

## Rotary International Club Dues Billing Process

The following information is taken from:

<https://my.rotary.org/en/manage/club-district-administration>

**CLUB INVOICES** – <https://my.rotary.org/en/manage/club-district-administration/club-invoice>

The dues that your club pays to Rotary allow the Secretariat to provide quality and efficient support to Rotarians worldwide.

**Maintaining data:** Maintaining club data online can help you keep your membership information current and accurate. Your club president, secretary, and other officers can use [My Rotary](#) or your [local system](#) to:

- Update membership information within 30 days of any changes, or by 1 January or 1 July, whichever is sooner.
- Make sure the names of all current officers are correct and that all future officers are named no later than 1 February. TIP: Set up a club email that can be transferred to future officers to ensure uninterrupted communications with Rotary.
- Confirm that email addresses for all members are current.

If you cannot update your information online, your secretary should fill out the [Membership Data Form](#) and submit it to Data Services by fax at +1-847-733-9340 or email at [data@rotary.org](mailto:data@rotary.org).

**Club invoice mailing:** All club invoices are due and payable upon receipt, and the amount due is not adjustable. Rotary International emails a copy of the invoice to every club officer in January and July. To ensure that emails from Rotary are not rejected or filtered as spam, add [ri.clubfinance@rotary.org](mailto:ri.clubfinance@rotary.org) to your approved email contacts.

If your club has not opted out of the paper invoice or updated your officers email addresses, you will receive a paper copy by post in late January and late July. If your club has not received an invoice by the beginning of February or August, email [data@rotary.org](mailto:data@rotary.org) to request a replacement. Include your club name and number and delivery address or fax number. Club dues still must be paid even if you have not received the invoice.

**Want to go paperless?** Opt your club out of the paper invoice in [My Rotary](#) under Edit invoice preferences.\*

\*When going paperless, please be sure the club retains a copy of the bill, noting date payment was issued; by what instrument; how sent to RI; address to where it was sent; and date **sent**.

### [More about club invoice](#)

Per capita dues

Rotary per capita dues per half year are as follows:

2020-2021: \$34.50

2021-2022: \$35.00

2022-2023: \$35.50

All clubs are billed \$1 per member on their July invoice to help defray the costs of the Council on Legislation. Some invoices may include variable charges for The Rotarian magazine (other Rotary regional magazine subscriptions are billed separately) and variable fees for insurance (U.S. clubs only). See the [Manual of Procedure](#) for more information.

**Exchange rates:** Rotary credits payments at the official Rotary exchange rate at the time payment is received. Rotary re-evaluates exchange rates monthly. See current [exchange rates](#).

**Payment methods:** Club presidents, treasurers, and secretaries can pay dues by:

- Credit card [online](#)
- Check or draft accompanied by the detached bottom portion of the invoice
- Wire transfer

If you have questions about the club invoice or where to send your payment, please contact your [financial representative](#).

**Outstanding club dues:** As of 1 January 2015, clubs that have not paid their Rotary dues within four months of the date on the invoice will be terminated. Clubs will then have five months to fulfill the following reinstatement requirements:

- Pay all outstanding financial obligations at the time of termination
- Pay all membership dues that continue to accrue thereafter
- Pay a \$30 per member reinstatement fee
- Complete and submit a reinstatement application and provide an updated membership list along with a list of current officers and their contact information

After 150 days from the termination date, clubs are permanently terminated and cannot be reinstated. The club loses its name, history, and charter.

For clubs that were terminated before the January 2015 invoice was issued, reinstatement is possible up to 365 days from the date on the invoice. Contact [ri.clubfinance@rotary.org](mailto:ri.clubfinance@rotary.org) for questions about reinstatement.

**(01/01/2021) [Simplified billing process gets positive reviews from club leaders](https://www.rotary.org/en/news-media/news-features/simplified-billing-process-gets-positive-reviews-club-leaders) - <https://www.rotary.org/en/news-media/news-features/simplified-billing-process-gets-positive-reviews-club-leaders>**

The single-page invoice that Rotary clubs received in January, which replaces a complex document they'd previously had to complete, is being cheered by many club officers.

In the past, club secretaries had to fill out an eight-part semiannual report to calculate the amount their club owed Rotary International for membership dues, subscriptions, and outstanding balances. New members were written in, old members were crossed out, and many calculations were required before the club treasurer could pay the invoice.

"Nobody wanted to do the semiannual report; it was confusing," says Gail Winterstella, president of the Rotary Club of Spring Lake-Brielle, in New Jersey, USA. "Now, the invoice comes, it's done, it's right, and you just print it out and pay the bill. It's much easier." And all membership changes are now managed online. The club invoice is calculated from the number of members in Rotary's database as of 1 January and again as of 1 July.

John Neighbors, president of the Rotary Club of West U (Houston), is also happy with the change.

"The new club invoice has simplified the dues-payment system by billing for a stated amount rather than an estimated billing subject to club adjustment, thus allowing club and RI records to be consistent," Neighbors says. "I also like the detail that includes members by name and admission date, and keeps track of the additional Rotarian subscriptions for our honorary members and special persons."

Ann Wright, who is membership committee co-chair for District 5890 (Texas), points out another benefit: current and accurate membership information. Wright says that, in the past, clubs in her district tended to wait to update their membership data until they received the bill from RI showing a member total different from the number of members they knew they had. As a result, the district had accurate numbers for all of its 63 clubs only twice a year, two or three months after each billing was sent out. This made it difficult to gauge membership gains and losses, and therefore difficult to fine-tune membership strategies.

"Under the new system, we find that clubs are more diligent in maintaining accurate and current numbers on Rotary.org, and this is a great help to our governor and membership committee," Wright says.

Winterstella notes that Rotary staff provides excellent support for those using Rotary.org to manage club membership data. "If you have any problems, you make a phone call and they tell you how to do it. It's simple."

Here are a few things you need to know about the invoice:

- If you're a club leader, register new and terminated members within 30 days. Any changes for the July invoice must be entered by 1 July. You can update your membership data by signing in to Rotary.org and, under the Manage tab, navigating to Club administration, then add/edit/remove member.
- Encourage club members to immediately report changes in their membership status so that club officers can update the information.
- If your club uses an integrated local database to manage its membership information, check with your database vendor and allow plenty of time for Rotary to receive the changes. Consult the Frequently Asked Questions for more information about synching changes using an integrated local database.
- Changes in publication subscription preference should be made before each billing cycle. Subscriptions will be in effect for the entire billing cycle.
- Clubs are required to pay all outstanding dues within 120 days of the due date.

By Arnold R. Grahl