



## *Club President and Secretary Resources*

### Member Access

<https://riweb.rotaryintl.org/>

- View, update and change membership data (updates made by 1 June and 1 December ensure that your club receives an accurate SAR\*)
- Pay club dues or outstanding financial balances
- View contribution reports for The Rotary Foundation
- View the Official Directory

### “Club-District Support” Web pages

<http://www.rotary.org/support/index.html>

- Contact information for Club and District Support (CDS) staff for help with club elections, constitutional matters, club operations, and RI Board policy
- Contact information for RI accounts receivable representative for help with financial balances
- RI Code of Policies, the Manual of Procedure, and other policy documents
- RI Board and TRF Trustee decisions and highlights
- Membership data form, the Standard Rotary Club constitution and Recommended Rotary Club Bylaws, Club President’s Manual, Club Secretary’s Manual, Club Committee Manual, and other report forms
- Self-learning Tutorials for the RI Club Administration Software (RI-CAS)
- Polls to express your opinion and find out what other Rotarians think
- Recent Rotary news and information.

### Semi-Annual Report\* (SAR)

Membership reports, per capita dues and magazine subscription payments are due each July and January. The July SAR is sent to club secretaries in late June. The updated membership list and payment is due to RI in July. Clubs delinquent in paying July monies receive a warning in October. Continued failure to pay after six months results in club termination. SAR payments and member data changes are easily expedited by using Member Access:

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### RI Publication Resources

- Club President’s Manual [222]
- Club Secretaries Manual [229]
- RI Catalog for ordering RI publications and materials [019]
- Manual of Procedure (MOP) [035] The English edition of the 2007 manual will be sent to club secretaries in December 2007; language editions will be sent as soon as possible afterwards.
- Official Directory (OD) [MI-3-008] Copies are sent to club secretaries in June.
- Rotary World Sent directly to club presidents as a primary source of timely news for clubs.