Standard Rotary Club Constitution must be adopted by all clubs admitted to membership in Rotary International. It provides a model framework for Rotary club operations. Following the Council on Legislation, the Standard Rotary Club Constitution is updated to include council decisions. Be sure that your club is using the correct version of the Standard Rotary Club Constitution (appendix 37).

Your club's bylaws provide additional guidelines, not included in the club constitution, for managing your club. The Recommended Rotary Club Bylaws (appendix 38) are developed in harmony with the Standard Rotary Club Constitution and reflect current Rotary policy. You can adapt them to meet your club's needs, goals, and activities and reflect its unique identity. To prepare for your year as club president, you should review your club's bylaws and work with your club leadership team to amend them to reflect any new practices and procedures as well as the club committee structure and the roles and responsibilities of your club's leaders.

Proposing and Voting on Amendments

Your club may amend its bylaws at any regular meeting, provided the following requirements are met

- A quorum must be present (one-third of the membership constitutes a quorum).
- Two-thirds of all members present must approve.
- All members must be notified of the proposed amendment 10 days before the meeting.
- All amendments must be in harmony with the club constitution and RI Constitution and Bylaws.

RI and Rotary Foundation Reporting Requirements

Every Rotary club is required to submit reports and information to Rotary International on 1 July and 1 January. These reports include:

- Semiannual reports
- Per capita dues
- Other fees and payments, such as:
 - Individual and club subscriptions to *The Rotarian* or Rotary regional magazine
 - Council on Legislation dues (July only)
 - Insurance (USA and its territories only; July only)

你將『扶輪社個委員會手冊』及『扶輪社秘書手冊』發現更多關於扶社行政管理委員會的資訊。
You'll find more information about the club administration committee in the Club Committee Manual and the Club Secretary's Manual

半年報告向國際扶輪理事會證明扶輪社社員的人數。你的社員會費的付款應該用貴社編號及發票號碼清楚標示。不付款給國際扶輪將造成貴社加盟證書的終止。

為了確保國際扶輪郵件及通訊，包括半年報告，寄達貴社適當社員，扶輪社秘書必須在1月31日以前繳交『公式名錄』**Official Directory**的資訊(下屆扶輪社職員的名字及詳細聯絡資料)給國際扶輪。此外，現任職員的資訊應該立即寄給國際扶輪，而且社員或會議資訊的變更應定期報告。

給扶基金會的報告包括：

- 扶輪基金會發展扶輪社目標報告表
- 任何參與人這獎勵金計畫的計畫報告

其他報告要求包括：

- 每月最後一次例會後15日內，將該月的出席數字報給地區總監
- 通知其他地方的扶輪社有關遷移到該區域的任何扶輪社員資訊

線上行政管理工具

國際扶輪的二個工具-社員事務入口**Member Access**及國際扶輪社行政管理軟體**RI-CAS**-能幫助貴社更迅速且更容易執行行政管理任務，讓年與年之間領導人的銜接有更好的延續性，以及確保國際扶輪有精確的記錄。

社員事務入口

www.rotary.org 的社員事務入口讓扶輪社員能在任何時間處理扶事務，不論白天或晚上，不論在家、在辦公室、或任何地方，只要他們方便進入網際網路即可。你及貴社秘書有權使用下列扶輪社行政管理功能：

- 查看並更改扶輪社社員資料
- 繳納國際扶輪社員會費及其他費用(僅限用信用卡)
- 更新扶輪社資料(例會時間及地點、職員資訊)
- 搜尋全世界的扶輪社及地區資料
- 查看扶輪社對扶輪基金會的捐獻之報告

你也可以使用所有扶輪社員都可以使用的功能，包括：

- 註冊參加國際扶輪會議
- 捐獻給扶輪基金會
- 查看你個人的扶輪基金會捐獻歷史
- 管理你個人向國際扶輪訂閱的電子郵件刊物
- 查看社員福利

Semiannual reports certify the number of club members to RI's Board of Directors. Payment of your per capita dues should be clearly identified with your club number and invoice number. Failure to pay RI dues will result in termination of your club's charter.

To ensure that RI mailings and communications, including semiannual reports, reach the appropriate members of your club, the club secretary must submit *Official Directory* information (names and contact details for incoming club officers) to RI by 31 January. In addition, any changes in current officer information should be sent to RI immediately, and changes in membership or meeting information should be reported regularly.

Reports to The Rotary Foundation include:

- The Rotary Foundation Fund Development Club Goal Report Form
- Project reports for any participation in the Humanitarian Grants Program

Other reporting requirements include:

- Monthly attendance figures to the district governor, no later than 15 days following the last meeting of the month
- Notices to clubs in other localities of any Rotarians relocating to their area

Online Administration Tools

Two tools from RI — Member Access and RI-CAS — can help your club perform administrative tasks more quickly and easily, provide more continuity between years of leadership, and ensure that RI has accurate records.

Member Access

Member Access at www.rotary.org allows Rotarians to perform Rotary business at any time, day or night, from the convenience of their homes, offices, or anywhere they access the Internet. You and your club's secretary have access privileges to the following club administration functions:

- Viewing and changing club membership data
- Paying RI per capita dues and other fees (by credit card only)
- Updating club data (meeting time and place, officer information)
- Searching club and district data worldwide
- Viewing reports for club contributions to The Rotary Foundation

You'll also have access to functions available to all Rotarians, including:

- Registering for RI meetings
- Contributing to The Rotary Foundation
- Viewing your personal Rotary Foundation contribution history
- Managing your personal e-mail subscriptions from RI
- Viewing member benefits

大多數國際扶輪及扶輪基金會報告可以透過社員事務入口繳交。你將在『扶輪社秘書手冊』找到更多關於扶輪社報告要定的資訊。

Most RI and Foundation reports can be submitted through Member Access. You'll find more information about club reporting requirements in the Club Secretary's Manual.

RI-CAS

國際扶輪社行政管理軟體或稱 RI-CAS，可以在「社員事務入口」下載。貴社秘書能處理許多行政管理任務，包括：

- 管理聯絡人(扶輪社社員，非扶輪社員)
- 管理扶輪社資訊(出席、例會、社員統計數字)
- 指派扶輪社各委員會委員及扶輪社其他領導職位
- 追蹤扶輪社活動(委員會會議、聯誼活動)
- 寄電子信件給資料庫內的聯絡人

財務

扶輪社應以商務般嚴謹的方式來處理其財務。管理及檢查帳目與財務報表、編列平衡的預算、進行年度財務檢查，可確保貴社財務健全。

責任

作為社長當選人，你應該和你的扶輪社領導團隊合作來擬定扶輪社預算。

作為社長，你必須和扶輪社的理事會、秘書、及財務密切合作，以執行下列責任：

- 依據扶輪社預算監督支出
- 整年度內在簿上詳實記載扶輪社的支出
- 確保貴社的常年社費架構及罰款政策無礙於貴社財務穩定或社員目標
- 確保扶輪社社員會費被寄到國際扶輪
- 確定貴社的扶輪細則中有說明請款程序
- 每年由有證照之會計師或其他合格之個人，進行徹底的財務檢查
- 在扶輪年度結束前，向扶輪社提出一份完整財務報表，報告貴社的財務現況

保險

貴社必須為各項活動投保適當的責任險，依你的地理區域情況而定。聯繫當地的保險代理人，請其協助評估並取得保險，萬一發生意外或索賠時可保護貴社。

美國及其屬地的扶輪社過國際扶輪安排的一項計劃投保一般責任險，費用由參加的扶輪社支付。這強制性的計畫每年必須透過7月的社員會費報告來繳納。此項保險相關資訊可到www.rotary.org查閱。

你將在「扶輪社秘書手冊」的財務部份找到更多關於扶輪社財務在社內的責任及角色的資訊

You'll find more information about the club treasurer's responsibilities and role within the club in the treasurer's section of the Club Secretary's Manual.

RI-CAS

RI club administration software, or RI-CAS, can be downloaded in Member Access. Your club secretary can use it for many administrative tasks, including:

- Managing contacts (club members, non-Rotarians)
- Managing club information (attendance, regular club meetings, membership statistics)
- Making assignments for club committees and other leadership positions in the club
- Tracking club events (committee meetings, fellowship events)
- Sending e-mails to contacts in the database

Finances

Rotary clubs are expected to handle their finances in a businesslike manner. Maintaining and reviewing records and financial statements, developing a balanced club budget, and conducting an annual financial review will help ensure your club's financial well-being.

Responsibilities

As president-elect, you should work with your club leadership team to develop a club budget.

As president, you must work closely with the club's board of directors, secretary, and treasurer to carry out the following responsibilities:

- Monitoring expenditures against the club budget
- Practicing proper accounting for club expenditures throughout the year
- Ensuring that your club's dues structure and policies on fines don't work against your club's financial stability or its membership goals
- Ensuring club per capita dues are sent to RI
- Ensuring that your club's bylaws outline the process for disbursing funds
- Having a thorough annual club financial review prepared by a certified public accountant or other qualified individual
- Submitting a comprehensive financial statement of the club's financial status to the club before the end of the Rotary year

Insurance

Your club must maintain liability insurance for its activities, as appropriate for your geographic region. Contact a local insurance agent or broker for assistance in evaluating and obtaining insurance to protect your club in the event of an accident or claim.

Clubs in the United States and its territories and possessions are provided general liability insurance through a program arranged by RI and paid for by the participating clubs. This mandatory program must be paid annually through the July semiannual dues report. More information on this coverage is available at www.rotary.org.

扶輪標誌

國際扶輪擁有許多商標及服務標誌，包括扶輪徽章及扶輪 Rotary、國際扶輪 Rotary International、及扶輪基金會 Rotary Foundation 等名稱；這些統稱為扶輪標誌(部份項目之清單，請見附錄(12)。正確使用這些標誌可在整個世界保護它們作為扶輪的象徵。歡迎扶輪社及地區使用這些標誌來命名及推廣他們的計畫及活動，但負責的扶輪社或地區應清楚標示，而且標誌必須正確複製。

命名指導方針

作為社長，檢討現存及已規劃之扶輪社計畫及，以確保這些計畫清楚地用貴社的名稱標示出來。例子：

不正確	正確
扶輪清潔計畫	山谷扶輪社清潔計畫
扶輪百週年公園	山城扶輪社百週年公園

當扶輪徽章和扶輪社計畫的名稱一起出現時，務必將名稱放在靠近徽章處，並且同樣明顯。將貴社名稱放進去之後，貴社在社區將因貴社的計劃及活動被認識。如需協助命名準則，請聯繫你的國際扶輪社及地區支援代表。

複製扶輪徽章

扶輪徽章是本組織最出名且複製最多的商標。請確保貴社所製作含有扶輪徽章的任何材料均符合這些準則：

- 徽章必須以其完整的形式複製。
- 當徽章印以多種顏色印製時，齒輪必須以正式的深藍色和金色(或金屬金色)出現，且 Rotary International 國際扶輪」必須以金色(或金屬金色)出現。扶輪徽章 PANTONE 色深藍色

務必避免這些常見的錯誤：

- 中央沒有軸孔

港市扶輪社



- 齒輪的中央被填滿

港市扶輪社



Rotary Marks

RI owns numerous trademarks and service marks, including the Rotary emblem and the names Rotary, Rotary International, and The Rotary Foundation; collectively, they're known as the Rotary Marks (for a partial list, see appendix 12). Using them properly preserves their identity as symbols of Rotary throughout the world. Clubs and districts are welcome to use these marks to name and promote their projects, programs, and activities so long as the club or district responsible is clearly identified and the marks are correctly reproduced.

Naming Guidelines

As president, review the names of existing and planned club projects and programs to ensure that they're clearly identified by your club's name. For example:

Incorrect:	Correct:
Rotary Cleanup Project	Rotary Club of the Valley Cleanup Project
Rotary Centennial Park	Rotary Club of Mountain City Centennial Park

When the Rotary emblem appears with the name of a club project or program, make sure that the name is placed near the emblem and given equal prominence. By including your club name, you ensure that your club is recognized in the community for its projects and activities. For assistance with naming guidelines, contact your RI Club and District Support representative.

Reproducing the Rotary Emblem

The Rotary emblem is the organization's most recognizable and reproduced trademark. Make sure that any materials that your club produces with the emblem meet these guidelines:

- The emblem must be reproduced in its complete form.
- When the emblem is printed in more than one color, the gearwheel must appear in its official colors of royal blue and gold (or metallic gold), and "Rotary International" must appear in gold (or metallic gold).

Be sure to avoid these common mistakes:

- The keyway is missing from the center.

Rotary Club of Port City



- The center of the wheel is filled in.

Rotary Club of Port City



扶輪徽章 PANTONE® 色

深藍色 PANTONE® 286

金屬金色 PANTONE® 871

金色 PANTONE® 129

PANTONE® 是 Pantone inc 公司的註冊商標。

Rotary Emblem PANTONE® Colors

Royal blue PANTONE® 286

Metallic gold PANTONE® 871

Gold PANTONE® 129

PANTONE® is a registered trademark of Pantone Inc.

- 徽章有部分被遮蓋或修改

港市扶輪社



港市扶輪社



- The emblem is partially covered or modified.

Rotary Club of Port City



Rotary Club of Port City



- 扶輪社的名字不見



- The club name is missing.



如果你發現扶輪徽章不正確地複製在已生產的物品上，請記下來，下次生產時務必更正。

If you discover an improper reproduction of the Rotary emblem on an item that's already been produced, make a note of it to be sure the problem is corrected the next time the item is reproduced.

正式扶輪徽章及其他許多扶輪標誌可行 www.rotary.org 下載。

The official Rotary emblem and many other Rotary logos are available for download at www.rotary.org.

商品及授權

如果貴社要透過販賣載有扶輪名稱、徽章的商品為計畫募款，你可以不必向國際扶輪取得授權。可是，要確定貴社買的商品是向國際扶輪授權經銷商購買，而且商品載有扶輪社社名、計畫名稱、及計畫日期。如需授權經銷商名單，請到 www.rotary.org 查閱。

Merchandise and Licensing

If your club wants to raise funds for a project by selling merchandise that bears the Rotary name, emblem, or other marks, you may do so without a license from Rotary International. However, make sure that your club buys the merchandise from an RI-licensed vendor and that the merchandise bears the club name, project name, and project date(s). For a list of licensed vendors, go to www.rotary.org.

如果貴社為了長期的募款計畫要販賣商品，你將需要向國際扶輪申請授權。

If your club wants to sell merchandise for a long-term fundraising project, you'll need to apply for a license from Rotary International.

會議

扶輪社、地區、及國際會議能讓扶輪社員更了解扶輪、培養未來領導人並提供聯誼的機會。在你擔任扶輪社社長的整個年度內，你將要準備多次會議，包括：

Meetings

Club, district, and international meetings allow Rotarians to learn more about Rotary, develop future leaders, and provide an opportunity for fellowship. Throughout your year as club president, you'll need to prepare for many meetings, including:

- 每週例會
- 社務行政會議
- 理事會會議
- 助理總監訪
- 地區總聯公式訪問

- Weekly meetings
- Club assemblies
- Board meetings
- Assistant governor visits
- District governor's official visit

你必須也在例會、在扶輪社社務行政會議、在貴社社刊、推廣地區及國際會議並鼓勵社員出席下列會議：

You should also promote district and international meetings during weekly meetings, at club assemblies, and in your club's bulletin. Encourage attendance at the following meetings:

- 地區講習會
- 地區社員研習會
- 地區年會

- District assembly
- District membership seminar
- District conference

- 地區領導人研習會
- 地區扶輪基金研習會
- 國際扶輪年會

這些會議讓在扶輪社階層的扶輪社員有獨特的機會瞭解更廣大規模的扶輪活動，並提昇聯誼。地要會議是討論扶輪社及地區計劃，以及與地區及扶輪世界其他扶輪社建立計畫夥伴關係的論壇。關於這些地區及國際會議的詳細摘要，請見附錄 13。

每週例會節目

每週例會是扶輪社大多數活動的核心。作為扶輪社社長，你須負責擬定適當的每週例會節目以提供必要的資訊給扶輪社社員並予以激勵，來增進他們參與及熱心各項能服務貴社、社區、及世界的活動。例會議程範例請見附錄 14。為了確保例會有效能且規劃周全：

- 每次例會擬定的議程，要有演講或節目，以及聯誼。
- 預先安排節目(年度開始前最理想)
- 儘可能使節目與扶輪社目前的計劃、活動、與關心的問題息息相關
- 請適當的委員會主委或委員輪流安排節目。
- 安排特別的紀念日、週、及月(列在附錄 15 每月檢查表)，例如在 11 月扶輪基金月安排一個前大使獎學金學生的節目。
- 準備緊急應變計畫以防已排定的節目被取消

請記住，扶輪社員都十分忙碌，他們的時間非常寶貴。你應該準時開始及結束會議。籌備完善且有能引起興趣、與社員相關的節目的會議將會加強社員個人的扶輪知識，增進繼續保持社員資格的價值、使他們更了解及關心他們當地社區及整個世界社區。

社務行政會議

社務行政會議是全科社員，包括職員、理事、及各委員會主委的會議，扶輪社社務行政會議的目的在於討論貴社的計畫及活動，成教育社員，應該特別激勵新社員出席扶輪社社務行政會議以更進一步了解貴社的運作。扶輪社社務行政會議幫助全體社員獲得最新消息，並使其對於扶輪社活動有參與感。定期舉行納入全體社員及你的助理總監的扶輪社社務會議，有助於確保扶輪社領導人，扶輪社社員、及地區領導人之間能進行明確的溝通。

身為扶輪社社長，規劃與主持社務行政會議是你的責任。由你，或另一位被指定的職員，主持扶輪社社務行政會議。

扶輪行事曆上的特別紀念已納入「扶輪社社長每月檢查表」，請向你的國際扶輪扶輪社及地區支獲代表 RI Club and District Support representative 索取

Special observances on the Rotary calendar are incorporated in the Club President's Monthly Checklist, available from your RI Club and District Support representative.

- District leadership seminar
- District Rotary Foundation seminar
- RI Convention

These meetings offer a unique opportunity for Rotarians at the club level to learn about the broader scope of Rotary activities and enhance fellowship. District meetings provide a forum to discuss club and district projects and to develop project partnerships with other clubs in the district and in the Rotary world. For a detailed summary of these district and international meetings, see appendix 13.

Weekly Club Programs

Weekly meetings are the core of most Rotary club activities. As club president, you're responsible for developing weekly club programs that provide club members with the information and motivation necessary to increase their participation in and enthusiasm for activities that serve the club, the community, and the world. See appendix 14 for a sample weekly meeting agenda. To ensure that weekly meetings are effective and well planned:

- Develop an agenda for each regular weekly meeting with time for an address or program as well as fellowship.
- Schedule programs in advance (ideally, before the year begins).
- Relate programs to current club projects, activities, and concerns, when possible.
- Rotate the responsibility of arranging programs with an appropriate committee chair or club member.
- Arrange special observance dates, weeks, and months (listed in appendix 15), such as a program by a former Ambassadorial Scholar during Rotary Foundation Month in November.
- Prepare contingency plans in case scheduled programs are canceled.

Remember that club members are busy individuals whose time is valuable. You should begin and end the meetings punctually. Meetings that are organized and feature interesting, relevant programs will enhance members' personal Rotary knowledge, reinforce the value of continued membership, and make them more aware of and connected to their local and world community.

Club Assemblies

A club assembly is a meeting of all club members, including officers, directors, and committee chairs. The purpose of club assemblies can be to either discuss your club's program and activities or educate members. New members should particularly be encouraged to attend club assemblies to learn more about the workings of your club. Club assemblies help all members stay up-to-date and feel included in club activities. Regular club assemblies that include all members and your assistant governor help to ensure that clear communication takes place between club leaders, club members, and district leaders.

As president, you are responsible for planning and conducting club assemblies. You, or another designated officer, preside at club assemblies.

社務行政會議可以：

- 設定目標並擬定行動計畫
- 協調各委員會活動
- 更加瞭解貴社行動計畫實際實施狀況
- 進行非正式的討論，刺激產生創新的解決方法與活動
- 持續提供關於扶輪及其計畫的教育
- 檢討貴社的優點及弱點

相關議題包括：

- 年度及長期目標
- 服務計畫及扶輪社活動
- 社員人數成長及防止社員流失之策略
- 地區年會或其他地區及國際扶輪會議
- 扶輪各項計畫
- 在開放論壇所提出之任何議題

時間安排

在一個年度內安排4到6次扶輪社社務行政會議，可能效果最好。許多扶輪社每月舉行社務行政會議。以下即為建議舉行的時間。

起訖時間	目的
緊接在地區講習會後 (7月1日前)	說明、回顧、與討論地區講習會所擬定及建議之計畫，及扶輪社如何配合國際扶輪主題及重點服務(社長當選人主持)
7月1日之後	討論與通過全活動
公式訪問前2個期	為公式訪問做好準備
公式訪問期間	與地區總監討論扶輪社狀況
扶輪年度的中點(1月/2月)	檢討貴社達成目標的進度；決定本年度剩餘部份之規劃
4月或5月	提供開放討論的機會(此次會議中的構想與建議可予以實施，以協助完成扶輪社計畫)

Time Frame	Purpose
Immediately following the district assembly (before 1 July)	To describe, review, and discuss plans developed and suggested at the district assembly as well as how the club will incorporate the RI theme and emphases (president-elect presides)
After 1 July	To discuss and adopt a plan for the year
Two weeks before the official visit	To prepare for the official visit
During the official visit	To discuss the club's status with the district governor
Midpoint of Rotary year (January/ February)	To review the club's progress toward goals and determine the club's plan for the rest of the year
April or May	To provide an opportunity for open discussion (Ideas and suggestions may be implemented to help bring club plans toward completion.)

公式訪問

國際扶要求地區總監訪問地區內的每個扶輪社。每次可以對一個或多個扶輪社進行訪問。這項私人訪問的目的要把焦點放在重要的扶輪問題，並在貴社激勵扶輪社員參與服務活動。公式訪問也是你的扶輪社領導團隊請總監指導如何處理貴社所面對的挑戰以獲致成功的機會。

A club assembly allows for

- Goal setting and developing an action plan
- Coordination of committee activities
- Greater awareness of how your club's action plans are actually implemented
- Informal discussions that stimulate creative solutions and activities
- Ongoing education about Rotary and its programs
- Review of your club's strengths and weaknesses

Relevant topics for discussion include:

- Annual and long-range goals
Service projects and club activities
- Membership growth and retention strategies
- District conference or other district and RI meetings
- The programs of Rotary
- Any topic raised in an open forum

Scheduling

Four to six club assemblies during the year may be the most effective number. Many clubs hold monthly assemblies. The following schedule is suggested.

The Official Visit

The district governor is required by RI to visit each club in the district. The visit can be done with individual or multiple clubs. The purpose of this personal visit is to focus attention on important Rotary issues and motivate the Rotarians in your club to participate in service activities. The official visit is also an opportunity for your club leadership team to ask the governor for guidance with challenges and successes facing your club.

助理總監一年應至少訪問一個扶輪社四次。一些扶輪社利用這些訪問的機會舉行社務行政會議。
Assistant governors should visit clubs a minimum of four times a year. Some clubs use these visits saw opportunities for club assemblies.

為了使總監蒞臨的影響力發揮極致，如果可能，儘量把公式訪問安排在與全社重要活動同時舉行，例如：

- 授證晚會
- 新社員入社儀式
- 新社員訓練計畫
- 頒發獎狀或獎品
- 扶基金會活動
- 埠際會議

公式訪問的準備工作

公式訪問對貴社來說乃是令人振奮的時刻—提供機會以瞭解重要的扶輪問題，及討論解決扶輪社面臨之迫切問題的方法。為儘量確保社員踴躍參與，務必實行以下各點：

- 在例會開始宣佈此項公式訪問。
- 利用社刊刊登地區總監公式訪問的消息。
- 請社員儘量排除萬難出席公式訪問。
- 安排總監表彰或頒獎(例如保羅·哈理斯之友)

扶輪社領導人必須合作，針對各種扶輪社重要議題與問題，安排徹底的討論，俾使從總監的知識與經驗獲益。為了公式訪問應做好以下準備：

檢討扶輪社達成「有效能扶輪社規劃指南」所訂目標之進度，以便於公式訪問中討論。

- 列出可以在訪問中處理的問題與關心事項。
- 安排各委員會就、活動、與成就提出報告。
- 妥善安排你個人時間，以便有最多的時間陪伴地區總監。
- 如地區總監有配偶陪同訪問，應另準備妥善接待。

資源

下列資源可協助支援有效能扶輪社的行政管理

資訊性的資源

- 『扶輪社各委員會手冊』 Club Committee Manual(226-EN)--『扶輪社職員資料袋』Club Officers' Kit (225-EN)的一部份，說明扶輪社各委員會責任及一般準則。

Maximize the impact of the governor's presence by scheduling the official visit to coincide with an important club-wide event (if possible), such as:

- Charter night
- Induction ceremony
- New member orientation program
- Citation or award program
- Rotary Foundation event
- Intercity meeting

Preparing for the Official Visit

The official visit can be an exciting time for your club, providing opportunities to learn about important issues facing Rotary and to discuss possible solutions to pressing club issues. To best ensure that club members participate:

- Announce the visit at weekly club meetings.
- Publish announcements about the visit in the club bulletin.
- Ask club members to make a special effort to attend the official visit.
- Arrange for recognition or awards (for example, Paul Harris Fellow Recognition) to be presented by the governor.

Club leaders should work together to prepare for a thoughtful discussion on important club topics and issues that would benefit from the governor's knowledge and experience. To prepare for the visit:

Review your club's progress toward the goals established in the *Planning Guide for Effective Rotary Clubs*, and be prepared to discuss it during the visit.

- Make a list of questions, problems, and concerns that can be addressed during the visit.
- Arrange reports of committee plans, activities, and accomplishments.
- Arrange your schedule to allow for as much time with the governor as needed.
- Make appropriate arrangements for the governor's spouse, if necessary.

Resources

The following resources are available to help support effective club administration:

Informational Resources

- *Club Committee Manual* (226-EN) — Component of the *Club Officers' Kit* (225-EN) that explains the responsibilities and general guidelines for club committees.

地區總監或助理總監訪問的目的是在於支持貴社。扶輪社必須接受這些訪問。

The purpose of a visit by the district governor or assistant governor is to provide support for your club. Rotary clubs are required to allow these visits.

- 『扶輪社秘書手冊』 *Club Secretary's Manual*(229-EN)-『扶輪社職員資料袋』 *Club Officers' Kit*(225-EN)的一部份，說明扶輪社秘書的責任，以及提供扶輪社財務角色的資訊。
- 『總監月報』 *Governors monthly letter*-地區總監寄發各社的通訊刊物，提供訊息給扶輪社領導人並激勵他們，並表彰在扶輪社階層的卓越表現。
- 『程序手冊』 *Manual of Procedure* (035-EN)
- 『公式名錄』 *Official Directory* (007-EN)
- 『有效能扶輪社規劃指南』 *Planning Guide for Effective Rotary Clubs*(附錄 39)
- 『國際扶輪目錄』 *RI Catalog*(019-EN)
- 『扶輪世界』 *Rotary World* (050-EN)
- 『英文扶輪月刊』 *The Rotarian* 或扶輪地域雜誌
- 『視覺識別格式手冊』 *Visual Identity Style Manual* (547-EN)--設計扶輪各層級出版品時的參考資料。包括如何正確使用扶輪社、優良出版品的要素、網格及頁面佈局、印刷、及繪圖的資訊。
- *Club Secretary's Manual* (229-EN) — Component of the *Club Officers' Kit* (225-EN) that explains the responsibilities of the club secretary, as well as information about the role of the club treasurer.
- Governor's monthly letter — Letter sent by the district governor to inform and motivate club leaders and recognize excellence at the club level.
- *Manual of Procedure* (035-EN)
- *Official Directory* (007-EN)
- *Planning Guide for Effective Rotary Clubs* (appendix 39)
- *RI Catalog* (019-EN)
- *Rotary World* (050-EN)
- *The Rotarian* or Rotary regional magazine
- *Visual Identity Style Manual* (547-EN) — Reference for the design of publications at all levels of Rotary. Includes information on the proper use of the Rotary emblem, the Rotary colors, elements of good publications, grids and page layouts, typography, and graphics.

www.rotary.org

點選：

- Member Access 社員事務入口(www.rotary.org)
- Club-district Support 扶輪社-地區支援 (www.rotary.org/support)
- Downloads 下載(www.rotary.org/jump/downloads)

關鍵詞查詢：

- Insurance 保險
- Licensed suppliers of RI merchandise 獲得授權的國際扶輪商品供應商

人力資源

- 助理總監
- 國際扶輪扶輪社及地支代表

關聯資訊，請見『公式名錄』或到 www.rotary.org。出版品通以從『國際扶輪目錄』訂購或在 www.rotary.org 下載。

www.rotary.org

Click on:

- Member Access (www.rotary.org)
- Club-District Support (www.rotary.org/support)
- Downloads (www.rotary.org/jump/downloads)

Keyword searches:

- Insurance
- Licensed suppliers of RI merchandise

Human Resources

- Assistant governor
- RI Club and District Support representative

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 11

APPENDIX 11

討論問題：扶輪社行政管理

Discussion Questions for Club Administration

當你為出席社長當選人訓練會而做準備時，請思考這些問題。貴社如何使用貴社的章及細則？

Consider these questions in preparation for your presidents-elect training seminar. How does your club use its constitution and bylaws?

你將如何確保貴社的財務管理盡責？

How will you ensure that your club's finances are managed responsibly?

你在規劃每週例會時將考慮什麼？

What will you consider when planning your weekly meetings?

你在社務行政會議將討論什麼主題？

What topics will you discuss at club assemblies?

附錄 12

APPENDIX 12

扶輪標誌

以下圖案及名稱為扶輪標誌的例子。

請注意資所有社長主題及扶輪百週年圖案也是扶輪標誌的部份。

Rotary Marks

The following logos and terms are examples of Rotary Marks.

Note: All presidential themes and the Rotary Centennial logo are also part of the Rotary Marks.

扶輪標誌

Rotary Marks

 <p>年度計劃基金 Annual Programs Fund</p>	 <p>社務服務 Club Service</p>	 <p>社區服務 Community Service</p>	 <p>全球網絡團體 Global Networking Groups</p>
 <p>保健、防飢、及人道(3-H) 計畫獎助金 Health, Hunger and Humanity (3-H) Grants</p>	 <p>扶輪少年服務團 Interact</p>	 <p>國際服務 International Service</p>	 <p>永久基金 The Permanent Fund</p>
 <p>根除小兒麻痺等疾病計畫 PolioPlus</p>	 <p>根除小兒麻痺 Polio Eradication</p>	 <p>扶輪青年服務團 Rotaract</p>	 <p>扶輪社區服務團 Rotary Community Corps</p>
 <p>扶輪友誼交換 Rotary Friendship Exchange</p>	 <p>扶輪基金會 The Rotary Foundation</p>	 <p>國際扶輪 Rotary International</p>	 <p>扶輪義工 Rotary Volunteers</p>
 <p>扶輪青少年交換 Rotary Youth Exchange</p>	 <p>扶輪青少年領袖獎 Rotary Youth Leadership Awards</p>	 <p>職業服務 Vocational Service</p>	 <p>世界社區服務 World Community Service</p>

附錄 13

地區及國際會議

社長當選人訓練會

社長當選人訓練會的目的(PETS)是使你做好擔任社長那一年的準備。為了擔任貴社的社長，你必須出席扶輪社社長當選人訓練會。此一研討會的焦點在於增進目標設定、和扶輪社樂地區領導人合作、扶輪社行政管理、社員、服務計劃扶輪基金會、公共關係、及年度和長期規劃關鍵領域的效能等。扶輪社來當選人訓練會也是你會晤你的助理總監並草擬你任職年度的目標的機會。

地區講習會

地區講習會的目的是要提供必要的技術知識給下屆的扶輪社委員會主委、秘書、財務、及社長當選人，以協助他們在任上實現扶輪社目標。這項會議的焦點領域與社長當選人訓練會相同，但牽涉更廣的扶輪社事務。地區講習會也是扶輪社領導人透過設定目標及解決問題以建立團隊、並會見地區總監當選人、下屆助理總監、及地區各委員會的機會。

地區社員研習會

地區講習會之後舉行的地區社員研討會的目的在於要使扶輪社領導人做好準備支持他們社內的社員發展活動。你及你的社員委員會的全體委員應該出席，以學習新的策略以來招募社員及防止社員流失。其他感興趣扶輪社員也可出席。

地區年會

地區年會的目的是要透過聯誼及討論扶輪社和國際扶輪重要事務，來促進實踐扶輪宗旨。年會展示扶輪計劃及的地區及扶輪社活動。貴社應該儘量多派代表出席地區年會。

地區領導人研習會

地區領導人研習會與地區年會同時舉行，其目的在學習如何在地區階層的扶輪進行服務。鼓勵扶輪社前社長及曾任扶輪社領導人 3 年或 3 年以上出席。

地區扶輪基金研習會

地區扶輪基金研習會的目的是要提供關於扶輪基金會的關鍵資訊，並鼓勵扶輪社階層的參與。這項研習會支持扶輪的第四項宗旨，將扶輪基金會希望達成世界瞭解及和平的訊息傳達給每個扶輪社員。這項研習會是為扶輪社的扶輪基金委員會委員及其他感興趣的扶輪社員而舉辦，扶輪社扶輪基金會委員會主委應該出席這項研習會。

國際扶輪年會

每年一度的國際扶輪年會的目的要慶祝國際扶輪的成就、促進來自世界各地的扶輪社員互相聯誼，並分享服務構想及策略，以強化扶輪社及地區計畫。國際年會是在 4 月、5 月、或 6 月舉行。

APPENDIX 13

District and International Meetings

Presidents-elect Training Seminar

The purpose of the presidents-elect training seminar (PETS) is to prepare you for your year as president. You are required to attend PETS in order to serve as president of your club. The seminar focuses on improving club effectiveness in the key areas of goal setting, working with your club and district leaders, club administration, membership, service projects, The Rotary Foundation, public relations, and annual and long-range planning. PETS also provides you with an opportunity to meet your assistant governor and draft goals for your year in office.

District Assembly

The purpose of the district assembly is to provide incoming club committee chairs, secretaries, treasurers, and presidents-elect with the necessary skills and knowledge to help their clubs pursue club goals for their year in office. This meeting focuses on the same areas as the presidents-elect training seminar but on a wider club level. The district assembly also provides club leaders with an opportunity to build their team through goal-setting and problem-solving exercises and meet the district governor-elect, incoming assistant governors, and district committees.

District Membership Seminar

The purpose of the district membership seminar, held after the district assembly, is to prepare club leaders to support membership activities in their club. You and all members of your membership committee should attend to learn new strategies to recruit and retain members. Other interested Rotarians may also attend.

District Conference

The purpose of the district conference is to advance the Object of Rotary through fellowship and the discussion of matters of importance to Rotary clubs and Rotary International. The conference showcases Rotary programs and successful district and club activities. Your club should strive for broad representation at the conference.

District Leadership Seminar

The purpose of the district leadership seminar, held in conjunction with the district conference, is to learn more about serving in Rotary at the district level. Past club presidents and club leaders of three or more years are encouraged to attend.

District Rotary Foundation Seminar

The purpose of the district Rotary Foundation seminar is to provide key information about The Rotary Foundation and encourage increased club-level participation. The seminar supports the fourth object of Rotary, reaching every Rotarian with The Rotary Foundation's message of achieving world understanding and peace. The seminar is for club Rotary Foundation committee members and other interested Rotarians. The club Foundation committee chair should attend this seminar.

RI Convention

The purpose of the annual RI Convention is to celebrate the achievements of Rotary International, promote fellowship among Rotarians from around the world, and share service ideas and strategies to strengthen club and district programs. The convention is held in April, May, or June.

附錄 14

例會議程範例(90 分鐘)

請視貴社需求而修改下列例會議程

開始	結束	建議時間	活動
		5 分鐘	宣布會議開始 根據當地習慣
		30 分鐘	用餐與聯誼時間
		20 分鐘	社長時間 介紹友社社員及來賓 宣讀信函公告事項：報告相關的扶輪知識，及分享任何其他有關的公告事項和注意事項。 委員會報告：讓各委員會主委報告與該委員會相關的活動。 社務報告：針對全社事務投票，並報告全社計畫的進度。(避免討論一些較適合在委員會會議、社務行政會議、或理事會會議討論的細節。)在處理新社務之前結束原先待決的社務。
		30 分	節目 (負責節目的委員會主委)介紹主講人 主講人演講 社長致閉會詞
		5 分鐘	散會

APPENDIX 14

Sample Weekly Meeting Agenda (90 minutes)

Adapt the following weekly meeting agenda to the needs of your club.

Start	Finish	Suggested Duration	Activity
		5 min.	Meeting Call to Order According to local custom
		30 min.	Meal and Fellowship Period
		20 min.	President's Time Introduction of visiting Rotarians and guests Correspondence and announcements: Present relevant Rotary information, and share any other pertinent announcements and reminders. Committee reports: Allow committee chairs to make any relevant re-ports of their activities. Club business: Vote on matters before the club, and report progress made on clubwide projects. (Avoid discussing details more properly discussed at committee meetings, club assemblies, or club board meetings.) Finish pending club business before addressing new business.
		30 min.	Program Introduction of speaker (by chair of committee responsible for program) Speaker's presentation Closing remarks by president
		5 min.	Adjournment

附錄 15

APPENDIX 15

扶輪行事曆

扶輪行事曆是規劃每週例會的自然架構。在年度開始時，可介紹新的國際扶輪主題。在其他重要的時機，可簡介地區講習會、地區年會、與國際扶輪年會等活動。也可規劃節目來配合以下扶輪年度中的特別慶祝活動。

Rotary Calendar

The Rotary calendar provides a natural framework for planning weekly meetings. At the beginning of the year, the new RI theme can be introduced. At other important times, events such as the district assembly, district conference, and RI Convention can be summarized. Programs can also be planned to occur at the same time as special observances held during the Rotary year.

7 月	未指定	July	No Rotary designation
8 月	社員及擴展月	August	Membership and Extension Month
9 月	新世代月	September	New Generations Month
10 月	職業服務月	October	Vocational Service Month
11 月	扶輪基金月 11 月 5 日那一週：世界扶輪少年服務團週	November	Rotary Foundation Month Week including 5 November: World Interact Week
12 月	家庭月	December	Family Month
1 月	扶輪理解推行月	January	Rotary Awareness Month
2 月	世界瞭解月 2 月 23 日：世界瞭解及和平日／扶輪週年紀念日	February	World Understanding Month 23 February: World Understanding and Peace Day/Rotary's anniversary
3 月	識字月 3 月 13 日那一週：世界扶輪青年服務團週	March	Literacy Month Week including 13 March: World Rotaract Week
4 月	雜誌月	April	Magazine Month
6 月	扶輪聯誼月	June	Rotary Fellowships Month

附錄16

第 4 節摘要：扶輪社行政管理

資源

資訊性的資源

『程序手冊』 *Manual of Procedure* (035-EN)

『公式名錄』 *Official Directory* (007-EN)

『建議扶輪社細則』 *Recommended Rotary Club Bylaws*
(附錄38)

『扶輪政策彙編』 *Rotary Code of Policies*

『模範扶輪社章程』 *Standard Rotary club constitution*
(附錄37)

人力資源

國際扶輪扶輪社及地區支援代表

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect training seminar.

APPENDIX 16

Summary of Session 4: Club Administration

Resources

Informational Resources

Manual of Procedure (035-EN)

Official Directory (007-EN)

Recommended Rotary Club Bylaws (appendix 38)

Rotary Code of Policies

Standard Rotary club constitution (appendix 37)

Human Resources

RI Club and district Support representative

www.rotary.org

Keyword searches:

Club Leadership Plan

Insurance

Licensed Suppliers of RI Merchandise

Click on:

Member Access

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

5 社員

5 Membership

扶輪社要有社員才能發揮效能。貴社服務社區、支持扶輪基金會、以及培養有能力在扶輪社階層以上服務的領導人的能力，和貴社社員人數的優勢和規模有直接關係。你的扶輪社領導團隊及扶輪社社員，特別是扶輪社社員委員會，應該協助你和你的社員履行你的社員發展責任，貴社的社員發展行動計畫必須將如何招募新社員、防止社員流失、及組織新扶輪社，納入策略。

責任

作為社長當選人，社員發展方面你有下列責任：

- 指派貴社社員委員會委員並和他們會商「以擬出執行貴社社員發展行動的行動計畫
- 利用『有效能扶輪社規劃指南』（附錄39）評估貴社社員現況的指南，並檢討貴社的長期社員目標
- 利用『有效能扶輪社規劃指南』來設定貴社的年度社員目標，以支持長期目標
- 找出並實施招募新社員及防止社員流失的策略
- 鼓勵社員在各階段參加扶輪社及地區社員教育及訓練，包括：
 - 潛在社員的教育
 - 新社員訓練及教育
 - 持續性的社員教育
- 使用現有國際扶輪及地區資源來支持社員發展工作
- 尋找在你的區域成立一個新扶輪社的機會

作為扶輪社社長，你必須把社員列為優先項目，使貴社擁有積極及踴躍參與的社員以實現扶輪宗旨。

To be effective, a Rotary club needs members. Your club's ability to serve the community, support The Rotary Foundation, and develop leaders capable of serving beyond the club level is directly related to the strength and size of your club's membership base. Your club leadership team and club members, particularly the club membership committee, should assist you with your membership development responsibilities. Your club's membership development action plan must incorporate strategies for recruitment, retention, and organizing new clubs.

Responsibilities

As president-elect, you have the following membership development responsibilities:

- Appointing and meeting with your club membership committee to develop an action plan to carry out your club's membership development initiatives
- Assessing the current state of your club's membership, using the *Planning Guide for Effective Rotary Clubs* (appendix 39) as a guide, and reviewing your club's long-range membership goals
- Setting your club's annual membership goals, which support long-range goals, using the *Planning Guide for Effective Rotary Clubs*
- Identifying and implementing strategies to recruit and retain club members
- Promoting club and district membership education and training for all stages of membership, including:
 - Prospective member education
 - New member orientation and education
 - Continuing member education
- Using available RI and district resources to support membership development efforts
- Seeking opportunities to organize a new club in your area

As club president, you must make membership a priority so that your club has an active and involved membership base to pursue the Object of Rotary.

規劃例會及活動以舉辦社員及擴展月 Membership and Extension Month(8 月)及新世代月 New Generations Month(9 月)
Plan weekly meetings and activities in observance of Membership and Extension Month (August) and New Generations Month (September)

社員委員會

扶輪社各個委員會之間必須互動，而且各委員會應和扶輪社領導人密切合作，以成功招募及教育扶輪社社員，並防止社員流失。你應把社員委員會納為貴社5個常設委員會之一。貴社可修改它的細則以反映這個委員會的特定責任，並視需要增設小組委員會。

指派在社區各行業人脈廣泛的扶輪社員擔任社員委員會委員，這個委員會的委員應該具備外向及善於交際的個性，且徹底瞭解扶輪。

扶輪社社員委員會擬定並執行招募新社員及防止社員流失的計劃。定期與社員委員會一同檢查，以決定是否需要新的策略來達成你的社員目標。

社員委員會的責任

你的社員委員會有下列責任：

- 和社長當選人一起設定扶輪社增加社員的目標
- 協助社長當選人擬定貴社的社員行動計畫
- 鼓勵全體社員推薦潛在社員
- 協調並實施新社員訓練及教育計畫
- 加強防止社員流失
- 實施扶輪社的社員教育及訓練
- 找出專業界的各種職業分類
- 評估扶輪社的社員是否反映社區的多元性
- 教育貴社認識職業分類原則之目的
- 協助理事會調查所有被推薦為社員者的資格

其他支援社員發展的委員會

社員委員會應該和下列的委員會合作以達成貴社的社員目標：

- 扶輪社公共關係委員會(發展並保持貴社在社區之內的良好形象，並透過良好的扶輪社公共關係改進現有防止社員流失工作)
- 扶輪社服務計畫委員會(規劃能引起興趣以及與社員相關的計畫和活動，以使社員踴躍參與、滿足社區需求、並吸引新社員)
- 扶輪社行政管理委員會(評估扶輪社趨勢，社貴需求及滿意度、並規劃例會和節目)
- 地區社員發展委員會(招募新社員及防止社員流失之支援、資源、及策略)
- 地區擴展委員會(在你的區域指導籌組或輔導新社)

Membership Committee

Many different club committees must interact and work closely with club leaders to successfully recruit, retain, and educate club members. Include the membership committee as one of the five standing committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed.

Appoint Rotarians to the membership committee who have strong connections to a cross-section of the community. Members of this committee should have an outgoing and sociable personality as well as a thorough knowledge of Rotary.

The club membership committee develops and implements a plan for recruiting and retaining club members. Check in with the membership committee regularly to determine whether new strategies are needed to achieve your membership goals.

Membership Committee Responsibilities

Your membership committee has the following responsibilities:

- Establishing club goals for increasing membership with the president-elect
- Assisting the president-elect in developing a membership action plan for the club
- Encouraging all members to propose prospective members
- Coordinating and implementing a new member orientation and education program
- Promoting membership retention
- Implementing club membership education and training
- Identifying classifications within the professional community
- Assessing whether the club's membership reflects the diversity of the community
- Educating the club about the purpose of the classification principle
- Assisting the board in investigating the eligibility of all people proposed for membership

Other Committees That Support Membership

The membership committee should work with the following committees to meet your club's membership goals:

- Club public relations committee (to develop and maintain a positive image of your club within the community and improve retention of existing members through positive club public relations)
- Club service projects committee (to plan interesting and relevant projects and activities that engage members, meet the needs of the community, and attract new members)
- Club administration committee (to assess club trends, member needs and satisfaction, and plan weekly meetings and programs)
- District membership development committee (for support, resources, and strategies to recruit and retain members)
- District extension committee (for guidance on organizing or sponsoring new clubs in your area)

你將在『扶輪社各委員會手冊』的社員委員會部份找到更多資訊。

You'll find more information on the membership committee in the *Club Committee Manual*.

評估貴社

為作社長當選人，你將和貴社社員委員會密切合作，使用『有效能扶輪社規劃指南』（附錄 39）及在 www.rotary.org/membership 的其他社員評估工具，來評估貴社目前狀況，並規劃社員目標。為了瞭解貴社社員趨勢應：

- 檢討貴社長期目標。
- 檢討貴社 5 年社員概況
- 在年度內儘早完成職業分類調查，以找出社區已有但未遞補的專業。
- 可視情況諮詢你的社區總聯或助理總監。

一旦你已經草擬社員目標，你應該擬定一個社員行動計畫（請見附錄 18）

招募新社員

全體扶輪社員都應負責推新社員。新社員將給扶輪帶來重大益處，包括：

- 增加服務你的社區的能力
- 未來領導人
- 多元性
- 嶄新的想法、興趣、及精力
- 扶輪社及本組織的長期延續性

責任

作為扶輪社社長，對於如何增進認識招募新社員之重要性，你負有下列責任：

- 確使扶輪社理事會了解社員成長的重要性
- 以身作則，在扶輪年度的第 1 個月便親自引進 1 名新社員，並鼓勵社員委員會的委員也效法。
- 指派積極、知識豐富者擔任社員委員會的委員。
- 訂定宏大但是能夠達成的招募社員目標。
- 針對新社員之重要性及成功的招募策略，召開一次社務行會議。
- 鼓勵使貴社完整呈現社區的多樣性。
- 鼓勵參加地區社員研習會。
- 鼓勵社員與朋友、家人、同事討論扶輪與其目標並且邀請合格候選人加入扶輪。
- 增進社區認識貴社與活動。
- 表彰輔導新社員的扶輪社社員。

貴社的 5 年社員歷史可向你的地區總監或地區總監當選人索取。

Your club's five-year membership history is available from your district governor or district governor-elect.

『社員發展源指南』Membership Development Resource Guide 介紹如何擬定一個有效的社員招募行動計畫的行動步驟，並編有評估工具，例如「社員滿意度問卷」Member Satisfaction Questionnaire 「退社社員問卷」Resigning Member Questionnaire

The Membership Development Resource Guide outlines the action steps necessary for developing an effective membership recruitment action plan and includes assessment tools, such as the Member Satisfaction Questionnaire and the Resigning Member Questionnaire.

Assessing Your Club

As president-elect, you'll work closely with your club's membership committee to assess the current state of your club and plan membership goals using the *Planning Guide for Effective Rotary Clubs* (appendix 39) and other membership assessment tools available at www.rotary.org/membership. To understand your club's membership trends:

- Review your club's long-range goals.
- Review your club's five-year membership profile.
- Complete a classification survey as early in the year as possible to identify unfilled professions represented in the community.
- Consult with your district governor or assistant governor, as appropriate.

Once you've drafted membership goals, you should develop a membership action plan (see appendix 18).

Recruitment

All Rotarians are responsible for proposing new members. New members bring important benefits to the club, including:

- Increased capacity to serve your community
- Future leaders
- Diversity
- Fresh ideas, interests, and energy
- Long-term continuity of clubs and the organization

Responsibilities

As club president, you have the following responsibilities for raising awareness of the importance of recruiting new members:

- Ensuring that the club board of directors understands the importance of membership growth
- Leading by example, personally recruiting a new member during the first month of the Rotary year and encouraging each member of the club membership committee to do the same
- Appointing active, knowledgeable membership committee members
- Setting ambitious but attainable membership recruitment goals
- Conducting a club assembly on the importance of new members and successful recruiting strategies
- Encouraging full representation of the diversity of the community
- Promoting participation in the district membership seminar
- Encouraging club members to discuss Rotary and its goals with friends, family, and colleagues and to invite qualified candidates to join Rotary
- Promoting community awareness of your club and its activities
- Recognizing club members for sponsoring new members

多元性

貴社的社員應該精確反映社區，專業、年紀、性別、及種族能表現你的社區的多元性特點。確保貴社職業多元化的方法之一就是定期舉辦職業分類調查，使貴社的職業分類名簿能確實代表整個社區。貴社社員代表廣泛專業表示貴社有廣泛的經驗及知識可用於服務工作。

國際扶輪的政策禁止根據性別、種族、膚色、信仰、或原出身的國籍，對扶輪社的社員資格設限。詳細資訊請參考國際扶輪細則 4.070 條

招募策略

招募牽涉有效及切合情況的計畫、公共關係、有趣的會議、及整個扶輪社的效能。招募新社員也可預期會有隨之而來的挑戰，包括：

- 事務優先順序的取捨
- 扶輪社社員之間缺乏多元性
- 成為社員的花費高昂
- 對於成為扶輪社員之好處及責任的誤解
- 不好的公共形象
- 對扶輪在社區及國際上做什麼缺少認識

確定貴社在招募新社員方面面臨哪些挑戰，然後和社員委員會合作以執行因應這些挑戰的策略。關於扶輪社社員招募策略，請見附錄 20。

防止社員流失

防止社員流失是增加貴社社員人數的成敗關鍵。現有扶輪社的社員流動率高，乃是今日扶輪所面臨最迫切的社員問題之一。和你的扶輪社行政管理委員會密切合作，以監督出席趨勢、社員社齡長短、參與服務計畫、以及對扶輪基金會的捐獻。這些趨勢能指出有些問題應該處理。

責任

作為扶輪社社長，在提高對於防止社員流失的重要性的認識，你有下列責任：

- 把持續性的社員教育及訓練列為定期的扶輪社活動
- 使貴社的社員委員會及公共關係委員會參與防止社員流失工作
- 指派一位扶輪社領導人提供最新的扶輪發展訊息給社員
- 為社員教育召開社務行政會議

Diversity

Your club's membership should accurately reflect the community. Profession, age, gender, and ethnicity can characterize the diversity of your community. One way to ensure professional diversity in your club is to conduct regular classification surveys so that your classification list accurately represents the community. The broad range of professions represented in your club means a wide range of experience and knowledge for your service efforts.

RI policy prohibits limitations on membership in Rotary clubs based on gender, race, color, creed, or national origin. Refer to RI Bylaws Article 4.070. for more information.

Recruitment Strategies

Recruitment involves effective and relevant projects, public relations, interesting meetings, and overall club effectiveness. It also anticipates the challenges that come along with recruiting new members, including:

- Competing priorities
- Lack of diversity among club members
- High cost of membership
- Misconceptions about benefits and responsibilities of membership
- Poor public image
- Lack of awareness of what Rotary does in the community and internationally

Determine which recruitment challenges your club faces and then work with the membership committee to implement strategies for addressing them. See appendix 20 for club membership recruitment strategies.

Retention

Retention is crucial to increasing your club's membership. A high turnover rate in existing clubs is one of the most pressing membership issues facing Rotary today. Work closely with your club administration committee to monitor trends in attendance, length of membership, service projects participation, and contributions to The Rotary Foundation. Such trends can point out concerns that may need to be addressed.

Responsibilities

As club president, you have these responsibilities for raising awareness of the importance of retaining club members:

- Making continuing education and training for members a regular club activity
- Involving the club membership and public relations committees in membership retention efforts
- Appointing a club leader to update club members on the latest Rotary developments
- Conducting a club assembly for member education

請到 www.rotary.org 的社員發展最佳辦法交換(Membership Development Best Practices Exchange)看看已經在其他扶輪社發揮功效的社員發展行動。
Visit the Membership Development Best Practices Exchange at www.rotary.org to view membership initiatives that have worked in other clubs.

- 將當地及國際的扶輪資訊納入例會中
- 表章現有社員對於扶輪社計畫及活動的貢獻

防止社員流失的策略

成功的扶輪社防止社員流失的策略包括教育及訓練，以及使扶輪社社員保持參與及了解狀況。當然，防止現有社員流失會遇到一些挑戰，包括：

- 很難兼顧家庭及工作
- 維持扶輪社員資格所需的相關花費
- 缺少聯誼
- 例會規劃不良
- 缺少服務計畫及能引起社員興趣的計畫
- 遷居

你應該和社員委員會合作以執行因應這些挑戰的防止社員流失策略，請見附錄 21。

教育

教育在社員的各個階段都重要。和貴社社員委員會密切合作以確保貴社有社員教育及訓練的行動計畫。

潛在社員的教育

扶輪社社員委員會應該提供潛在社員關於扶輪的資訊，包括它的歷史及理想，以及扶輪社及其活動。

新社員訓練樂教育

新社員訓練及教育的程序應該在入社之後立即開始，以確保新社員成為扶輪社的一份子。

貴社每位社員都應該在教育新社員扮演積極的角色。扶輪知識豐富的社員可以協助新社員建立必要的知識基礎，使他能夠有效地擔任扶輪社社員、開始參與、並協助整個扶輪社成功。

社員持續教育

和你的社員委員會合作以提供下列持續教育：

- 傳遞國際扶輪及扶輪社消息及資訊
- 每年舉辦 4 次或更多次以持續教育為主題的扶輪社節目

- Including local and international Rotary information in weekly club meetings
- Recognizing existing members for their contributions to club projects and activities

Retention Strategies

Successful club retention strategies include educating and training members and keeping club members involved and informed. Of course, retaining current members comes with some challenges, including:

- Competing commitments with family and work
- Expenses associated with Rotary membership
- Lack of fellowship
- Poorly structured meetings
- Lack of service projects and programs that interest members
- Moves or relocations

You should work with the membership committee to implement retention strategies for addressing these challenges. See appendix 21 for club membership retention strategies.

Education

Education is important at all stages of membership. Work closely with your club's membership committee to ensure that your club has a membership education and training action plan.

Prospective Member Education

The club membership committee should provide prospective members with information about Rotary, including its history and ideals, and the club and its activities.

New Member Orientation and Education

The process of new member orientation and education should begin immediately after induction, ensuring that new members become part of the club.

Every member of your club should play an active role in educating new members. Informed members can help new members develop the knowledge base necessary to function effectively as a club member, get involved, and help the entire club succeed.

Continuing Member Education

Work with your membership committee to provide the following continuing education components:

- Communicating RI and club news and information
- Holding four or more club programs a year on continuing education

關於如格教育及使新社員參與，詳細資訊請參考『社員發展資源指南』Membership Development Resource Guide

Refer to the Membership Development Resource Guide for more information on educating and involving new club members.

- 鼓勵出席關於持續教育的地區研討會，例如地區扶輪基金研習會

社員持續教育可確保社員仍持續接受挑戰、激勵、及保持熱心。

- Promoting district seminars on continuing education, such as the district Rotary Foundation seminar

Continuing member education ensures that members remain challenged, motivated, and enthusiastic.

籌組新扶輪社

你的地區總監應負責組織新扶輪社。作為扶輪社社長，你應該瞭解在你的區域籌組一個新扶輪社的可能，例如，如果有一組熱衷的扶輪社員喜歡在不同的時間或一週的其他一日開會。如果你認為你的社區可以支持一個新扶輪社，請聯繫你的地區總監、地區社員委員會、或地要擴展委員會。

如果貴社輔導一個新扶輪社，你有下列責任：

- 協助特別代表規劃並籌畫新扶輪社的行政管理的程序
- 幫助籌畫新扶輪社的節目及計畫
- 在扶輪社的第一年內依要求向地區總監報告
- 在新扶輪社加盟國際扶輪之後，擔任新扶輪社的導師至少二年

資源

下列資源可協助你達成你的社員發展責任：

資訊性的資源

- 職業分類調查 Classification survey ---一項協助扶輪社找出潛在新社員的工具
- 社刊 Club bulletin—扶輪社的主要通訊工具，應該包括社員發展資訊，例如招募策略及持續教育的機會。
- 扶輪社社員興趣評估 Club member interest assessment---一項協助扶輪社找出社員需求及興趣的工具
- 扶輪社基本資料 Club profile ---新社員及潛在社員所需的扶輪社資訊。
- 『地區總監月報』Governor's monthly letter—扶輪社的社員發展資源，包括防止社員流失及招募新社員的策略，以及持續教育的機會。
- 『如何推薦新社員』How to Propose a New Member (254-EN)—簡介挑選及選舉社員之程序的摺頁。
- 『社員發展資源指南』Membership Development Resource Guide(417-EN)—此一出版品簡介建立扶輪社員基礎的基本程序並列出防止社員流失的各種建議。
- 『新社員訓練』New Member Orientation(414-EN)—負責成立或更新扶輪社的新社員教育計畫的扶輪社員資源。

Organizing New Clubs

Your district governor is responsible for organizing new clubs. As club president, you should be aware of the possibilities for organizing a new club in your area, such as if a group of committed Rotarians would like to meet at a different time or day. Contact your district governor, district membership committee, or district extension committee if you think your community could support a new club.

If your club sponsors a new club, you have the following responsibilities:

- Assisting the special representative in planning and organizing the administrative processes of the new club
- Helping to organize the new club's programs and projects
- Reporting to the district governor as requested during the club's first year
- Serving as a mentor to the new club for at least two years after its admission to membership in RI

Resources

The following resources are available to help you fulfill your membership development responsibilities:

Informational Resources

- Classification survey — A tool to help clubs identify potential new members.
- Club bulletin — A club's main communication tool, which should include membership development information such as recruitment strategies and continuing education opportunities.
- Club member interest assessment — A tool to help clubs identify the needs and interests of their members.
- Club profile — Club information for new and prospective members.
- Governor's monthly letter — A membership development resource for clubs that includes retention and recruitment strategies as well as continuing education opportunities.
- How to Propose a New Member (254-EN) — Brochure outlining the procedure for selecting and electing members.
- Membership Development Resource Guide (417-EN) — Publication that out-lines basic procedures for building club membership and lists suggestions for retaining members.
- New Member Orientation (414-EN) — Resource for Rotarians responsible for creating or updating their club's new member education program.

- 『有效能扶輪社規劃指南』(附錄 39)
- 防止社員流失的模式 Retention Model—扶輪社可使用這個工具來找出目前防止社員流失的優缺點。
- 『扶輪基礎』*Rotary Basics* (595-EN)—此一社員教育出版品含有每個扶輪社員應該知道的資訊
- 『扶輪：可能性』*Rotary: The Possibility*(688-MU)—一卷 3 分鐘的錄影帶，沒有旁白敘述，顯示出扶輪社員實際行動的情形
- 『扶輪 ABC』*The ABCs of Rotary*(363-EN)—關於扶輪歷史及各種計畫的短文集。
- 『這是扶輪』*This Is Rotary* (001-EN)—此一摺頁對潛在的扶輪社員及大眾簡介扶輪。
- 『何謂扶輪？』*What's Rotary?* 皮夾大小的卡片，回答常見關於扶輪組織及範圍的問題。常作為分發給非扶輪社員的傳單。
- *Planning Guide for Effective Rotary Clubs* (appendix 39)
- Retention Model — A tool that clubs can use to identify current membership retention strengths and weaknesses.
- *Rotary Basics* (595-EN) — Member education publication containing the information that every Rotarian should know.
- *Rotary: The Possibility* (688-MU) — A three-minute video without narration showing Rotarians in action.
- *The ABCs of Rotary* (363-EN) — Compilation of short articles about Rotary history and programs.
- *This Is Rotary* (001-EN) — Brochure providing brief overview of Rotary for prospective Rotarians and the public.
- *What's Rotary?* (419-EN) — Wallet-size card answering frequently asked questions about the organization and scope of Rotary. Popular as a handout to non-Rotarians.

www.rotary.org

點選：

- Membership 社員(www.rotary.org/membership)--扶輪最新完整的社員資訊之來源。許多社員出版品都可免費下載。

關鍵詞查詢：

- Demographic survey 人口調查—此一工具可幫助扶輪社檢討社員資料並找出趨勢。
- Membership Development Best Practices Exchange 社員發展最佳辦法交換—包含由全世界各地扶輪社及地區所提的成功的社員發展構想。
- Rotary E-Learning Center 扶輪電子學子學習中心(www.rotary.org/jump/elearning)--為了新社員及扶輪社職員獨立學習而設計的簡短學習模組。
- Termination Profile 終止概觀—扶輪社能使用此一線上工具找出為什麼社員會被終止社籍。

人力資源

- 助理總監
- 地區總監
- 社區社員區發展委員會—負責在你的地區督導所有社員活動。
- 地區公共關係委員會—提供資源以發展貴社在社區內的正面形象。
- 地域國際扶輪社員協調人(RRIMCs)及國際扶輪社員地帶協調人(RIMZCs)—國際扶輪社長指派的扶輪社員，做為在一個特定地域之內主要的社員發展資源。

www.rotary.org

Click on:

- Membership (www.rotary.org/membership) — A comprehensive, current source of Rotary membership information. Many membership publications are available for free download.

Keyword searches:

- Demographic survey — A tool to help clubs review their membership data and identify trends.
- Membership Development Best Practices Exchange — Contains successful membership ideas submitted by Rotary clubs and districts around the world.
- Rotary E-Learning Center (www.rotary.org/jump/elearning) — Brief modules designed for independent study by new members and club officers.
- Termination Profile — An online tool that clubs can use to identify why a membership was terminated.

Human Resources

- Assistant governors
- District governor
- District membership development committee — Responsible for overseeing all membership activity in your district.
- District public relations committee — Provides resources to develop a positive image of your club within the community.
- Regional Rotary International membership coordinators (RRIMCs) and Rotary International membership zone coordinators (RIMZCs) — Rotarians appointed by the RI president to serve as a primary membership development resource within a specific region.

- 國際扶輪扶輪社及地區支援代表 RI Club and District Support representative
- 國際是輪社員發展專員 RI Membership Development staff 世界總部的辦事員，專門在社員發展工作方面協助扶輪社及地區。
- RI Club and District Support representative
- RI Membership Development staff — Staff members at World Headquarters dedicated to assisting clubs and districts in their membership development efforts.

關於聯絡資訊，請見『公式名錄』 *Official Directory* 或去 www.rotary.org 查閱。出版品可以從國際扶輪目錄 *RI Catalog* 訂購或在 www.rotary.org 下載。

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 17

APPENDIX 17

問題討論：社員

Discussion Questions for Membership

當你為出席社長當選人訓練會而做準備時，請思考這些問題。你將如何評估貴社目前的社員狀況？

Consider these questions in preparation for your presidents-elect training seminar. How will you assess our club's current membership situation?

貴社社員發展的成功之處及挑戰有哪些？

What are some of your club's membership successes and challenges?

貴社如何積極努力以達成社員多樣化？

How is your club actively working to achieve diverse membership?

你願意和下屆社長夥伴分享你在貴社使用了哪些成功的策略(招募新社員、防止社員流失、教育)？

What successful strategies have you used in your club that you would like to share with your fellow in-coming presidents (recruitment, retention, education)?

附錄 18

APPENDIX 18

社員發展行動計劃

為了招募及留住高品質的扶輪社社員，你的社員發展計畫應該有下列行動步驟。

- | | |
|---------|------------|
| 1. 找出人選 | 5. 提供訊息及訓練 |
| 2. 介紹 | 6. 參與 |
| 3. 邀請 | 7. 教育 |
| 4. 入社 | |

1. 找出人選

從你的社區找出合格的居民成為貴社成員。他們應該有堅毅的個性，並且致力於服務。強調品質將改進貴社的防止社員流失工作。

2. 介紹

透過提供關於國際扶輪計畫及貴社的服務工作之訊息來把扶輪介紹給潛在社員。把這些資訊整理在扶輪社簡介，以便呈獻給訪客，或插入「這是扶輪」摺頁送給所有訪客。最近一期的英文扶輪月刊或扶輪地域雜誌也是很好的扶輪簡介。潛在社員入社前由熱心且熟悉貴社計畫的扶輪社員來介紹扶輪，比較可能會參與且保持活躍。

3. 邀請

由推薦人和貴社社員委員會的一個委員一起親自拜訪潛在社員，邀請他成為扶輪社社員，這兩個人的訪問提供潛在社員第二個聯絡人，讓他把其他的扶輪知識及經驗帶給潛在社員，邀請的扶輪社員應該知道潛在社員的個人興趣及能力。俾提出相關的扶輪社活動及計畫。

4. 入社

以莊嚴且有意義的方式舉辦新社員入社儀式。利用入社儀式作為說明作為扶輪社員的好處及責任的機會。貴社應該提供下列項目給新社員：

- 扶輪領章
- 社員證
- 社刊一本
- 地區名錄
- 最新的地區總監月報
- 英文扶輪月刊或扶輪地域雜誌
- 當地所有扶輪社的清單，以利補出席
- 扶輪社名牌
- 扶輪社歷史
- 扶輪社社旗

如果可能，邀請家庭成員出席在典禮中，提供新社員做五分鐘演講的機會，談談他們自己，他們的事業、及他們的家庭。入社儀式應該讓新社員對成為社員感到雀躍。

Membership Development Action Plan

To recruit and retain high quality Rotary club members, your membership development plan should have the following action steps:

- | | |
|--------------|----------------------|
| 1. Identify | 5. Inform and orient |
| 2. Introduce | 6. Involve |
| 3. Invite | 7. Educate |
| 4. Induct | |

1. Identify

Identify well-qualified members of your community to be members of your Rotary club. These individuals should be of strong character and have a commitment to service. This focus on quality will improve your club's membership retention.

2. Introduce

Introduce prospective members to Rotary by informing them about Rotary International's programs and your club's service efforts. Compile this information in a club profile that can be presented to visitors or inserted into copies of the *This Is Rotary* brochure and given to all visitors. A recent issue of *The Rotarian* or a Rotary regional magazine is also a good introduction to Rotary. A prospective member who has been introduced to Rotary by enthusiastic Rotarians and is informed about the club's projects before joining is more likely to become involved and remain active.

3. Invite

Invite a prospective member to become a club member with a personal visit from both the proposer and a member of the club's membership committee. This two-person visit provides the prospective member with a second contact in the club, one who brings additional Rotary knowledge and experience. Rotarians extending the invitation should know the personal interests and abilities of the prospective member in order to point out relevant club activities and projects.

4. Induct

Induct new members in a dignified and meaningful manner. Use the induction ceremony as an opportunity to explain the benefits and responsibilities of being a Rotarian. Your Rotary club should provide a new member with the following items:

- Rotary lapel pin
- Membership identification card
- Copy of the club bulletin
- District directory
- Latest district governor's monthly letter
- *The Rotarian* or Rotary regional magazine
- List of local clubs for make-up meetings
- Club name badge
- Club history
- Club banner

If possible, invite family members to attend. During the ceremony, offer new members the opportunity to give a five-minute talk about themselves, their businesses, and their families. The induction ceremony should leave new members feeling enthused about membership.

5. 提供訊息及訓練

告知新社員關於貴社及國際扶輪在下列焦點領域的資訊：

- 被選為社員的好處
- 社員的責任
- 服務的機會

考慮安排一個數節的正式訓練計畫以加深新社員對資訊的印象。在最初六個月，新社員可以用下列方式來擴大他們對扶輪的瞭解：

- 出席新社員訓練會議
 - 閱讀以下 2 種或更多種(最好全部)國際扶輪出版品：
 - 『扶輪基礎』 Rotary Basics(595-EN)
 - 『扶輪 ABC』 The ABCs of Rotary(363-EN)
 - 『這是扶輪』 This Is Rotary(001-EN)
 - 『何謂扶輪?』 What's Rotary?(419-EN)
 - 『扶輪基金會速覽指南』 The Rotary Foundation Quick Reference Guide(219-EN)
 - 到 www.rotary.org 參觀扶輪電子學習中心 Rotary E-Learning Center
 - 出席扶輪社下列集會其中一項或多項：
 - 扶輪社社務行政會議
 - 理事會會議
 - 委員會會議
 - 完成以下一項或更多項任務：
 - 在扶輪社例會上以其所屬職業分類為題做演講。
 - 在其他扶輪社補出席例會一次。
 - 邀請一個貴賓參加一次例會或推薦一個新社員。
 - 出席一次或更多次地區會議(按優先順序排列)
 - 地區年會
 - 地區講習會
 - 地區扶輪基金研習會
 - 選擇一個扶輪社委員會來服務
- 其他參考構想請見『新社員訓練』 New Member Orientation(414-EN)。

6. 參與

使新社員參與扶輪社委員會、活動、募款活動、理事會會議、每週例會、及社交活動。一個有參與的社員將感覺自己是扶輪社的一部份，使扶輪成為個人的優先事項。考慮以下列方法使社員參與扶輪社活動：

- 指派新社員加入一個委員會，或者指派他們在一次例會擔任某種工作。
- 製作給新社員佩帶一年用的特殊名牌。鼓勵其他社員尋找佩戴這種名牌的新社員，並設法多和新社員說話。

5. Inform and Orient

Inform new members about your club and RI by focusing on the following areas:

- Benefits of membership
- Responsibilities of membership
- Opportunities for service

Consider scheduling a formal orientation program in several sessions to enhance retention of information. During the first six months, new members can expand their understanding of Rotary in these ways:

- Attending new member orientation meetings
 - Reading two or more (preferably all) of the following RI publications:
 - *Rotary Basics* (595-EN)
 - *The ABCs of Rotary* (363-EN)
 - *This Is Rotary* (001-EN)
 - *What's Rotary?* (419-EN)
 - *The Rotary Foundation Quick Reference Guide* (219-EN)
 - Visiting the Rotary E-Learning Center at www.rotary.org
 - Attending one or more of the following club functions:
 - Club assembly
 - Board meeting
 - Committee meeting
 - Completing one or more of the following tasks:
 - Give a classification talk at a club meeting.
 - Make up a meeting at another club.
 - Invite a guest to a club meeting or propose a new member.
 - Attending one or more district meetings (listed in order of priority):
 - District conference
 - District assembly
 - District Rotary Foundation seminar
 - Choosing a club committee on which to serve
- See *New Member Orientation* (414-EN) for more ideas.

6. Involve

Involve new members in club committees, activities, fundraisers, board meetings, weekly club meetings, and social activities. An involved member will feel a part of the club and make Rotary a personal priority. Consider the following methods of getting members involved in club activities:

- Assign new members to a committee, or give them a weekly meeting assignment.
- Create special name badges for new members to wear for one year. Encourage other members to look for the badges and make an extra effort to talk with the new members.

- 指派一個新社員擔任招待、點名、或介紹新演講人。
- 派新社員擔任地區年會代表以瞭解扶輪世界，及正在貴社以外的地方執行的計畫。有些扶輪社新社員繳納部份或全部註冊費及年會費用。年會之後，請新社員交一份報告給扶輪社。
- 引進一個「新社員畢業」方案，使同一扶輪年度之內加入的所有扶輪社社員一起執行一個計畫。
- 鼓勵新社員藉由出席國際扶輪年會、招待一個團體研究交換團團員吃飯或從事其他活動、在家裡接待一位來自國外的扶輪社員、或邀請一個事業或專業的非扶輪社員申請團體研究交換，來體驗扶輪的國際性。
- 請新社員從他們的同儕之中另外找 2 或 3 個新社員。當新社員推廣扶輪給他們的朋友時，他們變得更有活力及對於扶輪更熱心。

許多扶輪社發現最好請新社員的輔導人參與這個過程。輔導人在最初 6 個月與新扶輪社員保持緊密接觸，或者一直到新社員真正參與扶輪社為止。

7. 教育

教育所有扶輪社社員以便他們有足夠的知識去採取主動並變得更積極。

有些社員退出他們的扶輪社是因為他們覺得不了解狀況。扶輪社應該有一個持續的扶輪教育政策，以使現有成員獲得關於扶輪及扶輪社的最新資訊。此一計畫通常包括：

- 經常傳遞國際扶輪及扶輪社消息及資訊
- 一年有 4 次或更多次例會節目把焦點放在持續教育
- 社員們參與致力於持續教育的多地區聯合會議
- 一年至少有 2 次扶輪社社務行政會議把焦點放在教育
- 地區層級關於持續教育的研討會
- 分享關於扶輪計畫、及委員會會議活動的想法及資訊
- 扶輪社社員出席其他扶輪社的會議
- 關於擬定社員發展行動計畫的詳細資訊，請參考『社員發展資源指南』Membership Development Resource Guide(417-EN)。

- Assign a new member to be a greeter, take attendance, or introduce a new speaker.
- Have a new member serve as a delegate to the district conference to learn about the world of Rotary and the projects being done outside of your club. Some clubs assist the new member by paying part or all of the registration fee and costs of the conference. After the conference, ask the new member to give a report to the club
- Introduce a "commencement" program, where all club members who join in the same Rotary year work together on a project.
- Encourage new members to experience the internationality of Rotary by attending the RI Convention, hosting a Group Study Exchange team member for a meal or other activity, hosting a Rotarian from another country in their home, or inviting a business or professional non-Rotarian to apply for Group Study Exchange.
- Ask new members to find two or three other new members from among their peer group. When new members promote Rotary to their friends, they become stronger and more enthused about Rotary.

Many clubs find it wise to involve the new member's sponsor during this process. The sponsor keeps close contact with the new Rotarian for the first six months or until the new member is truly involved in the club.

7. Educate

Educate all club members so they have enough knowledge to take the initiative and become more active.

Some members resign from their clubs because they feel uninformed. Clubs should have a continuing Rotary education policy in place to keep existing members up-to-date on Rotary and the club. Such a program would include:

- Frequent communication of Rotary International and club news and information
- Four or more weekly club programs a year focused on continuing education
- Participation of club members in multidistrict meetings that address continuing education
- At least two club assemblies a year focused on education
- District-level seminars on continuing education
- Sharing of ideas and information on Rotary programs, projects, and activities at committee meetings
- Attendance of club members at meetings of other clubs
- Refer to the *Membership Development Resource Guide* (417-EN) for more information on developing a membership development action plan.

For your presidents-elect training seminar.

APPENDIX 19

Summary of Session 5: Membership

Resources

Informational Resources

Membership Development Resource Guide (417-EN)

New Member Orientation (414-EN)

Planning Guide for Effective Rotary Clubs
(appendix 39)

Rotary Basics (595-EN)

This Is Rotary (001-EN)

www.rotary.org

Keyword searches:

Membership

Membership Development

Best Practices Exchange

Human Resources

Assistant governors:

District governor

District membership development committee

District public relations committee

Regional Rotary International membership coordinators (RRIMCs)

Rotary International membership zone coordinators (RIMZCs)

RI Membership development Staff.

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

附錄 19

供你的社長當選人
訓練會之用

第 5 節摘要：社員

資源

資訊性的資源	人力資源
『社員發展資源指南』 <i>Membership Development Resource Guide</i> (417-EN)	助理總監 地區總監
『新社員訓練』 <i>New Member Orientation</i> (414-EN)	地區社員發展委員會
『有效能扶輪社規劃指南』(附錄 39)	地區公共關係委員會
『扶輪基礎』 <i>Rotary Basics</i> (595-EN)	地域國際扶輪社員協調人
『這是扶輪』 <i>This Is Rotary</i> (001-EN)	國際扶輪社員地帶協調人
	國際扶輪社員發展辦事員
www.rotary.org	
關鍵詞查詢：	
Membership 社員	
Membership Development Best Practices Exchange 社員發展最佳辦法交換	

其他資源

- .
- .

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

- .
- .
- .
- .

附錄 20

APPENDIX 20

招募新社員之策略工作單

- 有一個清的扶輪社社員人數目標及一個達成目標的計畫，以便傳達給扶輪社社員
- 舉行一次扶輪社社務行政會議來討論新社員的來源。
- 舉辦資訊會議，扶輪社員可在會中向潛在社員說明成為社員的好處及責任
- 引進能代表你社區的多元化的扶輪社員(例如，不同的專業、年紀、性別、種族)。以 3 人為一組邀請他們加入扶輪社，並為這些新社員建立一個同儕團體。
- www.rotary.org 點選 Membership 「社員」，就可以找到其他扶輪已用過的成功的策個。
- 運用你的社區服務計畫來找出潛在的成員並使其參與。(這類計畫對資培養有效的公共關係、並你的社區加強扶輪的形象也是不可或缺。) 結識新的事業及社區領導人。
- 使介紹新社員成為一種榮耀。在貴社社刊或例會表彰介紹人。
- 以身作則來領導。鼓勵扶輪社領導人，特別是那些負責社員發展者，在扶輪年度的第一個月引進一個新社員。
- 免除 40 年歲以下的新社員最初 2 年的部份或全部社員費。
- 改變會時間以遷就通勤的專業人士。
- 邀請貴社扶輪社員的配偶、夥伴、及家庭成員加入扶輪社。

其他招募策略

Strategies for Membership Recruitment Worksheet

- Have a clear club membership goal and a plan for achieving it that can be communicated to each club member.
- Hold a club assembly to discuss sources of new members
- Conduct information sessions in which club members explain the benefits and responsibilities of membership to potential members.
- Bring in Rotarians who represent the diversity of your community (e.g., different professions, ages, gender, ethnicities). Establish a peer group for these new members by inviting them to join the club in groups of three.
- Click on Membership at www.rotary.org to find successful strategies that other clubs have used.
- Use your community service projects to identify and involve potential members. (Such projects are also essential in developing effective public relations and enhancing the image of Rotary in your community.) Become acquainted with new business and community leaders.
- Make it a point of honor to present a new member. Recognize the presenter in your club's bulletin or at the weekly meeting.
- Lead by example. Encourage club leaders, particularly those responsible for membership, to bring in one new member during the first month of the Rotary year.
- Waive some or all membership fees for new members under the age of 40 for the first two years of membership.
- Change club meeting time to accommodate professionals who commute to work.
- Invite spouses, partners, and family members of Rotarians in your club to be members.

Additional Recruitment Strategies

附錄 21

APPENDIX 21

防止社員流失之策略工作單

- 邀請每位扶輪社員親自參與扶輪社的計畫與活動。
- 鼓勵全社參與社區服務及扶輪基金會計劃。
- 舉辦與社員息息相關且對於社員有意義的例會節目。
- 向社員說明計畫要如何才能切題且有效。
- 利用調查例如社員滿意問卷調查表，來找出什麼對貴社社員重要，並給貴社每個扶輪社員有表達意見的機會。
- 每一年至少執行 4 個致力於與持續教育有關的扶輪社計畫。
- 參與多扶輪社會議以致力於持續教育工作。
- 參加地區會議及活動。
- 鼓勵扶輪社員閱讀與持續教育有關的資料，例如地區總監月報及扶輪雜誌。
- 暫時免除已經遭財務困難的社員的費用。
- 將社員議題納入社刊中。

其他防止社員流失之策略

Strategies for Membership Retention Worksheet

- Invite every Rotarian to become personally involved in club projects and activities.
- Encourage clubwide participation in community service and Rotary Foundation programs.
- Conduct weekly programs that are relevant and meaningful to members.
- Explain to members how projects are relevant and effective.
- Use surveys such as the Membership Satisfaction Questionnaire to identify what is important to your membership and give a voice to every Rotarian in your club.
- Conduct a minimum of four club programs per year that address issues related to continuing education.
- Take part in multiclub meetings for the purpose of addressing continuing education.
- Participate in district meetings and events.
- Encourage Rotarians to read items related to continuing education, such as the governor's monthly letter and Rotary magazines.
- Offer to temporarily waive fees of members who have encountered financial difficulties.
- Include membership items in your club bulletin.

Additional Retention Strategies

6 服務計畫

6 Service Projects

「超我服務」是主要的扶輪座右銘。每個扶輪社員都有責任尋找方法，透過服務計畫來改進當地社區及全世界各地社區的生活品質，透過謹慎的計畫挑選、規劃、及評估程序，扶輪社能成功執行因應社區需要的服務計畫。

Service Above Self is the principal Rotary motto. Every Rotarian is responsible for finding ways to improve the quality of life in his or her community and communities around the world through service projects. Through a careful process of project selection, planning, and evaluation, Rotary clubs can successfully carry out service projects that address such community needs.

成功的服務計畫為：

- 有特定的目標，並有可衡量的結果
- 有實際及可達成的目標
- 對已經找出來的需求有因應之道
- 結合被服務者的能力
- 認為所有參與者的貢獻都重要
- 有效運用可用的資源
- 建立未來服務計劃工作網絡

A successful service project is one that

- Has specific goals with measurable results
- Has realistic and achievable goals
- Responds to identified needs
- Incorporates the abilities of those who are served
- Recognizes all participants' contributions as important
- Uses available resources effectively
- Builds working networks for future service projects

責任

作為社長當選人，在服務計畫方面你有下列責任：

- 指派你的服務計畫委員會的委員並和他們會商，以擬出一個行動計畫來達成貴社的服務目標
- 用「有效能扶輪社規劃指南」(附錄 39)來評估貴社的服務現況
- 用「有效能扶輪社規劃指南」來設定服務目標
- 確保服務計劃委員會遵守以下基本步驟以辦理成功的服務計畫：
 - 需求評估
 - 規劃及執行
 - 計畫評估

Responsibilities

As president-elect, you have the following service projects responsibilities:

- Appointing and meeting with your service projects committee to develop an action plan to achieve your club's service goals
- Assessing the current state of your club's service projects, using the *Planning Guide for Effective Rotary Clubs* (appendix 39) as a guide
- Setting service goals, using the *Planning Guide for Effective Rotary Clubs*
- Ensuring that the service projects committee is following the basic steps of conducting successful service projects:
 - Needs assessment Vocational Service Month
 - Planning and implementation
 - Evaluation

規劃例會及各種活動以紀念職業服務月 Vocational Service Month (10 月)及扶輪聯誼月 Rotary Fellowships Month(6 月)

Plan weekly meetings and activities in observance of vocational Service Month (October) and Rotary fellowships Month (June).

服務計畫委員會

服務計畫委員會應該執行教育、人道、及職業計畫，以因應滿足貴社社區及其他國家的社區之需求。請與服務計畫委員會列為貴社 5 個常設委員會之一。貴社可修改細則以反映這個委員會的特定責任，並可視需要增設小組委員會。

請指派對於社區熟悉且有社區義工經驗的扶輪社員到服務計畫委員會擔任委員。

作為社長當選人，你應和服務計畫委員會一起決定目前的扶輪社計畫是否將持續到下一年度。當你設定你的目標時，任何持續性的服務計畫都應納入。

服務計畫委員會的責任：

你的服務計畫委員會有下列責任：

- 把貴社的服務計畫現況的訊息報告給社長當選人
- 對於將進行服務計畫的地方，進行當地或國際社區的需求評估
- 協助社長當選人擬定服務計畫目標及行動計畫
- 規劃致力於四大服務一個或更多個服務途徑的計畫
- 執行行動步驟
- 鼓勵扶輪社及社區要參與計畫
- 在扶輪社及社區推廣計畫
- 管理經費、材料及扶輪社社員時間等資源
- 監督計畫進度
- 進行計畫評估

對服務計畫的其他支援

服務計畫委員會應該和下列委員會合作以協助貴社服務計畫的成功。

- 扶輪社公共關係委員會(對社區服務工作進行表彰)
- 扶輪社社員委員會(促進所有扶輪社社員參與服務計畫，並找出社區義工作為潛在的新扶輪社員)
- 扶輪社扶輪基金會委員會(協助找出可能符合人道獎助金資格的服務計畫)
- 地區計畫委員會(可提供執行成功的計畫所需的支援、資源、及策略)
- 其他地區層級委員會(可支援你的計畫，特別是世界社區服務及扶輪基金會)

Service Projects Committee

The service projects committee should carry out educational, humanitarian, and vocational projects that address the needs of your club's community and communities in other countries. Include the service projects committee as one of the five standing committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed.

Appoint Rotarians to the service projects committee who have a strong knowledge of the community, as well as community volunteer experience.

As president-elect, work with the service projects committee to determine whether current club projects will continue into the coming year. Incorporate any continuing service projects as you set your goals.

Service Projects Committee Responsibilities

Your service projects committee has the following responsibilities:

- Reporting the current state of the club's service projects to the president-elect
- Conducting a needs assessment of the local or international community where the service project will take place
- Assisting the president-elect in developing service project goals and action plans
- Planning projects that address one or more of the Avenues of Service
- Implementing action steps
- Encouraging club and community involvement in projects
- Promoting the project in both the club and the community
- Managing resources such as funds, materials, and club member time
- Monitoring progress toward project completion
- Conducting project evaluation

Other Support for Service Projects

The service projects committee should work with the following committees to help make your club's service projects successful:

- Club public relations committee (to create recognition of community service efforts)
- Club membership committee (to promote service project participation among all club members and identify community volunteers as potential new Rotarians)
- Club Rotary Foundation committee (to help identify service projects that may qualify for the Humanitarian Grants Program)
- District programs committee (for support, resources, and strategies to implement successful projects)
- Other district-level committees (to support your projects, particularly the World Community Service and Rotary Foundation committees)

下列人士能在實施社務服務工作方面提供支援：

- 扶輪社員及其家人
- 社區組織與其他有興趣的公民
- 扶輪基金會前受獎人
- 青少年交換學生
- 服務夥伴(扶輪青年服務團團員、扶輪少年服務團團員、扶輪社區服務團團員)
- 其他扶輪社(透過合作，扶輪社能結合彼此的資源)

服務能提拱扶輪社社員之間聯繫及聯誼的機會。全體社員參與服務計畫將有助於防止社員流失的工作。

需求評估

成功的服務計畫必須能處理社區所關切之當前真正問題。計畫不一定要花大錢或很複雜，只要有必要即可。身為扶輪社社長，你必須確定貴社辦理的服務計畫能夠符合社區的需求及貴社的能力與興趣。你應該鼓勵貴社的服務計畫委員會進行需求評估，以確定社內的資源和興趣以及社區最迫切的需求和問題。

內部評估

務必思考某項計畫是否適合貴社社員的年齡、興趣與能力的組合。內部評估應該聚焦在下列：

- 過去計畫的經驗及所獲得的教訓
- 扶輪社的組成，包括：
 - 願意參與服務計畫的社員人數
 - 有多少種不同的技能
 - 社員對可能辦理的計畫感興趣的程度
 - 對過去計畫的滿意度

評估上述因素有助於確定最適合貴社的服務計畫類型。為了增加成功的機會，請找出最能充分利用社員技能和興趣的計畫。

外部評估

外部評估，或社區評估，可協助貴社了解社區的需求。要確定社區關心的重點領域，請檢視以下這幾個方面：

- 經濟情況
- 地理背景
- 教育的優缺點
- 人口統計資料
- 政治情勢

The following people can provide support in implementing club service projects:

- Rotarians and their families
- Community organizations and other interested citizens
- Rotary Foundation alumni
- Youth Exchange students
- Partners in service (Rotaractors, Interactors, Rotary Community Corps)
- Other Rotary clubs (by working together, clubs can combine their resources)

Service provides an opportunity for networking and fellowship among club members. Involving all members in service projects will help membership retention efforts.

Needs Assessment

Successful service projects must be relevant and address real and current community concerns. A project doesn't need to be expensive or elaborate, just necessary. As club president, you'll need to ensure that the service projects undertaken by your club reflect community needs as well as club capabilities and interests. You should encourage your club's service projects committee to conduct a needs assessment to determine the resources and interests within the club and the most pressing needs and concerns of the community.

Internal Assessment

It's important to consider whether a particular project fits your club members' mix of skills, interests, and abilities. An internal assessment should focus on the following:

- Past project experiences and the lessons learned from them
- Club composition, including:
 - Number of members willing to participate in service projects
 - Diversity of skills
 - Level of member interest in potential projects
 - Satisfaction level for past projects

Evaluating these factors will help define the types of service projects best suited to your club. To increase the likelihood of success, identify a project that takes advantage of the widest array of member skills and interests.

External Assessment

An external assessment, or community evaluation, will help your club understand the needs of the community. To determine key areas of concern in a community, examine these aspects:

- Economic situation
- Geographical setting
- Educational strengths and weaknesses
- Demographic profile
- Political conditions

你將在『扶輪社各委員會手冊』找到更多關於服務計畫委員會的資訊。
You'll find more information on the service projects committee in the Club Committee Manual.

如要適切地進行外部評估，貴社的服務計畫委員會應該諮詢社區各階層人士。這些團體能提供貴社專家資源，可向他們徵詢社區問題、計畫策略、以及未來的服務計畫。此外，和社區成員一起擬定與辦理服務計畫，有助於發現可能成為新社員的人士。

均衡的服務計畫

如果四大服務每個服務途徑都有服務計畫，將可確保貴社力行扶輪宗旨。國際扶輪及扶輪基金會能提供資源以幫助貴社選擇服務計畫及達成服務目標。一旦對社評估目標社區的需求之後，鼓勵你的服務計畫委員會找出貴社能致力於處理哪些社會、社區、或國際問題。請考慮擬定一個致力於扶輪服務機會選單其中一項服務機會的計畫，該選單列出了國際扶輪已經找出的問題及關切事項並作為服務計畫的優先項目。

「瀕臨危險兒童」包括輔導、街童、虐待與疏於照顧、欺侮、童工、孤兒。

「殘障人士」包括無障礙通行能力、義肢、輪椅、就職訓練。

「保健照顧」包括預防疾病、視力保健、捐贈醫療儀器、協助解決吸毒問題、精神健康。

「國際瞭解與親善」包括和平、解決衝突、難民、清除地雷。

「識字與算術能力」包括成人識字、女子教育、捐贈及分發書籍、電腦使用能力。

「人口問題」包括生育保健、生育子女間隔時間、人口教育、胎兒保健。

「貧窮與飢餓」包括低成本住所、分發食物、畜牧養殖、小額信貸、職業訓練。

「保護行星地球」包括水源維護、衛生、灌溉系統、植樹及公園綠地、利用太陽能烹煮。

「都市關懷」包括減少犯罪、預防暴力、協助移民、獄政、交通安全、幫派。

國際扶輪及扶輪基金會計畫

為了確保服務計畫發揮作用，貴社需要財務、人力、及資訊性的資源。國際扶輪有廣泛的人道、文化交流、及教育計畫和活動，其目的在於改善人類狀況，並促進達成本組織的世界瞭解及和平終極目標。國際扶輪結構性計畫 RI Structured Programs、服務機會選單 Menu of Service Opportunities、及全球網絡團體 Global Networking Groups 協助扶輪社及地區在他們自己的社區及國外社區達成他們的服務目標，並在此過程促進聯誼及親善。

To properly conduct an external assessment, your club's service projects committee should consult with a wide range of community members. These groups can provide your club with a resource base of experts to consult about community issues, project strategies, and future club service projects. In addition, working with community members to develop and carry out service projects helps identify potential new Rotarians.

A Balanced Program of Service

Having service projects that address each Avenue of Service will ensure your club is pursuing the Object of Rotary. Rotary International and The Rotary Foundation provide resources to help your club select service projects and achieve service goals. Once your club has assessed the needs of the target community, encourage your service projects committee to identify which social, community, or international developmental issues your Rotary club can address. Consider developing a project that addresses one of the items on Rotary's Menu of Service Opportunities, which lists issues and concerns that RI has identified as recommended service project priorities:

- Children at risk includes mentoring, street children, abuse and neglect, bullying, child labor, orphans.
- Disabled persons includes accessibility, prosthetics, wheelchairs, job training.
- Health care includes disease prevention, avoidable blindness, medical equipment donation, help for drug abusers, mental health.
- International understanding and goodwill includes peace, conflict resolution, refugees, mine removal.
- Literacy and numeracy includes adult literacy, education of girls, book donation and distribution, computer literacy.
- Population issues includes reproductive health, child spacing, population education, prenatal health.
- Poverty and hunger includes low-cost housing, food distribution, animal husbandry, micro-credit, vocational training.
- Preserve Planet Earth includes water sustainability, sanitation, irrigation systems, tree and garden planting, solar cooking.
- Urban concerns includes crime reduction, violence prevention, immigrant assistance, prisons, traffic safety, gangs.

RI and Rotary Foundation Programs

To ensure the effectiveness of a service project, your club needs financial, human, and informational resources. Rotary International offers a broad range of humanitarian, intercultural, and educational programs and activities designed to improve the human condition and advance the organization's ultimate goal of world understanding and peace. The RI Structured Programs, Menu of Service Opportunities, and Global Networking Groups help clubs and districts achieve their service goals in their own communities and those abroad, fostering fellowship and goodwill in the process.

如要更加瞭解如何與貴社及社區合作以擴展一個服務計畫，請參考社區的行動：有效能計畫指南 Communities in Action: A Guide to Effective Projects。

To learn more about working with your club and community to develop a service project, consult Communities in Action: A Guide to Effective Projects.

設計詳細的公共關係策略，以獲得對計畫的支持、吸引潛在社員加入扶輪社、並在社區加強扶輪的形象。其他細節，請見第 8 章「公共關係」

Create a detailed public relations strategy to gain support for the project, attract potential members to the club, and enhance Rotary's image in the community. For more details, see chapter 8, "Public Relations."

扶輪基金會也提供當地的、全國性的、及國際性的人道、教育、及文化計畫。這些計畫提供取得各種資源的途徑以大幅改進貴社的服務計畫。

全球網絡團體是扶輪社員個人所組成的國際團體，其關注焦點在於共同感興趣的主題。全球網絡團體由扶輪聯誼會 Rotary Fellowships 及扶輪社員任務小組 Rotarian Action Groups 構成。www.rotary.org 有其名錄及其他資源。

規劃貴社的服務計畫時可考慮國際扶輪及扶輪基金會計畫。關於計畫詳細的描述，請見附錄 27。

許多扶輪社舉辦募款活動支持服務計畫。其他服務資源包括：從個人捐獻者與當地企業募集的資金、自其他基金會取得的獎助金、及扶輪基金會各項獎助金。

國際服務計畫

在扶輪，社區這個觀念已遠遠超越單一扶輪社所在地，而是涵蓋全世界所有民族。這點在今日尤其正確，因為高速的傳播與交通讓全球各地的人結合在一起。

地方性服務計畫之基本執行策略亦可用於國際服務計畫。然而，因為至少必須有不同國家的 2 個扶輪社一起合作，溝通對計畫成功與否也就益發重要。

世界社區服務是扶輪社參與國際服務計畫的極佳方式。只要某個國家的扶輪社協助他國扶輪社推動服務計畫，便產生世界社區服務。尋求國際夥伴辦理當地社區服務計畫的扶輪社以及有興趣支持一個國際計畫的扶輪社可利用 www.rotary.org 的世界社區服務計畫交換 WCS Projects Exchange。

當你研擬世界社區服務計畫時，要記得許多計畫有資格從扶輪基金會取得經費。在規劃提高及增加世界社區服務計畫的影響時可將扶輪基金會的人道獎助金計畫列入考慮。

如要參與國際計畫，扶輪社需要找到國際夥伴的方式包括：

- 搜尋國際扶輪網站上的『世界社區服務計畫交換』WCS Projects Exchange 資料庫。
- 請教貴地區的世界社區服務主委。
- 與你的地區扶輪基金委員會主委聯繫，研究扶輪基金會各項人道獎助金計畫。
- 在地區與國際會議中和扶輪社友建立關係。
- 觀察世界上其他組織在做那些事情。
- 透過網際網路接觸扶輪社友。

The Rotary Foundation also offers local, national, and international humanitarian, educational, and cultural programs. These programs provide access to resources that can significantly improve your club's service projects.

Global Networking Groups are groups of individual Rotarians organized internationally to focus on shared topics of interest. Rotary Fellowships and Rotarian Action Groups comprise Global Networking Groups. A directory and other resources are available at www.rotary.org.

Consider RI and Foundation programs when planning your club's service projects. For detailed program descriptions, see appendix 27.

Many clubs hold fundraisers to support service projects. Other financial resources include funds raised from individual donors and local businesses, grants from other foundations, and Rotary Foundation grants.

International Service Projects

In Rotary, the idea of community extends far beyond the place in which a single Rotary club is located; it encompasses all peoples of the world. This is especially true today, as high-speed communications and transportation are bringing people together from all parts of the globe.

The basic strategies for carrying out local service projects can be applied to international service projects. However, because at least two clubs in different countries must work together, communication is even more critical to a project's success.

World Community Service (WCS) is an excellent way for clubs to participate in projects internationally. WCS occurs whenever a Rotary club in one country assists a club in another country with a service project. The WCS Projects Exchange at www.rotary.org is available for both Rotary clubs with local community service projects seeking an international partner and clubs interested in supporting an international project.

As you develop your WCS project, remember that many qualify for funding from The Rotary Foundation. Consider the Foundation's Humanitarian Grants Program when planning to enhance and increase the impact of WCS projects.

To participate in an international project, clubs need to find an international partner. You can approach this in various ways:

- Explore the WCS Projects Exchange database at www.rotary.org.
- Speak with your district's World Community Service chair.
- Contact your district Rotary Foundation committee chair, and explore the Foundation's Humanitarian Grants Program.
- Network with fellow Rotarians at district and international meetings.
- Observe what other organizations are doing around the world.
- Reach out to fellow Rotarians on the Internet.

關於使用人道獎助金計畫以協助提供經費給你的國際服務計畫的詳細資訊，請見第 7 章「扶輪基金會」，並到 www.rotary.org/foundation 查閱。

For more information on using the Humanitarian Grants Program to help finance your international service projects, see chapter 7, "The Rotary Foundation," and go to www.rotary.org/foundation.

世界社區(WCS)的其他相關資訊可以在「世界社區服務手冊：行動指南」World Community Service Handbook :A Guide to Action 找到。

More information on WCS can be found in the World Community Service Handbook: A Guide to Action.

計畫的規劃與執行

規劃可使服務計畫延誤及失敗的機會減低至最小。和服務計畫委員會合作設定計畫目標、擬定預算及時間表、並開始執行。

在計畫執行期間，保持所有扶輪社社員的參與，並不斷監督其活動以確保行動計畫之執行。關於如何為貴社及社區規劃一個服務計畫之簡介，請見附錄 23。

評估

評估應該是從計畫規劃到執行，所有階段的一部份。身為扶輪社社長，你必須確保貴社的服務計畫委員會評估貴社所參與的一切服務計畫之活動。

在評估已完成的服務計畫時，請思考下列關鍵問題：

- 此計畫是否已滿足需求評估中所發現的社區需求？若不能，原因為何？
- 所有扶輪社社員及社區成員都有機會參與嗎？
- 財務協助與親手協助之間是否能兼顧並取得平衡？
- 媒體對於此一計畫是否有足夠的報導？
- 貴社能滿足計畫的財務要求嗎？

要求所有參與計畫的社員撰寫一份簡短的評估報告。這份評鑒報告的副本可送交國際扶輪計畫辦事人員，或許可刊登在國際扶輪出版物中。報告表可參見『社區的行動：有效能計畫指南』 *Communities in Action: A Guide to Effective Projects*。也可考慮將貴社的計畫登錄在 www.rotary.org 上的『國際扶輪社區計畫資料庫』 *RI Community Projects Database* 中，全世界的扶輪社都可在此處取得成功的計畫的範例。

資源

下列資源可協助你進行成功的服務計畫：

資訊性的資源

- 『服務機會選單』 *A Menu of Service Opportunities* (605B-EN)--『社區實際行動：有效能計畫指南』的附件，這個指南簡介國際扶輪理事會對扶輪社及地區建議的服務領域及成功的扶輪社計畫的例子。
- 『社區的行動：有效能計畫指南』 *Communities in Action: A Guide to Effective Projects* (605A-EN)—規劃、執行、及評估服務計畫之指南。
- 『公式名錄』 *Official Directory* (007-EN)
- 『有效能扶輪社規劃指南』 *Planning Guide for Effective Rotary Clubs* (附錄 39)
- 『國際扶輪目錄』 *RI Catalog* (019-EN)

Project Planning and Implementation

Planning can minimize delays and failures of service projects. Work with the service projects committee to set project goals, develop a budget and timeline, and begin implementation.

During the project's implementation, keep all club members involved, and continuously monitor activities to ensure that the action plan is being carried out. For an overview of planning a service project for your club and community, see appendix 23.

Evaluation

Evaluation should be a part of all stages, from project planning to implementation. As president, ensure that your club's service projects committee evaluates all service project activities.

When evaluating a completed service project, consider these key questions:

- Did the project meet the community needs revealed in the needs assessment? If not, why?
- Did all club and community members have an opportunity to participate?
- Was there a balance between financial assistance and hands-on assistance?
- Was there adequate media coverage of the project?
- Was your club able to meet the financial demands of the project?

Ask all club members who participated in the project to write a brief evaluation report. A copy of this report can then be sent to RI Programs staff for possible inclusion in RI publications. A reporting form is included in *Communities in Action: A Guide to Effective Projects*. Also consider listing your project on the RI Community Projects Database at www.rotary.org, where clubs around the world can access examples of successful projects.

Resources

The following resources are available to help you conduct successful service projects:

Informational Resources

- *A Menu of Service Opportunities* (605B-EN) — A companion piece to *Communities in Action: A Guide to Effective Projects*, this guide provides an overview of the RI Board-recommended service areas for clubs and districts and examples of successful club projects.
- *Communities in Action: A Guide to Effective Projects* (605A-EN) — Guide for planning, conducting, and evaluating a service project.
- *Official Directory* (007-EN)
- *Planning Guide for Effective Rotary Clubs* (appendix 39)
- *RI Catalog* (019-EN)

- 『扶輪社區服務團手冊』 *Rotary Community Corps Handbook (770-EN)*—籌組一個服務團的基本步驟，包括如何找出潛在的領導人；也包括個案研究及計畫構想。
- 『扶輪基金會速覽指南』 *The Rotary Foundation Quick Reference Guide (219-EN)*—扶輪基金會的計畫及服務彙總速覽參考。
- 『世界社區服務手冊：行動指南』 *World Community Service Handbook: A Guide to Action (742-EN)*—關於世界社區服務(WCS)計畫的資訊，包括實物捐贈計畫及扶輪義工計畫的簡介，以及能協助世界社區服務計畫的扶輪基金會獎助金計畫。
- *Rotary Community Corps Handbook (770-EN)* — Basic steps for organizing a corps, including how to identify potential leaders; also includes case studies and project ideas.
- *The Rotary Foundation Quick Reference Guide (219-EN)* — A compilation of the programs and services of The Rotary Foundation in a quick reference format.
- *World Community Service Handbook: A Guide to Action (742-EN)* — Information on the WCS program, including overviews of donations-in-kind projects and the Rotary Volunteers program, as well as Rotary Foundation grant programs that can assist WCS projects.

www.rotary.org

點選：

- 國際扶輪計畫 RI Programs(www.rotary.org/programs)--最新國際扶輪計畫資訊。許多國際扶輪計畫出版品皆可免費下載。
- 扶輪基金會 The Rotary Foundation (www.rotary.org/foundation)--關於扶輪基金會計畫的最新資訊。許多基金會計畫出版品皆可免費下載。

關鍵詞查詢：

- **Global Networking Groups Directory** 全球網絡團體名錄—全球所有網絡團體的定期更新名單，包含他們的目的、及聯絡資訊。
- **PolioPlus Partners Open Projects List** 根除小兒麻痺等疾病夥伴計畫開放計畫清單—根除小兒麻痺等疾病夥伴計畫之主要資訊來源。扶輪社員能選擇支持一個特定計畫，或要求捐獻用在最高的優先項目。
- **RI Programs newsletters** 國際扶輪計畫通訊—國際扶輪個別建構性計畫的通訊，係透過電子郵件寄發。請在 www.rotary.org 的特定計畫網頁登記索取通訊。
- **Rotary Volunteers International Site Database** 扶輪義工國際地點資料庫—關於扶輪及扶輪青年服務團需要義工的服務計畫之資訊。
- **Rotary Volunteers Database** 扶輪義工資料庫—願意到國外服務的扶輪社員、扶輪青年服務團團員、扶輪基金會前受獎人、及非扶輪社員名單。
- **WCS Projects Exchange** 世界社區服務(WCS)計畫交換—尋求協助的扶輪社計畫之清單。查看成功的計畫實例。

財務資源

- 來自個人捐獻者或當地企業的捐獻
- 自其他基金會取得的獎助金
- 扶輪社及地區人道計畫的扶輪基金會獎助金

www.rotary.org

Click on:

- RI Programs (www.rotary.org/programs) — Up-to-date RI programs information. Many RI programs publications are available for free download.
- The Rotary Foundation (www.rotary.org/foundation) — Up-to-date information on Rotary Foundation programs. Many Foundation programs publications are available for free download.

Keyword searches:

- **Global Networking Groups Directory** — A regularly updated listing of all Global Networking Groups, their purpose, and contact information.
- **PolioPlus Partners Open Projects List** — Primary source of information for PolioPlus Partners projects. Rotarians can choose to support a specific project or ask that donations be applied to the highest priority.
- **RI Programs newsletters** — Newsletters sent via e-mail on individual RI Structured Programs. Sign up for newsletters on the specific program page at www.rotary.org.
- **Rotary Volunteers International Site Database** — Information on Rotary and Rotaract service projects that are requesting volunteers.
- **Rotary Volunteers Database** — A listing of Rotarians, Rotaractors, Rotary Foundation alumni, and non-Rotarians who are willing to serve abroad.
- **WCS Projects Exchange** — A listing of club projects that are seeking assistance. View examples of successful projects.

Financial Resources

- Funds from individual donors or local businesses
- Grants from other foundations
- Rotary Foundation grants for club and district humanitarian projects

人力資源

- 地區委員會(特別是世界社區服務及扶輪基金委員)
- 地區計畫委員會—負責督導貴地區的所有計畫活動。
- 社長資源小組/特別任務小組 **Presidential resource groups/task forces**—由扶輪社員所組成的小組，國際扶輪社長指派這些小組協助扶輪社及地區執行社長重點工作。
- 國際扶輪計畫辦事員
- 扶輪基金會辦事員

關於聯絡資訊，請見『公式名錄』或到 www.rotary.org 查閱。出版品可以從國際扶輪目錄訂購，或在 www.rotary.org 下載。

Human Resources

- District committees (particularly World Community Service and Rotary Foundation committees)
- District programs committees — Responsible for overseeing all program activity in your district.
- Presidential resource groups/task forces — Groups of Rotarians appointed by the RI president to assist Rotary clubs and districts with the presidential emphases.
- RI Programs staff
- Rotary Foundation staff

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 22

APPENDIX 22

討論問題：服務計畫

Discussion Questions for Service Projects

當你為出席社長當選人訓練會而做準備時，請思考這些問題。回想一個在貴社做得很好的服務計畫什麼因素使它成功？

Consider these questions in preparation for your presidents-elect training seminar. Think of a service project that went well in your club. What made it a success?

你將如何評估貴社目前的服務計畫？

How will you evaluate your club's current service projects?

你如何規劃能支持扶輪宗旨的服務計畫？

How can you plan service projects that support the Object of Rotary?

執行一個成功的服務計畫必須採取哪些步驟？

What steps must be taken to implement a successful service project?

附錄23

APPENDIX 23

服務計畫規劃工作單

Planning a Service Project Worksheet

開始一個服務計畫之前，向你的服務計畫委員會查詢他們是否已經回答下列問題。這些問題的答案將產生該計畫的行動計畫。

Before beginning a service project, check with your service projects committee to ensure they have answered the following questions. Answers to these questions will result in a project action plan.

貴社社員目前參與什麼計畫？

Which projects are club members currently involved in?

此計畫的目標是什麼？

What will be the goal of the project?

扶輪社內及社區內有誰會參與？

Who in the club and community will be involved?

貴社將如何和受惠於此計畫的社區的居民合作？

How will your club work with members of the community benefiting from the project?

此計畫將於何時開始執行？

When will the project occur?

此計畫將在這裡執行，義工如何到達那裡？

Where will the project occur, and how will volunteers get there?

貴社為何要辦理此計畫？

Why is your club undertaking the project?

需要什麼資源來完成此計畫？

What resources are needed to complete the project?

貴社將如何確保資源的正確使用？

How will the club ensure proper use of resources?

貴社要如何推廣此計畫？

How will your club promote the project?

供你的社長當選人
訓練會之用

附錄 24

第6節摘要：服務計畫

資源

資訊性的資源

『服務機會選單』 *A Menu of Service Opportunities*
(605B-EN)

『社區的行動：有效能計畫指南』 *Communities in Action: A Guide to Effective Projects* (605A-EN)

『公式名錄』 *Official Directory*(007-EN)

『國際扶輪目錄』 *RI Catalog*(019-EN)

『扶輪社區服務團手冊』 *Rotary Community Corps Handbook* (770-EN)

『扶輪基金會速覽指南』 *The Rotary foundation Quick Reference Guide* (219-EN)

『世界社區服務手冊：行動指南』 *World Community Service Handbook: A Guide to Action* (742-EN)

www.rotary.org

關鍵詞查詢：

PolioPlus Open Projects List

根除小兒麻痺等疾病計畫開放計畫清單

Rotary Volunteers Database 扶輪義工資料庫

WCS Projects Exchange

世界社區服務(WCS)計畫交換

點選：

RI Programs 國際扶輪計畫

The Rotary Foundation 扶輪基金會

人力資源

社區成員

地區委員會(特別是世界社區服務及扶輪基金委員會)

基金會前受獎人

扶輪少年服務團團員

其他扶輪社

社長資源小組/特別任務小組

扶輪青年服務團團員

扶輪社員及他們的家人

扶輪社區服務團

扶輪義工

扶輪青少年交換學生

財務資源

從個人捐獻者與當地企業募集的資金

自其他基金會取得的獎助金

扶輪基金會各項獎助金

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-

For your presidents-elect
training seminar.

APPENDIX 24

Summary of Session 6: Service Projects

Resources

Informational Resources

A Menu of Service Opportunities (605B-EN)

Communities in action: A Guide to Effective Projects (605A-EN)

Official Directory (007-EN)

RI Catalog (019-EN)

Rotary Community Corps Handbook (770-EN)

The Rotary Foundation Quick Reference Guide (219-EN)

World community Service Handbook: A Guide to Action (742-EN)

www.rotary.org

Keyword searches:

PolioPlus Open Projects List

Rotary Volunteers Database

WCS Projects Exchange

Click on:

RI Programs

The Rotary Foundation

Human resources

Community members

District committees (particularly World Community Service and Rotary Foundation committees)

Foundation alumni

Interactors

Other Rotary clubs

Presidential Resource Groups/Task Forces

Rotaractors

Rotarians and their families

Rotary Community Corps

Rotary Volunteers

Rotary Youth Exchange students

Financial Resources

Funds from individual donors or local businesses

Grants from other foundations

Rotary Foundation grants

Additional Resources

•

•

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

附錄 25

APPENDIX 25

成功的服務計畫之特色

- 目標清楚而且可量
- 實際而且可掌握的計畫範圍(進定可以達成什麼，必要時把計畫分成幾個部份)
- 計畫的規劃及完成有合理的時間範圍(計畫可超出一個扶輪年度)
- 因應已找出的需求
- 預算已有規劃
- 計畫協調人回應快、做事井井有條
- 有效使用可用的資，以協助規劃及執行計畫
- 有逐步執行的策略
- 有助於在貴社及社區之間建立紮實的工作關係
- 有良好的推廣
- 分享資訊(傳遞相關資訊、聯絡資料、及材料給貴社 及你所幫助的社區)
- 計畫結束後進行分析，以判定計劃的成敗

其他成功的服務構想

Characteristics of Successful Service Projects

- Clearly defined and measurable goals
- Realistic and manageable scope (determine what can be achieved, and divide project into smaller segments, if necessary)
- Reasonable time frame to plan and complete the project (projects may extend beyond a single Rotary year)
- Response to identified needs
- Planned budget
- Responsive, organized project coordinator
- Effective use of available resources to help plan and implement the project
- Step-by-step strategy
- Solid working relationship between your club and the community being served
- Positive promotion
- Shared information (passing along relevant information, contacts, and material to your club and the community you are helping)
- Post project analysis to determine successes and failures

Additional Successful Service Ideas

供你的社長當選人
訓練會之用

附錄 26

均衡的服務計畫工作單

一個有效能的扶輪社實踐扶輪宗旨、在四大服務每個服務途徑執行活動。下表列出 3 個扶輪社活動的例子。在下面的方框內打×，來招出每個扶輪社活動的例子屬於哪個服務途徑。

扶輪宗旨	服務途徑		扶輪社活動範例		
<p>扶輪之宗旨在於鼓勵並培養以服務之理想為可貴事業之基礎，尤其著重於鼓勵並培養：</p>	<p>四大服務的服務途徑是在 1920 代發展出來，用以闡明扶輪宗旨。</p>		<p>和高中學生油漆當地的圖書館外牆。</p>	<p>舉辦海外災害救濟計畫募款活動。</p>	<p>參與當地高中的職業輔導日。</p>
<p>一.藉增廣相識為擴展服務之機會；</p>		<p>社務服務的焦點在於強化聯誼並確保扶輪社的有效運作。</p>			
<p>二.在各種事業及專業中提高道德之標準；認識一切有益於社會的職業之價值；及每一扶輪社員應尊重其本身之職業，藉以服務社會；</p>		<p>職業服務鼓勵扶輪社員們透過他們的職業服務其他人，並執行崇高的道德標準。</p>			
<p>三.每一社員能以服務之理想應用於其個人、事業及社會之生活；</p>		<p>社區服務涵蓋扶輪社在社區改進生活的計劃及活動。</p>			
<p>四.透過結合具有服務之理想之各種事業及專業人士，以世界性之聯誼，增進國際間之瞭解、親善與和平。</p>		<p>國際服務包括地球各地擴展扶輪，並促進世界瞭解及和平的行動。</p>			

APPENDIX 26

A Balanced Program of Service Worksheet

An effective club pursues the Object of Rotary, carrying out activities along each Avenue of Service. The chart below lists three example club activities. Check the boxes below to show which Avenues of Service are represented in each of the example club activities.

OBJECT OF ROTARY	AVENUES OF SERVICE	EXAMPLE CLUB ACTIVITIES		
<p>The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:</p>	<p>The Avenues of Service were developed in the 1920s to clarify the Object of Rotary.</p>	<p>Paint the outside of the local library with high school students.</p>	<p>Hold a fundraiser for an overseas disaster relief project.</p>	<p>Participate in career day at the local high school.</p>
<p>FIRST. The development of acquaintance as an opportunity for service;</p>	 <p>Club Service focuses on strengthening fellowship and ensuring the effective functioning of the club.</p>			
<p>SECOND. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;</p>	 <p>Vocational Service encourages Rotarians to serve others through their vocations and practice high ethical standards.</p>			
<p>THIRD. The application of the ideal of service in each Rotarian's personal, business, and community life;</p>	 <p>Community Service covers the projects and activities the club undertakes to improve life in its community.</p>			
<p>FOURTH. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service</p>	 <p>International Service encompasses actions taken to expand Rotary's humanitarian reach around the globe and promote world understanding and peace.</p>			

供你的社長當選人
訓練會之用

附錄 27

國際扶輪及扶輪基金會計畫工作單

計畫	本社目前參與	本社有興趣參與
扶輪少年服務團 Interact-為 14-18 歲青年男女而設的服務社團		
扶輪青年服務團 Rotaract-為 18-30 歲青年男女而設的服務社團，由他當地扶輪社輔導		
扶輪社區服務團 Rotary Community Corps(RCC)-由非扶輪社員成人組成的服務團體，並由當地扶輪社輔導		
全球網絡團體 Global Networking Groups-由扶社員個人組成的支援團體，專注於國際上共同感興趣的主題，包括扶輪社員行動團體及扶輪社聯誼會		
扶輪友誼交換 Rotary Friendship Exchange-此計劃推廣建立能發展成服務計劃的國際夥伴的國際關係		
扶輪義工 Rotary Volunrwea-該計畫提供機會給扶輪社員及其他有技能的專業人士，使其能提供機會給扶輪社員及其他有技能的專業人士，使其能提供他們的服務及專業知識給需要協助的計畫		
扶輪青少年交換-Rotary Youth Exchange-對 15-19 的學生推廣國際瞭解及和平		
扶輪青少年領袖獎 Rotary Youth Leadership Awards(RYLA)-年輕人的訓練計畫，強調領導、公民權利及義務、及個人成長		
世界社區服務 World Community Service(WCS)-二個或更多個國家的扶輪社的聯合社區服務計畫		
人道獎助金計劃 Humanitarian Grants Program-支持扶輪社及地區進行人道及服務計畫		
教育計畫 Educational Programs-藉由透過人與人的接觸、友誼、學習、文化交流來建立瞭解，以促進和平		
根除小兒麻痺等疾病計畫 PolioPlus 及根除小兒麻痺等疾病夥伴計畫 PolioPlus Partners---支持全球根除小兒麻痺工作		

For your presidents-elect training seminar.

APPENDIX 27

RI and Rotary Foundation Programs Worksheet

PROGRAM	CLUB CURRENTLY PARTICIPATES	CLUB INTERESTED IN PARTICIPATING
Interact – service club for young people ages 14-18		
Rotaract – service club for young men and women ages 18-30 sponsored by their local Rotary club		
Rotary Community Corps (RCC) – service group of non-Rotarian adults sponsored by their local Rotary club		
Global Networking Groups – support groups of individual Rotarians focusing on shared topics of interest on an international basis, including Rotarian Action Groups and Rotary Fellowships		
Rotary Friendship Exchange – program that promotes building international relationships that can evolve into international partnerships for service projects		
Rotary Volunteers – program that provides opportunities for Rotarians and other skilled professionals to offer their services and expertise to projects in need of assistance		
Rotary Youth Exchange – program that promotes international understanding and peace among students ages 15-19		
Rotary Youth Leadership Awards (RYLA) – training program for young people, emphasizing leadership, citizenship, and personal growth		
World Community Service (WCS) – joint community service project of Rotary clubs from two or more countries		
Humanitarian Grants Program – support clubs and districts as they undertake humanitarian and service projects		
Educational Programs – foster peace by building understanding through person-to-person contact, friendship, study, and cross-cultural exchange		
PolioPlus and PolioPlus Partners – support global polio eradication efforts		

7. 扶輪基金會

7 The Rotary Foundation

扶輪基金會的使命在於支持國際扶輪透過國際性的人道、教育和文化交流計畫，實踐扶輪宗旨和輪任務、及達成世界瞭解與和平。

The mission of The Rotary Foundation is to support the efforts of Rotary International in the fulfillment of the Object of Rotary, Rotary's mission, and the achievement of world understanding and peace through local, national, and international humanitarian, educational, and cultural programs.

扶輪基金會提供機會給貴社參與及贊助可以改善全球人類生活的計畫。參與扶輪基金會的活動有助於吸引與留住社員。扶輪社員直接體驗過扶輪基金會計畫，便會受到激勵而捐獻給扶輪基金會。扶輪基金會的計畫完全靠扶輪社員及與扶輪基金會同樣有更美好世界願景的朋友的自願捐獻來支持。

The Rotary Foundation provides your club the opportunity to participate in and contribute to programs that make a difference in the lives of people around the globe. Participation in Rotary Foundation activities can help attract and retain members. When Rotarians directly experience Foundation programs, they can be inspired to contribute to The Rotary Foundation. Foundation programs are supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

責任

作為社長當選人，你對扶輪基金會有下列責任：

- 用有『效能扶輪社規劃指南』(附錄 39)，來檢討貴社目前參與扶輪賞金會計畫的情形。
- 用 www.rotary.org 的社員事務入口 Member Access，檢查貴社對扶輪社基金會的財務捐獻。
- 用「有效能扶輪社規劃指南」及『扶輪基金會基金發展扶輪社目標報告表』The Rotary Foundation Development Club Form (在扶輪社社長當選人訓練會分發)，來設定貴社的財務捐獻及計畫參與目標。
- 指派貴社扶輪基金會委員會委員並和他們會商，以擬出一個行動計畫來實現貴社的扶輪基金會目標。
- 瞭解參與扶輪基金會計畫與捐款給基金會的關聯。
- 知道有那些資源可以幫助貴社支持扶輪基金會。

作為扶輪社社長，你的領導對確保穩健朝基金會目標並進尤其重要。用以下策略以鼓舞扶輪社社員支持扶輪社目標：

Responsibilities

As president-elect, you have the following Rotary Foundation responsibilities:

- Reviewing your club's current involvement with Foundation programs, using the *Planning Guide for Effective Rotary Clubs* (appendix 39)
- Reviewing your club's financial contributions to The Rotary Foundation, using Member Access at www.rotary.org
- Setting your club's financial contribution and program participation goals for your year, using the *Planning Guide for Effective Rotary Clubs* and The Rotary Foundation Fund Development Club Goal Report Form (distributed at PETS)
- Appointing and meeting with your club's Rotary Foundation committee to develop an action plan to carry out your club's Foundation goals
- Understanding the connection between program participation and financial support of The Rotary Foundation
- Knowing the resources available to help your club support The Rotary Foundation

As club president, your leadership will be particularly important to ensuring that steady progress is made toward Foundation goals. Use the following strategies to encourage club members to support club goals:

- 一年舉辦4次，或至少一年2次，舉辦以扶輪基金會為主題的激勵社員的例會節目。
- 聯繫你的地區扶輪基金委員會主委去尋找前受獎人或義工來敘述他們對於扶輪基金會的經驗。
- 鼓勵扶輪社社員透過人道獎助金計畫及教育計畫，來參與扶輪基金會計畫。
- 請扶輪社社員捐獻給扶基金會，特別注重從未捐獻的社員。
- 答謝捐獻及參與扶輪基金會計畫。
- 和你的扶輪基金會委員會合作以確保妥當管理扶輪基金會獎助金經費。
- Conduct inspirational Rotary Foundation-focused weekly club programs four times a year, or at least twice a year.
- Contact your district Rotary Foundation committee chair to find alumni or volunteers to relate their experiences with The Rotary Foundation.
- Encourage club members to get involved in Rotary Foundation programs through the Humanitarian Grants Program and Educational Programs.
- Ask club members to contribute to the Foundation, giving extra attention to members who have never given.
- Acknowledge contributions and involvement in Foundation programs.
- Work with your Foundation committee to ensure proper stewardship of Foundation grant funds.

扶輪基金委員會

扶輪社階層的扶輪基金會委員會架構應該取決於貴社訂定的扶輪基金會目標。例如，如果你的計畫包括申請人道獎助金，貴社可能需要一個獎助金小組委員會。

在指派你的扶輪基金委員會委員時，請選擇有傑出的溝通技巧、國際經驗、及社區或國際義工經驗的扶輪社員任職。曾參加計畫者也是好的候選人。

扶輪基金委員會應該擬定並執行計畫以透過財務捐獻及扶輪社參與基金會計畫，來支持扶輪基金會。把扶輪基金會委員會列為貴社的5個常設委員會之一。貴社可修改細則以反映這個委員會的特定責任，如有需要可增設小組委員會。

扶輪基金委員責任

你的扶輪基金委員會有下列責任：

- 和社長當選人一起評估對社的扶基金會工作現況
- 設定扶輪社目標以支持地區的扶輪基金會募款目標及計畫目標
- 協助社長擬定扶輪基金會行動計畫
- 找出能支持扶輪社目標的扶輪基金會可用資源
- 教育扶輪社員關於扶輪基金會的知識
- 確保妥當管理扶輪基金會獎助經費

地區對扶輪基金會的支持

地區扶基金委員會的委員能提供有關扶輪基金會方面的指導。它也可以幫貴社聯繫正在進行類似計畫的其他扶輪社。如有關於扶輪基金會的問題，請洽你的地區扶輪基金主委。

規劃例會及其他活動以舉辦扶輪基金月 Rotary Foundation Month(11月)，世界瞭解月 World Understanding Month(2月)，及識字月 Literacy Moth(3月)。

Plan weekly meetings and activities in observance of Rotary Foundation Month (November), World Understanding Month (February), and Literacy Month (March).

你將在「扶輪社各委員會手冊」找到更多關於扶輪基金委員會的資訊。

You'll find more information on The Rotary Foundation committee in the Club Committee Manual.

Rotary Foundation Committee

The club-level committee structure for The Rotary Foundation should be determined by the Foundation goals your club sets. For example, if your plans include applying for a humanitarian grant, your club may want to have a grants subcommittee.

When appointing your Rotary Foundation committee, choose Rotarians with excellent communication skills, international experience, and community or international volunteer experience. Former program participants are also good candidates.

The Rotary Foundation committee should develop and carry out plans to support The Rotary Foundation through financial contributions and club participation in Foundation programs. Include the Foundation committee as one of the five standing committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed.

Rotary Foundation Committee Responsibilities

Your Rotary Foundation committee has the following responsibilities:

- Assessing the current state of the club's Foundation efforts with the president-elect
- Setting club goals that support district goals for Foundation fundraising and program participation
- Assisting the president in developing a Foundation action plan
- Identifying Rotary Foundation resources available to support club goals
- Educating Rotarians about The Rotary Foundation
- Ensuring proper stewardship of Foundation grant funds

District Support for The Rotary Foundation

Members of the district Rotary Foundation committee can provide guidance about The Rotary Foundation. It can also put your club in contact with other Rotary clubs working on similar projects. Contact your district Rotary Foundation chair with questions about The Rotary Foundation.

地區扶輪基金研習會

地區扶輪基金研習會的目的在把扶輪基金會有關達成世界瞭解及和平的訊息傳達給每一位扶輪社員。鼓勵扶輪社社長、扶輪堂基金會委員會委員、及其他感興趣的扶輪社員出席，以更瞭解扶輪基金會。

扶輪基金會計畫

扶輪基金會有三大主要計畫領域

- 教育計畫
- 人道獎助金計畫
- 根除小兒麻痺等疾病計畫

教育計畫

透過教育計畫，扶輪基金會提供學生、教育者、與事業及專業人士，體驗另一個與培養長久友誼機會，以促進國際瞭解。透過教育計畫，參加者可瞭解他們當地及世界社區的需求，以及扶輪提供哪些機會來協助致力於滿足這些需求。目前提供下列教育計畫：

- 大使獎學金 Ambassadorial Scholarships
- 扶輪大學教師獎助金 Rotary Grants for University Teachers
- 團體研究交換 Group Study Exchange(GSE)
- 扶輪和平及解決衝突國際研究中心 Rotary Centers for International Studies in Peace and conflict resolution
- 扶輪和平及衝突研究 Rotary Peace and Conflict Studies(朱拉隆功大學)

關於這些計劃的介紹，請見附錄 29。

扶輪社員參與挑選、訓練、與接待教育計畫參與者的工作。貴社能以各種方式參與教育計畫，包括：

- 邀請獎學金學生、扶輪世界和平獎學金學生、及 GSE 團員和貴社分享他們的經驗
- 提名大使獎學金學生、扶輪世界和平獎學金學生 Peace and Conflict Studies Fellows、扶輪大學教師獎助金受獎人、或 GSE 團員
- 公佈交換機會

人道獎助金計畫

扶輪基金會的人道獎助金計畫供應獎助金給扶輪社及地區來執行人道計畫。有數種類型的獎助金可供因應不同的服務需求及提供經費的選擇：

- 配合獎助金 Matching Grants

District Rotary Foundation Seminar

The purpose of the district Rotary Foundation seminar is to reach every Rotarian with The Rotary Foundation's message of achieving world understanding and peace. Club presidents, club Foundation committee members, and other interested Rotarians are encouraged to attend to learn more about the Foundation.

Rotary Foundation Programs

The Rotary Foundation has three main program areas:

- Educational Programs
- Humanitarian Grants Program
- PolioPlus

Educational Programs

Through its Educational Programs, The Rotary Foundation furthers international understanding by providing opportunities for students, educators, and business and professional people to experience another culture and develop long-lasting friendships. Through Educational Programs, participants learn about the needs of their local and world communities and the opportunities available through Rotary to help address them. The following educational programs are offered:

- Ambassadorial Scholarships
- Rotary Grants for University Teachers
- Group Study Exchange (GSE)
- Rotary Centers for International Studies in peace and conflict resolution
- Rotary Peace and Conflict Studies (Chulalongkorn University)

For a description of these programs, see appendix 29.

Rotarians are involved in the selection, orientation, and hosting of Educational Programs participants. Your club can get involved with Educational Programs in a variety of ways, including:

- Inviting scholars, Rotary World Peace Fellows, and GSE team members to share their experiences with your club
- Nominating Ambassadorial Scholars, Rotary World Peace Fellows, Peace and Conflict Studies Fellows, Rotary Grants for University Teachers recipients, or GSE team members
- Publicizing the exchange opportunity

Humanitarian Grants Program

The Humanitarian Grants Program of The Rotary Foundation provides grants to Rotary clubs and districts to implement humanitarian projects. Several grant types are available to address different service needs and funding options:

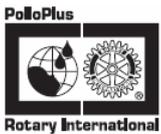
- Matching Grants

扶輪社社長及秘書能 www.rotary.org 的社員事務入口 Member Access 查看該社的基金會捐獻。
Club presidents and secretaries can review their club's Foundation contributions in Member Access at www.rotary.org.
有關貴社參與扶輪基金會各項計畫的各種方式資訊，可參見『扶輪基金會速覽指南』The Rotary Foundation Quick Reference Guide。
Information about the variety of ways your club can participate in the programs of The Rotary Foundation can be found in The Rotary Foundation Quick Reference Guide.

- 地區簡化獎助金 District Simplified Grants
- 保健、防飢及人道(3-H)獎助金 Health , Hunger and Humanity(3-H)Grants
- 義工服務獎助金 Volunteer Service Grants
- 關於人道獎助金的說明，請見附錄 29
- 扶輪基金會保管委員會已訂定以下標準來導人道獎助金計畫：
- 獎助金應該致力於滿足扶輪社員們已經在社區找出的人道需求，並以其能繼續自立發展為目標。
- 所有扶輪基金會獎助金需要扶輪社員的積極參與。
- 獎助金應該協助發展更強大的扶輪網路。
- 所有獎助金必須展現致力於經費的管理，以反映四大考驗及負責的財務督導。管理包括詳細且盡責的計畫規劃、呈報完整且精確的申請表及附帶文件、扶輪社員直接參與執行計畫、所有財務進出應該透明、及有效率和有效的報告。不當管理經費將會立刻被保管委員會調查，可能導致貴社及地區未來得不到扶輪基金會提供經費。

- District Simplified Grants
- Health, Hunger and Humanity (3-H) Grants
- Volunteer Service Grants
- For a description of the Humanitarian Grants Program, see appendix 29. The Trustees of The Rotary Foundation have established the following standards to guide the Humanitarian Grants Program:
- Grants should address humanitarian needs that Rotarians have identified in their communities with the aim of providing sustainable development.
- All Rotary Foundation grants require the active participation of Rotarians.
- Grants should assist in the development of stronger Rotary networks.
- All grants must display a commitment to stewardship of funds, which reflects The Four-Way Test and responsible fiscal oversight. Stewardship includes detailed and committed project planning, submission of complete and accurate applications with documentation, direct Rotarian involvement in the implementation of the project, transparency in all financial transactions, and efficient and effective reporting. Improper stewardship of funds will be promptly investigated by the Trustees and may result in your club and district not receiving future Foundation funding.

根除小兒麻痺等疾病計畫



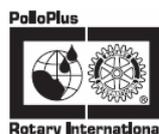
扶輪最著名的計畫就是根除小兒麻痺工作。根除小兒麻痺等疾病計畫 PolioPlus 是國際扶輪的組織計畫；跟它相關的活動，例如募款及免疫計畫，都透過扶輪基金會來執行。

全世界一百多萬個扶輪社員已經捐獻超過 6 億美元給根除小兒麻痺等疾病計畫。此外，全世界各地的扶輪社員可作為地方階層的強大義工網路，他們可在診所提供支援，以及動員他們的社區參與免疫或其他根除小兒麻痺活動。根除小兒麻痺等疾病夥伴計畫 PolioPlus Partners Program 讓扶輪社、地區、及扶輪社員個人能自願協助達成無小兒麻痺的世界的扶輪目標。

為確保達成全球根除小兒麻痺的目標，貴社可以進行下列活動：

- 與當地的衛生官員合作，透選維持高疫苗接種率來降低小兒麻痺在貴社區傳染的風險
- 捐款給根除小兒麻痺等疾病計畫，以支持在小兒麻痺流行國家進行全球根除小兒麻痺工作的迫切需求
- 參與根除小兒麻痺等疾病夥伴計畫，協助提供支援給自己國家努力根除小兒麻痺的扶輪社員
- 以根除小兒麻痺疾病計畫為主題，設計一個扶輪社例會節目
- 確定社員在全球證實無小兒麻痺之前，六掌握最新發展與保持參與
- 聯繫全國根除小兒麻痺等疾病計畫委員會主委協助監測活動

PolioPlus



Rotary's most recognized program is the effort to eradicate polio. PolioPlus is the corporate program of Rotary International; activities related to it, such as fundraising and immunization projects, are carried out through The Rotary Foundation. More than one million Rotarians worldwide have contributed over US\$600 million to PolioPlus. In addition, Rotary members around the world serve as a powerful volunteer network at the local level, providing support at clinics and mobilizing their communities for immunization or other polio-eradication activities. The PolioPlus Partners program allows Rotary clubs, districts, and individual Rotarians to voluntarily assist in reaching Rotary's goal of a polio-free world.

Your club can help ensure that the goal of global polio eradication is achieved by conducting the following activities:

- Working with local health officials to decrease the risk of polio in your community by maintaining high rates of immunization
- Contributing to PolioPlus to support critical global eradication needs in polio-endemic countries
- Participating in PolioPlus Partners to help provide supplemental support to Rotarians who are working to eradicate polio in their countries
- Devoting a weekly club program to the topic of polio eradication
- Ensuring club members remain informed and involved until the world is certified polio-free
- Contacting national PolioPlus committee chairs to assist with surveillance activities

每種人道獎金及教育計畫的特定資格標準可透過國際扶輪目錄、在 www.rotary.org、或的區扶輪基金委員會取得。 Specific eligibility criteria and application forms for each humanitarian grant and educational program are available through the RI Catalog, at www.rotary.org, or from your district Rotary Foundation committee.

扶輪基金會前受獎人

扶輪基金會前受獎人自1947年以來曾獲得計畫獎助者，目前超過90,000人。貴社應該和在你的區域先前參加過基金會計畫者保持聯絡，因為他們是扶輪基金會的提倡者。貴社應該運用基金會前受獎人來說明扶輪基金會計畫的價值。請鼓勵前受獎人成為扶輪社員及扶輪基金會的潛在捐獻人。聯繫貴地域的扶輪基金會前受獎人協調人，以瞭解如何把基金會前受獎人納入扶輪社活動中。

捐獻

對扶輪基金會的財務捐獻資助了它的教育及人道計畫。當扶輪社員能夠扮演積極角色，透過教育和文化交流、及人道計畫來改善這世界，並目睹卓越成果時，他們便瞭解到對扶輪基金會予以財務支持才可能有那些機會。捐給扶輪基金會的捐獻可以指定給年度計畫基金或永久基金。

年度計畫基金捐獻---支持今天



年度計畫基金 Annual Programs Fund 是扶輪基金會所有計畫的主要支持來源。年度計畫基金的錢每年用在基金會計畫，例如團體研究交換、大使獎學金學生、地區簡化獎助金、及配合獎助金。作為扶輪社社長當選人，你將領導貴社設定年度計畫基金目標，並鼓勵每個扶輪社員每年捐獻 100 美元或更多。

請務必向社員解釋計畫參與和財務支持之間的基本關連性。支持「每位扶輪社員，每年捐獻」工作：

以身作則來領導。扶輪年度之內儘早對扶輪基金會捐獻。

鼓勵並要求每位扶輪社社員每年捐獻。

告知社員他們對年度計畫基金的捐獻如何支持扶輪基金會在世界行善的計畫。

表彰支持扶輪基金會的扶輪社員。

永久基金---確保扶輪基金會的明天



永久基金 Permanent Fund 透過捐助的金錢來確保扶輪基金會計畫的未來。基金獲利之可動用部份每年都用來資助扶基金會計畫，

可提供額外經費以滿足扶基金會各項度計的需求，例如配合獎助金、及團體研究交換團。永久基金最近的成長已經增加基金會支持其年度計畫的能力。對永久基金的捐獻通常採一次付清捐獻的形式，如巨額捐獻或捐助基金、遺贈、或終生收入協議。因為對永久基金的捐獻可能比較複雜，詳細資訊請聯繫你的地區扶輪基金委員會。

Foundation Alumni

Rotary Foundation alumni are the more than 90,000 people who have received program awards from the Foundation since 1947. Your club should maintain contact with former Foundation program participants in your area, who are advocates for The Rotary Foundation. Your club should use Foundation alumni to show the value of Foundation programs. Encourage alumni to become Rotarians and potential donors to The Rotary Foundation. Contact the Rotary Foundation alumni coordinator for your region to find out how you can integrate Foundation alumni into club activities.

Contributions

Financial contributions to The Rotary Foundation fund its educational and humanitarian programs. When Rotarians can see extraordinary results and play active roles in making the world a better place through educational and cultural exchanges and humanitarian projects, they understand how financial support of The Rotary Foundation makes those opportunities possible. Contributions sent to the Foundation can be directed to the Annual Programs Fund or the Permanent Fund.

Annual Programs Fund — For Support Today



The Annual Programs Fund is the primary source of support for Rotary Foundation programs. The money in the Annual Programs Fund is spent every year on Foundation programs, such as Group Study Exchange, Ambassadorial Scholars, District Simplified Grants, and Matching Grants. As club president-elect, you will lead your club in establishing a goal for the Annual Programs Fund, encouraging every Rotarian to give US\$100 or more every year.

It's essential that you explain to club members the fundamental connection between program participation and financial support. To support the Every Rotarian, Every Year effort:

- Lead by example. Make your gift to the Foundation early in the Rotary year.
- Encourage and ask every club member to make a gift every year.
- Inform members of how their contributions to the Annual Programs Fund support Foundation programs that achieve good in the world.
- Recognize Rotarians who support The Rotary Foundation.

Permanent Fund — To Secure Tomorrow



The Permanent Fund secures Rotary Foundation programs for the future through endowments. The spending portion of the fund's earnings is allocated to benefit Foundation programs every year, providing additional funds to meet the demand for Foundation annual programs such as Matching Grants and Group Study Exchange teams. The recent growth of the Permanent Fund has increased the Foundation's ability to support its annual programs. Donations to the Permanent Fund often take the form of outright gifts, usually Major Gifts or endowed funds, bequests, or life-income agreements. Because donations to the Permanent Fund can be complex, contact your district Rotary Foundation committee for additional information.

作為社長當選人，你將繳交扶輪基金會基金發展扶輪社目標報告表，你將在扶輪社社長當選人訓練會收到該表。
As president-elect, you will submit The Rotary Foundation Fund Development Club Goal Report Form, which you'll receive at PETS.

分享及地區指定用途基金

分享制度 SHARE system 可將扶輪基金會的經費分配到全世界各地，並讓扶輪地區能參與決定經費如何運用的程序。透過分享制度，對扶輪基金會的捐獻將轉變成大使獎學金、配合獎助金、團體研究交換、及基金會其他計畫。

在每個扶輪年度結束時，一個地區所有扶輪社對年度計畫基金的捐獻將被拆入二個基金：

- 百分之 50 歸入世界基金 World Fund
- 百分之 50 歸入地區指定用途基金 District Designated Fund(DDF)

扶輪基金會用世界基金來作為所有扶輪地區都能參與的世界性計畫之經費。你的地區則可用 DDF 部份來資助它選擇的扶輪基金會計畫。

扶輪基金會有一個獨特的提經費周期，即在收到捐給計畫之捐獻 3 年後予以運用。3 年的周期給各地區有時間去規劃計畫及挑選參加者，並讓扶輪基金會能將捐獻拿去投資。那些投資的獲利可用支付一般行政管理及基金發展之費用。

你的地區扶輪基金委員會負責決定如何使用現有的指定用途基金，通常應諮詢貴地區各扶輪社的意見。

捐獻表彰

扶輪基金會表彰捐獻者，以感謝其財務捐獻或承諾未來捐獻。捐獻表彰對扶輪基金會支持續獲得財務支持十分重要。真誠感謝捐獻者的捐獻是增加未來財務支持的第一步。

以下為扶輪基金會表彰個人與扶輪社捐獻的各種方式：

個人：

- 扶輪基金會贊助會員 Rotary Foundation Sustaining Member
- 保羅·哈理斯之友獎 Paul Harris Fellow Recognition
- 多次捐獻保羅哈理斯之友 Multiple Paul Harris Fellow
- 紀念保羅·哈理斯之友獎 Memorial Paul Harris Fellow
- 保羅·哈理斯紀念獎狀 Memorial Paul Harris Certificate
- 巨金捐獻者 Major Donor
- 永久基金捐助者 Benefactor
- 年度計劃基金表彰獎旗 Annual Programs Fund Recognition banner
- 扶輪基金會遺贈協會 The Rotary Foundation Bequest Society
- 感謝狀(企業亦可獲得)Certificate of Appreciation

SHARE and the District Designated Fund

The SHARE system distributes Rotary Foundation funds worldwide and allows Rotary districts to participate in the process of deciding how funds are spent. Through the SHARE system, contributions to The Rotary Foundation are transformed into Ambassadorial Scholarships, Matching Grants, Group Study Exchanges, and other Foundation programs.

At the end of every Rotary year, the contributions to the Annual Programs Fund from all of the Rotary clubs in a district are divided into two funds:

- 50 percent credited to the World Fund
- 50 percent credited to the District Designated Fund (DDF)

The World Fund portion is used by the Foundation to pay for the worldwide programs available to all Rotary districts. The DDF portion is used by your district to fund the Foundation programs of its choice.

The Rotary Foundation has a unique funding cycle that uses contributions for programs three years after they are received. The three-year cycle gives districts time for program planning and participant selection and allows the Foundation to invest the contributions. The earnings from those investments pay for general administration and fund development.

Your district Rotary Foundation committee is responsible for deciding how to use the available District Designated Fund, often in consultation with the clubs in your district.

Contribution Recognition

The Rotary Foundation presents recognition to donors in appreciation of financial contributions or commitments for future contributions. Contribution recognition is critical to the ongoing financial support of The Rotary Foundation. The sincere acknowledgement of a donor's gift is the first step toward additional financial support.

The Rotary Foundation provides the following types of contribution recognition to individuals and clubs:

Individuals

- Rotary Foundation Sustaining Member
- Paul Harris Fellow Recognition
- Multiple Paul Harris Fellow
- Memorial Paul Harris Fellow
- Memorial Paul Harris Certificate
- Major Donor
- Benefactor
- Annual Programs Fund Recognition banner
- The Rotary Foundation Bequest Society
- Certificate of Appreciation (also available to corporations)

扶輪社：

- 100% 扶輪基金會贊助會員扶輪社獎旗 100% Rotary Foundation Sustaining Member Club Banner (每年頒發)
- 「每位扶輪社員，每年捐獻」獎旗 Every Rotarian, Every Year banner (每年分發)
- 扶輪社每人平均捐獻年度計畫基金前三名扶輪社獎旗 Top Three Annual Programs Fund Per Capita Club banner (每一地區；每年頒發)
- 100% 保羅·哈理斯之友扶輪社獎旗 100% Paul Harris Fellow Club banner (應要求頒發)

Clubs

- 100% Rotary Foundation Sustaining Member club banner (awarded annually)
- Every Rotarian, Every Year banner (awarded annually)
- Top Three Annual Programs Fund Per Capita Club banner (per district; awarded annually)
- 100% Paul Harris Fellow Club banner (upon request)

資源

下列資源可幫助貴社達成扶輪基金會目標：

資訊性的資源

- 『捐獻者表彰小冊子』 Donor Recognition Booklet (189-MU) — 多國語言的小冊子，詳述扶輪基金會所有的捐獻者表彰形式。
- 『每位扶輪社員，每年捐獻扶輪社成功資料袋』 Every Rotarian, Every Year Club Success Kit (958-NE) — 協助扶輪社推廣年度計畫基金捐獻之摺頁、貼紙、及說明。
- 『公式名錄』 Official Directory (007-EN)
- 『有效能扶輪社規劃指南』 Planning Guide for Effective Rotary Clubs (附錄 39)
- 『根除小兒麻痺等疾病計畫摺頁』 PolioPlus Brochure (323-EN) — 提供全球根除小兒麻痺工作最新消息，包括最近的發展及統計數字，以及描述扶輪的貢獻、計畫主要夥伴、及達成無小兒麻痺世界仍待完成的挑戰。
- 『國際扶輪目錄』 RI Catalog (019-EN)
- 『扶輪基金會實況』 Rotary Foundation Facts (159-EN) — 基金會最近統計數字之摺頁。
- 『扶輪基金會速覽指南』 The Rotary Foundation Quick Reference Guide (219-EN)

www.rotary.org

點選：

- Member Access 社員事務入口 (www.rotary.org)
- The Rotary Foundation 扶輪基金會 (www.rotary.org/foundation) 扶輪基金會計畫所有層面的詳細資訊的完整、最新來源；「每位扶輪社員，每年捐獻」募款策略；表彰機會；許多可免費下載之資料。

Resources

The following resources are available to help your club achieve its Foundation goals:

Informational Resources

- *Donor Recognition Booklet* (189-MU) — Multilanguage booklet detailing all available forms of Foundation donor recognition.
- *Every Rotarian, Every Year Club Success Kit* (958-EN) — Brochures, stickers, and instructions to help Rotary clubs promote contributions to the Annual Programs Fund.
- *Official Directory* (007-EN)
- *Planning Guide for Effective Rotary Clubs* (appendix 39)
- *PolioPlus Brochure* (323-EN) — Update on the global polio eradication effort, including recent developments and statistics, and a description of the contributions of Rotary and its major partners and the challenges remaining to achieve a polio-free world.
- *RI Catalog* (019-EN)
- *Rotary Foundation Facts* (159-EN) — Brochure of the most recent Foundation statistics.
- *The Rotary Foundation Quick Reference Guide* (219-EN)

www.rotary.org

Click on:

- Member Access (www.rotary.org)
- The Rotary Foundation (www.rotary.org/foundation) — A comprehensive, current source of detailed information on all aspects of Rotary Foundation programs; Every Rotarian, Every Year fundraising strategies; recognition opportunities; and many free downloads.

關於扶輪社基金會表彰，請見『捐獻者表彰』 Donor Recognition Booklet 小冊子。
For details on Rotary Foundation recognition, see the Donor Recognition Booklet.

關鍵詞查詢：

- **Gift Acceptance Policy Manual** 捐獻接受政策手冊—扶輪基金會接受的捐獻種類簡介，包括對永久基金的捐獻。
- **PolioPlus Partners Open Projects List** 根除小兒麻痺等疾病夥伴計畫開放計畫清單—一份在流行小兒麻痺及高危險國家且需要支援的計畫清單。
- **WCS Projects Exchange Database** 世界社區服務 (WCS) 計畫交換資料庫

財務資源

- 來自個人捐獻或當地企業的捐款
- 扶輪基金會各項獎助金

人力資源

- **年度計畫基金策略顧問 Annual Programs Fund strategic adviser**—被指派和地域扶輪基金會協調人合作的扶輪社員，作為你那個地域的年度計畫基金主要資源。
- **地區扶輪基金委員會**—負責督導扶輪基金會在貴地區的所有活動。
- **巨金捐獻顧問 Major Gift adviser**—被指派和地域扶輪基金會協調人合作的扶輪社員，作為你那個地域的永久基金及巨金捐獻的主要資源。
- **全國根除小兒麻痺等疾病計畫委員會 National PolioPlus committees**—負責在國家階層支持根除小兒麻痺等疾病計畫，及繳交計畫需求給根除小兒麻痺等疾病夥伴計畫。
- **地域扶輪基金會協調人 Regional Rotary foundation coordination (RRFC)**—被指派擔任你那個地域的扶輪基金會主要資源的扶輪社員。
- **扶輪基金會前受獎協調人 Rotary Foundation alumni coordination (RFAC)**—被指派和地域扶輪基金會協調人合作的扶輪社員，目的在鼓勵扶輪社及地區使扶輪基金會前受獎人參與扶輪活動。
- **扶輪基金會發展服務辦事員 Rotary Foundation Development Service staff**—國際扶輪世界總部的辦事員，能回答有關對扶輪基金會之捐獻的表彰問題。
- 扶輪基金會辦事員

關於聯絡資訊，請見『公式名錄』或到 www.rotary.org 查閱。出版品可以從國際扶輪目錄訂購或在 www.rotary.org 下載。

Keyword searches:

- **Gift Acceptance Policy Manual** — Overview of the types of gifts accepted by The Rotary Foundation, including gifts to the Permanent Fund.
- **PolioPlus Partners Open Projects List** — A list of projects in polio-endemic and high-risk countries in need of support.
- **WCS Projects Exchange Database**

Financial Resources

- Funds from individual donors or local businesses
- Rotary Foundation grants

Human Resources

- **Annual Programs Fund strategic adviser** — Rotarian appointed to work with the regional Rotary Foundation coordinator to serve as the primary Annual Programs Fund resource for your specific region.
- **District Rotary Foundation committee** — Responsible for overseeing all Rotary Foundation activity in your district.
- **Major Gift adviser** — Rotarian appointed to work with the regional Rotary Foundation coordinator to serve as the primary Permanent Fund and major gift resource for your specific region.
- **National PolioPlus committees** — Responsible for supporting PolioPlus at the national level and submitting project requests to the PolioPlus Partners program.
- **Regional Rotary Foundation coordinator (RRFC)** — Rotarian appointed to serve as the primary Rotary Foundation resource for your specific region.
- **Rotary Foundation alumni coordinator (RFAC)** — Rotarian appointed to work with the regional Rotary Foundation coordinator to encourage Rotary clubs and districts to involve Foundation alumni in Rotary activities.
- **Rotary Foundation Development Services staff** — Staff members at RI World Headquarters who can answer questions about recognition contributions to The Rotary Foundation.
- **Rotary Foundation staff**

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 28

APPENDIX 28

討論問題：扶輪基金會

Discussion Questions for The Rotary Foundation

當你為出席社長當選人訓練會而做準備時，請思考這些問題。貴社目前參與扶輪基金會哪些計畫？

Consider these questions in preparation for your presidents-elect training seminar. What programs of The Rotary Foundation is your club currently involved with?

為什麼貴社應該支持年度計畫基金及永久基金？

Why should your club support both the Annual Programs Fund and the Permanent Fund?

貴地區如何支持扶輪基金會？

How does your district support The Rotary Foundation?

什麼樣的扶輪基金會推廣策略(包括計畫參與及提供經費)在貴社奏效過？

What strategies for promoting The Rotary Foundation (both in program participation and funding) have worked for your club?

附錄 29

扶輪基金會的計畫

教育計畫

大使獎學金	提供獎學金給到國外擔任親善大使的學生，以增進國際瞭解。
扶輪大學教師獎助金	提供獎助金給高等教育教師到低收入國家的學院/大學教書，該計畫不僅建立瞭解及發展，同時也強化低收入國家的高等教育。
團體研究交換	使在不同國際的兩個地區之間的傑出、年輕非扶輪社員之事業及專業人士能夠組團交換訪問，GSE 團可以有特別焦點，例如單一職業、人道關懷、或鄰近國家的問題
扶輪和平及解決衝突國際研究中心	提供扶輪世界和平獎學金給個人，使其能到 6 個扶輪和平及解決衝突國際研究中心之一攻讀 1-2 年的國際關係、解決衝突、及相關主街的碩士學位。
扶輪和平及衝突研究(朱拉隆功大學)	提供解決衝突的工具各種產業及領域的專業人士，以促進和平及和平的解決衝突。課程包括上課及實地應用。

人道獎助金計畫

配合獎助金	獎助金提供配合款來支持和國外扶輪社員合作的國際人道服務計畫。
地區簡化獎助金	支持地區的服務活動或人道工作。
保健、防飢及人道(3-H)獎助金	支持長期、可繼續維持、並整合的草根發展計畫，因為該計畫規模太大，不是一個扶輪社或地區能獨力執行。
義工服務獎助金	支持扶輪社員個人及扶輪社員配偶規劃或執行服務計畫之醫行(每年每一個人以兩個獎為限)。

根除小兒麻痺等疾病計畫

根除小兒麻痺等疾病計畫獎助金	支持在流行小兒麻痺、最近流行、或高危險國家的全球根除小兒麻痺工作，包括舉辦全國免疫日、監督小兒麻痺病毒的蔓延、及其他活動。
根除小兒麻痺等疾病夥伴計畫	支持扶輪社友在流行小兒麻痺、最近流行、或高危險國家的全球根除小兒麻痺工作，包括舉辦全國免疫日、監督小兒麻痺病毒的蔓延、及其他活動。

APPENDIX 29

Discussion Questions for The Rotary Foundation

EDUCATION PROGRAMS

Ambassadorial Scholarships	Provide scholarships to students who serve abroad as ambassadors of goodwill to improve international understanding.
Rotary Grants for University Teachers	Provide grants to higher education faculty to teach at colleges/universities in low-income countries. The program builds understanding and development while strengthening higher education in low-income countries.
Group Study Exchange (GSE)	Enables an exchange of teams of outstanding, young non-Rotarian business and professional people between districts in different countries. GSE teams may have special focuses, such as a single vocation, humanitarian concerns, or neighboring country issues.
Rotary Centers for International Studies in peace and conflict resolution	Provide Rotary World Peace Fellowships to individuals pursuing a one-to-two-year master's degree in international relations, peace, conflict resolution, and related subjects at one of the six Rotary centers for International Studies in peace and conflict resolution.
Rotary Peace and Conflict Studies (Chulalongkorn University)	Provide professionals in various industries and fields with the conflict resolution tools to foster peace and peaceful conflict resolution. Curriculum includes both coursework and practical fieldwork application.

HUMANITARIAN GRANTS PROGRAM

Matching Grants	Provide matched funds to support international humanitarian service projects in cooperation with Rotarians in another country.
District Simplified Grants	Support the service activities or humanitarian endeavors of districts.
Health, Hunger and Humanity (3-H) Grants	Support long-term, sustainable, and integrated grassroots development projects that are too large for one club or district to implement on its own.
Volunteer Service Grants	Support the travel of individual Rotarians and spouses of Rotarians planning or implementing international service projects (limit of two awards per year per individual).

POLIOPLUS

PolioPlus Grants	Support global eradication efforts in polio-endemic, recently endemic, or high-risk countries, including conducting National Immunization Days and monitoring poliovirus transmission, and other activities.
PolioPlus Partners	Support global eradication efforts of fellow Rotarians in polio-endemic, recently endemic, or high-risk countries, including conducting National Immunization Days and monitoring poliovirus transmission, and other activities.

供你的社長當選人
訓練會之用

附錄 30

第7節摘要：扶輪基金會

資源

資訊性的資源

地區扶輪基金研習會

「公式名錄」 *Official Director*(007-EN)

『國際扶輪目錄』 *RI Catalog*(019-EN)

『扶輪基金會速覽指南』 *The Rotary Foundation Quick Reference Guide*(219-EN)

人力資源

助理總監

地區扶輪基金委員會委員

基金會前受人

扶輪社員及他們的家人

其他資源

-
-

www.rotary.org

關鍵詞查詢：

PolioPlus Partners Open Projects List

根除小兒麻痺等疾病夥伴計畫開放畫清單

WCS Projects Exchange Database

世界社區服務(WCS)計畫交換資料庫

點選：

Member Access 社員事務入口

The Rotary Foundation 扶輪基金會

財務資源

來自個人捐獻人或當地企業的捐款

來自其他基金會的獎助金

扶輪基金會獎助金

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect training seminar.

APPENDIX 30

Summary of Session 7: The Rotary Foundation

Resources

Informational Resources

District Rotary Foundation seminar
Official Directory (007-EN)
RI Catalog (019-EN)
The Rotary Foundation Quick Reference Guide (219-EN)

Human resources

Assistant governor
District Rotary Foundation committee members
Foundation alumni
Rotarians and their families

www.rotary.org

Keyword searches:
PolioPlus Open Projects List
WCS Projects Exchange
Click on:
Member Access
The Rotary Foundation

Financial Resources

Funds from individual donors or local businesses
Grants from other foundations
Rotary Foundation grants

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

8 公共關係

8 Public Relations

公共關係對於扶輪的未來不可或缺。它告知全世界各地的社區，扶輪是一個能滿足真正的需求，可信賴的組織。它也激勵扶輪社員成為所屬扶輪社及扶輪地區的積極的社員。每個扶輪社應該擬定並執行一個成功的公共關係計劃，在社區發揮效能。計畫可採取許多形式，從在社刊推廣青少年交換學生，到報紙報導扶輪社一項有趣的計畫。無論國與國之間的文化差異有多大，所有扶輪社都有其應溝通的對象。

Public relations is essential to Rotary's future. It informs communities around the world that Rotary is a credible organization that meets real needs. It also motivates Rotarians to be active members of their club and district. Every Rotary club should develop and implement a successful public relations plan to be effective in the community. The plan can take many forms, from promotion of a Youth Exchange student in the club bulletin to newspaper coverage of an interesting club project. Regardless of the cultural differences from one country to another, all Rotary clubs have audiences that they should communicate with.

你的扶輪社領導團隊及扶輪社社員，特別是扶輪社公共關係委員會，應該擬定並執行公共關係計畫。

Your club leadership team and club members, particularly the club public relations committee, should develop and implement the public relations plan.

責任

作為社長當選人，你有下列公共關係責任：

- 指派貴社公共關係委員會委員並和該委員會會商，以擬定一個行動計畫來執行貴社公共關係行動。
- 利用『有效能扶輪社規劃指南』(附錄 39)，來檢討貴社目前的公共關係行動。
- 利用『有效能扶輪社規劃指南』來設定公共關係目標。
- 確使貴社推動的計畫與活動能有正面的形象吸引媒體的注意。

作為社長，你有下列公共關係責任：

- 在與媒體合作時擔任扶輪社發言人，或找出一個瞭解主要扶輪訊息的社友擔任發言人
- 定期提供有關扶輪使命與貴社之社區工作的最新訊息給事業與民間領袖、年輕人、與其他組織
- 確保每個扶輪社社員充分認識扶輪歷史、扶輪宗旨、及扶輪計畫和活動

Responsibilities

As president-elect, you have the following public relations responsibilities:

- Appointing and meeting with your club public relations committee to develop an action plan to carry out your club public relations initiatives
- Reviewing your club's current public relations initiatives, using the *Planning Guide for Effective Rotary Clubs* (appendix 39)
- Setting public relations goals, using the *Planning Guide for Effective Rotary Clubs*
- Ensuring that your club conducts projects and activities that will attract positive media attention

As president, you have the following public relations responsibilities:

- Serving as the club spokesperson when working with the media, or identifying a fellow club member who has an understanding of key Rotary messages to serve as spokesperson
- Providing regular updates to business and civic leaders, young people, and other organizations on Rotary's mission and the club's community efforts
- Ensuring that every club member is fully informed about Rotary's history, the Object of Rotary, and Rotary programs and activities

- 激勵扶輪社社員了解並履行扶輪社公共關係責任
- 培養與當地媒體代表的關係
- 鼓勵社員透過個人、事業、與專業上往來接觸的人，尋找促進扶目標與成就的機會
- 設法宣傳彰顯扶輪使命與成就的成功服務計畫或其他活動。

透過有效能的公共關係，貴社將能夠：

- 為各項計畫取得支持及資源
- 建立與其他社區組織的聯繫
- 吸引合格的社員
- 表彰對於社區有貢獻的扶輪社員

如果扶輪社員們能有意識地努力去和非扶輪社員分享他們的知識，社會大眾便能認識扶輪。為貴社創造一個正面的公共形象必須同時在扶輪社及社區進行。

扶輪社公共關係委員

扶輪社公共關係委員應該擬定並執行一項計畫，以提供扶輪資訊給社會大眾，並宣傳貴社的服務計畫及活動。作為貴社的主要發言人，你應協助執行並不斷評估貴社公共關係計畫。請把公共關係委員會列為貴社 5 個常設委員會之一。貴社可修改細則以反映這個委員會的特定責任，如有需要可增設小組委員會。

當指派貴社公共關係委員會時，選擇能有效代表貴社發言的扶輪社員，即表達能力強且熟悉國際扶輪及貴社者。至於委員會主委人選，應選擇有專業公共關係經驗且熟知當地媒體的扶輪社社員。

扶輪社公共關係委員會的責任

貴社公共關係委員會有下列責任：

- 和社長當選人一起評估貴社目前的公共關係計畫
- 協助社長當選人擬出一個公共關係計畫，包括行動步驟
- 編寫一份媒體聯絡人名單，並定期更新名單
- 迅速且精確回應媒體對於扶輪社活動的詢問
- 對扶輪社社長提出有關公共關係事務的意見
- 提供關於扶輪社及扶輪的資料給社會大眾-它的歷史、目標、及成就
- 與媒體合作以達正確報導扶輪社活動消息
- 和社區內關鍵的組織及導人溝通
- 和地區公共關係主委合作以使該委員會隨時獲知可能會引起當地社區以外地方感興趣的重大新聞

- Inspiring club members to understand and carry out their club public relations responsibilities
- Cultivating relationships with local media representatives
- Encouraging club members to seek opportunities to further the aims and accomplishments of Rotary through personal, business, and professional contacts
- Seeking publicity for successful service projects or other activities that illustrate Rotary's mission and accomplishments

Through effective public relations, your club will be able to

- Gain support and resources for projects
- Build links with other community organizations
- Attract qualified members
- Recognize Rotary members for their contributions to their community

The public can learn about Rotary if Rotarians make a conscious effort to share their knowledge with non-Rotarians. Creating a positive public image for your club must take place in both the club and the community.

Club Public Relations Committee

The club public relations committee should develop and execute a plan to provide the public with information about Rotary and promote your club's service projects and activities. As the main spokesperson for your club, you will help implement and continuously evaluate your club's public relations plan. Include the public relations committee as one of the five standing committees of your club. Your club may amend its bylaws to reflect the specific responsibilities of this committee, adding subcommittees as needed.

When appointing your club public relations committee, select Rotarians who will be effective spokespeople, those who are articulate and knowledgeable about Rotary International and your club. For committee chair, choose a club member who has professional public relations experience and is familiar with the local media.

Club Public Relations Committee Responsibilities

Your club public relations committee has the following responsibilities:

- Assessing the club's current public relations plan with the president-elect
- Assisting the president-elect in developing a public relations plan, including action steps
- Creating a list of media contacts, updating the list regularly
- Responding quickly and accurately to media inquiries about club activities
- Advising the club president on public relations matters
- Presenting information to the public about the club and Rotary — its history, goals, and accomplishments
- Working with the media to secure proper publicity for the club's activities
- Communicating with key organizations and leaders within the community
- Working with the district public relations chair to keep the committee informed of larger stories that may generate interest beyond the local community

請規劃例會及活動以舉辦扶輪理解推行月 Rotary Awareness(1 月)

Plan weekly meetings and activities in observance of Rotary Awareness Month (January)

公共關係的其他支援

所有扶輪社社員及扶輪社委員會應該一起提供有新聞價值的活動之訊息給公共關係委員會。下列委員會應該支援貴社的公共關係計畫：

- 扶輪社社員委員會(協助招募合格的媒體代表為社員)
- 扶輪社行政管理委員會(開發扶輪社的摺頁或網頁，並編製一份給社會大眾看的扶輪社實況說明單：提英文扶輪月刊或扶輪地域雜誌給當地媒體及社區場所，例如圖書館、醫院、及學校)
- 扶輪社服務計畫委員會(使公共關係委員會隨時獲知值得媒體報導的活動)
- 地區公共關係委員會(提供貴地區要其他扶輪社成功的公共關係策略)
- 國際扶輪(提供材料及工具讓貴社能在社區用來提高對扶輪的認識)

公共關係的要素

一個有效的公共關係運動需要時間、努力、及規劃，貴社公共關係委員會在扶輪年度始前擬定的行動計畫應該從對象、策略及工具、及所要推廣的計劃和活動著手。

對象

要確使扶輪社區擁有正面形象需要針對社區內不同對象規劃公共關係活動。這些對象包括：

- 媒體(報紙、廣播、電視)
- 當地政府官員
- 企業界
- 民間領袖
- 社區組織
- 直接受扶輪服務計畫影響的人
- 學生與教育人士
- 專門報導某個特別主題的記者，例如教育或健康

媒體

媒體是一個廣泛的名詞，可能包括電視台、報紙、國際通訊社、網際網路、及

- 線上出版品
- 工商業出版品
- 大眾能接觸到的有線電視台
- 廣播的公共事務節目及廣播談話節目

Other Support for Public Relations

All club members and club committees should work together to inform the public relations committee of newsworthy activities. The following committees should support your club public relations plan:

- Club membership committee (to assist in recruiting qualified media representatives as members)
- Club administration committee (to develop a club brochure or Web page and organize a Rotary fact sheet for the public; to provide *The Rotarian* or Rotary regional magazine to local media and community venues, such as libraries, hospitals, and schools)
- Club service projects committee (to keep the public relations committee informed of activities worthy of media coverage)
- District public relations committee (for public relations strategies that have been successful for other clubs in your district)
- Rotary International (for materials and tools your club can use to raise awareness of Rotary in the community)

Components of Public Relations

An effective public relations campaign requires time, effort, and planning. The action plan that your club public relations committee develops before the beginning of the Rotary year should address the audience, strategies and tools, and projects and activities to be promoted.

Audience

Ensuring a positive image of Rotary in the community requires public relations directed at different audiences in the community. These audiences may include:

- Media (newspaper, radio, television)
- Local government officials
- Business community
- Civic leaders
- Community organizations
- People directly affected by Rotary service projects
- Students and educators
- Specialized journalists who cover a particular topic, such as education or health
-

Media

Media is a broad term that can include television stations, newspapers, inter-national wire services, the Internet, and the publications of other organizations and institutions. Additional types of media include:

- Online publications
- Trade publications
- Public access cable stations
- Radio public affairs shows and radio talk shows

- 企業的通訊刊物
- 其他社區組織的通訊刊物
- 非傳統媒體，例如看板

鼓勵你的公共關係委員會用適當的媒體來處理有新聞價值的消息。例如，一件有強烈視覺效果的消息可能吸引當地電視台。

外界對媒體的時間及空間的爭取非常激烈，因此鼓勵貴社發創意並考慮運用各種媒體。

新聞稿

新聞稿是將資訊傳達給媒體的最普遍方法。它能提醒媒體注意一樁事件並作為一個新聞故事的基礎。一篇好的新聞稿應回答這些基本問題：何人、何事、何時、何地、為何、及如何。和貴社公共關係委員會合作以確保新聞稿的客觀，表達意見應該用引號、而且要言簡意賅(不超過一頁)

實況說明單

實況說明單提供關於扶輪、它的歷史、目標、及計畫的基本資訊。在扶輪社員之間，現況說明單是用來教育新社員及潛在社員；在扶輪之外，實況說明單可提供背景資訊給媒體、提高大眾的認識、並把有關扶輪活動的訊息提供給社會大眾。國際扶輪製作了本組織的實況說明單，請到 www.rotary.org 去取用。

有新聞價值的扶輪社活動及事件

下列扶輪社活動及事件可能引起媒體的興趣：

- 能滿足一項社區需求或顯示一種大的新聞趨勢的服務計畫
- 獲得貴社或當地一位扶輪社義工支持的國際服務計畫
- 有當地青少年或傑出的社區成員參與的計畫
- 名人或傑出演講人到例會演講
- 國際扶輪或扶輪基金會計畫參加者報告關於他們在另一種文化的體驗
- 扶輪少年服務團及扶輪青年服務團活動
- 當地扶輪社的週年紀念或計畫
- 有強烈視覺成份的新聞

其他能使社區更瞭解扶輪的方式包括：

- 贊助特別活動，例如馬拉松、資源回收工作、或扶輪計劃募款活動
- 製作可以張貼在整個社區的展覽品及平面展示品，尤其在特別活動期間
- 在報紙或雜誌、看板或巴士、或在航空或鐵路運輸中心，刊登廣告
- 建立與貴社來往的其他組織的公共關係辦事員的關係
- 鼓勵扶輪社員戴他們的扶輪領章，並在適當時機談到扶輪組織
- 把扶輪知識張貼在線上論壇、社區行事曆、或其他組織的網站

- Corporate newsletters
- Newsletters of other community organizations
- Nontraditional media, such as billboards

Encourage your public relations committee to match the newsworthy story with the appropriate medium. For example, stories with a strong visual element may appeal to a local television station.

There's tremendous competition for media time and space, so encourage your club to be creative and consider all types of media.

News Releases

A news release is the most widely used means of sending information to the media. It can alert media to an event and serve as the basis of a news story. A good news release answers the basic questions of who, what, when, where, why, and how. Work with your club public relations committee to ensure that the release is objective, expresses opinions in quotation marks, and is concise (no more than one page).

Fact Sheets

A fact sheet provides basic information on Rotary, its history, objectives, and project emphases. Among Rotarians, fact sheets are used to educate new and prospective members; outside Rotary, they supply the media with background information, raise public awareness, and inform the general public of Rotary's activities. Rotary International produces fact sheets for the organization, available at www.rotary.org.

Newsworthy Club Activities and Events

The following club activities and events may interest the media:

- Service projects that meet a community need or illustrate a larger news trend
- International service projects supported by your club or a local club volunteer
- Projects involving local youth or a prominent community member
- A notable or prominent speaker at a club meeting
- Presentation by an RI or Rotary Foundation program participant about their experiences in another culture
- Interact and Rotaract activities
- Anniversaries of local clubs or programs
- Stories with a strong visual element

Additional ways to make the community more aware of Rotary include:

- Sponsoring special events, such as marathons, recycling efforts, or fundraisers for a Rotary project or program
- Creating exhibits and displays that can be posted throughout the community, particularly during special events
- Advertising in newspapers or magazines, on billboards or buses, or in air or rail transportation centers
- Building a rapport with the public relations staff of other organizations your club is involved with
- Encouraging Rotarians to wear their Rotary lapel pins and talk about the organization when appropriate
- Posting Rotary information on an online forum, community calendar, or another organization's Web site

回答關於扶輪的問題

作為扶輪社社長，你是貴社領導人及發言人。你將對非扶輪聽眾演講以及和他們說話，包括對媒體、在計畫活動及捐贈儀式、扶輪社訪問、及其他場合。和你的公共關係委員會密切合作以擬定精簡的聲明，來向媒體說明扶輪及貴社。

作為一個發言人，你必須準備以最多25個字回答下列每一個問題：

- 什麼是扶輪？
- 何謂扶輪社員？
- 扶輪做什麼？

對這些問題的有效答案應該是正面的、事實、明確、且簡短。關於回答扶輪問題時應傳達的要點，請見附錄32之清單。

資源

下最公共關係出版品、資料、及資源，只是國際扶輪能提供的一部份。

資訊性的資源

- 「有效的公共關係：扶輪社指南」 *Effective Public Relations: A Guide for Rotary Clubs* (257-EN) --- 用來推廣扶輪社活動以吸引社區及潛在社員正面的注意的工具及小訣竅。
- 『有效能扶輪社規劃指南』 *Public Guide for Effective Rotary Clubs* (附錄39)
- 「公共關係：使它為你效勞」 *Public Relations: Make It Work for You* (269-EN) --- 顯示溝通在資訊時代之重要性的錄帶。
- 『國際扶輪目錄』 *RI Catalog* (019-EN)
- 『這是扶輪』 *This Is Rotary* (001-EN)
- 『視覺識別格式手冊』 *Visual Identify Style Manual* (547-EN)
- 『何謂扶輪？』 *What's Rotary?* (419-EN)

www.rotary.org

- 關鍵詞查詢：
- **Fact Pack 實況包**—國際扶輪及基金會現況說明單，可免費下載。
- **Public Relations 公共關係**—公共關係資訊，包括在世界各地進行的成功的公共關係工作的例子、新聞稿範例、及其他小訣竅及建議。
- **PR Tips 公共關係小訣竅**—主題為扶輪社及地區公共關係構想的雙週通訊，透過電子郵件寄發。

關於如格開始一個扶輪社公共關係計劃的詳細資訊，可以在『有效的公共關係：扶輪社指南』 *Effective Public Relations: A Guide for Rotary Clubs* 或 www.rotary.org 找到。

More Information on starting a club public relations program can be found in *Effective Public Relations: A Guide for Rotary Clubs* or at www.rotary.org.

國際扶輪公共關係獎表彰能顯示出媒體對扶輪活動有傑出的報導，並已經在他們的社區執行改進扶輪形象的計畫之扶輪社及地區。

The RI Public Relations Award recognizes clubs and districts that demonstrate outstanding media coverage of Rotary activities and have carried out programs that have improved the image of Rotary in their communities.

Answering Questions about Rotary

As club president, you're the leader and spokesperson of your Rotary club. You will be addressing and speaking with non-Rotary audiences, including the media, at project events and dedications, club visits, and other occasions. Work closely with your public relations committee to develop concise statements to explain Rotary and your club to the media.

As a spokesperson, you must be prepared to answer each of the following questions in no more than 25 words:

- What is Rotary?
- Who are Rotarians?
- What does Rotary do?

Effective answers to these questions should be positive, factual, specific, and brief. For a list of important points to convey when answering Rotary questions, see appendix 32.

Resources

The following public relations publications, materials, and resources are just some of those available from Rotary International:

Informational Resources

- *Effective Public Relations: A Guide for Rotary Clubs* (257-EN) — Tools and tips for promoting club activities to attract positive attention from the community and potential members.
- *Planning Guide for Effective Rotary Clubs* (appendix 39)
- *Public Relations: Make It Work for You* (269-EN) — Videotape showing the importance of communication in the information age.
- *RI Catalog* (019-EN)
- *This Is Rotary* (001-EN)
- *Visual Identity Style Manual* (547-EN)
- *What's Rotary?* (419-EN)

www.rotary.org

- Keyword searches:
- **Fact Pack** — RI and Foundation fact sheets available for free download.
- **Public Relations** — Public relations information, including examples of successful public relations efforts undertaken around the world, sample press releases, and other tips and suggestions.
- **PR Tips** — Biweekly newsletter sent via email on club and district public relations ideas.

- RI public service announcements 國際扶輪公益廣告 (PSAs)—由國際扶輪製作，供出版、廣播、及電視使用的聲明。

人力資源

- 助理總監
- 地區公共關係委員會—負責督導貴地區所有公共關係活動
- 國際扶輪扶輪社及地區支援代表
- 國際扶輪公共關係辦事員—在國際扶輪世界總部專門協助扶輪社、地區、及國扶輪執行公共關係工作的辦事員

關於聯絡資訊，請見『公式名錄』或到 www.rotary.org 查閱。出版品可以從國際扶輪目錄訂購或在 www.rotary.org 下載。

- RI public service announcements (PSAs) — Announcements produced by RI for print, radio, and television.

Human Resources

- Assistant governor
- District public relations committee — Responsible for overseeing all public relations activity in your district.
- RI Club and District Support representative
- RI Public Relations staff — Staff members at RI World Headquarters dedicated to assisting clubs, districts, and RI in their public relations efforts.

For contact information, see the *Official Directory* or go to www.rotary.org. Publications can be ordered from the *RI Catalog* or downloaded at www.rotary.org.

附錄 31

APPENDIX 31

討論問題：公共關係

Discussion Questions for Public Relations

當你為出席社長當選人訓練會而做準備時，請思考這些問題。你在貴社的公共關係扮演什麼角色？

Consider these questions in preparation for your presidents-elect training seminar. What is your role in your club's public relations?

貴區域有哪些種類的媒體？

What types of media are in your area?

什麼活動有正面的形象能吸引媒體注意貴社？

What activities can attract positive media attention for your club?

你如何準備擔任貴社發言人？

How can you prepare to serve as your club's spokesperson?

附錄 32

APPENDIX 32

重要的扶訊息

這些關鍵的扶訊息可以納入你的公共關係資料，或在對大眾演說使用。

扶輪是世界上最大的國際人道服務組織之一。

1. 扶輪社社員是一群由事業及專業領導人所組成的熱心義工，他們一起努力改善社區。
2. 全世界有 120 萬扶輪社員，分屬於將近 170 個國家的 32000 個扶輪社
3. 扶輪座右銘是『超我服務』。本組織致力於滿足全世界各地社區的需求。
4. 扶輪創立於 1905 年。

扶輪與和平

扶輪透過其教育及人道計畫促進和平及國際瞭解。

1. 扶輪贊助世界上最大的人道獎學金計畫。自從該計畫創始以來，已有來自 100 個國家的大約 34000 個學生成為扶輪的文化大使，他們利用從國外學習到的技術來幫助他們的社區。
2. 扶輪和世界各地的 7 所大學合作，提供和平及解決衝突方面的碩士學位課程。這個課程的目的在訓練下一代的大使和社會領導人，使其瞭解防止未來衝突的方法。
3. 世界各地的扶輪社每一年發起數以千計的國際人道計畫。每個我們教導閱讀的兒童，每個我們協助學會一技之長對成人，每個我們興建的社區遊戲場，都是向全世界和陸相處跨出一步。
4. 透過解決造成為穩定及衝突的基本問題---飢餓、貧窮、健康不佳、及文盲---扶輪社員協助促進和平。
5. 加入扶輪能讓所有文化及國籍的人建立超越政治悲線及緊張關係的終生友誼。

根除小兒麻痺等疾病計畫

扶輪的最高人道目標是要終結全世界的小兒麻痺。

1. 小兒麻痺，一種使人跛足且有時會致命疾病，仍然威脅非洲及亞洲部份地區的兒童。
2. 只要價值 60 美分的口服小兒麻痺疫苗，一個孩子就可以終生避免染上這種令人跛足的疾病。

終結全世界的小兒麻痺已有長足的進步。

3. 在 1980 年代，每天有 1000 個兒童被這種令人跛足的疾病感。自從扶輪及其全球的夥伴啟動全球根除小兒麻痺行動，在 20 年之內小兒麻痺病例已經大幅減少百分之 99。2005 年只有 1900 個案例被通報。

世界各地的扶輪社都對根除小兒麻痺目標有貢獻。

4. 扶輪社員們捐出他們的時間及金錢，來協助在 122 個國家為超過 20 億個兒童接種疫苗
5. 扶輪是全球根除小兒麻痺行動的最大的私人支持者，提供了 5 億多美元及數以千計的義工來協助此一行動。

扶輪將繼續打這場戰，直到證明全世界無小兒麻痺，每個兒童都不會受這種毀滅性疾病的威脅為止。

Key Rotary Messages

These key Rotary messages can be incorporated into your public relations materials or used when speaking to the public.

Rotary is one of the largest international humanitarian service organizations in the world.

1. Rotary club members are business and professional leaders who are committed volunteers working together to improve communities.
2. There are 1.2 million Rotary members world-wide who belong to 32,000 Rotary clubs in nearly 170 countries.
3. Rotary's motto is Service Above Self. The organization serves the needs of communities world-wide.
4. Rotary was founded in 1905.

Rotary and Peace

Rotary promotes peace and international understanding through its educational and humanitarian programs.

1. Rotary sponsors the largest privately funded international scholarships program in the world. Since the program's inception, about 34,000 students from 100 countries have become Rotary's cultural ambassadors, using the skills acquired from their studies abroad to help their communities.
2. Rotary has teamed with seven universities around the world to offer a master's degree program in peace and conflict resolution. The program aims to train the next generation of ambassadors and social leaders in methods for preventing future conflicts.
3. Rotary clubs around the world initiate thousands of international humanitarian projects every year. Each child we teach to read, every adult we help learn a trade, and every community playground we build is a step toward bringing the world together.
4. By addressing the underlying problems that create instability and trigger conflicts — hunger, poverty, poor health, and illiteracy — Rotary helps promote peace.
5. Membership in Rotary allows people from all cultures and nationalities to establish lifelong friendships that transcend political boundaries and tensions.

PolioPlus

Rotary's top philanthropic goal is to end polio worldwide.

1. Polio, a crippling and sometimes deadly disease, still threatens children in parts of Africa and Asia.
2. For as little as 60 cents worth of oral polio vaccine, a child can be protected against this crippling disease for life.

Tremendous progress has been made toward ending polio worldwide.

3. In the 1980s, 1,000 children were infected by this crippling disease every day. In the two decades since Rotary and its global partners launched the Global Polio Eradication Initiative, polio cases have been slashed by 99 percent. Fewer than 1,900 cases were reported in 2005.

Rotary clubs around the world have contributed to the goal of eradicating polio.

4. Rotary members have donated their time and money to help immunize more than two billion children in 122 countries.
5. Rotary is the largest private supporter of the Global Polio Eradication Initiative, providing more than US\$500 million and thousands of volunteers to the effort.

Rotary will continue the fight until the world is certified polio-free and every child is safe from this devastating disease.

供你的社長當選人
訓練會之用

附錄 33

第8節摘要：公共關係

資源

資訊性的資源

『有效的公共關係：是扶輪社指南』 *Effective Public Relations: A Guide for Rotary Clubs*(257-EN)

『公共關係：使它為你效勞』 *Public Relations: Make It Work for You*(269-EN)，錄影帶

『國際扶輪目錄』 *RI Catalog*(019-EN)

『這是扶輪』 *This Is Rotary*(001-EN)

『何謂扶輪？』 *What's Rotary ?*(419-EN)

www.rotary.org

關鍵詞查詢：

Public Relations 公共關係

PR Tips 公共關係小訣竅，每月二次的電子郵件通訊

RI public service announcements 國際扶輪公益廣告(PSAs)

人力資源

助理總監

地區公共關係委員會

國際扶輪公共關係辦事員

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect
training seminar.

APPENDIX 33

Summary of Session 8: Public Relations

Resources

Informational Resources

Effective Public Relations: A Guide for Rotary Clubs (257-EN)

Public Relations: Make It Work for You (269-EN), videotape

RI Catalog (019-EN)

This Is Rotary (001-EN)

What's Rotary? (419-EN)

www.rotary.org

Keyword searches:

Public Relations

PR Tips, a twice-monthly e-mail newsletter

RI public service announcements (PSAs)

Human resources

Assistant governor

District public relations committee

RI Public Relations staff

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

附錄 34

扶輪社公共關係：個案研究

請閱讀以下個案研究，並為皇家花園扶輪社寫出可逐步實施的公共關係計畫。請把焦點放扶輪社能直接接觸媒體及社區的 3-4 種方式，以分享該社扶輪計畫的故事。

皇家花園扶輪社位於一個人口 35000 人的繁華城鎮。該社的 40 個社員是皇家花園這個鎮的專業社群的典型代表。該社已經進行個服務計畫以支持社區的需求。最成功且進行最久的計畫對社區逐漸衰老的人口給予協助。透過這進行中的計畫，扶輪社社員們準備並分送餐飲、安排住家修繕、及訪問醫院。

該社也與當地學校合作以找出該地區所要挑選的一個大使獎學金候選人。這個學生目前正在攻讀全球暖化對海平面的影響，她一直都與該社定期通信，把她的經驗提供給他們。

該社例會節目經常吸引著名的當地演講人到社內談談社區所面臨的重要問題。出席率很高，而且社員們反應都很熱烈。

由該社舉辦的一項非正式的調查顯示，社區很少人知道該社所做的努力。據一些受調查者所說，他們把扶輪看成是一個老人社團。

數個社員已經抱怨很難吸引新社員，而且該社對社區所做的服務也沒受到表彰。該社過去 5 年的活動都沒有獲得媒體的報導。

這個鎮有二個廣播電臺。一個以流行音樂為主，另一個則是以新聞和幾個談話節目為主。日報的發行量有 15000 份，週報的發行量有 9000 份；兩報都能增印副刊。皇家花園也有一個當地有線電視台定期播放公益廣告。該鎮的新電影院也在電影預告開始之前，播出當地企業及組織的廣告。

當你擬定你的計畫時思考下列問題：

該社如格提供國際扶輪及扶輪社的基本資訊給媒體？

該社目前活動有哪些方面可能引起媒體的興趣？每個方面有何種媒體非常適合報導？為什麼？

該社的計畫如何引起當地媒體的興趣？

扶輪社應該採取什麼步驟來將該社活動的消息持續告訴媒體？

APPENDIX 34

Club Public Relations: Case Study

Read the following case study and create a step-by-step public relations plan for the Rotary Club of Royal Gardens. Focus on three or four ways the club can reach out to the media and to the community directly to share the story of their Rotary projects.

The Rotary Club of Royal Gardens is located in a prosperous town of 35,000. The club's 40 members are a cross-section of Royal Gardens' professional community. The club has conducted a number of service projects to support the community needs. The most successful and longest-running project provides support for the community's growing elderly population. Through this ongoing project, club members prepare and deliver meals, arrange for home repairs, and visit hospitals.

The club also worked with local schools to identify a candidate who was selected by the district to receive an Ambassadorial Scholarship. The scholar, who is studying the effects of global warming on ocean water levels, has been corresponding regularly with the club to inform them of her experiences.

The club's weekly program often attracts prominent local speakers who talk about important issues facing the community. Attendance is high and members are enthusiastic.

An informal survey conducted by the club revealed that few people in the community are aware of the club's efforts. Some respondents reported they perceive Rotary as a social club for older men.

Several members have complained about the difficulty of attracting new members, as well as the lack of recognition the club receives for its service to the community. The club's activities have received no media coverage for the past five years.

The town has two radio stations. One station features popular music, the other news and several talk shows. The daily newspaper has a circulation of 15,000, and the weekly newspaper has a circulation of 9,000; both can create supplements for their issues. Royal Gardens also has a local cable television station that routinely runs public service announcements. The new movie theater in town also runs ads from local businesses and organizations before the movie previews begin.

Consider the following questions as you develop your plan:

How can the club provide basic information about Rotary International and the club to the media?

What aspects of the club's current activities might interest the media? Which type of media is most appropriate for each aspect? Why?

How might club programs interest local media?

What steps should the club take to keep the media informed of its activities?

9 年度及長期規劃

9 Annual and Long-Range Planning

為了完成，扶輪社必須設定目標。長期目標反映貴社未來的願景，並且讓貴社在往後 3 到 5 年有努力的方向。長期目標應該支持實踐扶輪宗旨及有效能扶輪社的要素。

在你成為社長當選人之後，應儘快和你的扶輪社領導人夥伴一起檢討貴社的長期目標。當貴社演進變化時，這些目標也應該更新。向全體社員徵詢如何修改貴社長期目標的意見。如果貴社沒有長期目標，花一些時間去擬定。

扶輪社全體一起的度假活動或社務行政會議是社員們合作擬定貴社未來願景的機會。請與你的扶輪社領導人夥伴合作擬定貴社長期目標，決定哪個委員會應該致力於達成哪一項目標，以及達成那些目標需要哪些步驟。

在你的社長當選人訓練會之前，使用長期目標工作單(附錄 35)來草擬貴社的長期目標。當然，這個工作單只是目標設定程序的開始；你應該確保你的團隊支持你的目標。以此方式取得共識將可保證未來一年的服務有清楚、明白的目標，及扶輪社社員會予以支持來達成這些目標。

年度目標是長期目標的年度細目。你將你的社長當選人訓練會，以及你的地區講習會和你的扶輪社領導團隊，繼續擬定你的年度目標。『有效能扶輪社規劃指南』之中有些部份根據下列主題來探討年度目標：

- 社員
- 服務計畫
- 扶輪基金會
- 領導人培養
- 公共關係
- 扶輪社行政管理

In order to complete projects, Rotary clubs must set goals. Long-range goals reflect your club's vision for its future and give your club something to work toward for the next three to five years. Long-range goals should support the pursuit of the Object of Rotary and the elements of an effective club.

Review your club's long-range goals with your fellow club leaders as soon as possible after you become president-elect. As your club evolves, these goals should be updated. Seek input from all members on changes to the club's long-range goals. If your club doesn't have long-range goals in place, take the time to develop some.

A club retreat or assembly is an opportunity for members to collaborate and develop a vision for the future of your club. Work with your fellow club leaders to draft long-range goals for your club, determine which committee should address the goal, and the steps needed to achieve those goals.

Before your presidents-elect training seminar, use the Long-Range Goals Worksheet (appendix 35) to draft long-range goals for your club. Of course, this worksheet only begins the goal-setting process; you should ensure that your team supports your goals. This consensus approach will guarantee a year of service that has clear, known goals and supportive club members to achieve them.

Annual goals are a yearly breakdown of long-range goals. You will work on your annual goals at your presidents-elect training seminar and with your club leadership team at your district assembly. The *Planning Guide for Effective Rotary Clubs* has areas for annual goals based on the following topics:

- Membership
- Service projects
- The Rotary Foundation
- Leadership development
- Public relations
- Club administration

有效的目標設定之簡介在第 2 章「目標設定」。

An overview of effective goal setting is outlined in chapter 2, "Goal Setting."

在你出席社長當選人訓練會前
請填妥此一工作表

附錄 35

APPENDIX 35

長期目標工作單

Long-Range Goals Worksheet

請和現任及下屆扶輪社職員一起撰寫下面的工作單，以找出、檢討、並更新貴社的長期目標，並擬定如何達成各項目標的行動步驟。這些行動步驟將決定你的年度目標。

Work with current and incoming club officers on the following worksheet to identify, review, and update the long-range goals of your Rotary club, and to develop action steps for meeting them. These action steps will determine your annual goals.

目前扶輪年度 20____年

Current Rotary year 20__ - ____

3-5 年之內在 20____年 7 月 1 日以前____扶輪社大致情況如下：

In 3-5 years, by 1 July 20____ the Rotary Club of will look like:

社員

MEMBERSHIP

長期目標：

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

服務計畫

SERVICE PROJECTS

長期目標：

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

扶輪基金會

THE ROTARY FOUNDATION

長期目標：

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

在你出席社長當選人訓練會前
請填妥此一工作表

領導人培養
長期目標：

LEADERSHIP DEVELOPMENT

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

公共關係
長期目標：

PUBLIC RELATIONS

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

扶輪社行政管理
長期目標：

CLUB ADMINISTRATION

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

其他
長期目標：

OTHER

Long-range goal:

行動步驟	起訖時間

Action Steps	Time Frame

供你的社長當選人
訓練會之用

附錄 36

第9節摘要：年度及長期規劃

資源

資訊性的資源

- 『扶輪社社長手冊』 *Club President's Manual*(222-EN)
- 『有效能扶輪社規劃指南』 *Planning Guide for Effective Rotary Clubs*(附錄 39)
- 『國際扶輪目錄』 *RI Catalog*(019-EN)

人力資源

助理總監

其他資源

-
-

待實施的構想

聯絡人

- 1.
- 2.
- 3.
- 4.
- 5.

行動步驟

-
-
-
-

For your presidents-elect
training seminar.

APPENDIX 36

Summary of Session 9: Annual and Long-Range Planning

Resources

Informational Resources

Club President's Manual (222-EN)

Planning Guide for Effective Rotary Clubs (appendix 39)

RI Catalog (019-EN)

Human resources

Assistant governor

Additional Resources

-
-

Ideas to Implement

Contact

- 1.
- 2.
- 3.
- 4.
- 5.

Action Steps

-
-
-
-

10 重要文件

10 Important Documents

附錄 37



國際扶輪

October 2004

扶輪社章程*

Constitution of the Rotary Club
of _____

第一章 定義

除非文中另有明確說明，本章程以下用語之定義如下：

1. 理事會：本社理事會
2. 細則：本社細則
3. 理事：本社理事會之一員
4. 社員：本社名譽社員以外之社員
5. RI：國際扶輪
6. 年度：7月1日開始的12個月

第二章 定名

本社定名為_____扶輪社

(為國際扶輪之會員社)

第三章 本社所在地方

本社所在地方如下：_____

第四章 宗旨

扶輪之宗旨在於鼓勵並培養以服務之理想為可貴事業之基礎，尤其著重於鼓勵並培養：

- (一) 藉增廣相識為服務之機會；
- (二) 在各種事業及專業中提高道德之標準；認識一切有益於社會的職業之價值；及每一扶輪社員應尊重其本身之職業藉以服務社會；
- (三) 每一社員能以服務之理想應用於其個人、事業及社會之生活；
- (四) 透過結合具有服務之理想之各種事業及專業人士，以世界性之聯誼，增進國際間之瞭解、親善與和平。

* 國際扶輪細則規定每一獲准加入國際扶輪成為會員社之扶輪社均應採用此一規定之模範扶輪社章程。

第五章 集會

第1條 例會

- (a) 日期及時間。本社按本社細則規定之日期與時間每週舉行例會一次。
- (b) 例會異動。遇有正當原因時，本社理事會得將任何

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

Article 2 Name

The name of this organization shall be Rotary Club of _____

(Member of Rotary International)

Article 3 Locality of the Club

The locality of this club is as follows: _____

Article 4 Object

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

First. The development of acquaintance as an opportunity for service;

Second. High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third. The application of the ideal of service in each Rotarian's personal, business, and community life;

Fourth. The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

* *The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.*

Article 5 Meetings

Section 1 — Regular Meetings.

(a) **Day and Time.** This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.

(b) **Change of Meeting.** For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next

一週例會改於前次例會之次日起至下次例會之前一日期間中任何日期，或改於原定例會日期中之其他時間，或改於其他地點舉行。

- (c) **取消。**如遇法定假日，或因社員逝世，或因當地發生疫病或災難影響整個社區，或因社區發生武裝衝突危及社員生命時，理事會得取消該週例會。如有上述以外之原因無法舉行例會，本社理事會得逕自決定取消例會，惟每一扶輪年度內不得超過四次，但是本社不得連續停開例會三次以上。

第2條 年會

本社選舉職員之年會應依本社細則之規定在每年 12 月 31 日前舉行

第六章 社員資格

第 1 條 一般資格

本社由品行端正、具有良好事業或專業信譽之成年人士組成。

第2條 種類

本社有二類社員：現職、及名譽社員。

第3條 現職社員

凡具有國際扶輪章程第五章第 2 條資格之人士，得被選入本社為現職社員。

第4條 轉社或前扶輪社員

社員得推薦轉社或前社員為現職社員，但須被推薦者係因為已不再在原屬扶輪社所在地方或周圍區域內從事原扶輪社分派之事業或專業之職業分類，而正在辦理終止社藉或已終止原扶輪社之社藉。本條之轉社或前社員亦得由其原屬扶輪社推薦為另一社之現職社員。轉社或前社員之職業分類不得阻止該社員被選為現職社員，即使選舉的結果暫時超過該職業分類的限制。

第5條 雙重社藉

任何人不得在本社及其他扶輪社同時持有現職社員之身份。任何人不得在本社同時持有社員及名譽社員之身份。任何人不得同時持有本社現職社員及扶輪青年服務團團員之身份。

第6條 名譽社員

(a) **名譽社員之資格。**凡對推行扶輪理想服務有功之優秀人士，及長期支持扶輪運動，被視為扶輪友人者，得被選為本社名譽社員。名譽社員資格之期限應由理事會決定。一人可在多個扶輪社擔任名譽社員。

(b) **權利及特權。**名譽社員免繳入社費及社員會費，沒有選舉權，也不得在社內擔任任何職位。名譽社員不得持有職業分類，但可參加本社之各種集會並享有本社之其他特權。本社之名譽社員不得在其他扶輪社享有任何權利

regular meeting, or to a different hour of the regular day, or to a different place.

(c) **Cancellation.** The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2—Annual Meeting. An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article 6 Membership

Section 1 — General Qualifications. This club shall be composed of adult persons of good character and good business and professional reputation.

Section 2 — Kinds. This club shall have two kinds of membership, namely: active and honorary.

Section 3 — Active Membership. A person possessing the qualifications set forth in article V, section 2 of the RI constitution may be elected to active membership in this club.

Section 4 — Transferring or Former Rotarian. A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

Section 5 — Dual Membership. No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 — Honorary Membership.

(a) **Eligibility for Honorary Membership.** Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

(b) **Rights and Privileges.** Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges

或特權，但得不經扶輪社員之邀請而訪問另一扶輪社。

第7條 公職人員

不論係由當選或委派而任公職之人員，凡其任期有限制者，不得以該職務為職業分類加入為現職社員。惟在學校、大學或其他學術機構任職者，或被選或任命為司法官者不在此限。凡現職社員當選或被委派出任有一定任期之公職者，得在其任期內繼續以現有職業分類為現職社員。

第8條 國際扶輪雇員

本社對受雇於國際扶輪之社員，得保留其社藉。

第七章 職業分類

第1條 一般規定

- (a) **主要活動。**本社每一現職社員，應各依其所從事之事業或專業加以分類。職業分類與描述該社員所隸屬的公司行號或機構的主要且公認的活動，或描述該社員之主要且公認之事業或專業活動。
- (b) **修正或調整。**如情況需要，理事會得修正或調整任何社員之職業分類。職業分類之修正或調整提案，應事先通知該社員並給其列席表示意見之機會。

第2條 限制

某一職業分類本社如已有 5 名或以上之現職社員時，不得再選舉該職業分類之人士為社員，除非本社社員人數超過 50 名，在此情況下本社得選擇任何人為某一職業分類之現職社員，只要最終該職業分類之合計社員人數不得超過本社現職社員總人數百分之十。退休之社員不得列入職業分類之社員總人數計算。轉社或前社員之職業分類不得阻止該社員被選為現職社員，即使本社選舉社員的結果暫時超過該職業分類的限制。儘管有上述限制，如社員變更職業分類，本社得在新的職業分類下繼續保持其社員資格。

第八章 出席

第1條 一般規定

本社每位社員應出席本社例會。社員如出席例會時間達百分之六十，或已出席但因突發情況被召離席且事後取得證明足以使理事會認為該離席行動合理，或以下列方式補出席均算出席：

(a) 如在例會之前或之後 14 天內的任何時間：

- (1) 出席另一扶輪社或臨時扶輪社例會，且時間達百分之六十；或
- (2) 出席扶輪青年服務團、扶輪少年服務團、扶輪社區服務團、或扶輪聯誼會或者臨時扶輪青年服務團、扶輪少年服務團或扶輪社區服務團或臨時扶輪聯誼會之例會；或
- (3) 出席國際扶輪年會、立法會議、國際講習會、國際扶輪前任暨現任職員扶輪研習會、國際扶輪前

in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 — Holders of Public Office. Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 — Rotary International Employment. This club may retain in its membership any member employed by RI.

Article 7 Classifications

Section 1 — General Provisions.

(a) **Principal Activity.** Each member shall be classified in accordance with the member's business or profession. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity.

(b) **Correction or Adjustment.** If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 — Limitations.

This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members from a classification. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 8 Attendance

Section 1 — General Provisions. Each member should attend this club's regular meetings.

A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) 14 Days Before or After the Meeting. If, within fourteen (14) days before or after the regular time for that meeting, the member
- (1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or
 - (2) attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club or Rotary Community Corps, or Rotary Fellowship; or
 - (3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary

任、現任、暨下任職員扶輪研習會、由國際扶輪理事會或國際扶輪社長代表國際扶輪理事會同意召開之任何其他會議、扶輪多地帶會議、國際扶輪各委員會會議、扶輪地區年會、扶輪地區講習會、奉國際扶輪理事會指示舉辦之任何地區會議、奉地區總監之指示而舉行之任何地區委員會會議、或例常宣佈之扶輪社埠際會議；或

- (4) 在另一扶輪社例會舉行的時間與地點為參加此一會議而出席該社的例會，但該社卻未在上述時間與地點開會；或
- (5) 出席且參與由本社理事會授權之扶輪社服務計劃或扶輪社辦理之社區活動或會議；或
- (6) 出席理事會會議，或經理事會之授權而出席該社員被派任之服務委員會之會議。

(7) 透過扶輪社網站參與平均 30 分鐘的互動活動

如一社員離開居住國家超過 14 天，則不受本款所述時間限制，可在其旅行期間之任何時間出席另一國家扶輪社例會，且每出席一次即計為出國期間缺席例會之有效補缺席一次。

(b) 在例會時間。如在該例會時間，他正：

- (1) 往返本條(a)款第(3)項之會議途中；或
- (2) 以國際扶輪職員或委員會之委員或扶輪基金會保管委員身份從事扶輪事務服務；或
- (3) 作為地區總監之特別代表而從事組織新扶輪社之扶輪事務；或
- (4) 受國際扶輪之聘雇而從事扶輪事務；或
- (5) 在偏遠地方直接且積極參與地區主辦或國際扶輪或扶輪基金會主辦之服務計劃，不可能有機會補出席；或
- (6) 參與本社理事會授權之扶輪事務，以致妨礙其出席本社例會；或

第 2 條 因外派工作之准免出席。 如社員將從事長期外派工作，經由社員所屬扶輪社及被指名之扶輪社相互同意，該社員得在外派期間出席被指名之扶輪社的例會取代出席社員所屬扶輪社之例會。

第3條 准予免出席

社員可准予免出席，如：

- (a) 其缺席符合理事會核准之條件及情況。理事會在認為理由正當且充分時得准予社員免出席例會。
- (b) 該社員之年齡加上在一社或多社之社員年資達 85 年，且已用書面向本社秘書表達免出席之期望，並經理事同意。

第4條 國際扶輪職員之缺席

國際扶輪之現任職員可准予免出席例會。

第5條 出席記錄

凡是依據本章第 3 或 4 條款准予免出席之社員，於計算本

multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or

- (4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or
- (5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or
- (6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned.

(7) participates through a club website in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

(b) At the Time of the Meeting. If, at the time of the meeting, the member is

- (1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or
- (2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or
- (3) serving as the special representative of the district governor in the formation of a new club; or
- (4) on Rotary business in the employ of RI; or
- (5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or
- (6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 — Extended Absence on Outposted Assignment. If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 — Excused Absences.

A member's absence shall be excused if

- (a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.
- (b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 3 — RI Officers' Absences.

A member's absence shall be excused if the member is a current officer of RI.

Section 4 — Attendance Records.

Any member whose absences are excused under the provisions of subsection (b) of section 3 or 4 of this article

社出席時不列入本社社員人數，此類缺席或出席亦不列入計算。

第九章 理事及職員

第1條 管理主體

本社之管理主體是依本社細則規定所成立之理事會。

第2條 管理權

理事會對各職員及各委員會有總支配權，倘有充分理由得宣佈任何一職位出缺。

第3條 理事會決議為最後決定

理事會對一切社務事項之決定應是最後決定，只受向本社上訴之限制。但是關於終止社籍之決議，社員得根據第十一章第 6 條向本社上訴，或請求仲裁。如果社員採取上訴，唯有經出席理事會指定之例會之社員三分之二社員之同意才能推翻理事會決議，但該次例會須達法定人數且秘書必須將上訴通知於會議前至少 5 天通知每一社員。如採取上訴，本社所做之決議為最後決案。

第4條 職員

本社之職員為社長一人，社長當選人一人，副社長一人或數人，以上均由理事兼任；秘書一人，財務長一人，糾察一人，得依本社細則之規定由理事兼任，或由其他社員充任之。

第5條 選舉職員

- (a) **社長以外之職員任期。**各職員應依本社細則規定選舉之。社長以外之職員應於當選後之 7 月 1 日就任，其任期以所當選之任期為準，或延至繼任職員選定並合格時為止。
- (b) **社長之任期。**社長應依本社細則之規定，於就任之日算起前 2 年以內，但至少 18 個月以前選舉之。並且在當選後即社長提名人。社長提名人在繼任者選出後即稱為社長當選人。當選人應在正式就任社長之前一年度中擔任理事及社長當選人。社長應於其當選任社長的扶輪年度之 7 月 1 日就職。其任期以所當選之任期為準，或延至其繼任者選定並合格時為止。
- (c) **資格。**每一職員、理事應為本社之資格完備的社員。社長當選人應參加地區社長當選人訓練會及地區講習會，除非徵得地區總監當選人同意其免于出席。如徵得同意，社長當選人應在社內指派一位代表出席並在會後向社長當選人報告。如果社長當選人不出席社長當選人訓練會及地區講習會且未徵得總監當選人同意免于出席，或徵得同意免于出席但是未在社內指派一位代表出席此等會議，社長當選人不得擔任本社社長。

第十章 入社費及常年社費

本社之每位社員均應依照本社細則規定之金額繳納入社費及常年社費，但依據第六章第 4 條由他社轉入或他社之前

shall not be included in the membership figure used to compute this club's attendance nor shall such absences or attendances be used for that purpose.

Article 9 Directors and Officers

Section 1 — Governing Body.

The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2 — Authority.

The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 — Board Action Final.

The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article XI, section 6, may either appeal to the club or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

Section 4 — Officers. The club officers shall be a president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide.

Section 5 — Election of Officers.

- (a) Terms of Officers other than President. Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.
- (b) Term of President. The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect upon the election of a successor. The president shall serve as president-elect for the year immediately preceding the year as president. The president shall take office on 1 July and shall serve for a period of one (1) year or until a successor has been duly elected and qualified.
- (c) Qualifications. Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president.

Article 10 Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article

社員被准許加入本社者，無須再繳入社費。

第十一章 社籍之維持

第1條 期間

社員之社籍除有下列各項情形者將予以終止外，應於本社存在期間內繼續保持。

第2條 社籍之自動終止

(a) **社員資格。**當社員不再符合社員必備之資格時，其社籍自動終止，惟具以下情況之一者除外：

- (1) 本社理事會得對遷離本社地方或周圍區域之現職社員，給予不超過一年期間之特假，俾供其訪問並相識遷往地扶輪社，但必須該社員仍積極從事同一職業分類，並繼續符合社員資格之所有其他條件。
- (2) 本社理事會得允許遷離本社地方或周圍區域之現職社員保留其社員資格，但須該社員仍積極從事於同一職業分類，並繼續符合社員資格之所有其他條件。
- (3) 非因其本人之過失而喪失職業分類之社員，得保留其原職業分類，並給予不超過一年之特假，使其能獲得其目前職業分類或新職業分類之新職業，但須該社員繼續符合社員資格之所有其他條件。該社員在本社之社籍僅於特假完畢後終止。

(b) **如何重新加入。**當一社員因本條(a)款而終止社籍時，[如果此人在遭到終止社籍時其社員資格完備者](#)，仍可以同一或其他職業分類再度申請入社。第二次入社時不必再繳入社費。

(c) **名譽社員社籍之終止。**名譽社員之社籍應於理事會決定之社籍期限屆滿時自動終止，但理事會得延長名譽社員之社籍期限。理事會得隨時取消名譽社員之社員資格。

第3條 終止社籍—不繳社費

- (a) **程序。**社員逾規定期限 30 天仍未繳社費者，應由本社秘書以書面通知，送達其最新之通訊處。經通知後逾 10 日仍不繳納時，得經由理事會決定，終止該社員之社籍。
- (b) **復籍。**因欠費而終止社籍者，理事會得斟酌情形，於其陳情並繳了欠費後准其復籍，但其原列職業分類如[與第 7 章第 2 條抵觸時](#)，則不准其復籍。

第4條 終止社籍—不出席例會

(a) **出席率。**社員必須：

- (1) 上半年及下半年各至少出席或補出席本社百分之六十之例會；
- (2) 上半年及下半年各至少出席本社百分之三十之例會。

如社員未能滿足以上出席規定，除非理事會同意缺席之理由正當，否則其社籍應予以終止。

VI, section 4 shall not be required to pay a second admission fee.

Article 11 Duration of Membership

Section 1 — Period. Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 — Automatic Termination.

(a) **Membership Qualifications.** Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

- (1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member is still active in the same classification and continues to meet all other conditions of club membership;
- (2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member remains active in the same classification and continues to meet all other conditions of club membership; and
- (3) a member whose classification is lost without default of the member may retain such classification and be granted a special leave of absence not to exceed one (1) year to enable the member to obtain new employment in the current or a new classification. Such member must continue to meet all other conditions of club membership. Termination of membership would take effect only at the end of the period of leave granted to the member.

(b) **How to Rejoin.** When the membership of a member has terminated as provided in subsection (a) of this section, [provided such person's membership was in good standing at the time of termination, may make new application for membership](#), under the same or another classification. A second admission fee shall not be required.

under the same or another classification. A second admission fee shall not be required.

(c) **Termination of Honorary Membership.** Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 — Termination — Non-payment of Dues.

(a) **Process.** Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) **Reinstatement.** The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification [is in conflict with article 7, section 2](#).

Section 4 — Termination — Non-attendance.

(a) **Attendance Percentages.** A member must

- (1) attend or make up at least 60 percent of club regular meetings in each half of the year;
- (2) attend at least 30 percent of this club's regular meetings in each half of the year.

If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

(b) **Consecutive Absences.** Unless otherwise excused by the board for good and sufficient reason or pursuant to article VIII, sections 2 or 3, each member who fails to

- (b) **連續缺席。**任何社員連續 4 次缺席或未補出席例會者，除非有正當且充分理由，或因第八章第 2 或 3 條之原因，且獲理事會同意，理事會應通知該社員，其缺席將被認為要求終止在本社之其社籍。然後，理事會得經過半數票而終止該社員之社籍。

第 5 條 終止社籍 — 其他原因

- (a) **正當原因。**理事會得在任何社員在不符本社社員資格時，或以任何正當原因，召集特別會議，以出席理事三分之二以上之贊成票，終止其社籍。
- (b) **通知。**在採取本條(a)款之行動前，理事會應於開會前至少 10 日以書面通知該社員即將採取行動，俾其提出書面答覆。該社員有權列席理事會辯護。此項通知應當面送達，或掛號郵寄其最近之通訊處。
- (c) **遞補職業分類。**社員經理事會決議，依本條規定終止其社籍時，於上訴期限未滿與本社或仲裁者之決定未宣佈前，本社不得另選新社員遞補其原列職業分類。

第 6 條 為終止社籍而上訴或交付仲裁之權利

- (a) **通知。**秘書應於理事會決議終止社籍之日起 7 日內以書面通知該社員。該社員得於通知之日起 14 日內以書面通知秘書，表示其擬向本社上訴，或依本章程第十四章之規定交付仲裁。
- (b) **聽取上訴日期。**如該社員決定上訴，理事會應指定日期於例會中聽其上訴，惟此項例會須於接獲該社員決定上訴之書面通知後 21 日內舉行，並須於開會前至少 5 日以書面通知全體社員說明該次集會之特別事由。唯有本社社員才能到場聽取上訴。
- (c) **調停或仲裁。**調停或仲裁所使用之程序應如同第 15 章之規定。
- (d) **上訴。**如採取上訴，本社之決議即為最後之決定，各方皆必須遵守，並不得再請求仲裁。
- (e) **仲裁者或裁判之決定。**如採取仲裁，以雙方仲裁者共同達成之決議為最後決定，若雙方仲裁者意見不同時則以裁判之決議，為最後決定，各方皆必須遵守，並不得再上訴。
- (f) **調停不成功。**如果請求調停，但是不成功，社員得向本社上訴或依本條(a)款規定交付仲裁。

第 7 條 理事會決議為最後決定

如果無向本社上訴以及無仲裁需要時，理事會決議為最後決定。

第 8 條 退社

任何社員退出本社，應以書面向社長或秘書提出申請。如該社員已將各費用繳清，理事會應准其退社。

第 9 條 權益之放棄

任何人在任何方式下已喪失本社社籍者，對本社之所有經費

attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Section 5 — Termination — Other Causes.

- (a) **Good Cause.** The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose.
- (b) **Notice.** Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case.
- Notice shall be by personal delivery or by registered letter to the member's last known address.
- (c) **Filling Classification.** When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced.

Section 6 — Right to Appeal or Arbitrate Termination.

- (a) **Notice.** Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention either to appeal to the club or to arbitrate as provided in article XV.
- (b) **Date for Hearing of Appeal.** In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.
- (c) **Mediation or Arbitration.** The procedure utilized for mediation or arbitration shall be as provided in article 15.
- (d) **Appeal.** If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.
- (e) **Decision of Arbitrators or Umpire.** If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.
- (f) **Unsuccessful Mediation.** If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 — Board Action Final.

Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 — Resignation.

The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Section 9 — Forfeiture of Property Interest.

Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other

或財產前不復享有任何權益。

第十二章 社區、國家及國際事務

第1條 適當的主題

凡牽涉社區、國家及國際的一般福利等公共問題，均是本社社員關懷的對象，得於本社集會時提出，以公平理智之態度作集思廣益之研討，以期增進社員對各項問題之瞭解，俾作個人參考。惟對於正在爭論中之公共問題，本社不應表示任何意見。

第2條 不背書支持

本社不得支持或推薦公職候選人，並不得於集會時評論此類競選人之優劣。

第3條 不涉及政治

- (a) **決議及意見。**本社處理具政治性之世界問題或國際政策時不得通過或宣佈決議或意見，並不得採取團體行動。
- (b) **籲請支持。**有關政治性之特殊國際問題，本社不得直接籲請其他扶輪社、人民或政府支持，並不得散發書信、演講或建議解決方案。

第4條 宣揚扶輪的開始

扶輪創立紀念日(2月23日)那一週稱為世界瞭解及和平週。在該週中，本社應公開表揚扶輪的服務工作，宣揚過去的成就，並以社區及全世界的和平、瞭解、及親善的計劃為宣揚的重點。

第十三章 扶輪雜誌

第1條 規定訂閱

根據國際扶輪細則，除非本社獲國際扶輪理事會特准不須遵照本章規定，每一社員在其特有社員資格期間即應訂閱國際扶輪公式雜誌或國際扶輪理事會核准且指定本社訂閱之扶輪雜誌。其訂閱付費以每6個月計，並在持有社員資格期間，必須繼續訂閱，以至終止社員資格之最後訂閱期6個月屆滿為止。

第2條 收取訂閱費

上述雜誌之訂費由本社每半年事先向社員收款之後，匯繳國際扶輪秘書處或經國際扶輪理事會所指定之地域性出版物辦事處。

第十四章 接受宗旨與遵守章程及細則

社員繳納入社費及常年社費，即視為接受扶輪宗旨中所列之扶輪原則，願遵守本社章程及細則並受其約束，並僅得在此條件下享受本社之一切權利。無論是否未收到章程及細則，每一社員均應遵守章程及細則之規定。

第十五章 仲裁及調停

第1條 爭執。除理事會之決定外，社員或前社員與本社或本社職員或理事會之間，無論發生何種爭執，而無法依已有之解決爭執之程序而獲得解決時，爭執之任何一方皆可以

property belonging to this club.

Article 12 Community, National, and International Affairs

Section 1 — Proper Subjects.

The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 — No Endorsements.

This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 — Non-Political.

- (a) Resolutions and Opinions. This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.
- (b) Appeals. This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 — Recognizing Rotary's Beginning.

The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 13 Rotary Magazines

Section 1 — Mandatory Subscription.

Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2 — Subscription Collection.

The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 14 Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 15 Arbitration and Mediation

Section 1 — Disputes. Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such

請本社秘書安排調停或仲裁，以解決之。

第 2 條 調停或仲裁日期。遇有調停或仲裁。理事會應在收到請求調停或仲裁後 21 天內舉行調停或仲裁。

第 3 條 調停。此等調停之程序應是國家或州省司法當局所認可者或是由公認專長於解決爭執辦法的專業機構所推薦者或是由國際扶輪理事會或扶輪基金會保管委員會決定之書面準則所推薦者。一扶輪社只有一名社員可被指派為調停人。本社得請求地區總監或總監代表指派一扶輪社之社員且具有適當調停技巧及專長者為調停人。

(a) 調停結果。調停之結果或決定由雙方同意者應作成記錄數份由各方及調停人保存，一份交理事會由秘書保存。涉及之各方所接受之結果應做成摘要聲明通告本社。如果其中一方對調停後之立場極力反悔，得透過社長或秘書申請進一步調停。

(b) 調停不成功。如果請求調停但是不成功，爭執之任何一方皆可依本章第 1 條規定請求交付仲裁。

第 4 條 仲裁。遇有申請仲裁之情形，各方應各指派一名仲裁人，仲裁人應指派一名裁判。一扶輪社只有一名社員可被指派為裁判或仲裁人。

第 5 條 仲裁人或裁判之決定。如果請求仲裁，仲裁人所達成之決定，或如果仲裁人之間不同意此一決定，裁判所做之決定為最後之決定，所有爭執之各方均受約束，且不得上訴。

第十六 細則

本社得訂定細則，但不得違反國際扶輪章程及細則，地方管理單位所設之程序規則，及本章程，以補充管理本社之法規，並得依其規定隨時修改之。

第十七章 用詞解釋

本章程所用之信件，郵件，及通信投票等用語，將包括利用電子郵件及網際網路技術，以降低費用並增進溝通效率。

第十八章 修改

第 1 條 修改方式

本章程之修改，除本章第 2 條另有規定外，必須在立法會議中以國際扶輪細則所規定修改該細則的相同方式修改之。

第 2 條 修改第二章及第三章

本章程第二章(定名)及第三章(本社所在地方)，得於足法定出席人數之本社例會中，經出席投票社員三分之二之贊成修改之；惟此項修改案之通知應於例會前至少 10 日郵寄各社員，通過後並應呈報國際扶輪理事會核准方得生效。

purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2—Date for Mediation or Arbitration. In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3—Mediation. The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of Rotary International or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) Mediation Outcomes. The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.

(b) Unsuccessful Mediation. If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4—Arbitration. In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5—Decision of Arbitrators or Umpire. If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 16 Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 17 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and increase responsiveness.

Article 18 Amendments

Section 1 — Manner of Amending.

Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 — Amending Article II and Article III.

Article II (Name) and Article III

(Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved.

012A-EN—(601)

附錄 38



國際扶輪

November 2004

建議扶輪社細則

Recommended Rotary Club Bylaws

扶輪社細則*

*Bylaws of the Rotary Club of _____

*註：本細則僅是建議性細則，各扶輪社可為適應自己情況予以修改，惟不得與模範扶輪社章程及國際扶輪章程、國際扶輪細則、及扶輪政策彙編相抵觸。遇有疑難之處，各社應將擬改各條，提交國際扶輪秘書長呈請國際扶輪理事會考慮。

*NOTE: These bylaws are recommended only and may be changed by any Rotary club to meet its own conditions, provided such changes are not out of harmony with the standard Rotary club constitution and with the RI constitution, RI bylaws, and the Rotary Code of Policies. If any doubt exists, the proposed changes should be submitted to the general secretary for the consideration of the Board of Directors of RI.

第 1 章 定義

1. 理事會：本社理事會
2. 理事：本社理事會之一員
3. 社員：本社名譽社員以外之社員
4. RI：國際扶輪
5. 年度：從 7 月 1 日開始的 12 個月

Article I Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

第 2 章 理事會

本社之管理主體是本社社員_____人組成之理事會，即依本細則第 3 章第 1 條之規定選出之理事_____人及社長、副社長、社長當選人（或社長提名人，如無繼任者選出）、秘書、財務及甫卸任前社長。

Article 2 Board

The governing body of this club shall be the board consisting of _____ members of this club, namely, _____ directors elected in accordance with article 3, section 1, of these bylaws, and the president, vice-president, president-elect (or president-nominee, if no successor has been elected), secretary, treasurer, and the immediate past president.

第 3 章 理事及職員之選舉

第 1 條—在舉行選舉職員的年會前一個月之一次例會中，主席應請各社員提名社長、副社長、秘書、財務及理事_____人之候選人。是項提名得由一提名委員會辦理，或由出席社員自由提名，或由二者協同進行，由本社決定之。如經決定組織提名委員會，委員由本社決定。被提名者之姓名應依字母順序分列各項職務下，印在選票上，在年會中舉行圈選。社長、副社長、秘書及財務候選人，以得票過半數者為當選。理事_____人之選舉亦以得票過半數者為當選。按此選出之社長即是社長提名人，並應在選舉之後緊接而來的 7 月 1 日起的一年擔任理事，並且在此一年度之後緊接而來的 7 月 1 日就任為社長。社

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and _____ directors. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The _____ candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

長提名人在繼任者選出後即稱為社長當選人。

第 2 條—按此選出之職員及理事，連同甫卸任前社長組成理事會。由理事當選人所組成之理事會應在當選後一星期內開會選出一位社員擔任糾察。

第 3 條—理事或職員遇出缺時，應由其餘理事遴選社員補充之。

第 4 條—下屆職員或下屆理事當選人出缺時，應由其餘下屆理事當選人遴選社員補充之。

第 4 章 職員之任務

第 1 條—社長。社長應主持本社及理事會之集會，並執行通常屬於社長之任務。

第 2 條—社長當選人。社長當選人應擔任理事之任務及執行社長或理事會所指派之任務。

第 3 條—副社長。在本社及理事會之集會，如遇社長缺席，副社長應擔任主席，並執行通常屬於副社長之職務。

第 4 條—秘書。秘書應掌管社員名冊；記載集會出席紀錄；寄發本社、理事會及各委員會之開會通知；編撰並保管會議紀錄；向國際扶輪填送各項報告，包括每年 1 月 1 日及 7 月 1 日向國際扶輪秘書長填送之社員人數半年報告，及包括 10 月 1 日及 4 月 1 日向秘書長填送之自上次 1 月或 7 月半年報告以來被選為現職社員的比例報告、向國際扶輪秘書長填送之社員變動報告、及每月末次例會之後 15 日內應向地區總監填送之每月社員例會出席報告；收取國際扶輪公式雜誌訂閱費匯寄國際扶輪；並執行其他通常屬於秘書之職務。

第 5 條—財務。財務應掌管本社之各種款項，每年一次向本社並依理事會之旨意隨時報告財務且執行通常屬於財務之職務。財務於卸任時，應將其經手之所有款項，連同賬簿及本社其他任何財產移交給下屆財務或社長。

第 6 條—糾察。糾察應擔任依通常規定之糾察職務及社長或理事會所指派之職務。

第 5 章 集會

第 1 條—年會。本社於每年_____月_____日召開年會選舉下一年度之職員及理事。

(註：模範扶輪社章程第 5 章第 2 條規定：「本社選舉職員之年會應依本社細則之規定在每年 12 月 31 日前舉行。」)

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 4 Duties of Officers

Section 1 – President. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – President-elect. It shall be the duty of the president-elect to serve as a director and to perform such other duties as may be prescribed by the president or the board.

Section 3 – Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of vice-president.

Section 4 – Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, and prorated reports on 1 October and 1 April of each active member who has been elected to membership in the club since the start of the July or January semiannual reporting period, report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary.

Section 5 – Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertain to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6 – Sergeant-at-Arms. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – Annual Meeting. An annual meeting of this club shall be held on the _____ in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

(Note: Article 5, section 2 of the standard Rotary club constitution provides that "An annual meeting for the election of officers shall be held not later than 31 December...")

第 2 條—每週例會。本社每週例會應於每星期_____，
_____時_____分至_____時_____分舉行。如遇例會
變更或取消，應事先及時通知全體社員。除名譽社員（或
按照模範扶輪社章程第 8 章第 3 及第 4 條本社理事會准
免計出席之社員）外，本社所有資格完備之社員在例會必
須計算其出席或缺席，而出席必須由社員在本社例會或任
何其他社例會出席至少百分之六十時間證明之，或依據模
範扶輪社章程第 8 章第 1 條及第 2 條之規定來認定。

第 3 條—一年會及例會以社員三分之一出席為足法定出席
人數。

第 4 條—理事會例常會議應於每月_____日舉行。社長認
有必要時，或經理事 2 人之請求，得召開特別理事會議，
惟須事前及時通知各理事。

第 5 條—理事會議以全體理事過半數之出席為足法定人
數。

第 6 章 入社費與常年社費

第 1 條—入社費定為_____元，申請人於繳納入社費
後，始獲得社員資格。

第 2 條—常年社費定為每年_____元，應於 7 月 1
日及 1 月 1 日分 2 期繳納，每期另繳國際扶輪公式雜誌
訂閱費。

第 7 章 表決方法

本社一切社務之表決，除理事及職員之選舉採用投票方式
外，餘均採用口頭表決方式。理事會得決定某一特別決議
以投票方式而非口頭方式表決。

（註：口頭表決之定義為扶輪社表決時以口頭同意方式辦理。）

第 8 章 四大服務

四大服務是為本扶輪社工作所採行之哲學性與實務性架
構。四大服務是社務服務、職業服務、社區服務及國際服
務。本社應積極從事四大服務中每一服務。

第 9 章 委員會

扶輪社各委員會負責執行實現本社根據四大服務訂定的
年度及長期目標。社長當選人、社長、及甫卸任前社長應
一起合作，以確保領導及連續規劃的繼續性。只要情況可
行，應指派委員會委員於同一委員會服務 3 年以確保連貫

Section 2 – The regular weekly meetings of this club shall be
held on _____ (day) at _____ (time).

Due notice of any changes in or canceling of the regular
meeting shall be given to all members of the club. All members
excepting an honorary member (or member excused pursuant
to article 8, sections 3 and 4 of the standard Rotary club
constitution) in good standing in this club, on the day of the
regular meeting, must be counted as present or absent, and
attendance must be evidenced by the member's being present
for at least sixty (60) percent of the time devoted to the regular
meeting, either at this club or at any other Rotary club, or as
otherwise provided in the standard Rotary club constitution,
article 8, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a
quorum at the annual and regular meetings of this club.

Section 4 – Regular meetings of the board shall be held on
_____ of each month. Special meetings of the board
shall be called by the president, whenever deemed necessary,
or upon the request of two (2) directors, due notice having been
given.

Section 5 – A majority of the directors shall constitute a quorum
of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$ _____ to be
paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be \$ _____ per
annum, payable semiannually on the first day of July and of
January, with the understanding that a portion of each
semiannual payment shall be applied to each member's
subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by *viva voce** vote
except the election of officers and directors, which shall be by
ballot. The board may determine that a specific resolution be
considered by ballot rather than by *viva voce* vote.

(Note: *Viva voce* vote is defined as when club voting is
conducted by vocal assent.)

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical
framework for the work of this Rotary club. They are Club
Service, Vocational Service, Community Service, and
International Service. This club will be active in each of the four
Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and
long-range goals of the club based on the four Avenues of
Service. The president-elect, president and immediate past
president should work together to ensure continuity of
leadership and succession planning. When feasible, committee
members should be appointed to the same committee for three
years to ensure consistency. The president-elect is responsible

性。社長當選人負責在就任年度開始之前指派委員會委員填補空缺、指派各委員會主委，並舉行規劃會議。建議指派主委應選先前有擔任同一委員會委員之經驗者。應指派以下各常設委員會：

• **社員委員會**

此一委員會應研擬及執行吸收及防止流失社員的一項綜合計畫。

• **扶輪社公共關係委員會**

此一委員會應研擬及執行提供有關扶輪的資訊給公眾及推廣本社服務計劃與活動的計畫。

• **扶輪社行政管理委員會**

此一委員會應辦理發揮本社運作效果的各项活動。

• **服務計劃委員會**

此一委員會應研擬及執行解決自己社區及其他國家社區需求的教育、人道、及職業計畫。

• **扶輪基金會委員會**

此一委員會應研擬及執行透過財務捐獻及參與計畫來支持扶輪基金會的計畫。

此外，可視需要指派特殊委員會。

- (a) 社長應是所有委員會之當然委員，因此應有委員之特權。
- (b) 各委員會應處理本細則中規定之任務，及社長及理事會所託付之事項。除由理事會特別授權者外，須先報告理事會經理事會認可後方得執行。
- (c) 各委員會主委應負責該委員會之會議及活動、應督導及協調委員會之工作，並向理事會報告委員會之活動。

(註：上述委員會架構與地區領導計畫與扶輪社領導計畫一致。扶輪社為滿足該社服務及聯誼需求可逕自創設任何委員會。這些可以選擇設立的委員會的名單範本可從扶輪社各委員會手冊中找到。扶輪社可視需要發展一個不同的委員會架構。)

第 10 章 委員會之任務

各委員會的任務應由社長為他或她一年任期加以訂定及審查。在宣佈各委員會的任務時，社長應參考適合的國際扶輪資料。服務計劃委員會在研擬年度的計畫時應考慮職業服務、社區服務及國際服務。

各委員會應在每一年度開始時應有特定的要求及明確的

for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

• **Membership**

This committee should develop and implement a comprehensive plan for the recruitment and retention of members.

• **Club Public Relations**

This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.

• **Club Administration**

This committee should conduct activities associated with the effective operation of the club.

• **Service Projects**

This committee should develop and implement educational, humanitarian and vocational projects that address the needs of its community and communities in other countries.

• **The Rotary Foundation**

This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be appointed as needed.

- (a) The president shall be ex officio a member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee and shall report to the board on all committee activities.

(Note: The above committee structure is in harmony with both the District Leadership Plan and the Club Leadership Plan. Clubs have the discretion to create any committees that are required to effectively meet its service and fellowship needs. A sample listing of such optional committees is found in The Club Committee Manual. A club may develop a different committee structure as needed.)

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials. The service project committee will consider vocational service, community service and international service avenues when developing plans for the year.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each

目標，在年度內執行。社長當選人的主要責任應是在年度開始之前提供必要的領導，為扶輪社各委員會的要求、目標及計畫準備一項建議如上述在年度開始前提交理事會。

第 11 章 請假

社員因故在某一時期內不能出席本社之例會時，應以書面敘明充足理由，向理事會正式請假。

(註：社員事先請假者，可免於被停止社員資格之處分，但仍不能作出席論。請假社員，除參加其他扶輪社例會外，仍作缺席論，惟依模範扶輪社章程第 8 章第 3 及第 4 條規定准假者，本社在出席記錄中不予核計。)

第 12 章 財務

第 1 條—理事會於每一會計年度開始之前，應負責依一年內預計收入支出之數額，編製全年之預算表，一切支出非經理事會之決議，不得超過各項預算之限額。預算應分成兩個獨立部份：一是與扶輪社運作有關，另一部分與慈善/服務運作有關。

第 2 條—財務應將本社之款項存放於理事會指定之銀行。社款應分成兩個獨立部份：扶輪社運作與服務計畫。

第 3 條—一切支付款項，概由財務或其他經授權之職員在其他二名職員或理事核准下，方得照付。

第 4 條—應每年一次聘請合格人士稽核本社全部賬目。

第 5 條—為了維護本社款項之安全，理事會對於負責經營本社款項之職員，應飭其提供保證，費用由本社負擔之。

第 6 條—本社以每年 7 月 1 日至次年 6 月 30 日為會計年度。社員繳納常年社費，分為一年二期：7 月 1 日至 12 月 31 日一期，1 月 1 日至 6 月 30 日一期。本社應於每年 7 月 1 日及 1 月 1 日向國際扶輪繳付會費及國際扶輪公式雜誌訂閱費，並按這些日期的社員名額為計算標準。

第 13 章 選舉社員之方法

第 1 條—凡由本社現職社員提名加入本社之新社員，須以書面經由本社秘書提請理事會審核。遷入本社所在地方之扶輪社員或其他扶輪社之前社員可經由其前屬扶輪社提名為(本社)現職社員。此項提名案除在本細則另有規定外應暫時保守機密。

第 2 條—理事會應確定被提名人符合本社章程中職業分類及社員資格。

year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

(Note: Such leave of absence does operate to prevent a forfeiture of membership; it does not operate to give the club credit for the member's attendance. Unless the member attends a regular meeting of some other club, the excused member must be recorded as absent except that absence authorized under the provisions of article 8, sections 3 and 4 of the standard Rotary club constitution is not computed in the attendance record of the club.)

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the board shall prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club operations and one in respect of charitable/service operations.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The club funds shall be divided into two separate parts: club operations and service projects.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of club funds shall give bond as required by the board for the safe custody of the funds of the club, cost of bond to be borne by the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into two (2) semiannual periods extending from 1 July to 31 December, and from 1 January to 30 June. The payment of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing, through the club secretary. A transferring or former member of another club may be proposed to active membership by the former club. The proposal shall be kept confidential except as otherwise provided in this procedure.

Section 2 – The board shall ensure that the proposal meets all the classification and membership requirements of the standard Rotary club constitution.

第 3 條—理事會應在收到提名後 30 天內決定核准或予拒絕，然後將其決定經由本社秘書通知提名人。

第 4 條—如經理事會決議通過，被提名人應予告知扶輪之宗旨及社員之權利與義務，然後由被提名人填具入社申請書，並向本社社員公佈其姓名及擬貸予之職業分類。

第 5 條—公佈被提名人姓名後，如 7 日內無名譽社員以外之社員依本細則規定以書面列舉理由向理事會提出異議，則該被提名人於繳清入社費（名譽社員不須繳付）後即當選為社員。

如有任何社員向理事會反對該被提名人入社時，則理事會應於下次會議時以投票表決。如雖有反對但理事會投票結果仍然通過，則該被提名人（若非名譽社員）於繳清應納之入社費後即當選為社員。

第 6 條—當選後，社長應安排該新社員入社儀式、發給社員證及新社員之扶輪文獻。此外，社長或秘書應向國際扶輪報告新社員的資訊，且社長應指派一名社員協助新社員融入本社並指派新社員參加本社的一項計畫或職務。

第 7 條—本社應，依照模範扶輪社章程，選舉理事會推荐之名譽社員。

第 14 章 決議

關於任何事件之決議或動議，凡對本社有約束性者，非先經由理事會審議，不得逕於本社討論。如有此類決議或動議於本社例會中提出時，應即不予討論，交付理事會處理。

第 15 章 例會程序

宣佈開會。

介紹來訪之扶輪社員。

函件及宣佈事項及扶輪資訊。

委員會報告。

未完社務。

新案社務。

演講或其他節目。

散會。

第 16 章 修改

本細則各條款之修改，得在足法定人數出席之任何例會中，由全體出席社員三分之二之同意票通過，惟修改案應在至少 10 天前將通知寄達全體社員。修改或增列之條款不得與本社章程及國際扶輪之章程及細則相抵觸。

Section 3 – The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer, through the club secretary, of its decision.

Section 4 – If the decision of the board is favorable, the prospective member shall be informed of the purposes of Rotary and of the privileges and responsibilities of membership, following which the prospective member shall be requested to sign the membership proposal form and to permit his or her name and proposed classification to be published to the club.

Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days following publication of information about the prospective member, that person, upon payment of the admission fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership.

If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the admission fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the president or secretary will report the new member information to RI and the president will assign a member to assist with the new member's assimilation to the club as well as assign the new member to a club project or function.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution and with the constitution and bylaws of RI.

附錄 39

有效能扶輪社
規劃指南

國際扶輪

『有效扶輪社計劃指南』是協助扶輪社評估該社現況，訂定來年目標的工具。它的根據是扶輪社領導計畫。請注意每個部份之下所列舉的策略乃反映出一般扶輪社為達成目標可能都會選擇的方法。鼓勵扶輪社在時機適當時研擬其他替代策略來達成其目標。社長當選人應與其扶輪社合作填寫這份表格，並在7月1日之前送交一份給助理總監。

微軟word版之『有效扶輪社計劃指南』可在www.rotary.org.tw下載。

扶輪社名稱：_____任職扶輪年度_____

社長姓名：_____

地址：_____

電話：_____ 傳真：_____ 電子郵件：_____

社員

目前社員人數：_____

截至上個扶輪年度 6 月 30 日止之社員人數：_____五年前的 6 月 30 日：_____

男性社員人數：_____ 女性社員人數：_____

社員平均年齡：_____

社齡 1-3 年的社員人數：_____ 3-5 年：_____ 5-10 年：_____

最近 2 年內曾推薦一位新社員入社的社員人數：_____

貴社社員能反映社區哪些方面的多樣性，請勾選：

專業 年齡 性別 種族

最近的職業分類調查日期為_____，總計包含_____種職業分類，尚有_____種職業分類未補足。
(日期) (數字) (數字)

請描述貴社目前的新社員訓練計畫：

請描述貴社對新社員及目前社員的持續教育計畫：

本社過去 24 個月曾輔導新的扶輪社。 是 否

社員們參加多少種扶輪聯誼會及扶輪社員行動團體：

本社有那些因素可以吸引新社員？

本社吸引新社員有哪些障礙？

PLANNING GUIDE FOR EFFECTIVE ROTARY CLUBS



Rotary International

The *Planning Guide for Effective Rotary Clubs* is a tool to help clubs assess their current state and establish goals for the coming year. It is based on the Club Leadership Plan. The strategies listed in each section are common ways clubs might choose to pursue goals. Clubs are encouraged to develop alternative strategies to achieve their goals when appropriate. Presidents-elect should complete this form in cooperation with their club and submit a copy of it to their assistant governor by 1 July.

Download a Microsoft Word version at www.rotary.org.

Rotary Club of _____ Rotary year of office: _____

Name of president: _____

Mailing address: _____

Telephone: _____ Fax: _____ E-mail: _____

MEMBERSHIP

Current State

Current number of members: _____

Number of members as of 30 June last year: _____ 30 June five years ago: _____

Number of male members: _____ Number of female members: _____

Average age of members: _____

Number of Rotarians who have been members for 1-3 years: _____ 3-5 years: _____ 5-10 years: _____

Number of members who have proposed a new member in the previous two years: _____

Check the aspects of your community's diversity that your club membership reflects:

Profession Age Gender Ethnicity

Our classification survey was updated on _____ and contains _____ classifications, of which _____ are unfilled.
(number) (date) (number)

Describe club's current new member orientation program:

Describe club's continuing education programs for both new and established members:

Our club has sponsored a new club within the last 24 months. Yes No

Number of Rotary Fellowships and Rotarian Action Groups members participate in:

What makes this club attractive to new members?

What aspects of this club could pose a barrier to attracting new members?

未來狀況

下個扶輪年度的社員目標：社員_____人，_____年 6 月 30 日
(數字) (年)

本社已經在社區內找到以下可能成為社員的來源：

本社計畫如何達成社員目標？（在適當項目打勾）

- 擬定一項防止流失社員計畫，重點在於以參與有趣的節目、服務計畫、持續的教育、與聯誼活動來維持社員的高度熱忱
- 確定社員委員會瞭解有效之吸收社員技巧
- 擬定一項招募社員計畫，以使本社反映社區的多樣性
- 向可能成為社員的人士解釋扶輪社對於社員的期望
- 執行一項新社員訓練計畫
- 為潛在社員編印一份提供關於扶輪一般資訊與本社訊的摺頁
- 指派一名經驗豐富的扶輪社員擔任新社員的導師
- 表彰輔導新社員的扶輪社員
- 鼓勵社員參加一個扶輪聯誼會或扶輪社員行動團體
- 參與『國際扶輪社員發展獎』計畫
- 輔導一個新社
- 其他（請說明）：

行動步驟：

服務計畫

現況

扶輪青牛年交換學生人數：接待人數_____贊助人數_____

輔導過的扶輪少年服務團團數：_____扶輪青年服務團團數：_____扶輪社區服務團團數：_____

RYLA（扶輪青少年領袖獎）活動數目：_____

扶輪友誼交換數目：_____

扶輪義工登記人數：_____

世界社區服務（WCS）計畫數目：_____

本社現有其他服務計畫數目：_____

Future State

Membership goal for the upcoming Rotary year: _____ members by 30 June _____
(number) (year)

Our club has identified the following sources of potential members within the community:

How does the club plan to achieve its membership goals? (check all that apply)

- Develop a retention plan that focuses on maintaining high levels of enthusiasm through participation in interesting programs, projects, continuing education, and fellowship activities
- Ensure that the membership committee is aware of effective recruitment techniques
- Develop a recruitment plan to have the club reflect the diversity of the community
- Explain the expectations of membership to potential Rotarians
- Implement an orientation program for new members
- Create a brochure that provides general information about Rotary as well as specific information about the club for prospective members
- Assign an experienced Rotarian mentor for every new club member
- Recognize those Rotarians who sponsor new members
- Encourage members to join a Rotary Fellowship or Rotarian Action Group
- Participate in the RI membership development award programs
- Sponsor a new club
- Other (please describe):

Action steps:

SERVICE PROJECTS

Current State

Number of Rotary Youth Exchange students: Hosted _____ Sponsored _____

Number of sponsored Interact clubs: _____ Rotaract clubs: _____ Rotary Community Corps: _____

Number of RYLA (Rotary Youth Leadership Awards) activities: _____

Number of Rotary Friendship Exchanges: _____

Number of registered Rotary Volunteers: _____

Number of World Community Service (WCS) projects: _____

Number of other current club service projects: _____

未來狀況

本社已經為下個扶輪年度訂定下列服務目標：

為我們當地社區：

為其他國家的社區

本社計畫如何達成服務目標？（在適當項目打勾）

- 確保服務計畫委員會知道如何規劃及執行一個服務計畫
- 檢討本社目前與持續的服務計畫，以確定它們能滿足需求且能引起社員的興趣
- 找出本社想要透過服務目標解決的社區問題
- 評估本社的募款活動，以判定它們是否能滿足服務計畫的經費需求
- 讓所有社員參與本社的服務計畫
- 辦理或取得我們社區或其他國家社區的需求評估
- 表彰參與並領導本社服務計畫的社員
- 找出合作辦理國際服務計畫的夥伴社
- 參與：
 - 扶輪少年服務團 扶輪友誼交換 世界社區服務
 - 扶輪青年服務團 扶輪義工 扶輪青少年交換
 - 扶輪社區服務團 扶輪青少年領袖獎(RYLA)
- 利用扶輪基金會的獎助金支持本社一項計畫。
- 其他（請說明）：

行動步驟：

扶輪基金會

現況

獲頒獎助金之個數：

地區簡化簡助金：_____ 義工服務獎助金_____

配合獎助金：_____ 保健、防飢及人道(3-H)獎助金：_____

大使獎學金學生人數： 提名_____ 選出_____ 接待_____

GSE 團員人數： 提名_____ 選出_____ 接待_____

大學教師獎助金人數： 提名_____ 選出_____ 接待_____

扶輪世界和平獎學金學生人數： 提名_____ 選出_____

扶輪衝突研究獎學金學生人數： 提名_____ 選出_____

根除小兒麻痺等疾病計畫或根除小兒麻痺等疾病夥伴計畫的活動數目：_____

Future State

Our club has established the following service goals for the upcoming Rotary year:

For our local community:

For communities in other countries:

How does the club plan to achieve its service goals? (check all that apply)

- Ensure the service projects committee is aware of how to plan and conduct a service project
- Review the club's current and ongoing service projects to confirm that they meet a need and are of interest to club members
- Identify the social issues in the community that the club wants to address through its service goals
- Assess the club's fundraising activities to determine if they meet project funding needs
- Involve all members in the club's service projects
- Conduct or obtain a needs assessment of the community or communities in other countries
- Recognize club members who participate in and provide leadership to the club's service projects
- Identify a partner club with which to carry out an international service project
- Participate in:
 - Interact
 - Rotary Friendship Exchange
 - World Community Service
 - Rotaract
 - Rotary Volunteers
 - Rotary Youth Exchange
 - Rotary Community Corps
 - RYLA (Rotary Youth Leadership Awards)
- Use a grant from The Rotary Foundation to support a club project
- Other (please describe):

Action steps:

THE ROTARY FOUNDATION

Current State

Number of grants awarded:

District Simplified Grants: _____ Volunteer Service Grants: _____

Matching Grants: _____ Health Hunger and Humanity (3-H) Grants: _____

Number of Ambassadorial Scholars: Nominated _____ Selected _____ Hosted _____

Number of GSE team members: Nominated _____ Selected _____ Hosted _____

Number of Rotary Grants for University Teachers: Nominated _____ Selected _____

Number of Rotary World Peace Fellows: Nominated _____ Selected _____ Hosted _____

Number of Rotary Conflict Studies Fellows: Nominated _____ Selected _____

Number of PolioPlus or PolioPlus Partners activities: _____

本年度對年度計畫基金的捐獻：_____

本年度對永久基金的捐獻：_____

社員捐獻表彰人數：

保羅·哈理斯之友：_____捐助者：_____巨金捐獻人：_____

扶輪基金會贊助會員：_____遺贈協會會員：_____

貴社追蹤到的扶輪基金會前受獎人人數：_____

未來狀況

本社已經為下一扶輪年度訂定以下的扶輪基金會目標：

我們的扶輪社的年度計畫基金捐獻目標為：_____

我們的扶輪社的永久基金捐獻目標為：_____

我們的扶輪社將參與下列扶輪基金會計畫：

本社計畫如何達成扶輪基金會目標？（請在適當項目打勾）

- 確定本社的扶輪基金委員會了解扶輪基金會各項計畫並承諾促進對於扶輪基金會的財務支持。
- 協助社員瞭解扶輪基金會捐獻與扶基金會計畫的關係。
- 每季規劃一個關於扶輪基金會的扶輪社計畫，尤其在 11 月扶輪基金月
- 每季規劃一個關於扶輪基金會的扶輪社計畫，尤其在 11 月扶輪基金月
- 在每次例會節目包括一個有關扶輪基金會簡短的故事
- 安排演講讓社員瞭解扶輪基金會計畫
- 確定扶輪社的扶輪基金會委員會主委出席地區扶輪基金研討會
- 利用扶輪基金會的獎助金支持本社的國際計畫
- 表彰捐獻財務給扶輪基金會及參與扶輪基金會各項計畫的社員
- 鼓勵每社員每年向基金會捐獻
- 參與：
 - 團體研究交換
 - 根除小兒麻痺等疾病／根除小兒麻痺等疾病夥伴計畫
 - 配合獎助金
 - 接待／贊助大使獎學金學生
 - 地區簡化獎助金
 - 贊助一個扶輪世界和平獎學金學生
 - 3-H 獎助金
 - 贊助一個至開發中國家服務的大學教授
 - 義工服務獎助金
 - 贊助一個扶輪衝突研究獎學金學生
- 邀請扶輪基金會計畫參加者及前受獎人參與扶輪社社畫及活動
- 其他（請說明）：

行動步驟：

Current year's contributions to Annual Programs Fund: _____

Current year's contributions to Permanent Fund: _____

Number of club members who are

Paul Harris Fellows: _____ Benefactors: _____ Major Donors: _____

Rotary Foundation Sustaining Members: _____ Bequest Society Members: _____

Number of Foundation alumni tracked by your club: _____

Future State

Our club has established the following Rotary Foundation goals for the upcoming Rotary year:

Our club's Annual Programs Fund contribution goal is _____.

Our club's Permanent Fund contribution goal is _____.

Our club will participate in the following Rotary Foundation programs:

How does the club plan to achieve its Rotary Foundation goals? (check all that apply)

- Ensure the club's Rotary Foundation committee understands the programs of The Rotary Foundation and is committed to promoting financial support of the Foundation
- Help club members understand the relationship between Foundation giving and Foundation programs
- Plan a club program about The Rotary Foundation every quarter, especially in November, Rotary Foundation Month
- Include a brief story about The Rotary Foundation in every club program
- Schedule presentations that inform club members about The Rotary Foundation
- Ensure club's Rotary Foundation committee chair attends the district Rotary Foundation seminar
- Use Rotary Foundation grants to support the club's international projects
- Recognize club members' financial contributions to The Rotary Foundation and their participation in Foundation programs
- Encourage each club member to contribute to the Foundation every year
- Participate in:
 - Group Study Exchange
 - Matching Grants
 - District Simplified Grants
 - 3-H Grants
 - Volunteer Service Grants
 - PolioPlus/PolioPlus Partners
 - Host/Sponsor Ambassadorial Scholar(s)
 - Sponsor a Rotary World Peace Fellow
 - Sponsor a University Teacher
 - Sponsor a Rotary Conflict Studies Fellow
- Invite Foundation program participants and alumni to be part of club programs and activities
- Other (please describe):

Action steps:

領導人培養

目前狀況

出席下列會議的扶輪社領導人的人數

地區講習會：_____ 地區扶輪基金研習會：_____

地區社員研習會：_____ 地區領導人研習會：_____

地區年會：_____

參與地區級活動的扶輪社社員人數：_____

過去這一扶年度助理總監訪問次數：_____

未來狀況

本社已經訂定下列目標，在下一扶輪年度培養扶輪領導人：

貴社計畫如何培養扶輪領導人？（在適當項目打勾）

- 請社長當選人出席扶輪社社長當選人訓練會及地區講習會
- 請所有委員會主委出席地區講習會
- 鼓勵有興趣的前社長出席地區領導人研習會
- 運用本社助理總監的專業知識
- 鼓勵新社員透過參與本社各委員會，擔任領導的職務
- 請本社社員訪問其他扶輪社以交換意見，並與本社分享所獲得的知識
- 其他（請說明）：

行動步驟：

公共關係

現狀

列出媒體所報導扶輪社活動及媒體的類型（廣播電台、報紙、電視等）

未來狀況

我們的扶輪社已經設定下個扶輪年度的公共關係目標：

貴社計畫如何達成公共關係目標？（在適當項目打勾）

- 確定公共關係委員會已受過如何進行媒體宣傳活動的訓練
- 為所有服務計畫做好公共關係工作
- 以事業及專業人士為對象進行一項關於何謂扶輪及扶輪做些什麼的大眾宣傳計畫
- 安排公益廣告在當地一個電視頻道播出

LEADERSHIP DEVELOPMENT

Current State

Number of club leaders who attended

District assembly: _____ District Rotary Foundation seminar: _____

District membership seminar: _____ District leadership seminar: _____

District conference: _____

Number of club members involved at the district level: _____

Number of visits from the assistant governor this past Rotary year: _____

Future State

Our club has established the following goals for developing Rotary leaders for the upcoming Rotary year:

How does the club plan to develop Rotary leaders? (check all that apply)

- Have the president-elect attend PETS and the district assembly
- Have all committee chairs attend the district assembly
- Encourage interested past presidents to attend the district leadership seminar
- Use the expertise of the club's assistant governor
- Encourage new members to assume positions of leadership through participation in club committees
- Ask club members to visit other clubs to exchange ideas and share what they learn with the club
- Other (please describe):

Action steps:

PUBLIC RELATIONS

Current State

List club activities covered by the media and the type of media (radio, newspaper, television, etc.):

Future State

Our club has established the following public relations goals for the upcoming Rotary year:

How does the club plan to achieve its public relations goals? (check all that apply)

- Ensure that the public relations committee is trained in how to conduct media campaigns
- Conduct public relations efforts for all service projects
- Conduct a public awareness program targeted at the business and professional community about what Rotary is and what it does
- Arrange for a public service announcement to be broadcast on a local television channel

Other (please describe):

Action steps:

CLUB ADMINISTRATION

Current State

How often and when does the club board meet? _____

When are club assemblies held? _____

How is the club budget prepared? _____ Is it independently reviewed by a qualified accountant? _____

Does the club have a long-range plan in place? _____

Has the club developed a system for continuity of leadership on its board, committees, etc.? _____

Has the club developed a system for keeping all members involved in the club? _____

Does the club use Member Access on www.rotary.org to update its membership list? _____

How often is the club's bulletin published? _____

Describe how weekly club programs are organized:

How often is the club's Web site updated? _____

Does your club observe the special months of the Rotary calendar, such as Rotary Foundation Month and Magazine Month? _____

How often does your club conduct fellowship activities? _____

How does the club involve the families of Rotarians? _____

Future State

What plans have you made to carry out the administrative tasks of the club? (check all that apply)

Regular board meetings have been scheduled.

The club's long-range and communication plans will be updated.

_____ club assemblies have been scheduled on the following dates: _____
(number)

The club has either adopted the latest version of the Recommended Rotary Club Bylaws or revised its own bylaws (recommended after each Council on Legislation).

Club elections will be held on _____.
(date)

At least _____ delegates will be sent to the district conference.
(number)

A club bulletin will be produced to provide information to club members.

- 本社網站每年將更新_____次。
(數字)
- 已擬定一項計畫來籌備有意思且切題的每週例會節目。
- 本社將使用國際扶輪扶輪社行政管理軟體 (RI-CAS) 或類似軟體以協助行政管理活動。
- 每月出席數字將在次月的_____日之前報告地區領導人。
(數字)
- 本社將利用「社員事務入口」維持扶輪社紀錄(每年 6 月 1 日及 12 月 1 日之前,以保證半年報告的精確性)。
- 社員更動將在_____日內向國際扶輪報告。
(數字)
- 應向國際扶輪提出的報告,包括半年報告,將如期完成。
- 本年度已為所有扶輪社社員規劃下列聯誼活動:

- 其他(請說明):

行動步驟:

本社希望從助理總監或地區總監獲得以下協助:

在總監或助理總監訪問本社時,本社想和他討論下列議題:

扶輪社社長簽名

扶輪年度

助理總監簽名

日期

日期

- The club's Web site will be updated _____ times per year.
(number)
- A plan has been developed to have interesting and relevant weekly club programs.
- RI Club Administration Software (RI-CAS) or similar software will be used to assist with administration activities.
- Monthly attendance figures will be reported to the district leadership by the _____ day of the following month.
(number)
- Member Access will be used to maintain club records (by 1 June and 1 December to ensure accurate semiannual reports).
- Membership changes will be reported to RI within _____ days.
(number)
- Reports to RI, including the semiannual report, will be completed on a timely basis.
- The following fellowship activities for all club members are planned for the year:

- Other (please describe):

Action steps:

Our club would like assistance from the assistant governor or governor with the following:

Our club would like to discuss the following issues with the governor or assistant governor during a visit to our club:

Club President Signature

Rotary Year

Assistant Governor Signature

Date

Date

扶輪年度目標摘要

請對貴社所找出的下個扶輪年度的每項目標，指出它是針對四大服務哪個服務途徑。為了保證服務工作的均衡，針對四大服務每個服務途徑，你應該至少有一項目標。大多數目標將針對四大服務多個服務途徑。

	社務服務	職業服務	社區服務	國際服務
社員目標 _____年 6 月 30 日之前社員人數_____ (數字) (數字)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
服務目標 為我們當地社區：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
為其他國家之社區：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
扶輪基金會目標 本社的年度計畫基金捐獻目標為_____ 本社的永久基金捐獻目標為_____ 本社將參與下列扶輪基金會計畫：	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
領導人培養之目標	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
公共關係目標	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
扶輪社行政管理目標	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
其他目標	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
其他目標	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SUMMARY OF GOALS FOR _____ ROTARY YEAR

For each goal your club has identified for the upcoming Rotary year, indicate which Avenue of Service it addresses. To ensure a balanced service effort, you should have at least one goal that address each Avenue of Service. Most goals will address more than one avenue.

	Club Service	Vocational Service	Community Service	International Service
Membership goal _____ members by 30 June _____ (number) (year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service goals For our local community: For communities in other countries:	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
The Rotary Foundation goals Our club's Annual Programs Fund contribution goal is _____. Our club's Permanent Fund contribution goal is _____. Our club will participate in the following Rotary Foundation programs:	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
Leadership development goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public relations goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Club administration goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other goal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(506)

附錄40

APPENDIX 40

討論問題：地區講習會

在你的地區講習會之前，思考下列問題討論。

演講

你如何準備上台報告？

你有什麼演講小訣竅？

領導

領導貴社需要什麼技巧？

你如何在你擔任社長這一年使用這些技巧？

個案研究練訓

扶輪社應該準備什麼程序來強化行政管理、社員、服務計畫、公共關係、及扶輪基金會的工作？

最後確定扶輪社目標及解決問題

未來一年你的扶輪社目標是什麼？

如要達成這些目標，貴社將面臨什麼挑戰？

你將使用什麼策略來應付那些挑戰？

District Assembly Discussion Questions

Consider the following discussion questions before your district assembly.

Public Speaking Session

How can you prepare for a presentation?

What tips do you have for public speaking?

Leadership Session

What skills are needed to lead your club?

How will you use these skills during your year as president?

Case Study Exercise Session

What procedures should a club have in place to strengthen its administration, membership, service projects, public relations, and Rotary Foundation efforts?

Finalizing Club Goals and Problem Solving Session

What are your clubs goals for the coming year?

What challenges will your club face for achieving these goals?

What strategies will you use to address those challenges?



TAKE YOUR CLUB TO THE NEXT LEVEL

IMPLEMENT THE CLUB LEADERSHIP PLAN

帶領貴社 更上一層樓

施行『扶輪社領導計畫』

Develop a long-range plan

Simplify the committee structure

Involve all club members

研擬一個長期計畫

精簡委員會架構

讓全體社員參與

Learn how to strengthen your club with this manual.

使用本手冊可學習如何加強你的扶輪社