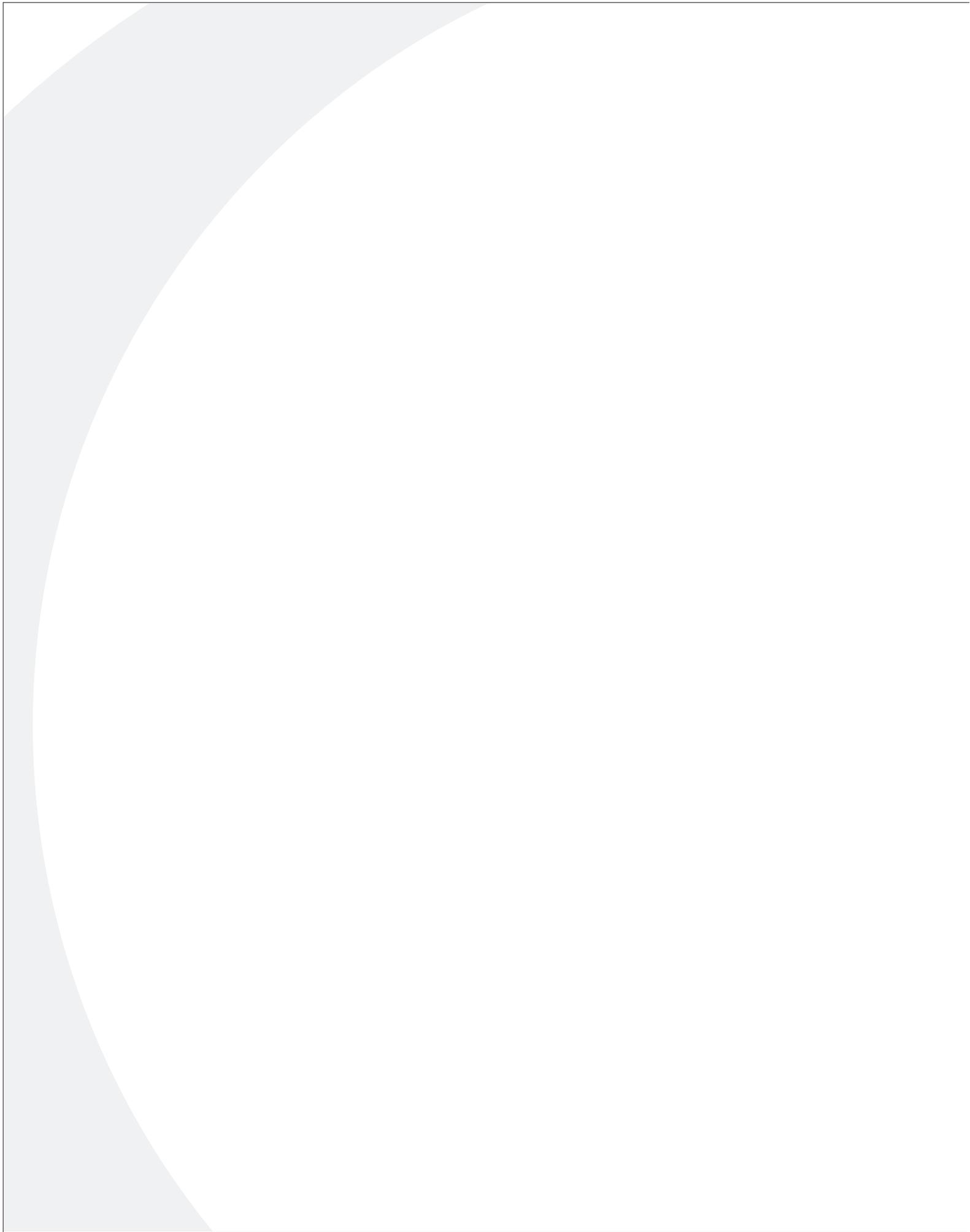


8 Required Forms for New Club Organization

This chapter includes the three essential documents for membership in Rotary International:

- Organization of New Club Survey (Extension Survey)
- New Club Sponsor Form (if applicable)
- New Club Application Form

Each original document should be sent to the district governor for review and/or approval and then forwarded to the RI office. A copy should be retained for the club's files.





Organization of New Club Survey (Extension Survey)

MEMBERSHIP IN ROTARY INTERNATIONAL

NAME OF

LOCALITY _____

(community, state/province/prefecture, country)

Please describe the various aspects of the locality in each of the categories below:

POPULATION

ECONOMIC OUTLOOK

PRINCIPAL INDUSTRIES, ACTIVITIES, AND INSTITUTIONS

OTHER SERVICE ORGANIZATIONS

FORMER ROTARIANS (LIST NAMES AND FORMER CLUBS)

POSSIBLE MEETING PLACES

PEOPLE WHO MIGHT FORM THE BASIS FOR A NEW CLUB AND THEIR OCCUPATIONS *(the number of people with the same classification on a charter list is limited)*



LOCALITY DESCRIPTION (if additional space is needed, please attach another page)

NUMBER OF ROTARY CLUBS IN THE SAME LOCALITY (if none, the nearest Rotary club)

POSSIBLE SPONSOR CLUB(S)

New club will not have a sponsor club.

Surveyor's Evaluation

I verify that I have visited this locality and found it suitable for the formation of a new Rotary club.

Signature Date

District Governor's Decision

This locality is is not capable of supporting a Rotary club.
The sponsoring Rotary club(s) will be the Rotary Club of

Name of Special Representative _____

Rotary Club of _____

Mailing Address _____

Telephone _____

Fax _____

E-mail _____

District Governor's Signature Date District

Note: Send an original of this completed survey to the district governor for approval. The district governor will forward the original to your club and district administration representative. A copy should be retained for the club's files.



New Club Sponsor Form

MEMBERSHIP IN ROTARY INTERNATIONAL

The Rotary Club of _____

Our membership voted on _____ to sponsor a new Rotary club,
(date)

likely to be known as the Rotary Club of _____.
(community, state/province/prefecture, country)

- Our club agrees to be the sponsor club. We will assist in its formation, help with the charter presentation ceremony, and work closely with the new club for at least one year.
- Our club currently has _____ members (excluding honorary). *(A sponsor club must have a minimum of 25 active members.)*

Club President's Signature

Date

Club Secretary's Signature

Date



New Club Application Form

MEMBERSHIP IN ROTARY INTERNATIONAL

The provisional Rotary Club of _____
hereby applies for membership in Rotary International and confirms that the club

1. Will abide by the Constitution and Bylaws of Rotary International
2. Has adopted the Standard Rotary Club Constitution prescribed by Rotary International as the club's constitution and will abide by its provisions
3. Will always have bylaws that are in harmony with the constitutional documents of Rotary International, including the Standard Rotary Club Constitution
4. Will not become a member of, or assume obligations of membership in, any organization other than Rotary International
5. Shall maintain the obligations of a member club in Rotary International and be subject to the jurisdiction of Rotary International

The signatures of the president and secretary of this provisional club attest to this club being organized in accordance with the constitutional documents and policies of Rotary International and that the information in this application is accurate.

Club President's Signature

Date

Club Secretary's Signature

Date

We, the governor of District _____ and the provisional club's special representative, concur that this application meets the requirements set forth in the constitutional documents of Rotary International and the policies of the RI Board of Directors and do hereby endorse this club's application for admission to the association. All members of the provisional Rotary club have participated in an appropriate orientation and education program under the guidance of district leaders and members of the sponsoring Rotary club.

District Governor's Signature

Date

Special Representative's Signature

Date



Charter Officers

President _____

Secretary _____

President-elect _____

Treasurer _____

Vice President(s) _____

Sergeant-at-Arms _____

Board of Directors

President, president-elect, and vice president are mandatory board members. The club may elect the secretary, treasurer, and sergeant-at-arms as directors by virtue of office. Please list all of the club's nonmandatory directors.

Club Constitution

Complete this section to correspond with the articles of the Standard Rotary Club Constitution as listed in each category.

Article II: Club Name

Rotary Club of _____

(complete name, including community, state/province/prefecture, country)

Article III: Locality Description *(please attach additional pages as needed)*

Article XIII: Magazine *(please check one):*

- Everyone subscribes to THE ROTARIAN.
- The official regional magazine for this club is _____ and everyone subscribes to it or THE ROTARIAN. *(Mark TR by a name on the charter list to indicate a subscription to THE ROTARIAN is to be noted for that member; everyone else is expected to subscribe to the official regional magazine.)*
- Club is in a country excused by the RI Board from subscribing to a magazine.



Club Bylaws

The following information concerning club bylaws refers to the bylaws recommended by the RI Board. Unless these recommended bylaws are adopted without modification, the full text of the bylaws adopted by the club must be attached to this application.

Number of directors elected annually: _____
(matches the number of officers given on page 2 unless otherwise specified here)

Meetings

Weekly Meeting _____
Day of week _____ Time _____

Place (include the complete address)

Postal Code _____

Restaurant Hotel Other

(Circle the correct information)

Annual 1st, 2nd, 3rd, 4th week of
July, August, September, October, November, December

Board 1st, 2nd, 3rd, 4th
Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday
of each month

Club Fees and Dues

Clubs must have an admission fee of at least US\$25 and annual dues of US\$40, or its equivalent in purchasing power for local currency.

Admission Fee _____ Annual Dues _____

RI Charter Fee

Number of charter members _____ x US\$15 = _____

Currency in which the charter fee was paid and amount _____

Charter fee is being paid by

- Check Money order Fiscal agent receipt
 Receipt of deposit to an RI bank account outside of USA



Sponsor Club

Rotary Club of _____

Number of Members (excluding honorary) _____

Special Representative

Name _____

Contact information for the special representative has not changed from the Organization of New Club Survey.

New contact information for the special representative is:

Rotary Club of _____

Mailing Address _____

Telephone _____

Fax _____

E-mail _____

New Club Contact Information

If the club has a preferred mailing address, such as a post office box, please provide that information below:

Telephone _____

Fax _____

E-mail _____

Charter List

Attached is a list of active charter members conforming to the policies established by the RI Board of Directors.



Charter List

Copy this page and complete information for each member (*minimum of 20 charter members*).

Name _____

Gender Female Male

Former Rotarian No Yes

Classification _____

Name of Firm _____

Executive Position _____

Business Address _____

Postal Code _____

Residence Address _____

Postal Code _____

Residence Phone _____

Business Phone _____

Fax _____

E-mail _____