

# HOW TO START A ROTARY CLUB TO SERVE VETERANS!



A Presentation by Tom Gump to Rotary International District 6990

# WHY? TO GROW ROTARY

THERE ARE ONLY THREE WAYS TO DO IT!

## WAYS TO GROW

1. Add members to existing clubs
2. Retain members in existing clubs (doesn't grow, but still necessary)
3. Start new clubs

## WHAT IT TAKES

1. Takes changing a culture / changing people (this is hard)
2. Takes a change in culture / means changing people (this is hard)
3. Accept a culture (this is much easier)



# STEP 1: FIND A CHAMPION & SUPPORTERS

- You need to find someone who is **passionate** about starting your new club!
- Someone who knows their “**WHY?**”
- Find a **local General** to support your cause – it adds credibility!



## STEP 2: RECRUIT THE RIGHT MEMBERS

- Recruit from your **home town**.
- Choose individuals already involved in other **Veterans' groups**.
- Don't forget **Diversity!**

# WE ARE NOT POACHING!!!!

Myth debunked!

*An analysis of all new clubs formed in the last five years found that 88% of charter members were actually new to Rotary!*

Brian King, RI Director of Membership Development

**88%**  
of  
**Charter Members**  
are new  
to Rotary!



## STEP 3: START MEETING IN **SMALL** **GROUPS**

- Smaller groups tend to focus on **commonalities**.
- Larger groups tend to focus on differences.
- Remember it is their passion for **service** that unites them.

# STEP 4: FIND OUT WHAT YOUR MEMBERS WANT

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- Remember it is their club, not yours!
- Let them choose the **meeting time, location** and **format**.

# LET MEMBERS CHOOSE CLUB PRIORITIES

It's their club and not yours . . .

1. Camaraderie (Friendship & Fellowship)
2. Service (to Veterans)
3. Peace







## STEP 5: SECURE FUNDS

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- Old - Choose a **sponsoring club**.
- New - have your **District** set aside finds
- District **Pro-Growth** Policy
- Have clubs contribute **in-kind**.

# STEP 6: HOLD ORGANIZATIONAL MEETING



- Choose a free and centrally located facility.
- Choose officers.



# STEP 7: FILE THE PAPERWORK

1. Application
2. Club Constitution
3. Bylaws
4. Membership List
5. Payment

# Rotary NEW ROTARY CLUB APPLICATION

Congratulations and thank you for your time and effort in organizing your club!

To avoid processing delays, supply all of the requested information. Include an email address for each member and a separate email address for the club. Email addresses are a vital part of Rotary's communication strategy.

- Note that the information you submit is subject to Rotary's [privacy policy](#).
- Ask your district governor to sign the application, verifying that the information is accurate and complete.
- Send the completed application to your district's [Club and District Support staff](#).
- If you have missing information, Club and District Support staff will contact you.

## CLUB NAME

The club's name should be easy to find on a map or through an internet search, to help Rotarians and others who want to visit.

The name of this organization shall be the Rotary Club of

List the club name, including community, state/province/prefecture, and country or geographical area

## CLUB INFORMATION

Club email   
(Cannot be the same as any club member's email address)

District number

District governor's name

## NEW CLUB ADVISER

Title (Mr., Ms., Mrs., Dr., Rev., etc.)

First name  Middle name  Family name

Suffix (Jr., Sr., III, etc.)

Member, Rotary Club of   
List club's official name, including country

Email  Phone

NAME OF SPONSOR CLUB  No sponsor club



# ROTARACT CLUB CERTIFICATION FORM

Rotaract is an organization of young adults who take action through community and international service, learn leadership skills, and participate in professional development. Rotaract clubs can be sponsored by a Rotary club or clubs or another Rotaract club, or they can organize themselves without a sponsor. Before certification, the club must adopt the Standard Rotaract Club Constitution and club bylaws (use the [Recommended Rotaract Club Bylaws](#) to get started).

To officially certify a Rotaract club:

1. Pay the US\$50 certification fee. Contact your district's [Rotary International Financial Representative](#) for fee payment options and instructions.
2. Complete all required fields (marked with an asterisk) on this form.
3. Supply all of the requested information including email addresses, which are a vital part of Rotary's communication strategy. Note that the information you submit is subject to [Rotary's privacy policy](#).
4. Obtain all applicable signatures. Rotary will not certify the club if required signatures are missing.
5. Submit the completed form by email ([rotaract@rotary.org](mailto:rotaract@rotary.org)), or by mail or fax to the appropriate [Rotary International office](#).

Once Rotary receives your form and payment, it will take up to six weeks to certify the club and prepare the certificate. Even before the official certificate arrives, members of the Rotaract club can meet, organize, and take action in the community.

## ROTARACT CLUB NAME AND GENERAL CONTACT INFORMATION

\*Rotary district number

\*The name of this organization shall be the Rotaract Club of

\*Founded on (day  month  year )

(This is the date the club adopted the Standard Rotaract Club Constitution and club bylaws.)

\*Rotaract club base (check one):

- University (the term "university" is intended to include all institutions of higher education)  
 Community

\*In what language does the Rotaract club prefer to receive correspondence? (check one):

- English  French  German  Italian  Japanese  Korean  Portuguese  Spanish

\*State/Province  \*Country

Rotaract club email (Cannot be the same as any club member's email address)

Rotaract club website

## ROTARACT CLUB PRESIDENT INFORMATION

\*First name  Middle name  \*Last/Family name

\*Is the Rotaract club president a Rotarian?  Yes  No If yes, provide your membership ID number:

\*Rotaract club president's email

(Enter the email address associated with your My Rotary account or your individual email address. Do not use a shared or club email address.)

\*City  \*State/Province  \*Country

\*In what language does the Rotaract club president prefer to receive correspondence? (check one):

- English  French  German  Italian  Japanese  Korean  Portuguese  Spanish

By signing below, you agree to share the contact information you provided above with Rotary International and accept [Rotary's Privacy Policy](#).

(day  month  year )

\*Rotaract club president's signature

# APPLICATION

**Office of the Minnesota Secretary of State**  
Minnesota Nonprofit Corporation | Articles of Incorporation  
*Minnesota Statutes, Chapter 317A*



Read the instructions before completing this form.

Filing Fee: \$90 for expedited service in-person and online filings, \$70 if submitted by mail

A nonprofit corporation that wishes to apply for tax exempt status under 501(c)(3) to the Internal Revenue Service (IRS) cannot use this form for its articles due to the fact that the IRS has additional language requirements. See the instructions for further information.

Note: A professional corporation governed under Chapter 319B must include an attachment with the following information:

(This information is only required if this is a professional corporation.)

1. Statement that the Minnesota firm elects to operate and acknowledges that it is subject to *Minnesota Statutes*, Chapter 319B.01 to 319B.12.
2. List the professional service the corporation is authorized to provide under *Minnesota Statutes*, Chapter 319B, subd 19.

The undersigned incorporator(s), in order to form a Minnesota Nonprofit Corporation under *Minnesota Statutes*, Chapter 317A adopt the following:

**Article I – Name of Corporation (Required)**

The Rotary Club of Minnesota Veterans

**Article II – Registered Office and Agent (A Registered Office Address is Required)**

1634 Laurel Ave. St. Paul MN 55104  
Street Address (A PO Box by itself is not acceptable) City State Zip

The Registered Agent at the above address is:

**Article III – Incorporators (Required)**

I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Gary White 1634 Laurel Ave. St. Paul MN 55104  
Incorporator's Name Street Address City State Zip

[Signature] August 23, 2019  
Signature Date

[Blank] [Blank] [Blank] [Blank] [Blank]  
Incorporator's Name Street Address City State Zip

[Blank] [Blank] [Blank] [Blank] [Blank]  
Signature Date

**Email Address for Official Notices**

Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

g.white@bankwithchoice.com

Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

**Office of the Minnesota Secretary of State**  
Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.  
The business entity is now legally registered under the laws of Minnesota.

Name: The Rotary Club of Minnesota Veterans  
File Number: 1098611800024  
Minnesota Statutes, Chapter: 317A  
This certificate has been issued on: 08/28/2019



*Steve Simon*  
Steve Simon  
Secretary of State  
State of Minnesota

APPLICATION

## OFFICER NAMES

**President** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**Secretary** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**President-elect** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**Treasurer** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**Membership chair** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**Rotary Foundation chair** \_\_\_\_\_

Officer will continue in this role next Rotary year, starting 1 July

**APPLICATION**

  
**Rotary**  
 Club of Minnesota  
 Veterans  
**Constitution\***  
 of the  
**The Rotary Club of Minnesota Veterans**

Rotary ID number: 90466

\* The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.

**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 The Rotary Club of Minnesota Veterans (Rotary ID number: 90466). The name of any satellite of this club shall be Rotary Satellite Club of \_\_\_\_\_ (A satellite of Rotary Club of Minnesota Veterans).

**Article 3 Purposes**

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level.

**Article 4 Locality of the Club**

The locality of this club is as follows: Twin Cities Metro Area (non-geographical), Minnesota, USA

**Article 5 Object**

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and 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.

**Article 6 Five Avenues of Service**

Rotary's Five Avenues of Service are the philosophical and practical framework for the work of this Rotary club.

- 1 **Club Service**, the first Avenue of Service, involves action a member should take within this club to help it function successfully.
- 2 **Vocational Service**, the second Avenue of Service, has the purpose of promoting high ethical standards in businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. The role of members includes conducting themselves and their businesses in accordance with Rotary's principles and lending their vocational skills to club-developed projects in order to address the issues and needs of society.
- 3 **Community Service**, the third Avenue of Service, comprises varied efforts that members make, sometimes in conjunction with others, to improve the quality of life of those who live within this club's locality or municipality.
- 4 **International Service**, the fourth Avenue of Service, comprises those activities that members do to advance international understanding, goodwill, and peace by fostering acquaintance with people of other countries, their cultures, customs, accomplishments, aspirations, and problems, through reading and correspondence and through cooperation in all club activities and projects designed to help people in other lands.
- 5 **New Generations Service**, the fifth Avenue of Service, recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

**Article 7 Meetings**

**Section 1 — Regular Meetings.**

(a) **Day and Time.** This club shall hold regular meetings on the day and time set in the bylaws.

(b) **Method of Meeting.** Attendance may be in person, by telephone, online, or through an online interactive activity. Alternatively, a club shall hold a meeting during the week(s) chosen in advance by posting an interactive activity on the club's website.

(c) **Change of Meeting.** For good cause, the Board may change a regular meeting to any day between the preceding and following regular meetings, to a different hour of the regular day, or to a different place.

(d) **Cancellation.** The Board may cancel a regular meeting for these reasons:

- (1) A holiday, or during a week that includes a holiday.
- (2) In observance of the death of a member.
- (3) An epidemic, weather disaster, or riot that affects the whole community.
- (4) An armed conflict in the community.

The Board may cancel up to four regular meetings a year for causes not listed here but may not cancel more than three consecutive meetings.

(e) **Satellite Club Meeting (when applicable).** If provided in the bylaws, a Satellite Club shall hold regular weekly meetings at a place and at a time and day decided by its members. The day, time and place of the meeting may be changed in a similar way as provided for in section 1(c) of this article. A Satellite Club meeting may be cancelled for any of the reasons enumerated in section 1(d) of this article. Voting procedures shall be as provided in the bylaws.

(f) **Exceptions.** The bylaws may include provisions that are not in accordance with this section. A club, however, must meet at least twice per month.

**Section 2 — Annual Meeting.**

**CLUB  
CONSTITUTION**



of The Rotary Club of Minnesota Veterans (RCMV)

Rotary ID number: 90466

Article 1 Definitions

**Member:** A member, other than an honorary member, of this club.  
**Board:** The Board of Directors of this club.  
**Officer:** A member of this Club's Board of Directors.  
**Officer:** President, Vice-President/President-Elect, Secretary, Treasurer, and immediate Past President/RCMV Foundation Liaison.  
**RI:** Rotary International.  
**Year:** The twelve-month period that begins on 1 July.  
**District:** Rotary District 5950  
**Quorum:** The minimum number of participants who must be present when a vote is taken: one-fourth of the club's members for club decisions and a majority of the directors for club Board decisions.  
**Committee:** A logical area of service required by the Club to conduct club operations and to otherwise remain consistent with the structure, goals, and objectives of Rotary International.  
**Committee Chair:** A club Member elected to manage a Committee. Committee Chairs shall be positions approved by a majority vote of the Officers. Typical committees consist of Service Projects, Club Administration, Membership, Public Image/Media, Rotary International Foundation. The Board or Club President may appoint additional committees, as needed.

Article 2 Board of Directors

The governing body of this club shall be the Board of Directors consisting of the Officers of this Club, including the President, Vice-President/President-Elect, Secretary, Treasurer, along with the immediate Past President/RCMV Foundation Liaison. At the discretion of the Board, also added to the Board of Directors can be the Committee Chairs elected in accordance with Article 3, Section 1 of these bylaws.

Article 3 Election of Directors and Officers

**Section 1 – Nominations:** One month before Director and Officer elections the presiding Officer shall ask for nominations by Members of the Club for President, Vice-President, Secretary, Treasurer, and any other director positions as approved by the Board as being open for election. The Board of Directors positions are assumed to be a 1-year commitment. The Officer positions are assumed to be a 4-year commitment, with the progression of positions from Secretary, to Vice President/President Elect, to President and to Past President/RCMV Foundation liaison with

each office being held for one year. Elections will also be held for the Committee Chairs as approved by the Officers of the Club.  
**Section 2 – Elections:** The candidates for office receiving a majority of the votes at the annual meeting shall be declared elected to their respective offices. The candidate for president elected in such balloting or by progression of the Board as described above 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 1 July immediately following that year. The president-nominee shall take the title of president-elect on 1 July in the year prior to taking office as president.  
**Section 3 – Vacancies:** If any Officer or Board Member vacates his or her position, the remaining members of the Board will appoint a replacement.  
**Section 4 – Elect Vacancies:** If any officer-elect or director-elect vacates a position, the remaining members of the Board will appoint a replacement.  
**Section 5 –** The terms of office for the President, Vice-President, Secretary, and Past-President is one year. Under unique circumstances, the President is elected for a second year. The Treasurer position is a two

Article 4 Duties of Officers

**Section 1 – President:** It shall be the duty of the President to lead the Club and to perform other duties as required by the Club.  
**Section 2 – Vice President/President-Elect:** The Vice President/President-Elect shall prepare for his or her year in office and to perform the duties of the President.  
**Section 3 – Past President/RCMV Foundation Liaison:** The Past President/RCMV Foundation Liaison shall manage District relations, raise Foundation funds, and report to the Board.  
**Section 4 – Secretary:** It shall be the duty of the Secretary to call meetings, send out notices of such meetings, report as required by the Club, and 1 July of each year.  
**Section 5 – Treasurer:** It shall be the duty of the Treasurer to manage the Club's finances, call meetings, and to report to the Board.  
**Section 6 – Director:** Director duties shall be as defined in the Club charter.

Article 5 Meetings

**Section 1 – Annual Meeting:** An annual meeting shall be held on or about June 1, at which time the election of Officers shall be held.  
**Section 2 – Regular Meetings:** The regular weekly meetings shall be held on the first Monday of each month, at 7:00 p.m.  
**Section 3 – Reasonable notice:** Reasonable notice of meetings shall be given to members of the Club.  
**Section 4 – Virtual Meetings:** Meetings may be held virtually.  
**Section 5 – A majority of the Directors:** A majority of the Directors shall be present at a meeting.  
**Section 6 – The Club may determine:** The Club may determine at a time and day decided by its Officers, the manner of calling meetings in a similar way to that provided for in the Club Constitution, article 5.

Article 8 Committees

Club committees are charged with carrying out the annual and long-range goals of the Club based on the five 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 two years to ensure consistency. The Committee Chair is responsible for appointing Committee members and conducting planning meetings prior to the start of the year in office. Committees approved in the Constitution include the following.

- **Service Projects**  
This Committee develops and implements activities that improve the quality of life in our community. Emphasis is given to helping veterans and their families.
- **Club Administration**  
This Committee develops and implements interesting and fun club meetings. It organizes the activities necessary to make the Club function successfully and reach goals by assisting the members to serve through various duties.
- **Membership**  
This Committee develops and implements a comprehensive plan for the recruitment and retention of members. A thriving club is anchored by strong relationships and an active membership development plan.
- **Public Image / Media**  
This Committee develops and implements plans to provide the public with information about Rotary and promote the Club's service projects and activities.
- **The Rotary International Foundation**  
This Committee develops and implements plans to support The Rotary International Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.



### CHARTER MEMBER

Clubs have a minimum of 20 charter members. Complete the new club charter list (Excel file) or fill out this page for each charter member. Please type or print.

Title (Mr., Ms., Mrs., Dr., Rev., etc.) \_\_\_\_\_ Middle name \_\_\_\_\_  
Family name \_\_\_\_\_  
First name \_\_\_\_\_  
Suffix (Jr., Sr., III, etc.) \_\_\_\_\_

Gender:  Male  Female

Date of birth (List day, month, and year)

Are you a former Rotarian or a current member?

If yes, RI membership ID number \_\_\_\_\_

Name of former/current club \_\_\_\_\_

Current members should not of record when Rotary admits new members

Are you a Rotary alumnus/alumna?

Alumni are former participants in Rotary programs, such as: Scholarships, vocational training, etc.

Email \_\_\_\_\_

Preferred phone (include area code) \_\_\_\_\_

Alternate phone \_\_\_\_\_

Preferred mailing address \_\_\_\_\_

Alternate mailing address \_\_\_\_\_

Magazine — Select one from drop-down menu \_\_\_\_\_

### CHARTER LIST

CLUB NAME: \_\_\_\_\_

# of charter members	Title (Mr., Mrs., Dr., etc.)	First Name	Middle Name	Family Name	Indicate if alternate mailing address is for: Residence, Business or Other <small>Please select from drop-down menu</small>	Magazine <small>Please select one from drop-down menu</small>	Job Title	Name of business or organization	Classification
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
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20									

For use in verification of compliance with \_\_\_\_\_  
Job title \_\_\_\_\_  
Name of your business or organization \_\_\_\_\_  
Classification \_\_\_\_\_

**MEMBERSHIP LIST**



## CLUB CHARTER FEE

Please attach check or proof of payment.

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

Currency in which the charter fee has been or will be paid, and total amount \_\_\_\_\_

Charter fee is being paid by:

- Check\*    Money order    Fiscal agent    Bank transfer to an RI account outside the U.S.

# PAYMENT



## STEP 8: CELEBRATE

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- Host a **Charter event!**
- You might be tired by then; but, don't skip this **important step!**
- It can be **in-person or virtual!**
- Have Charter Members bring their family and friends!
- Invite the **news media!**

# STEP 9: MATCH SERVICE PROJECTS WITH CAUSE

- Members joined for a **cause!**
- Veterans are mission-driven, so projects should fit the **mission** – **serving veterans!**



# ANY QUESTIONS?



The Rotary Club of Minnesota Veterans' Charter Night

# GROW ROTARY!!!!

FOR HELP CONTACT:

**DG TOM GUMP**

**tagump@gmail**

**(612) 770-8389**