

# 扶輪社 秘書手冊

CLUB

SECRETARY'S

MANUAL

內含扶輪社財務部分

INCLUDES CLUB TREASURER SECTION



ROTARY INTERNATIONAL®

國際扶輪

## 扶輪宗旨

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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，尤其著重於鼓勵與培養：

- 一、藉增廣相識為擴展服務之機會
- 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。

## Object of Rotary

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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 every 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.

本手冊為 2006 年版 *扶輪社秘書手冊*。本手冊旨在供 2007-08、2008-09、2009-10 年度扶輪社各委員會使用。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章程文件所作之改變應取代本書中所述之政策。

This is the 2006 edition of the *Club Secretary's Manual (229-EN)* It is intended for use by 2007-08, 2008-09, and 2009-10 club committees. The information 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, override policy as stated in this publication.

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## 前言

國際扶輪乃是由扶輪社結合而成的組織。國際扶輪的效能端賴其會員社的效能。身為扶輪社秘書，你的首要職責便是讓貴社的行政管理達到最大效能。這本『扶輪社秘書手冊』編有國際扶輪各項政策及扶輪社秘書的成功準則，協助你了解及履行你的責任。除了與秘書職務有關的準則，本手冊亦編有模範扶輪社章程、建議扶輪社細則及有效能扶輪社規劃指南。附於手冊後的扶輪社財務部份應拆下交給貴社財務。

在地區講習會之前，請先閱讀完這份手冊。請思考本手冊中已編入將在地區講習會之秘書會議中討論的問題，幫助你充分參與實際討論。

在你完成秘書任期的訓練與準備之後，本手冊仍可作為一項有用的資源，協助你履行在任期中的責任。因為各種程序、問題、解決辦法每一個社都不同，扶輪社秘書可因應自己扶輪社的特殊需求，修改本手冊中的建議。

### 建議？

如果你對本手冊有任何問題或指教，請聯絡：

Leadership Education and Training Division  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
電子郵件地址：leadership.training@rotary.org  
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## Introduction

Rotary International is the association of Rotary clubs. Rotary International is effective if its member clubs are effective. As club secretary, your primary responsibility is to foster the effective administration of your club. The *Club Secretary's Manual* includes RI policies and the practices of successful club secretaries to help you understand and perform your responsibilities. In addition to guidelines related to the club secretary's function, this manual includes the Standard Rotary Club Constitution, Recommended Rotary Club Bylaws, and the *Planning Guide for Effective Rotary Clubs*. **The Club Treasurer section at the end of the manual should be removed and given to the club treasurer.**

Before your district assembly, review the entire manual. Consider the discussion questions from the club secretary sessions of the district assembly (included in this manual) so that you can fully participate in the facilitated discussions.

After you've completed your training and preparation for your year in office, this manual will remain a functional resource to support you in fulfilling your responsibilities. Because procedures, problems, and solutions are different for each club, club secretaries should adapt the suggestions in this manual to fit the specific needs of their clubs.

### Comments?

If you have questions or comments about this manual, please submit them to:

Leadership Education and Training Division  
Rotary International  
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# 1 角色與責任

# 1 Role and Responsibilities

## 扶輪社秘書的角色

身為扶輪社秘書，你的主要角色是幫助扶輪社運作更有效能。國際扶輪理事會認定有效能的扶輪社應能：

- 維持或增加社員人數
- 針對自己社區及其他國家社區的需要執行成功的計畫
- 透過參與計畫及捐獻支持扶輪基金會
- 培養能夠在扶輪社階層以上服務扶輪的領導人

身為扶輪社秘書，你會獲得來自理事會、扶輪社各委員會、社員、地區總監、助理總監、國際扶輪及扶輪基金會的情報訊息，你應慎加考慮如何運用這些資料嘉惠你的扶輪社。

密切注意貴社活動的趨勢，幫助你瞭解社裏的優缺點，並和社內領導人溝通以採取進一步行動。例如：出席報告表現出社員對社裡滿意程度如何？你是否注意到不出席會議的社員人數增加了？如果你負責寄交對扶輪基金會的捐獻，想想本年度的捐獻較往年的捐獻額是多還是少？貴社是否達成每年捐獻額的目標？你應和誰討論這些趨向與關切？

## Club Secretary's Role

Your primary role as club secretary is to help the club function effectively. The RI Board has determined that an effective club is able 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 program participation and financial contributions
- Develop leaders capable of serving in Rotary beyond the club level

As club secretary, you receive information from the board, club committees, club members, the district governor, your assistant governor, Rotary International, and The Rotary Foundation of RI. Think critically about how the information can be used to benefit the club.

Monitor trends in club activities to help identify the club's strengths and weaknesses and communicate this information to your fellow club leaders for further action. For example: What do attendance reports indicate about club member satisfaction? Have you noticed an increase in the number of members who miss meetings? If you're responsible for submitting financial contributions to The Rotary Foundation, consider how this year's club contributions compare to those of previous years. Is the club on target to meet its annual giving goal? With whom should you discuss trends and concerns?

貴社章程及細則簡介了貴社的運作程序。請用模範扶輪社章程及建議扶輪社細則（在第 7 章）作為範本  
Your club's constitution and bylaws outline its operating procedures. Use the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws (in chapter 7) as models.

## 扶輪社秘書的責任

扶輪社秘書的責任如下：

- 掌管社員記錄。
- 紀錄集會出席記錄，在每月最後一次例會後 15 天內向地區總監提出當月出席報告。
- 為扶輪社、理事會及各委員會寄發開會通知。
- 紀錄及保管扶輪社、理事會委員會會議記錄。
- 填報各種必須報告送交國際扶輪，包括：
  - 社員半年報告\* (截止日期分為為 7 月 1 日及 1 月 1 日)
  - 每位現職社員的社員會費\* (截止日期分為為 1 月 1 日及 7 月 1 日)
  - 立法會議費\* (截止日期分為為 7 月 1 日)
  - 保險費\* (以美國及其領土為限)
  - 被選為現職社員的新社員 (可透過社員事務入口 Member Access 或社員資料表為之)
  - 社員變更報告，如社員身分終止或地址變更 (可透過社員事務入口 Member Access 或社員資料表為之)
  - 提供職員資料給《公式名錄》(可透過社員事務入口 Member Access 或社員資料表為之)
- 收取『英文扶輪月刊』*The Rotarian* 訂閱費\*，並匯寄國際扶輪 (與半年報告一併寄送國際扶輪)。(編按：訂閱『中文扶輪月刊』，請將款項寄給扶輪出版委員會)。
- 執行其他通常屬於秘書的職務。

重要日期請參考附錄 1

## 線上行政管理工具

國際扶輪提供的 2 種管理工具—社員事務入口 Member Access 和國際扶輪行政管理軟體 RI-CAS—能幫助你輕鬆快速處理行政事務，即使領導人交接也保有連貫性，並確保國際扶輪有正確紀錄。

### 社員事務入口

社員事務入口 Member Access 設於國際扶輪網站 ([www.rotary.org](http://www.rotary.org)) 上，可供所有扶輪社員在任何時候，不論在住家、辦公室或任何地方透過網際網路進入使用。此外，扶輪社社長及秘書可利用此一事務入口進行數種扶輪社行政管理活動，包括：

\*繳交付款給國際扶輪時，請確定在你的支票或匯票填上貴社扶輪社編號、發票號碼及付款的目的。

## Club Secretary's Responsibilities

The club secretary has the following responsibilities:

- Maintain membership records.
  - Record attendance at meetings, and report monthly attendance figures to the district governor within 15 days of the last meeting of each month.
  - Send out notices of meetings of the club, board, and committees.
  - Record and maintain minutes of club, board, and committee meetings.
  - Make required reports to RI. These include:
    - Semiannual reports of membership\* (due 1 July and 1 January)
    - Per capita dues for each active member\* (due 1 January and 1 July)
    - Council on Legislation dues\* (due 1 July)
    - Insurance charges\* (for United States and its territories only)
    - New active members as they are elected to membership (submit through Member Access or on Membership Data form)
    - Membership changes, such as terminations or address changes, as they occur (submit through Member Access or on Membership Data form)
    - Club officer information for the *Official Directory* (submit through Member Access or on Club Officers Report Form)
  - Collect and remit subscriptions to *The Rotarian* (submit to RI\* with semi-annual report) or Rotary regional magazine (submit to regional magazine office or editor).
  - Perform any other duties that usually pertain to the office of secretary.
- See appendix 1 for important dates.

## Online Administration Tools

Two tools from RI — Member Access and RI-CAS — can help you 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](http://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 president have access privileges to the following club administration functions:

\* When submitting payment to RI, be sure to include your club number, invoice number, and purpose of payment on your check or draft.

請利用國際扶輪網站 [www.rotary.org](http://www.rotary.org) 的 Member Access (社員事務入口) 查看或更改社員記錄或支付會費。一天 24 小時皆可進入利用。

Use Member Access at [www.rotary.org](http://www.rotary.org) to view and change membership records or pay dues 24 hours a day.

- 查看、更改扶輪社員的資料
- 支付扶輪社會費及其他費用（限以信用卡支付）
- 更新貴社資料（例會時間、地點、職員資料）
- 查詢全球扶輪社及地區資料
- 查看送交貴社的扶輪基金會捐獻報告
- 你也可以查看所有扶輪社員都能查詢的活動，包括：
  - 報名參加國際扶輪會議
  - 捐獻給扶輪基金會
  - 查詢個人的扶輪基金會捐獻明細
  - 管理個人向國際扶輪訂閱的電子郵件
  - 查詢社員福利

## RI-CAS

國際扶輪行政管理軟體，簡稱 RI-CAS，可從社員事務入口 Member Access 下載。

適用於下列行政事務：

- 管理通訊錄（社員、非扶輪社員）
- 管理貴社資料（出席率、例會、社員人數統計）
- 指派貴社委員會或貴社其他領導人人選
- 追蹤貴社活動（委員會會議、聯誼活動）
- 寄送電子郵件給資料庫中的收件人

## 扶輪社章程與細則

扶輪社秘書常被詢問有關扶輪社運作政策與程序，要回答這些問題，你必須充分瞭解國際扶輪章程與細則，及貴扶輪社的章程與細則。

首先，要查對貴社的章是否與最新模範扶輪社章程相符（見第 7 章）。也應查看貴社的細則是否與最新規定相符（請參考第 7 章的建議扶輪社細則）。細則固要迎合社方的情況，包括職員責任及委員會組織，亦必須符合貴社章程及國際扶輪章程和細則（參閱程序手冊或上國際扶輪網站 [www.rotary.org](http://www.rotary.org)）。和貴社社長合作，確定貴社章及細則皆符合最新規定。

如立法會議對於模範扶輪社章程有所修改，此修改部份即自動為貴社章程的一部份，並決定是否同步修改貴社細則。

- 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 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

## RI-CAS

RI club administration software, or RI-CAS, can be downloaded in Member Access.

Use it for the following administrative tasks:

- Managing contacts (club members, non-Rotarians)
- Managing club information (attendance, 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

## Your Club Constitution and Bylaws

The club secretary often is asked questions about Rotary club policies and procedures. To answer those questions, you need to be thoroughly familiar with the Constitution and Bylaws of Rotary International as well as those of your club.

At your first opportunity, review your club constitution to ensure it is the same as the current Standard Rotary Club Constitution (see chapter 7). Also review your club's bylaws to verify that they're up-to-date (see the Recommended Rotary Club Bylaws also in chapter 7 as a reference). They should reflect the operation of your club, including officer responsibilities and club committee structure, but must not contradict your club's constitution or the RI Constitution and Bylaws (see the *Manual of Procedure* or go to [www.rotary.org](http://www.rotary.org)). Work with the club president to ensure your club constitution and bylaws are current.

When legislation adopted by the Council on Legislation changes the Standard Rotary Club Constitution, those changes automatically become a part of your club's constitution. Determine whether changes to the constitution require changes to the club's bylaws.

## 扶輪社行政管理委員會

扶輪社行政管理委員會是 5 個建議常設委員會之一（委員會架構相關細節，請參閱附錄 2）。扶輪社秘書也應是此一委員會成員。扶輪社行政管理委員會負責辦理有效社務的活動。其責任包括：

- 籌備每週例會及特別節目
- 協助秘書紀錄社員出席情形，鼓勵社員補出席
- 促進社員間的聯誼互動
- 製作社刊
- 辦理任何促進有效社務的活動

## 每週例會

與社長及行政管理委員會合作準備週例會之節目。秘書對於每週例會應負責的任務包括：

- 協助社長準備每週例會宣告事項
- 監督分發及收回名牌
- 為來訪扶輪社員及來賓備妥特製之名牌
- 紀錄社員之出席情形
- 支付社方應付旅館或餐館的餐費
- 協助為外來演講者所作的安排（旅行、開支或感謝函）
- 提供來訪扶輪社員出席證明文件

## 社費

7 月 1 日就職後，秘書應迅速將社員應繳之社費通知單分寄全體社員。按照貴社的習慣準備這些通知單—有每半年收費一次者，有 3 個月 1 次者，甚或有 1 個月 1 次者。社費通知單須包括其他應繳之費—如餐費等。

你須紀錄所有已收社費，並簽發社員證。所有已收之各項社費，須每週轉交社中財務，並從財務處領取收據無誤。

社費若有滯交情事，應按期向理事會提出報告。模範扶輪社章程規定，凡有社員在指定日期後 30 日內未繳社費，當由秘書按其最近地址以書面通知；如在通知後 10 日內仍不繳費者，則其社員資格可由理事會決定予以終止。

## Club Administration Committee

The club administration committee is one of the five recommended standing club committees (for more information on the club committee structure, see appendix 2). As club secretary, you should be a member of this committee. The club administration committee conducts activities associated with the effective operation of the club. Its responsibilities include:

- Organizing weekly and special programs
- Helping the club secretary track club attendance and encourage make-ups
- Promoting fellowship among club members
- Producing the club bulletin
- Conducting any other activities associated with the effective operation of the club

## Weekly Meetings

Work with the president and the club administration committee to prepare the programs for the club's weekly meeting. The secretary's duties for the weekly meeting may include:

- Assisting the president in preparing announcements
- Supervising the distribution and collection of name badges
- Providing special name badges for visiting Rotarians and guests
- Recording attendance of members
- Paying the hotel or restaurant for meals, if applicable
- Assisting with arrangements (travel, expenses, letters of appreciation) for outside speakers
- Providing visiting Rotarians with documentation of attendance

## Club Dues

Statements of club dues should be sent to all members as soon as you take office on 1 July. Prepare these according to the custom established by your club — semiannually, quarterly, or monthly. The statement should include any other amounts payable, such as the cost of meals.

Record all collections and issue membership identification cards, if applicable. Forward all money collected to the club treasurer weekly; be sure that you always receive a receipt from the treasurer.

Report delinquencies in dues to the board regularly. The Standard Rotary Club Constitution states that members failing to pay their dues within 30 days of the due date will be notified in writing by the club secretary at their last known address. If dues are not paid within 10 days of the notification date, the membership may be terminated, subject to the discretion of the board.

扶輪社員證 Rotary Membership Identification cards 可透過國際扶輪授權商販（名單請參見 [www.rotary.org](http://www.rotary.org)）  
Rotary membership identification cards are available through authorized vendors (listed at [www.rotary.org](http://www.rotary.org)).

## 寄發特別通知

秘書要負責寄送特別通知給社員，可能包括理事會的所有開會通知，重要的委員會議通知，或因未能出席例會而可能喪失社員資格的社員。

## 理事會會議

絕大多數扶輪社中，秘書必須紀錄理事會議程，並為社員準備一份會議摘要。你可以在貴社集會上或透過社刊傳達資訊。有關各委員會之決議應速予轉達各委員會主委，至於會議記錄則應保存於扶輪社檔案中。

## 社刊

社刊之主要功用在讓社員知道有關貴社的活動，包括每週例會之節目、表揚社員的傑出服務，及即將到來的服務計劃與活動的細節。

扶輪社行政管理委員會主要負責出版社刊。身為委員會一員，你應提供資訊作為社刊的內容，如委員會報告和理事會決議，及總監月報、「英文扶輪月刊」或地域雜誌的摘要。

## 推薦新社員

推薦及選舉新社員 6 個步驟，其中有關 1、3、6 的三個步驟，即為秘書之職責。

因此，你應審慎並迅速進行每一步驟使潛在社員樂意加入扶輪社。

### 推薦和選舉新社員之步驟

1. 現職社員或社員發展委員會推薦社員時應將其姓名寫好經由秘書送交理事會。遷入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。除此一程另有規定外，推薦程序將視為機密。
2. 理事會應確保推薦案符合扶輪社章程職業分類及社員資格之規定。
3. 理事會應在收到推薦函30天內核准或不准，並將審查結果由秘書轉知推薦人。
4. 如理事會核准推薦案，貴社或推薦人應向被推薦人說明扶輪社之宗旨及作為一位社員之責任與權利，然後，應請其填妥及簽署正式申請書，並允許其姓名及職業分類（如果他不是名譽社員）對全社公佈。

## Special Notices

As secretary, you are responsible for sending out special notices to club members. This may include notices of all meetings of the board of directors, an important committee meeting, or to those members who are in danger of losing their membership because of failure to attend the weekly meetings.

## Meetings of the Board of Directors

In most clubs, the club secretary records the minutes of board meetings and prepares a digest of them for club members. You can deliver this digest either during a club meeting or through the club bulletin. Promptly notify club committee chairs of any board action related to their committees. File a copy of the minutes in the club's archives.

## Club Bulletin

The club bulletin should keep club members informed about the club, including upcoming programs for weekly meetings, recognition of outstanding service by a club member, and details for upcoming club service projects and activities.

The club administration committee is primarily responsible for producing the bulletin. As a member of this committee, you should provide information for the bulletin's contents, such as committee reports, board decisions, and items from the governor's monthly letter and *The Rotarian* or a Rotary regional magazine.

## Proposals for Membership

As club secretary, you are involved in three of the six steps for proposing and electing new members (steps 1, 3, and 6).

Follow through carefully and promptly on each step to keep the potential member interested in joining the club.

### Recommended Procedure for Proposing and Electing Members

1. An active member of the club or the membership committee submits the name of a prospective member 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 is kept confidential (except as otherwise noted in this procedure).
2. The board ensures that the proposal meets all the classification and membership requirements of the club constitution.
3. The board approves or disapproves the proposal within 30 days of submission and notifies the proposer, through the club secretary, of its decision.
4. If the board decision is favorable, the club or the proposer informs the prospective member of the purposes of Rotary and the privileges and responsibilities of membership. The prospective member signs the membership proposal form giving the club permission to publish his or her name and proposed classification (no classification is proposed for honorary membership), and the club publishes the information.

5. 「建議扶輪社細則」允許社員7天時間可就推薦案提出書面反對意見。若無人反對，被推薦人繳納入社費後，即成為正式社員。如有任何反對意見的話，理事會將於下次會議逕付表決。如果理事會仍予核准，則被推薦人在繳納入社費後仍可成為正式社員。
- 遷入之扶輪社員、其他扶輪社之前社員或名譽社員不需繳付入社費。
6. 經選舉新社員，社長應為新社員安排入社儀式、發給社員證並提供扶輪文獻。社長或秘書應將新員會資料報告國際扶輪。社長應指派一位社員協助新社員參與扶輪社，並分派新社員參加一項扶輪世界宣揚。

5. The Recommended Rotary Club Bylaws allow seven days for club members to consider the proposal and file written objections. If no objections are received, the prospective member is considered elected to membership, upon payment of the admission fee. If an objection is received, the board votes on the prospective member's membership at its next meeting. If approved despite the objection, the proposed member is considered elected to membership, upon payment of the admission fee.
- The admission fee is waived for transferring or former members of another club and honorary members.
6. Following a new member's election, the president arranges for the member's induction, membership card, and new member Rotary literature. The president or secretary reports the new member information to RI. The president designates a current member to help the new member become involved in the club and assigns the new member to a club project or function.

## 向地區總監及國際扶輪報告

應定期向地區總監及國際扶輪報告貴社的活動或計畫。地區總監接得此項報告後，將利用總監月刊、地區網站或助理總監將其轉達所屬區內之各扶輪社，國際扶輪將透過刊物或網站 ([www.rotary.org](http://www.rotary.org)) 向扶輪世界宣揚。

## Informing the District Governor & RI

Regularly inform the district governor and RI of the club's activities and plans. The governor can then share this information with other clubs within the district through the monthly letter, the district Web site, or assistant governors, and RI may publicize it to the Rotary world through its publications or on [www.rotary.org](http://www.rotary.org).

## 處理信件

在多數扶輪社中，秘書負責回覆社上收到的信件。請和貴社社長建立一套程序，供你回覆電子郵件、信件及傳真。如果貴社有自己設計的扶輪徽章，參閱國際扶輪的「視覺識別格式手冊」(Visual Identity Style Manual)，確保信紙上都正確印上該徽章。貴社社名及扶輪地區編號應印於扶輪徽章之上端或下端。扶輪徽章可自國際扶輪網站[www.rotary.org](http://www.rotary.org)下載。

## Correspondence

In most Rotary clubs, the club secretary responds to correspondence received by the club. Work with the club president to set up a process for responding to e-mails, letters, and faxes.

Use RI's *Visual Identity Style Manual* to ensure that the Rotary emblem is correctly reproduced on club stationery, if your club has its own. Your club's name and district number should appear directly above or below it. The Rotary emblem logo can be downloaded at [www.rotary.org](http://www.rotary.org).

## 公佈各種候選人提名

貴社下一年度的職員候選人既經提名確定以後，你即應依規定將候選人之姓名及選舉日等細節通知社中全體社員。你亦應將提名為地區總監候選人、國際扶輪理事或社長候選人之社員姓名通知社中全體社員。

國際扶輪細則規定禁止任何國際扶輪職位之競選。對於此種不合規定活動之申訴，必須由扶輪社或國際扶輪現任職員（如地區總監或國際扶輪理事）在選舉舉行45日內以書面方式向貴社服務之國際扶輪國際辦事處提出。

## Publicizing Nominations

After club officers have been nominated for the upcoming Rotary year, you should publish their names and election day details to all members of your club. Also publish the names of any club members proposed as candidates for district governor, RI director, or RI president.

The RI Bylaws prohibit campaigning for any RI office. A complaint about any such improper activities must be filed with your RI international office within 45 days of the election and must be submitted by an RI officer (such as the district governor or an RI director) or by a club.

## 捐獻扶輪基金會

在許多扶輪社，如未指派財務處理扶輪基金會捐獻及保管記錄，秘書應負責此項工作，為實行此項任務，你應進行下列各項：

## Contributions to The Rotary Foundation

In many clubs, the secretary processes and maintains records of contributions to The Rotary Foundation of Rotary International, if the treasurer is not assigned this task. When carrying out this task, be certain to:

把所有社員捐獻扶輪基金會款項寄交適當的地址：

- 在美國，捐獻應寄至：The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
- 在加拿大之捐款應寄至：The Rotary Foundation-Canada, P.O.Box. 9988 Postal Station A, Toronto, ON M5W2J2
- 在美國及加拿大以外地區應逕寄為服務貴社之國際扶輪國際辦事處或在貴國之財務代理機構。
- 每一筆捐款繳交時必須檢附一份感謝／捐獻表格（123-EN），此表格可從國際扶輪網站 [www.rotary.org](http://www.rotary.org) 下載。
- 保留所有收款及匯出收據。
- 為貴社或所屬扶輪地區準備定期報告。

捐款可隨時匯出，受款人應註明「扶輪基金會」而非「國際扶輪」。捐款可以是支票、信用卡、匯票或旅行支票。其他捐獻方式，如有關證券、保險單、財務、遺贈等，可洽請國際扶輪世界總部「扶輪基金會」的接受捐獻管理課（Gift Administration Department）或服務貴社的國際辦事處協助辦理有關權益之轉移。

身為秘書，貴社每筆捐獻的稅金收據都將寄給你。個人所做之捐獻，收據將直接寄給此人。對於捐獻問題如有疑問時，可逕向地區扶輪基金主委，或地區年度捐獻小組委員會主委洽詢。扶輪社捐獻記錄及表彰摘要報告可透過網站（[www.rotary.org](http://www.rotary.org)）的社員事務入口查看，供扶輪社社長及扶輪社秘書使用與貴社的扶輪基金會委員會分享這些資訊。

Forward contributions received from club members to the appropriate address:

- In the United States: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
- In Canada: The Rotary Foundation-Canada, PO Box 9988, Postal Station A, Toronto, ON M5W 2J2
- Outside USA/Canada: RI international office or the fiscal agent serving the clubs in your country
- Submit the *Appreciation/Contribution Form* (123-EN), available at [www.rotary.org](http://www.rotary.org).
- Maintain receipts for of all contributions as they are received and forwarded.
- Prepare periodic reports on contributions for the club or district.

Contributions may be forwarded at any time. They may be made by check, credit card, money order, or traveler's check and made payable to "The Rotary Foundation" (not to "Rotary International").

Other forms of contributions include stock, life insurance policies, property, and will bequests. Contact the Foundation's Gift Administration Department at RI World Headquarters or your international office for assistance in transmitting these types of contributions.

As secretary, you will receive tax receipts, wherever available, for contributions made by the club. Receipts for contributions made by individuals will be sent directly to those contributors. Contact the district Rotary Foundation committee chair or district annual giving subcommittee chair with questions. Club contribution records and the recognition summary reports are available to club presidents and club secretaries through Member Access at [www.rotary.org](http://www.rotary.org). Share these with your Rotary Foundation committee as appropriate.

## 資源

請善用下列資源執行你的任務：

### 資料

- 感謝／捐獻表 *Appreciation/Contribution Form* (123-EN) — 每筆給扶輪基金會的捐獻均應檢附此表。
- 扶輪地區名錄或網站 — 詳列扶輪地區領導人及活動。
- 如何推薦新社員 *How to Propose a New Member* (254-EN) — 簡述遴選及選舉社員的小手冊，內含社員推薦表 *Membership Proposal Form*。
- 程序手冊 *Manual of Procedure* (035-EN) — 經由立法程序、國際扶輪理事會、扶輪基金會保管委員會及國際扶輪章程訂定的政策及程序。每三年立法會議舉行後會修改並重印發行，每個扶輪社秘書都會免費收到一份新版本。

## Resources

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

### Informational Resources

- *Appreciation/Contribution Form* (123-EN) — Form that should accompany contributions and donor appreciation requests to The Rotary Foundation.
- District directory or Web site — Listing of district leaders and activities
- *How to Propose a New Member* (254-EN) — Brochure outlining the procedure for selecting and electing members. Includes a *Membership Proposal Form*.
- *Manual of Procedure* (035-EN) — Policies and procedures established by legislative action, the RI Board of Directors, and the Trustees of The Rotary Foundation and the RI constitutional documents. Revised and issued every three years following the Council on Legislation, with a free copy sent to every club secretary.

- **公式名錄 Official Directory (007-EN)** — 有關國際扶輪、扶輪基金會職員、委員會、特別任務小組及秘書處聯絡資料；全球扶輪地區及總監名冊；各扶輪地區內扶輪社重要職員名冊，包括社長、秘書及例會時間、地點，以字母順序編排。獲授權的扶輪商品供應商（包括西裝領鈕扣、紀念章、小木槌、旗子或其他有扶輪徽章的物品）列於名錄後，也可從網站 [www.rotary.org](http://www.rotary.org) 上查詢。另已出光碟版。  
注意：扶輪社員、扶輪社及扶輪地區禁止將《公式名錄》郵寄名單移為商業用途。
- **國際扶輪目錄 RI Catalog (019-EN)** — 列有國際扶輪出版品、視聽節目、表格及用品等，每年更新。有書面及網路版。
- **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** — 為支援國際扶輪章程及細則，而由國際扶輪理事會及扶輪基金會保管委員會制定的政策及程序，在每次保管委員會、理事會開會後均會修改。可上網 [www.rotary.org](http://www.rotary.org) 查看。
- **扶輪世界 Rotary World (050-EN)** — 印行給扶輪社及地區領袖的季報，可用於社刊及其他通訊物上。
- **英文扶輪月刊 The Rotarian** 或扶輪地域雜誌 **Rotary regional magazine** — 每月出刊的國際扶輪公式雜誌，提供扶輪社及地區活動的資訊、國際扶輪理事會決議及國際扶輪會議資訊。也供社員訂購贈送給別人。
- **視覺識別格式手冊 Visual Identity Style Manual (547-EN)** — 供扶輪各級組織設計出版品的參考資料，包括如何正確使用扶輪徽章、扶輪顏色、好的出版品的組成元素、版面編排、排版、圖文及照片。

國際扶輪出版品可自國際扶輪目錄訂購，或自網站 [www.rotary.org](http://www.rotary.org) 下載。

### [www.rotary.org](http://www.rotary.org)

國際扶輪網站提供扶輪全方位的網路資源及最新消息，包括社員資訊、扶輪基金會、國際扶輪計畫、新聞、扶輪社及地區支援，及訓練。訪客可在線上目錄購物，搜尋任一扶輪社的例會時間、地點，及下載扶輪出版品。

滑鼠點下：

- **Member Access** 社員事務入口 — 秘書處只提供社員的服務，包括國際扶輪行政管理軟體 **RI-CAS**。扶輪社秘書及社長可查看更多扶輪社報告及記錄。
- **Club-District Support** 扶輪社及地區支援 ([www.rotary.org/support](http://www.rotary.org/support)) — 供扶輪社及扶輪地區職員運用的資源，包括最新的建議扶輪社細則及模範扶輪社章程。

關鍵字搜尋：

- **Club Leadership Plan** 扶輪社領導計畫 ([www.rotary.org/clubplan](http://www.rotary.org/clubplan)) — 有關扶輪社領袖計畫的政策及資源。

- **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. A list of the licensed suppliers for Rotary merchandise (including lapel buttons, badges, gavels, flags, or other Rotary emblem items) is included in the back and at [www.rotary.org](http://www.rotary.org). A CD-ROM version is available.  
Note: Rotarians, Rotary clubs, and districts are prohibited from making the *Official Directory* available as a commercial mailing list.

- **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 (available at [www.rotary.org](http://www.rotary.org)).

- **Rotary World (050-EN)** — Quarterly newspaper for Rotary club and district leaders; can be used for club bulletins and other newsletters.

- **The Rotarian** or Rotary regional magazine — RI's official magazines, published monthly; resource on club and district projects, RI Board decisions, and RI meetings. Gift subscriptions are available.

- **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, graphics, and photographs.

RI publications can be ordered from the *RI Catalog* or downloaded at [www.rotary.org](http://www.rotary.org).

### [www.rotary.org](http://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 programs, news, club and district support, and training. Visitors may shop the online catalog, locate the meeting time and place of any Rotary club, and download Rotary publications.

Click on:

- **Member Access** — Secretariat services for Rotarians only, including RI-CAS. Club secretaries and presidents have access to additional club reports and records.
- **Club-District Support** ([www.rotary.org/support](http://www.rotary.org/support)) — Resources for club and district officers, including the current Recommended Rotary Club Bylaws and Standard Rotary Club Constitution.

Keyword search:

- **Club Leadership Plan** ([www.rotary.org/clubplan](http://www.rotary.org/clubplan)) — Policy and resources for the Club Leadership Plan.

## 人力資源

- 助理總監—被指派協助地區總監處理指定扶輪社的行政管理事務的扶輪社員。貴社的助理總監每季會前來訪問，可協助處理社上事務。(可向貴社所屬的扶輪地區取得聯絡資訊)
- 前扶輪社秘書—瞭解貴社事務及歷史的資深扶輪社員。
- 國際扶輪扶輪社及地區支援代表 **RI Club and District Support representatives**—他們是國際扶輪世界總部及國際辦事處的職員，能回答行政管理方面的問題，也能洽請適當的國際扶輪及基金會人員解決其他詢問。(《公式名錄》及網站 [www.rotary.org](http://www.rotary.org) 上刊有聯繫資訊)

## Human Resources

- Assistant governor — Rotarian appointed to assist the governor with the administration of designated clubs. Your assistant governor will visit your club quarterly and is available to assist your club. (Contact information available from your district.)
- Past club secretaries — Knowledgeable Rotarians who understand your club procedures and history.
- RI Club and District Support representatives — Staff members at RI World Headquarters and international offices available to answer administrative questions and direct other inquiries to appropriate RI and Foundation staff. (Contact information can be found in the *Official Directory* and at [www.rotary.org](http://www.rotary.org).)

## 附錄 1

### 扶輪社秘書全年行事曆

以下是扶輪社秘書紀錄活動的行事曆範本，你應根據貴社及所在地區的活動作適當修改。

#### 定期備忘

**每週備忘：**協助社長安排每週例會及特殊會議，例如理事會會議、社務行政會議；回覆信件等。

**每月備忘：**每月最後一次例會結束後，應於 15 日內將本社之社員出席報告填報給地區總監。

**每季備忘：**協助準備或後續追蹤助理總監的訪問。

**年度備忘：**協助準備或後續追蹤地區總監的公式訪問。

#### 三月—四月—五月—六月（就職前活動）

- 開始閱讀扶輪社秘書手冊、模範扶輪社章程及建議扶輪社細則。
- 與社長當選人及將卸任的秘書會商。
- 出席地區講習會。
- 出席將上任理事的會議。
- 必要時協助將上任社長應用有效能扶輪社規劃指南（*Planning Guide for Effective Rotary Clubs*）訂立本社的目標。
- 出席社長當選人在地區講習會之後舉行的社務行政會議，以討論本社為來年所做的規劃。
- 如被邀請，應出席現任理事會會議。

#### 七月

- 就職及負起職務上的責任。
- 到國際扶輪網站 [www.rotary.org](http://www.rotary.org) 上的社員事務入口 Member Access 註冊。
- 向將卸任的秘書接收所有卷宗並接管社中財產，包括最新的程序手冊（*Manual of Procedure*）。
- 寄送全體社員社費單，登記繳納之社費。
- 準備半年報告及支付會費並在 7 月 1 日前寄送國際扶輪\*。
- 注意：半年報告中應詳列所有在 7 月 1 日會成為社員的名單。
- 收到國際扶輪寄來的公式名錄 *Official Directory*。

\*此一報告表亦可透過社員事務入口 Member Access 呈報國際扶輪。

## APPENDIX 1

### Club Secretary's Calendar

This is a sample calendar of activities for the club secretary. You should modify it to reflect the activities of your club and district.

#### Regular Reminders

**Weekly:** Assist the president with arrangements for weekly meetings and any special meetings, such as board meetings and club assemblies; respond to correspondence.

**Monthly:** Send the club's membership attendance report to the governor no later than 15 days after the last meeting of the month.

**Quarterly:** Help prepare for/follow up on the assistant governor's visits.

**Annual:** Help prepare for/follow up on the district governor's official visit.

#### March-April-May-June (before taking office)

- Begin studying the *Club Secretary's Manual* and the Standard Rotary Club Constitution and Recommended Rotary Club Bylaws.
- Confer with the president-elect and the outgoing secretary.
- Attend the district assembly.
- Attend meetings of the incoming board of directors.
- Assist the incoming president, as needed, in setting club goals, using the *Planning Guide for Effective Rotary Clubs*.
- Attend the club assembly held by the president-elect after the district assembly to discuss club plans for the upcoming Rotary year.
- Attend current board meetings, if invited.

#### July

- Take office and assume official duties.
- Register with Member Access at [www.rotary.org](http://www.rotary.org).
- Secure all club records from the outgoing secretary, and take custody of club property, including the current *Manual of Procedure*.
- Send statements of club dues to all members, and record collections.
- Prepare both the semiannual report and dues payment, due to RI on 1 July.\*
- *Note: The semiannual report should list all individuals who will be members as of 1 July.*
- Receive the *Official Directory* from RI.

\* Can also be submitted to RI through Member Access at [www.rotary.org](http://www.rotary.org).

## 十二月

- 準備與協助舉行年度選舉職員會議，必須在 12 月 31 日前進行，確保名單會出現在新版本的公式名錄 **Official Directory** 中\*。注意：如果國際扶輪沒有收到此表，公式名錄上會重刊現任職員的名單。

## 一月

- 寄送全體社員應繳社費通知單，登記繳納之社費
- 準備半年報告及社費並在 1 月 1 日前寄送國際扶輪\*。注意：半年報告中應詳列所有在 1 月 1 日前會成為社員的名單。
- 與社長和理事共同檢討社務活動並準備年中進度報告。

## 二月

- 若貴社已決定推薦一位社員為總監提名候選人，應寄送推薦函至地區提名委員會。

## 四月

- 開始向繼任人說明秘書執掌之各項工作概要。

## 五月

- 為出席國際扶輪年會之代表準備證明書。

## 六月

- 準備年度報告。
- 與繼任人會商；移交本社所有記錄、檔案與財產。

## December

- Prepare for and assist with the annual meeting to elect officers, which must be held by 31 December to guarantee inclusion in the next edition of the *Official Directory*. \* Note: *If RI doesn't receive this form, current officers will be listed again.*

## January

- Send statements of club dues to all members, and record payments.
- Prepare both the semiannual report and dues payment, and send to RI on 1 January.\* *Note: The semi-annual report should list all individuals who will be members as of 1 January.*
- Cooperate with the president and the board of directors in reviewing the club's program of activities and preparing the midyear progress report.

## February

- If your club has decided to propose one of its members as a governor-nominee candidate, send a letter with the proposal to the district nominating committee.

## April

- Begin briefing your successor on the various aspects of the job.

## May

- Prepare credentials for delegates to the RI Convention.

## June

- Prepare your annual report to the club.
- Meet with your successor, and turn over all club records and property.

\*此一報告表亦可透過社員事務入口 **Member Access** 呈報國際扶輪。

\* Can also be submitted to RI through Member Access at [www.rotary.org](http://www.rotary.org).

## 附錄 2

## APPENDIX 2

### 國際扶輪理事會對扶輪社領導計畫之政策

### RI Board Policy for the Club Leadership Plan

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。有效能扶輪社的要素為

- 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畫
- 透過金錢捐獻及參與計畫來支持扶輪基金會
- 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，以確保未來領導人的培養。
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畫以確保
  - 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：

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畫，以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。

### • 服務計劃委員會

這個委員會應該擬定並執行並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 展開你的任期

## 2 Beginning Your Term in Office

扶輪社秘書當選後，與其他職員及理事同時於 7 月 1 日就職。

The club secretary, along with other club officers and board members, takes office on 1 July each year.

### 就職前之活動

### Pre-induction Activities

就職以前，你應與將上任社長協商俾能達成社務運作的共識，尤應明瞭社長與秘書彼此各種職責的區分。社長當選人會在 7 月 1 日以前召集新當選的理事及委員會的非正式會議以擬定來年的目標。參加這些會議可明瞭貴社目標及計畫。讓你全盤審視貴社，並明瞭你在維持一個有效能的扶輪社方面所扮演的角色。

Before you take office, meet with the incoming president in order to arrive at a mutual understanding of club operations, particularly how various functions are divided between president and secretary. The club president-elect may call informal meetings of the newly elected board of directors and committees before 1 July, in order to develop goals for the coming year. Participating in these meetings will ensure that you're aware of club goals and plans, allowing you to see the club as a whole and understand your role in maintaining an effective club.

你和社長當選人應與將卸任職員會商，以評估貴社的現況及正在進行之計畫及活動情形。如時機適合，出席現任之理事會議，你更可瞭解貴社之行政程序，有助於社務運作銜接延續。

You and the president-elect should meet with the outgoing offices to assess the state of the club and the status of ongoing projects and activities. Attending meetings of the current board, if appropriate, will allow you to gain a greater knowledge of the club's administrative procedures and also help ensure continuity of club operations.

### 社務卷宗及移交程序

### Club Records and Procedures

與前任秘書安排，以接收全社各種檔案，包括卷宗、辦公物品以及其他設備，如鳴鐘、小木槌、例會名牌及社旗等。全部檔案應包括扶輪社之社證、章程、細則、貴社所在介紹、社史、扶輪社及理事會每次會議記錄、扶輪社職員及所有委員會每年年度報告，及全體社員名冊。務必向前任秘書接收完整卷宗及檔案。假如社中對於紀錄社員名冊。務必向前任秘書接任完整卷宗及檔案。假如社中對於紀錄社員之出席及付費等資料，尚無規定一種之永久辦法，你應發動建立此項制度。

Make arrangements with your predecessor to receive the complete records of the club, including club file, office supplies, and any equipment (bell, gavel, club meeting badges, club banner). Club files should include the club charter, club constitution and bylaws, description of club locality, club history, minutes of all clubs and board of directors meetings, annual reports of the club officers and all committees, and a roster of club members. Work with your predecessor to ensure records are complete. If the club doesn't have a system for maintaining records, including attendance and payment of dues, get one started.

和前任秘書檢討扶輪社細則中現有行政管理程序如出席、付費及推薦社員的辦法。如有必要，應和社長討並修改不適規定。

Review current administration procedures (attendance, payment of dues, membership proposals) in the club bylaws with your predecessor. Work with your club president to review and adjust them, as necessary.

## 社務檔案及圖書館

秘書通常是社檔案的保管人，內含貴社及扶輪的歷史資料，包括：

- 貴社申請成為國際扶輪會員社的申請表，及創社社員名單
- 有關社名或所在地變更的文件
- 所有修正文字的貴社章程及細則
- 開會通知及紀錄
- 地區年會議
- 有關貴社及社的活動的剪報、照片、投影片及錄影帶

在年終，與社長或特殊委員會（若有指定）更新社務檔案，包括全年活動摘要、職員或特殊活動的照片、新社員名單，及傑出成就。

新的圖書館對於社員持續教育極為有益，內容應包含扶輪出版品、視聽資料（可從國際扶輪目錄訂購）、社刊檔案、總監月報、英文扶輪月刊或扶輪地域雜誌，及扶輪世界。

## 審核社方會計帳單

連同社中檔案同時移交的，還有為將卸任理事準備的各項年度財務紀錄，你應詳細查明，其中是否尚有未付或應收帳款。應準備一份完整的會計資料，並於第一次將上任理事會中提出。

你應妥為保存帳目及收據等。許多扶輪社採用下列方法付款及記帳：

1. 秘書開製付款傳票後請社長簽字。
2. 將傳票附同帳單請財務付款。
3. 傳票最後退還秘書存檔。

依照完善的商業手續，在一張傳票上面需要有兩人聯署之簽名。

## Club Archive and Library

Ordinarily, the secretary is the custodian of the club archive, which contains historical information about the club and Rotary, including:

- Club's application for membership in RI and list of charter members
- Documentation relating to change of club name or locality
- Club constitution and bylaws with amendments
- Meeting notices and minutes
- District conference programs
- Press clippings, photos, slides, and videos relating to the club and its activities

At the end of the year, work with the president or a special committee (if one is appointed) to update the club archive, including a summary of activities for the year, photographs of officers or special events, names of new members, and outstanding accomplishments.

A club library is useful for new and continuing member education. It should contain Rotary publications and audiovisual resources (ordered from the *RI Catalog*), along with archived issues of the club bulletin, the governor's monthly letter, *The Rotarian* or your Rotary regional magazine, and *Rotary World*.

## Club Financial Review

Review the annual club financial records with the club treasurer, which was prepared for the outgoing board of directors and transferred to you with the club records, to determine if any bills require payment or debts should be collected. A complete accounting of these should be prepared for presentation at the first meeting of the incoming board.

Maintain careful records on the payment of bills and collection of debts. Many clubs use this procedure for paying and recording bills:

- 1 The secretary draws a voucher and gives it to the president for signature.
- 2 The secretary gives the signed voucher and the bill to the treasurer for payment.
- 3 The treasurer returns the voucher to the secretary, who files it with the club records.

Good business procedure calls for two signatures on a check or draft.

### 3 報表規定

### 3 Reporting Requirements

扶輪社秘書必要工作之一是填報所需報告寄去國際扶及所屬扶輪地區。下表列出應繳交之報告、繳交對象及截止日期。

#### 應繳交至國際扶輪及所屬扶輪地區的報告

報告	繳交給	截止日期
半年報告*	國際扶輪，工作表副本寄交給地區總監	每年7月1日及1月1日
扶輪社例會每月出席報告	地區總監	每月最末一次例會後15天內
社員變更*	國際扶輪及地區總監	隨時進行
來訪扶輪社員出席報告	該扶輪社員所屬的扶輪社	隨時進行
扶輪社員遷移表	位於遷入新社區的扶輪社	隨時進行
扶輪社資料變更*	國際扶輪及地區總監	隨時進行
公式名錄資料表*	國際扶輪及地區總監	12月31日

An essential part of the club secretary's work is to prepare and submit the required reports to Rotary International and the district, listed in the chart below.

#### Required Reports to RI and District

Report	Submit to	Due date
Semiannual report*	RI, with a copy of the worksheet sent to the district governor District governor	1 July and 1 January
Monthly attendance report of club meetings	District governor	Within 15 days following the last meeting of the month
Changes in membership*	RI and district governor	Ongoing
Visiting Rotarians attendance reports	Rotary club of visitor	Ongoing
Rotarian Relocation Form	Rotary club in new community	Ongoing
Club information changes*	RI and district governor	31 December
Official Directory information*	RI and district governor	

\*此一報告表亦可透過網站[www.rotary.org](http://www.rotary.org)的社員事務入口 Member Access 呈報國際扶輪。

\* Reports to RI can be made through Member Access at [www.rotary.org](http://www.rotary.org).

## 寄交國際扶輪之半年報告

秘書首要任務之一是準備半年報告，向國際扶輪證明全社社員姓名及個人資料。國際扶輪會寄給你7月及1月用的半年報告表（7月的表格應在你未上任前就收到）。如果7月1日或1月1日你仍未收到上述表格時，請逕函國際扶輪索取。

你須審慎確實填寫，並送社長簽字，再由本人簽字，並儘速寄交服務貴社的國際扶輪國際辦事處。同時寄送一份副本給總監，另一份存檔。半年報告期限為7月1日（8月1日即屬過期），第二次半年報告期限為1月1日（2月1日即屬過期）。報告新社員、社員資料變更或社員退社之報告表須連同半年報告一併寄出，並附寄支票或匯票，以繳付社員會費和「英文扶輪月刊」或扶輪地域雜誌訂閱費。

扶輪社均需為社員繳交會費和雜誌訂閱費，如逾期未繳180天，貴社在國際扶輪之會員社資格可能被終止。被終止資格的扶輪社需在一年內申請恢復資格，才能保留社證、社名及社史。此外，被終止資格的扶輪社只能在半年報告截止日一年內修改社員名單；超過一年，必須照半年報告上所列的社員人數繳交社費。

## 每月出席報告寄送地區總監

秘書的經常任務之一為紀錄每週例會社員出席之人數，並計算每月出席人數之百分率，於每月最後一次例會後15天內寄送地區總監。出席規定，包括如何補缺席，詳載如後，或見模範扶輪社章程（第7章）。

建議你和社的行政管理委員會委員共同合作，教育社員知悉出席規定，及如何補出席。你也可以請該委員會協助追蹤出席情形。

### 計算現職社員出席方法

務必列出有出席每週例會的現職社員及計入補出席的社員。不必列出獲理事會核准免出席例會的社員及來訪的社員。社員年齡與社齡（參加一個以上的社）加總至少達85年者，得以書面向扶輪社秘書請求免出席例會。在理事會核准前，該社員不得從出席社員人數中扣除。

## Semiannual Report to Rotary International

One of your first and most important duties as club secretary is to prepare the semiannual report to RI certifying the names and personal information of club members. RI will send you the semiannual report forms for the July report (which you should receive before you take office) and the January report. If you don't receive your club's set of forms by 1 July or 1 January, contact RI.

Complete each report carefully and accurately, have the club president sign it, sign it yourself, and promptly send it to your RI international office. Also send a copy to your governor, and file a copy in your club records. The semiannual reports are due on 1 July (past due on 1 August) and 1 January (past due on 1 February).

The report and forms for reporting new members and membership changes or terminations should be accompanied by a check or draft to cover the per capita dues and subscriptions to *The Rotarian* or Rotary regional magazine.

Dues and subscriptions are required for Rotary club membership. If these dues and subscriptions aren't paid on schedule, your club's membership in Rotary International can be terminated 180 days from the due date. Terminated clubs must be reinstated within one year of the termination date in order to retain their charter, name, and club history. In addition, terminated clubs may only revise their membership list within one year of the semiannual period due date; after that time, dues must be paid for the membership as listed on the semiannual report.

## Monthly Attendance Report to District Governor

One of the secretary's duties is to record attendance at each weekly meeting and calculate the monthly percentage of attendance report sent to the district governor within 15 days of the last meeting of each month. The attendance requirements, including how to make up an absence, are included in this section and in the Standard Rotary Club Constitution (chapter 7).

You may want to involve your fellow club administration committee members in educating club members about the attendance requirement and how to make up a missed meeting. You may also ask for their help with tracking attendance.

### Active Members Credited with Attendance

Do include active club members present at the weekly club meeting and members credited with make-ups.

Do not include members excused by the board from attendance or visiting Rotarians. Members whose combined age and years of membership (in one or more clubs) totals at least 85 years may submit a written notice to the club secretary, asking to be excused from attendance; the board must approve the request before the member is excluded from attendance figures.

## 補出席

一位社員未出席扶輪例會，若在該例會前或後14天之內該社員有下列情形之一者，仍可視同出席例會計算：

- 在其他扶輪社或臨時扶輪社例會出席時間達百分之60以上者
- 在另一扶輪社例會的時間與地點出席該社例會，但該社因故沒有開會
- 他是處理扶輪事務的國際扶委員會職員或委員、扶輪基金會保管委員會委員、以地區總監特別代表身分理新置之設立，或受雇國際扶輪
- 出席或在往返下列會議途中：

國際扶輪年會	地區年會
立法會議	地區講習會
國際講習會	經地區總監或國際扶輪理事會指派之任何地區委員會會議
扶輪講習會	或定期宣佈之各扶輪社合辦之埠際會議
國際扶輪委員會會議	
經國際扶輪理事會指示或許可之任何會議	
多個扶輪地帶共同舉辦的會議	

- 直接並主動參與由扶輪地區、國際扶輪或扶輪基金會主辦之服務計畫，在遙遠的地方工作且不可能有補出席的機會。
- 出席扶輪青年服務團、扶輪少年服務團或扶輪社區服務團之例會，或臨時設立的扶輪青年服務團、扶輪少年服務團或扶輪社區服務團之例會
- 出席扶輪社理事會授權之扶輪社服務計畫或扶輪社主辦的社區活動或會議
- 出席理事會會議，或經理事會授權而出席該社員被派任之服務委員會之會議
- 透過扶輪社網站，參加平均時間需達 30 分鐘以上的互動活動

## 取消例會

扶輪社因以下原因取消其經常例會，則該次例會可免計算出席率：

- 國定假日
- 社員亡故
- 整個社區遭受時疫或重大災害之影響
- 社區內發生武裝衝突危及社員生命

此外，扶輪社理事會在每一扶輪年度得以上述以外之原因停開例會最多 4 次，但不得連續停開例會 3 次以上。此類停開之例會，可免計算出席率。

## Make-ups.

You may give attendance credit to a member who misses a club meeting if, within 14 days before or after the missed meeting, the member meets one of the following conditions:

- Attends at least 60 percent of the regular meeting of another Rotary club or a provisional Rotary club
- Is present at the usual time and place of another club's regular meeting and that club is not meeting
- Is serving on Rotary business as an RI committee officer or member, a Rotary Foundation trustee, or district governor's special representative in the formation of a new club, or in the employ of Rotary International
- Attends or travels with reasonable directness to or from any of the following meetings:
 

RI Convention	District conference
Council on Legislation	District assembly
International Assembly	Any district committee meeting held by direction of district governor or RI Board of Directors
Rotary institute	Regularly announced intercity meeting of Rotary clubs
RI committee meeting	
Any meeting held by direction/ approval of RI Board of Directors	
Multi-zone conference	
- Participates directly and actively in a service project sponsored by the district, RI, or The Rotary Foundation in a remote area where a make-up opportunity isn't possible
- Attends a regular meeting of any of the following: Rotaract club, Interact club, Rotary Community Corps, a provisional Rotaract or Interact club or Rotary Community Corps or a meeting of a Rotary Fellowship
- Attends and participates in a club service project or club-sponsored community event or meeting authorized by the board
- Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned
- Participates through a club Web site in an interactive activity requiring an average of 30 minutes of participation

## Canceled meetings

When calculating the club's monthly attendance report, you can omit a regular club meeting that is canceled for one of the following reasons:

- Legal holiday
- Death of a club member
- Epidemic or disaster affecting the entire community
- Armed conflict in the community that endangers the lives of club members

Additionally, the board may cancel up to four meetings per Rotary year for causes not otherwise specified, provided that the club does not fail to meet for more than three consecutive meetings. Don't include these canceled meetings when calculating attendance.

## 計算出席率

每月出席率計算應以該週出席例會的社員人數除以該社現職社員總人數。由以下表可以說明每月的平均出席率計算方法：

		A 欄	B 欄	C 欄
例會日期	社員總人數 (不含名譽社員)	用於計算出席 的例會人數	出席與補出席 人數	例會出席率 (B/A) ×100=C
10月2日	52	50	48	96%
10月9日	52	50	45	90%
10月16日	54	例假日	例假日	例假日
10月23日	54	52	44	85%
10月30日	55	53	48	91%

平均出席率=91%

		Column A	Column B	Column C
Meeting Date	Total Membership (except honorary)	No. of Members Used in Calculating Attendance	No. of Members Present or Made Up	Weekly Percentage (B/A) ×100=C
2 October	52	50	48	96%
9 October	52	50	45	90%
16 October	54	Holiday	Holiday	Holiday
23 October	54	52	44	85%
30 October	55	53	48	91%

Average Attendance = 91%

## Calculating Attendance Percentages

Calculate the attendance percentage for each week by dividing the number of active members credited with attendance for that week by the number of active members in the club. The following chart illustrates the method of calculating the average attendance percentage each month.

## 社員變更報告

一年中社員難免有所變更，包括新社員、資料變更及退社。所有變更一經證實後利用社員事務入口 Member Access 或社員資料表（第 7 章）填報。請記得通知地區總監，並將此一資訊存入社中檔案。

### 報告新社員

當國際扶輪收到這些資料後，新社員姓名將被列入扶輪社社員記錄中，這些社員即應開始訂閱「英文扶輪月刊」或經核定之地域雜誌。如果新社員原先曾是扶輪社員，你應取得該社員原先的扶輪社社名及扶輪社員編號，這樣他之前捐獻給基金會或在國際扶輪職位服務的記錄就能保留。

### 透過社員事務入口報告變更

社員的變更透過社員事務入口報告後即會迅速處理，並反映在國際扶輪的資料庫。請注意，如果你透過社員事務入口增加或終止一位社員，則此人之社員資格的狀態立即且永久改變。

## Changes in Membership

During the year, most clubs experience changes in club membership, including new members, changes in members' contact information, and membership terminations. Report all changes to RI as soon as they become effective, using either Member Access or the Membership Data Form (chapter 7). Be sure to notify your district governor and update club records.

### Reporting New Members

When RI receives this information, the new member's name is entered in the club membership record and the member's subscription to *The Rotarian* or Rotary regional magazine is activated. If the new member is a former Rotarian, provide the member's previous Rotary club name and member ID number (if available) so that the member's history, such as Foundation giving or RI offices held, is retained.

### Reporting Changes through Member Access

Membership changes reported through Member Access are made directly to the RI database and processed immediately. Be aware, however, that if you add or terminate a member, the change to the individual's membership status is immediate and permanent.

## 來訪社員之出席報告

提供來訪社員出席貴社每週例會的出席證明文件，讓他們所屬的社紀錄補出席。該類證明文件可以是一張卡片，讓參訪社員帶回自己的社團，或你以電子郵件告知來訪社員扶輪社的秘書。

## 扶輪社員遷移表

扶輪社員因遷移而離開貴社時，往往有資格加入他們所遷往社區的扶輪社。貴社可以推薦該遷移之社員給新社區的扶輪社（新社區扶輪社的任何社員也可作此推薦）。請用扶輪社員遷移表 *Rotarian Relocation Form*（可從網站 [www.rotary.org](http://www.rotary.org) 下載）通知新社區扶輪社的社長或秘書長，告知新社員即將搬入他們的社區。

注意：遷移社員不需繳付入社費給他們新加入的扶輪社

## 扶輪社資料變更

扶輪社資料若有任何變更—如每週例會時間、地點或日期改變，或扶輪社社長或秘書有變更或其地址有變更—應隨時透過社員事務入口，或聯絡你的扶輪社及地區支援代表（*Club and District Support representative*）將這些變更通知地區總監及國際扶輪。

## 提供《公式名錄》資料

在 10 月份，你將收到國際扶輪寄來的扶輪社職員報告表 *Club Officers Report Form*，供你填報社上職員資料供「公式名錄」之用。務請按說明妥為填寫，在年度會議後、12 月 31 日前透過社員事務入口送回給國際扶輪。請分送一份副本給地區總監當選人，他們需要提早聯繫將上任的扶輪社長及現任總監。你應另備一份留存。

## Visiting Rotarians Attendance Report

Provide visiting Rotarians with documentation of their attendance at your weekly club meeting so their own club will give them attendance credit for the make-up. This documentation could be a card the visitor takes back to his or her club or an e-mail that you send to the secretary of the visitor's club.

## Rotarian Relocation Form

Rotarians who leave your club because they are moving may be eligible for membership in the Rotary club in their new community. Your club can propose a relocating Rotarian for Rotary club membership in a new community (a member of the new club may also make the proposal). Use the Rotarian Relocation Form (available at [www.rotary.org](http://www.rotary.org)) to notify the president or secretary of the new club that a prospective member is moving to their locality.

*Note: Transferring members aren't required to pay an admission fee in their new club.*

## Club Information Changes

Any change of club information — for example, a new meeting time, place, or day, a new president or secretary, or a change of address for a president or secretary — should be reported immediately to your district governor and RI through Member Access or by contacting your Club and District Support representative.

## Official Directory Information

In October, you'll receive a copy of the Club Officers Report Form for submitting your club's data for the *Official Directory* from RI. Complete the form, or submit the information through Member Access, following the annual meeting and return to RI by 31 December. Share this information with the district governor-elect, who needs to make contact early with incoming club presidents, and the current governor. Retain a copy for your records.



## 4 與扶輪社社長合作

秘書與社長必須通力合作，相輔相成，以期貴社達到最大效能。當選後，你應與社長當選人速就上列事務坦誠磋商，以瞭解彼此之責任和管理社務之方法。

### 理事會會議

詳閱貴社細則，確認理事會開會時間。社長會主持理事會，通常秘書的職責如下：

- 寄發開會通知給所有理事
- 確認理事出席與否
- 在適當情形下，邀請貴社的助理總監參與
- 與社長共同擬定開會議程
- 準備數份參考資料供開會使用
- 紀錄會議過程，整理成報告全社瞭解

社長當選人可召集將上任的理事開會，為來年作準備。與社長當選人合作確保這些會議富建設性，必要時作後續處理，俾讓全社準備好迎接新的扶輪年度。

### 社務行政會議

社務行政會議是全體職員、理事及各委員會主委的集會。會議之目的為討論貴社各項計畫及活動，並教育社員。尤其應鼓勵新社員參加，學習貴社如何運作。秘書應與社長共同籌劃社務行政會議。

## 4 Working with the Club President

The secretary and the president must work as a team to ensure that the club is effective. You and the president-elect should meet as soon as possible after your election to discuss each other's responsibilities and how the club will be run.

### Board of Directors Meetings

Review your club bylaws to find out when the board meets. The club president will preside at the board meeting. Usually, the club secretary has the following duties:

- Send notices to all board members.
- Confirm board members' participation.
- Invite your assistant governor, if appropriate.
- Set the agenda, in cooperation with the president.
- Have copies of support materials available.
- Take minutes and generate a report for the club.

The club president-elect may call meetings of the incoming board to prepare for the year. Work with the president-elect to make these meetings productive, and follow up as necessary to ensure the club is ready for the start of the Rotary year.

### Club Assemblies

A club assembly is a meeting of all club members, including officers, directors, and committee chairs. Club assemblies are an opportunity to discuss your club's programs and activities, and educate members. New members should particularly be encouraged to attend club assemblies to learn about the workings of your club. Work with the club president to organize club assemblies.

社務行政會議提供機會供扶輪社：

- 擬定目標及長期行動計畫
- 協調各委員會活動
- 更加瞭解扶輪社的行動計畫如何實施
- 有非正式的機會討論以激盪出具創意的解決方案
- 提供與扶輪及其計畫有關的持續教育
- 檢討扶輪社的優點與弱點

相關討論主題可包括：

- 年度目標及長期目標
- 服務計畫及社的活動
- 社員成長及防止社員流失的策略
- 地區年會或其他地區及國際扶輪會議
- 扶輪計畫
- 任何在公開論壇提出的主題

一年 4 至 6 次社務行政會議最有效率，許多扶輪社每月都開一次會。

此一會議之召集，應由秘書發出通知，擔任會議記錄，並協助社長進行會議。

Club assemblies allow for:

- Goal setting and developing action plans
- Coordination of committee activities
- Awareness of how your club's action plans are implemented
- Informal discussions that stimulate creative solutions
- 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

Four to six club assemblies during the year may be the most effective number. Many clubs hold monthly assemblies.

The secretary issues the call for club assemblies, records the minutes, and assists the president.

## 地區總監公式訪問

地區總監公式訪問貴社是年度中最重要的一樁大事。在 7 月 1 日前，總監當選人或指派協助貴社的助理總監應通知貴社公式訪問的日期。為了準備地區總監公式訪問，貴社社長也許要召開一次特別社務行政會議以為準備，並要求各委員會提出書面報告，並商討貴社依照「有效能扶輪社規劃指南」所設定目標之進展情形。助理總監應出席與總監訪問有關的社務行政會議，並且應保留時間回答扶輪社可能提出的問題及關心事項。請與社長合作以決定如何準備此一會議。

「有效能扶輪社規劃指南」(第 7 章)是一務實的訂定目標工具，有助於扶輪社領導人訂定年度目標，並提供達成這些目標的可能策略。「有效能扶輪社規劃指南」附在「扶輪社社長手冊」中，並且在社長當選人訓練會及地區講習會中檢討。你會有機會與貴社長當選人及其他將上任的扶輪領導人在地區年會中就此規劃指南進行合作。「有效能扶輪社規劃指南」可全年用來協助衡量達成既定目標的進展。

## District Governor's Official Visit

One of the most important events during the year will be the district governor's official visit to your club. Before 1 July, the governor-elect or the assistant governor assigned to your club should notify your club of the date of the official visit. To prepare, the president may call a special club assembly to request written committee reports and discuss the progress made toward club goals established in the *Planning Guide for Effective Rotary Clubs*. The assistant governor should attend the club assembly associated with the governor's visit and be available to respond to any questions or concerns the club may have. Work with the club president to determine how you'll prepare for this meeting.

The *Planning Guide for Effective Rotary Clubs* (see chapter 7) is a practical, goal-setting tool that helps club leaders establish annual goals and includes possible strategies to achieve these goals. The *Planning Guide for Effective Rotary Clubs* form is included in the *Club President's Manual* and reviewed at the presidents-elect training seminar and the district assembly. You'll have an opportunity to work on the planning guide with your club president-elect and other incoming club leaders during the district assembly. The *Planning Guide for Effective Rotary Clubs* can be used throughout the year to help measure progress toward established goals.

## 提名扶輪社職員候選人

協助社長執行貴社細則中所載有關社中職員候選人之提名，決定須處理之事項，及每一項工作由誰負責執行。例如，經社長允許後，你可發表社長和秘書候選人應具備之基本條件。模範扶輪社章程規定，職員選舉年會應不得遲於 12 月 31 日舉行。

## Nomination of Candidates for Club Offices

To help the president carry out the nominating procedures for candidates for club offices as outlined in the bylaws, decide what needs to be done and who will carry out each task. For example, with the approval of the president, you might publish the qualifications of candidates for president and secretary. The Standard Rotary Club Constitution states that the annual meeting for the election of officers must be held no later than 31 December.



## 5 地區會議與國際年會

## 5 District Meetings and the RI Convention

地區會議及國際年會可讓扶輪社員瞭解扶輪及其基金會，也提供機會讓貴社能針對與地區及全體組織有關的議題進行投票。請鼓勵社員出席這些會議並全程參與。

District meetings and the RI Convention inform Rotarians about Rotary and its Foundation and provide a forum for your club to vote on issues facing the district and the organization as a whole. Encourage your fellow club members to attend these meetings and fully participate.

### 地區講習會

每一位將就任的扶輪社社長、秘書、財務及委員會主委應出席地區講習會，扶輪社領導人於此一年度訓練會議齊聚一堂，討論來年的角色與責任。你也能藉此機會認識同一地區其他扶輪社的領導人及地區層級的扶輪社員，他們在未來一年中都能協助貴社的計畫與活動。

### District Assembly

Incoming club presidents, secretaries, treasurers, and committee chairs are expected to attend the district assembly. This annual training meeting brings together club leaders to discuss their roles and responsibilities as well as goals for the upcoming year. It's also an opportunity to meet your fellow club leaders from other clubs in the district and the district-level Rotarians who will support your club's projects and activities throughout the year.

### 地區年會

地區年會之目的，係經由聯誼和鼓勵性的演講與有關本地區和國際扶輪一般性事務之討論，更進一步推展扶輪活動。地區年會亦權充為本地區之立法機構，並對國際扶輪理事會所建議之特殊事項，都可予以研討。地區年會應推選代表出席每 3 年舉行一次的立法會議，有時候也可以提出建議立法案供立法會議審議。

### District Conference

The purpose of the annual district conference is to further the program of Rotary through fellowship, inspirational addresses, and the discussion of district affairs and Rotary International in general. This conference can serve as a legislative body for the district and is an opportunity for discussion of any special matters submitted by the RI Board of Directors. The conference elects a representative to the Council on Legislation, which meets every three years, and sometimes adopts proposed legislation for the Council's consideration.

貴社社長為貴社出席地區年會代表之領袖，你應出席地區年會並與社長通力合作。運用地區年會委員會提供的宣傳資料激發社員興趣，使其踴躍參加。

You should attend the district conference, working with the president as leader of the delegation from your club. Use the promotional materials you receive from the district conference committee to generate interest among club members and promote attendance.

## 派遣選舉代表

你應與社長合作，妥善安排，為社方派遣法定數額之選舉代表出席地區年會。選舉代表必須是貴社之現職社員。每一社凡每 25 位社員或過此半數者（除名譽社員外），即可派代表一人，以地區年會召開前最近一次繳交半年費用之社員人數為準。最小之扶輪社也有資格派一位選舉代表。

依照國際扶輪細則之規定，只有屬同一地但位於其他區年會召開地點之國以外之扶輪社得在選舉代表不能出席時委派選舉代理人。只有積極活躍之扶輪社才可在地區年會中投票。

## 扶輪社秘書的任務

### 1. 填妥資格證明卡

資格證明卡係由地區總監提供（如果貴社未曾收到，可自行準備貴社之資格證明卡）。

- 填上選舉代表姓名。
- 填上社員總人數（請參閱上述準則），及合於社員人數之選舉代表人數。
- 資格證明卡必須有社長和你自己的簽名。

### 2. 交付資格證明卡

資格證明正卡交給出席地區年會選舉代表，俾可於會議開始前交與資格審查委員會審查。

### 3. 副本存卷備查

## 扶輪國際年會

扶輪國際年會是組織的年度會議，會議期間會處理組織事務，正式選舉相關職員。每一扶輪社都應指派至少一名代表參加年會，方能代表該社就所有年會作的決定提出意見。

社員也可藉著國際年會體驗扶輪此一國際家族，學習全球各地扶輪社員進行的服務計畫及聯誼活動。

## 派遣代表

國際扶輪細則規定，每次扶輪國際年會之每一位出席代表和候補代表之身分，應由各該扶輪社社長和秘書所簽發之證明卡予以證明。有關出席代表、候補代表及代理人之資格請參閱「程序手冊」。

## Designating Electors

Work with the president in making arrangements for the club to designate the necessary number of electors to attend the district conference. An elector must be an active member of the club. Each club is entitled to one elector for every 25 members, or major fraction thereof (not including honorary members), based on the club's membership records as of the most recent semiannual payment preceding the last day of the month before the conference is held. Each club is entitled to at least one elector.

According to the RI Bylaws, proxies for any absent electors may be designated only when a member club is located in a country other than the one in which its district conference is held. Only active clubs can vote at the district conference.

## Duties of the Club Secretary

### 1. Complete the credential certificate.

Credential certificate forms are provided by the district governor (if your club doesn't receive one, prepare your own).

- List the electors' names.
- Insert the club's membership total (see guidelines above) and the corresponding number of electors to which the club is entitled.
- Sign the credential certificate, and have it signed by the club president.

### 2. Deliver the credential certificate.

Give the original of the certificate to the electors; they will present it to the credentials committee at the beginning of the conference.

### 3. File the duplicate copy in the club files.

## RI Convention

The RI Convention is the association's annual meeting, during which the business of the association is conducted and the officers of the association are officially elected. Each club should send at least one delegate to the convention in order to represent the club in all business decisions made by the convention.

This meeting is also an opportunity to experience the international family of Rotary and learn about the service projects and fellowship activities conducted by Rotarians around the world.

## Designating Delegates

The RI Bylaws require each delegate and alternate at the RI Convention to hold a certificate signed by the club president and secretary. For more information on qualifying delegates, alternates, and proxies, see the *Manual of Procedure*.

### 1. 選舉出席代表

不論貴社是否有人準備出席年會，每社必須選派至少一名代表參加扶輪國際年會，以不超過規定名額為原則。出席代表必須是貴社現職社員。按照緊接在年會前之12月31日社員人數為準，每一扶輪社有權依據每50位社員或過50名之半數（不包括名譽社員）均可派出席代表一人。最小的扶輪社也有資格推派至少一名出席代表。

假如一個扶輪社有資格選派 2 人或更多代表，該社可授權一名代替全社投票。欲作此授權時，貴社應發給該代表一票權數投票代表資格證書（包括該代表自己的投票卡）各一張。所以，一名代表被授權投 2 張票時，應持有資格證書 2 張；如一位代表被授權投 3 張票時，應持有資格證書 3 張。餘者照此類推。

### 2. 選派候補代表

候補代表之選派旨在為代表在年會時因故未能執行出席代表任務，出面接替之。只有決定出席扶輪國際年會之扶輪社員得被選派為候補代表。

各社於推選出席代表時，得為每一代表選派候補代表一人，而該候補代表未能遂行任務時得另選派第二候補代表一人。候補代表或第二候補代表當其正式代表缺席時始有投票之資格。

### 3. 委託出席年會代理人

任何扶輪社，如在國際年會無代表或候補代表出席時，得指定其所在地區內任何他社之任何現職社員為其代理人，行使本社所持有一一或數票投票權。

## 扶輪社秘書的任務

### 1. 填寫資格證明書

扶輪社秘書應為每一位代表填寫國際扶輪世界總部寄來的資格證明書，證明書中應包含下列資訊：

- 國際年會前至 12 月 31 日為止的社員人數（不包括名譽社員）
- 扶輪社有權派出之代表人數
- 出席代表（及候補代表或代理人）當選日期
- 出席代表姓名
- 候補代表姓名，如已選出
- 代理人姓名，如已指派，其所屬扶輪社社名及地區號碼

社長與秘書必須在資格證明書上簽字。

### 1. Election of delegates

Each club must elect at least one delegate, not exceeding the number to which it is entitled, whether or not anyone from the club is planning to attend the convention. A delegate must be an active member of the club. Each club is entitled to one delegate for each 50 members or major fraction thereof (not including honorary members) according to the club's membership records as of 31 December immediately preceding the convention. Each club, no matter how small, is entitled to at least one delegate.

If a club is entitled to two or more delegates, the club may authorize one delegate to cast all of the club's votes. The club should indicate its authorization by giving the delegate a credential certificate (which includes the voting delegate's card) for each vote the delegate is authorized to cast. Thus, a delegate authorized to cast two votes should be given two credential certificates; a delegate authorized to cast three votes should be given three credential certificates, and so on.

### 2. Selection of alternates

Alternates can be elected to substitute for convention delegates who are unable to serve. Only Rotarians who are planning to attend the convention should be appointed as alternates.

Any club may, at the time of electing its delegate or delegates, choose an alternate for each delegate and, in the event such alternate should be unavailable to serve, a second alternate. Alternates are entitled to vote only if the delegates for whom they were chosen as alternates or second alternates are absent.

### 3. Designation of proxies

A club not represented at the convention by a delegate or an alternate may designate a proxy to cast one or more of the votes to which it is entitled. The proxy may be an active member of any club within the same district.

## Duties of the Club Secretary

### 1. Complete the credential certificate(s).

For each delegate, the club secretary should fill out a credential certificate, which will be sent to you from RI World Headquarters. Include the following information:

- Number of club members as of 31 December immediately preceding the convention (not including honorary members)
- Number of delegates to which club is entitled
- Date on which delegate (and the alternate or proxy) was selected
- Name of delegate
- Name of alternate, if selected
- Name of proxy, if designated, and proxy's Rotary club name and district number

Sign the credential certificate, and have it signed by the club president.

如貴社無人代表出席國際年會，請記得在你的地區內指派一位代理人俾使投票數能達法定人數。

If your club won't be represented at the convention, remember to designate a proxy within your district so that a quorum of voters will be reached.

## 2. 交付資格證明

將資格證明填寫完妥後，應即檢同投票代表卡交付行將奉派參加扶輪國際年會之代表或代理人，俾便於出席年會時遞交資格審核委員會。請勿把資格證明書交國際扶輪。

## 3. 資格證明備製副本一份存檔

### 為出席扶輪國際年會代表提供資料

你應提供扶輪國際年會代表有關國際扶輪職員候選人及特別立法之一切資料。

## 2. Deliver the credential certificate(s)

The complete credential certificate, with voting delegate's card attached, should be given to the Rotarian who will attend the convention as the club's delegate or proxy with instructions to present it to the credentials committee at the Voting Delegates Booth at the convention site. Do not send credential certificates to RI.

## 3. File a copy of the certificate(s) in the club files.

### Materials for Convention Delegates

You should provide delegates to the RI Convention with any information concerning candidates for RI offices and special legislation you receive from RI or your district.

如果你沒有國際扶輪的資格證明書，請備函指明貴社代表姓名及貴社在國際年會前 12 月 31 日之現職社員人數。請 2 位職員（最好是社長及秘書）在信函上簽名。

If you don't have the credential certificate from RI, prepare a letter naming the delegate(s) and stating the number of active club members as of 31 December before the convention. Have two officers (preferably the president and secretary) sign the letter.

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## 6 結束你的任期

任期結束前，請確認社務卷宗都已更新，資料皆按序歸檔方便繼任秘書使用。

請檢查下列項目：

- 出席記錄、社員記錄、繳費記錄及扶輪基金會捐款記錄等，是否按序建檔？
- 含有扶輪社章程及細則、社務及貴社所在地方界限之描述的檔案是否完備並按序建檔？
- 你是否已將所有必須之報告歸檔齊全？
- 社中設備，如歌本、鳴鐘、木槌、名牌及社旗等，是否完好無損？有需要添購的設備嗎？

### 與繼任秘書會商

與你的繼任者共同會商，俾其能有充分準備於7月1日就任，尤其是完成7月應交半年報告。檢視所有行政程序，確認社務檔案都按序歸檔。6月最後一次會議後，你應即將所有卷宗、記錄、物品及設備等移交繼任秘書。

### 全年報告

秘書任期將屆時，你應準備一份全年報告，以在年度最後一次社務行政會議時提出。與社長討論，確認你和社長的報告無重疊之處。

全年報告應簡短包含理事會採行的措施、全年社員增減狀況、每月出席率，及社長報告中沒有提及但仍在進行的計畫。

## 6 Concluding Your Term in Office

Before your term in office ends, you should make sure that club records are up-to-date and materials are orderly for your successor.

Use the following checklist:

- Are all of the club's records on attendance, membership, payment of club dues, and contributions to The Rotary Foundation in order?
- Is the file containing the club's constitutional documents, charter, and locality description complete and in order?
- Have you placed copies of all necessary reports in the appropriate club files?
- Is club equipment (songbooks, bell, gavel, club meeting badges, club banner) in good condition? What needs to be ordered?

### Meeting with Your Successor

Meet with your successor so that he or she will be prepared to assume office on 1 July and, in particular, to complete the July semiannual report. Review all administrative procedures and how the club files are organized. After the last club meeting in June, turn over all files, records, supplies, and equipment to your successor.

### Annual Report

Near the end of your year as secretary, you should prepare an annual report for presentation at the final club meeting of the year. Confer with the club president to ensure you will not duplicate any part of the president's report.

The annual report should include brief statements about actions taken by the club's board of directors, membership gain or loss for the year, monthly attendance percentages, and any continuing projects that aren't covered in the president's report.



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## 7 重要文件

## 7 Important Documents

本章包含供秘書參考的資料：

- 地區講習會討論問題
- 社員資料表
- 有效能扶輪社規劃指南
- 模範扶輪社章程
- 建議扶輪社細則

This chapter contains reference materials for the club secretary, including:

- Discussion Questions for the District Assembly
- Membership Data Form
- *Planning Guide for Effective Rotary Clubs*
- Standard Rotary Club Constitution
- Recommended Rotary Club Bylaws



## 地區講習會討論問題

參加地區講習會前先研讀「扶輪社秘書手冊」，俾做好準備，有助你在地區講習會中參加的討論。利用本手冊填妥以下討論問題。

貴社交付扶輪社秘書的任務還包括哪些？

你應如何為你擔任扶輪社秘書任內一年做好準備？

你應如何與扶輪社社長合作？

你如何支持各委員會？

貴社就行政管理安排哪些程序？

下一年度你已設定哪一全年目標待達成？這對於貴社長期目標有助益？

## Discussion Questions for the District Assembly

Studying the *Club Secretary's Manual* before you attend the district assembly will help you prepare for your training, which includes facilitated discussion sessions. Use this manual to complete the following discussion questions.

What other duties does your club assign to the secretary?

How can you prepare for your year as club secretary?

How will you work with the club president?

How can you support your club's committees?

What procedures does your club have in place for club administration?

What is one annual goal you will work toward in the coming year? How does this support your club's long-range goals?



## 社員資料表

若可使用網路，也可利用網站 [www.rotary.org](http://www.rotary.org) 的  
社員事務入口 Member Access 填報社員資料變更。

可利用此表填報給國際扶輪有關新社員、退社社員及社員資料變更。每一社員填一張表。字跡應工整，或自網站 [www.rotary.org](http://www.rotary.org) 下載此表。副本一份寄交地區總監，一份供貴社存檔，原表請寄至：

Rotary International, 1560 Sherman Avenue, Evanston, IL 60621-3698, USA      Fax: 1-847-733-9340      E-mail: [data@rotary.org](mailto:data@rotary.org)

扶輪社 \_\_\_\_\_ 地區 \_\_\_\_\_

州／省 \_\_\_\_\_ 國家 \_\_\_\_\_

社員姓名 \_\_\_\_\_

中間名 \_\_\_\_\_ 縮寫 \_\_\_\_\_ 姓氏 \_\_\_\_\_

扶輪社員編號\*

\*僅退社及轉社社員需填寫，所有新社員將會自國際扶輪獲得一組編號。

郵寄地址 \_\_\_\_\_

門牌號碼及街道名稱 \_\_\_\_\_ 城市 \_\_\_\_\_

州／省 \_\_\_\_\_ 國家 \_\_\_\_\_ 郵遞區號 \_\_\_\_\_

### 請在適合的欄框填字

新社員 \_\_\_\_\_ 入社日期 \_\_\_\_\_

月／日／年

男  女  現職社員  名譽社員

轉社之社員： 不是  是。如果是，請提供舊社員編號  前國際扶輪理事  前地區總監

原扶輪社 \_\_\_\_\_ 地區 \_\_\_\_\_

州／省 \_\_\_\_\_ 國家 \_\_\_\_\_

語言技能\*\*： \_\_\_\_\_ 職業\*\*： \_\_\_\_\_

\*\*請參考國際扶輪網站或半年報告中提供之語言及職業碼

訂閱？  英文扶輪月刊 或  核准之地域雜誌

曾是扶輪基金會受獎人？  不是  是。如果是，是參加哪種計畫？  大使獎學金學生  團體研究交換

扶輪大學教師獎助金  扶輪世界和平獎學金學生  其他 \_\_\_\_\_

變更資料 \_\_\_\_\_ 變更日期 \_\_\_\_\_

月／日／年

舊郵寄地址： \_\_\_\_\_ 新郵寄地址： \_\_\_\_\_

門牌號碼及街道名稱 \_\_\_\_\_ 城市 \_\_\_\_\_ 門牌號碼及街道名稱 \_\_\_\_\_ 城市 \_\_\_\_\_

州／省 \_\_\_\_\_ 國家 \_\_\_\_\_ 州／省 \_\_\_\_\_ 國家 \_\_\_\_\_

郵遞區號 \_\_\_\_\_ 郵遞區號 \_\_\_\_\_

變更姓名 \_\_\_\_\_ 新姓名 \_\_\_\_\_

舊姓名

變更社員種類為： 現職  名譽

社員退社報告 \_\_\_\_\_ 退社日期 \_\_\_\_\_

月／日／年

退社原因（勾選一項）：

- 分類(1)  調職\*\*\* (2)  遷移\*\*\* (3)  出席(4)  
 事業壓力(5)  喪失興趣(6)  健康／私人因素(7)  亡故(8)  
 沒有理由(9)  其他(10) (請列明)： \_\_\_\_\_  加入其他社團(12)

\*\*\*若退社原因為調職或遷移，請使用社員推薦表 Membership Referral Form 通知適當的扶輪社有一位前扶輪社員遷入他們的社區：

[www.rotary.org/membership/prospective/referral.html](http://www.rotary.org/membership/prospective/referral.html)。

扶輪社秘書（正楷姓名） \_\_\_\_\_

扶輪社秘書簽名 \_\_\_\_\_

月／日／年 \_\_\_\_\_



## Membership Data Form

If you have access to the Internet, membership changes can be reported through [Member Access](#) at [www.rotary.org](http://www.rotary.org) instead of using this form.

This form can be used to report new or terminating members or membership information changes to RI. Use a separate form for each member. Please print legibly or download this form at [www.rotary.org](http://www.rotary.org) to fill it out electronically. Send one copy to your district governor, keep a copy for your club files, and send the original form to:

ROTARY INTERNATIONAL, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA Fax: (847) 733-9340 E-mail: [data@rotary.org](mailto:data@rotary.org)

Rotary Club of \_\_\_\_\_ District \_\_\_\_\_

STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_

Member Name \_\_\_\_\_  
FIRST \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_ LAST \_\_\_\_\_

Rotary Member ID #\* \_\_\_\_\_

\* Only for resigning and transferring members. All new members will be provided with ID # by RI.

Member Mailing Address \_\_\_\_\_

NUMBER AND STREET \_\_\_\_\_ CITY \_\_\_\_\_

STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

PLEASE CHECK THE APPROPRIATE BOX BELOW:

NEW MEMBER DATE OF ADMISSION \_\_\_\_\_  
MM/DD/YY

Male  Female  Active member  Honorary member

Transferring member?  No  Yes. If yes, provide member ID# above.  Past RI Director  Past District Governor

Former Rotary Club of \_\_\_\_\_ District \_\_\_\_\_  
STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_

Language Skills\*\*: \_\_\_\_\_ Occupation\*\*: \_\_\_\_\_

\*\* Please refer to Language and Occupational Codes on the RI Web site or with the Semiannual Report.

Subscription?  The Rotarian OR  Rotary regional magazine

Former Rotary Foundation Alumnus?  No  Yes. If yes, which program(s)?  Ambassadorial Scholarship  Group Study Exchange

Rotary Grants for University Teachers  Rotary World Peace Fellow  Other \_\_\_\_\_

CHANGE OF ADDRESS DATE OF CHANGE \_\_\_\_\_  
MM/DD/YY

Old Mailing Address: \_\_\_\_\_ New Mailing Address: \_\_\_\_\_

NUMBER AND STREET \_\_\_\_\_ CITY \_\_\_\_\_ NUMBER AND STREET \_\_\_\_\_ CITY \_\_\_\_\_

STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ COUNTRY \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

CHANGE OF NAME \_\_\_\_\_  
FORMER NAME \_\_\_\_\_ NEW NAME \_\_\_\_\_

CHANGE MEMBERSHIP TYPE TO:  Active  Honorary

MEMBERSHIP TERMINATED DATE OF TERMINATION \_\_\_\_\_  
MM/DD/YY

Reason for Termination (check one):

Classification (1)  Business transfer\*\*\* (2)  Moved\*\*\* (3)  Attendance (4)

Business pressure (5)  Disinterest (6)  Health / Personal (7)  Deceased (8)

None Given (9)  Other (10). Please specify: \_\_\_\_\_  Joined other club (12)

\*\*\* If reason for termination is business transfer or moved, please use the Membership Referral form to notify appropriate Rotary clubs of a former Rotarian moving to their locality: [www.rotary.org/membership/prospective/referral.html](http://www.rotary.org/membership/prospective/referral.html).

CLUB SECRETARY (PRINT NAME) \_\_\_\_\_

SIGNATURE OF CLUB SECRETARY \_\_\_\_\_

MM/DD/YY \_\_\_\_\_

# 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](http://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](http://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

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### 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

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### 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**

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**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

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### 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

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### 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:**

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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

有效扶輪社計劃指南 7

- 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
<b>社員目標</b> _____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"/>
<b>服務目標</b> 為我們當地社區：  為其他國家之社區：	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>扶輪基金會目標</b> 本社的年度計畫基金捐獻目標為_____ <input type="checkbox"/> 本社的永久基金捐獻目標為_____ <input type="checkbox"/> 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"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>
<b>領導人培養之目標</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>公共關係目標</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>扶輪社行政管理目標</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>其他目標</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>其他目標</b>	<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
<b>Membership goal</b> _____ members by 30 June _____ (number) (year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Service goals</b> 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"/>
<b>The Rotary Foundation goals</b> 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"/>
<b>Leadership development goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public relations goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Club administration goals</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other goal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other goal</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(506)



國際扶輪

## 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一週例會改於前次例會之次日起至下次例會之前

### 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 regular meeting, or to a different hour of the regular day, or to a different place.

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，或因當地發生疫癘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，而正在辦理終止社籍或已終止原扶輪社之社籍。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 雙重社籍

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或特權，但得不經扶輪社員之邀請而訪問另一扶輪社。

(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 in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

## 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 天內之任何時間：
- (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、國際扶輪前任、現任、暨下任職員扶輪研習會、由國際扶輪

**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 multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district

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，於計算本社出席時不列入本社社員人數，此類缺席或出席亦不列入

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 shall not be included in the membership figure used to compute this club's attendance nor shall such absences

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社員被准許加入本社者，無須再繳入社費。

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 VI, section 4 shall not be required to pay a second admission fee.

## 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。
- (b) **連續缺席**。任何社員連續 4 次缺席或未補出席例會者，

## 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.
- (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 attend or make up four consecutive regular meetings shall be informed by the board that the member's

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合本社社員資格時，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，對本社之所有經費或財產前不復享有任何權益。

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 property belonging to this club.

## 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，爭執之任一方皆可以請本社秘書安排調停或仲裁，以解決之。

## 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 purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation

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。

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)



國際扶輪

# 建議扶輪社細則

## Recommended Rotary Club Bylaws

### 扶輪社細則\*

\*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。

#### 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

#### 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。

#### 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

### \*Bylaws of the Rotary Club of \_\_\_\_\_

\*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.

#### 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.

#### 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.

#### 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.

**Section 2** – The officers and directors, so elected, together with

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。」)

**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

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...")

**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

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

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 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.

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

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 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

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。

**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。

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.

**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.

**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 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.

## 扶輪社財務部份

## Club Treasurer

身為貴社財務，你的責任是：

- 協助擬定貴社預算
- 保管社內所有經費及帳目
- 維持貴社收支之正確記錄
- 準備財務報告
- 執行通常與財務有關之工作

財務應善盡職責，保管全社經費，任務包括：

- 準備年度經費帳目報告，而且應理事會要求隨時提出這項報告
- 將社上經費存入理事會指定的戶頭，並將社務與服務計畫所需的經費分開
- 所有應付款應由財務根據其他兩位職員或理事所簽發憑單才支付
- 本社的財務收支報告每年應由一合格人士審計
- 若貴社要求並會支付相關費用，你應取得書面證明，宣示你會誠實處理社務經費，否則願受處分。

### 收取社費

依照貴社慣例，秘書或財務應準備及寄發（每月、每季或半年）社務帳單。其他項目，如餐費，可含在帳單內。

根據模範扶輪社章程規定，若社員在應繳期後 30 天內遲未付款，應由秘書按其最近地址以書面通知。如在通知後 10 日內仍不繳費者，則其社員資可由理事會決定予以終止。請提供應繳期後 30 天內仍未付款的社員名單給秘書，供其寄出書面通知。書面通知寄出後，若仍有會員在 10 日內仍不繳費，請再提供名單給秘書。

As club treasurer, your responsibilities include:

- Helping to develop the club's budget
- Maintaining all club funds and the appropriate accounts
- Keeping accurate records of club expenditures and income
- Preparing financial reports
- Performing other fiscal duties normally associated with your office

The club treasurer should show good stewardship of all club funds. This includes:

- Preparing a report on the club's financial status once a year and at any other time one is requested by the board
- Depositing all club funds in a bank named by the board, and separating the funds for club operations from those for service projects
- Requiring approval of payment of all expenses by two other officers or directors before payment is made
- Having an annual financial review by a qualified professional
- Obtaining a bond (a signed obligation that funds will be handled honestly or a penalty will be issued), if required and paid for by your club

At the end of the year, the treasurer turns over all funds, account books, and other club property to the incoming treasurer or the president.

### Club Dues

According to the custom of your club, the secretary or treasurer prepares and mails statements of club dues (monthly, quarterly, or semiannually). Other items, such as the cost of meals, may be included on the statement.

The Standard Rotary Club Constitution states that members who fail to pay their dues within 30 days of the due date will be notified in writing by the club secretary at their last known address. If dues are not paid within 10 days of the notification date, the membership may be terminated, subject to the discretion of the board. Provide your club secretary with a list of members whose dues are 30 days past due so that proper notification can be sent. Once those notices are sent, provide your secretary with the list of members who still haven't paid their dues after 10 days.

每次收款，務必提供收據。若由秘書收款，交付收據以供社上存檔。

Whenever you receive money, provide a receipt. If the secretary collects funds, give him or her a receipt for club records.

## 捐獻扶輪基金會

## Contributions to The Rotary Foundation

在處理國際扶輪扶輪基金會的捐款及保存記錄時，務必做到下列各項：

If you process and maintain records of contributions to The Rotary Foundation of Rotary International, be certain to:

- 把社員捐獻扶輪基金會款項寄交適當的地址：
  - 在美國，捐獻應寄至：The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
  - 在加拿大之捐款應寄至：The Rotary Foundation-Canada, P.O.Box. 9988 Postal Station A, Toronto, ON M5W2J2
  - 在美國及加拿大以外地區應逕寄為貴社服務之國際扶輪國際辦事處或在貴國之財務代理機構。
- 務請留意每一筆捐款必須檢附一份感謝／捐獻表格（123-EN），此表格可從國際扶輪網站 [www.rotary.org](http://www.rotary.org) 下載。
- 保留所有收款及匯出收據。
- 為貴社或所屬扶輪地區準備定期報告。

- Forward contributions received from club members to the appropriate address:
  - In the United States: The Rotary Foundation, 14280 Collections Center Drive, Chicago, IL 60693
  - In Canada: The Rotary Foundation-Canada, PO Box 9988, Postal Station A, Toronto, ON M5W 2J2
  - Outside USA/Canada: RI international office or the fiscal agent serving the clubs in your country
- Submit the *Appreciation/Contribution Form* (123-EN), available at [www.rotary.org](http://www.rotary.org).

捐款可隨時匯出，受款人應註明 The Rotary Foundation「扶輪基金會」而非「國際扶輪」。捐款可以是支票、信用卡、匯票或旅行支票。其他捐獻方式，如有關證券、保險單、財務、遺贈等，可洽請國際扶輪世界總部「扶輪基金會」的接受捐獻管理課（Gift Administration Department）或服務貴社的國際辦事處協助辦理有關權益之轉移。

- Maintain receipts for all contributions as they are received and forwarded.
- Prepare periodic reports on contributions for the club or district.

Contributions may be forwarded at any time. They may be made by check, credit card, money order, or traveler's check and made payable to "The Rotary Foundation" (not to "Rotary International").

Other forms of contributions include stock, life insurance policies, property, and will bequests. Contact the Foundation's Gift Administration Department at RI World Headquarters or your international office for assistance in transmitting these types of contributions.

扶輪社捐獻記錄及表彰摘要報告可透過網站 ([www.rotary.org](http://www.rotary.org)) 的社員事務入口查看，供扶輪社社長及扶輪社秘書使用。

Club contribution records and the recognition summary reports are available to club presidents and club secretaries through Member Access at [www.rotary.org](http://www.rotary.org).

## 編製預算

## Budget

編製及採納預算能幫助扶輪社在來年籌劃服務及聯誼活動。理事會應在每一會計年度開始時準備預算，估計本年度的收入和支出；經理事會同意後，方能變更預算內容。

Developing and adopting a club budget will help a club plan its service projects and fellowship activities for the coming year. At the beginning of each fiscal year, the club's board should prepare a budget of estimated income and expenses for the year. Changes to the budget should require board approval.

### 準備預算的秘訣

### Tips on Budget Preparation

- 應避免高估收入和低估支出的危險。
- 對本社各種活動專款應作較保守的估計。
- 計劃於年底提出有結餘的收支報告。（確保此項的一種方法便是經常提出財務狀況報告）。
- 估計本年度社員會費或募款收入，以決定可供計畫及活動支出的數項。

- Avoid the danger of overestimating income and underestimating expenses.
- Be conservative in setting aside amounts for club activities.
- Plan to show a favorable balance at the end of the year. (One way to help ensure this is to provide regular reports on the club's financial condition.)
- Estimate the income from club dues or fundraisers that will be received for the year to determine the amount available to spend on projects and activities.

## 預估開支項目

身為貴社財務，你應協助理事會編製預算，考慮以下可能的支出：

**秘書辦公費：**其支出可能包括印刷費、文具、郵費、電話、傳真、網站處理、房租、名牌，及辦公設備等項目。

**各委員會預算：**決定本社授權各委員會可動支之數額，並通知各主委可供應之數額。本社社刊之經費應以個別項目列支，並併入社務行政管理委員會預算內。

**國際扶輪：**包含社員會費及《英文扶輪月刊》或扶輪地域雜誌的訂閱費。貴社應就各活動編列責任保險，視貴社所地區應有不同。位在美國及其領土的扶輪社，保險應列於 7 月份給國際扶輪的半年報告。

**國際年會：**每一扶輪社，凡有 50 名社員或超過 50 名的半數，在國際年會中即有一表決票權。有些扶輪社會為一位或一位以上代表及社長當選人支付部份或全部出席費用。

**地區年會：**每一扶輪社，凡有 25 名社員或超過 25 名的半數在地區年會中即擁有一名投票代表權。出席地區年會代表的費用支付，各社不一。

**其他會議：**扶輪社應支付社長當選人參加地區講習會及社長當選人訓練會的旅費支出。職員和委員會主委出席研討會、埠際會議和類似會議的經費也可列入預算。

**雜項支出：**包括其他社上經常性支出，如鮮花、路標、音樂家、銀行手續費、本地區基金捐款、將退休職員的禮品、慰勞金、為新社員訂購國際扶輪出版物。本社有意慈善捐款，或社區活動所用的經費也應撥付。

**臨時費用：**如有可能，每一預算應提供少數應急費用，經理事會授權即可撥付的特別費用。

**特別費用：**許多扶輪社有自己的特別費用，例如獎學金費用，這類費用仍應列入預算。

## Estimated Expenses

As club treasurer, help the board develop a budget by considering the following potential expenditures:

**Secretary's office.** Items might include printing and stationery, postage, telephone, faxes, Web site hosting charges, rent, badges, and miscellaneous office equipment.

**Committees.** Determine the amount that the club authorizes each committee to spend, and notify the chairs of the amounts approved. The budget for the club bulletin should be listed under a separate heading and incorporated into the budget under the club administration committee.

**Rotary International.** Include both membership dues and subscription fees to *The Rotarian* or Rotary regional magazine. Your club must maintain liability insurance for its activities, as appropriate for your geographic region. For clubs in the United States and its territories, insurance is included in the July semiannual report to RI.

**RI Convention.** Each club is entitled to send one voting delegate for each 50 members, or major fraction thereof, to the annual RI Convention. Some clubs pay part or all of the cost of attending for one or more of its delegates and the club president-elect.

**District conference.** Each club is entitled to send one voting delegate for each 25 members, or major fraction thereof, to the annual district conference. Appropriations for expenses of conference delegates vary from club to club.

**Other meetings.** The club should reimburse the president-elect for travel expenses to the district assembly and presidents-elect training seminar. Funds also might be budgeted for attendance of club officers and committee chairs at workshops, intercity forums, and similar meetings.

**Miscellaneous expenses.** Include other regular club expenses such as flowers, road signs, musicians, bank charges, contributions to district funds, gifts to retiring officers, gratuities, lunch for invited guests, and RI publications for new members. Amounts that the club intends to spend for charitable or civic activities should be appropriated.

**Contingency fund.** If at all possible, every budget should provide for a small emergency fund from which expenses may be authorized by the board of directors.

**Special funds.** Many clubs have their own special funds, such as scholarship funds, which should be included in the budget.

## 預算表範本

### 扶輪社\_\_\_\_\_

自 7 月 1 日起之會計年度預算表\_\_\_\_\_預算收入：

社費 \_\_\_\_\_

其他收入 \_\_\_\_\_

共計 \_\_\_\_\_

預計支出：

項目	去年撥付	去年支付	去年欠款/餘款金額	今年撥付
<b>秘書辦公費</b> (分別列出主要或標準支出項目)				
<b>各委員會預算</b> 扶輪社行政管理 社員 公共關係 服務計畫 扶輪基金會 其他委員會				
<b>國際扶輪</b> 社員會費 「英文扶輪月刊」 或扶輪地域雜誌 其他雜誌 保險				
<b>國際扶輪及地區會議</b> 國際年會 地區年會 社長當選人訓練會 地區講習會 其他會議				
<b>其他支出</b> 雜項支出(列表) 臨時費用 特別費用 捐獻				

## Sample Budget Form

Rotary Club of \_\_\_\_\_

Budget for fiscal year beginning 1 July \_\_\_\_\_

Estimated income:

Membership dues \_\_\_\_\_

Other income \_\_\_\_\_

Total \_\_\_\_\_

Estimated expenses: \_\_\_\_\_

Item	Budgeted Amount Last Year	Actual Expenses Last Year	Amount Under/Over Last Year	Budget This Year
<b>Secretary's Office</b> (List each standard expense separately.)				
<b>Committees</b> Club Administration Membership Public Relations Service Projects The Rotary Foundation Other committees				
<b>Rotary International</b> Per capita dues Subscriptions to <i>The Rotarian</i> or Rotary regional magazine Other magazines Insurance				
<b>RI &amp; District Meetings</b> RI Convention District conference Presidents-elect training seminar District assembly Other meetings				
<b>Other Expenditures</b> Miscellaneous expenses (list) Contingency fund Special fund Donations				



## Offices of the Secretariat

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### **RI World Headquarters**

Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698  
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Tel: 847-866-3000  
Fax: 847-328-8554 or 8281  
[www.rotary.org](http://www.rotary.org)

### **RI Brazil Office**

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Brazil  
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Fax: 55-11-3667-6575  
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### **RI Europe and Africa Office**

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Fax: 41-44-422-50-41

### **RI Japan Office**

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### **RI Korea Office**

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Fax: 82-2-783-3079

### **RI South Asia Office**

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Fax: 91-11-4225-0191 or 0192  
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### **RI Southern South America Office**

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Fax: 54-11-5032-0099

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Fax: 61-2-9689-3169

### **RI in Great Britain and Ireland (RIBI)**

Kinwarton Road  
Alcester  
Warwickshire B49 6PB  
England  
Tel: 44-1789-76-54-11  
Fax: 44-1789-76-55-70

# 社員事務入口

# MEMBER

# ACCESS

THE CLUB SECRETARY'S  
ONLINE ASSISTANT

扶輪社秘書的  
線上助理

點擊 [www.rotary.org](http://www.rotary.org) 的 **Member Access** 以：

Click on **Member Access** at [www.rotary.org](http://www.rotary.org) to:

- Update membership information
- Enter new officers
- View membership and contribution reports
- Pay semiannual dues
- Search club and district data worldwide
  - 更新社員資料
  - 登入新職員
  - 查看社員資料及捐獻報告
  - 繳付半年會費
  - 搜尋全世界扶輪社及地區的資料



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[www.rotary.org](http://www.rotary.org)