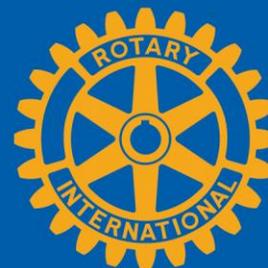


REPORTING CLUB AND OFFICER CHANGES



It's critical to keep your club and officer information current in Rotary's database so you receive accurate club invoices, your officers have access to reports and resources, and your club contact information is correct in the Official Directory and Club Finder. Update your club information directly on My Rotary, or if you use a club management system, make sure that your club information is being sent to Rotary.

REPORTING CLUB OFFICERS

Make sure that club officers have access to Rotary's online tools and resources by reporting them by 1 February for the following year. You, the president, club treasurer, Foundation chair, or membership chair can add new officers by using the link on the Club Administration page of My Rotary or by entering them into your club management system. Be sure to send officer information to the district governor-elect, too, so they can contact incoming club presidents.

REPORTING CLUB MEETING CHANGES

Any change of club meeting information (for example, a new day, time, or place) should be reported immediately to your district governor and Rotary. You can [update](#) the information on [My Rotary](#), by emailing data@rotary.org, or using your club management system (licensed by Rotary).

OFFICIAL DIRECTORY INFORMATION

To make sure your club meeting and officer information is correct in the Official Directory, update it on My Rotary or in your club management system by 1 February.

If you don't have Internet access, you can send a letter with the following information to Rotary or the international office that serves your area: club name; district; meeting day, time, and place; and the club president's and secretary's names, postal and email addresses, and phone numbers.

ATTENDANCE

If your club has low attendance, it's likely a sign that your club isn't engaging all its members. The [Rotary Club Health Check](#) and [member satisfaction survey](#) can help you learn what members like about the club experience and what can be improved.

Remember, clubs are free to adjust their attendance requirements and meeting options

to better accommodate their members' needs. You can choose when, how, and where your club meets, as well as how often. Work with your club leaders to change things that aren't working and make your club meetings more appealing — and better attended.

You can also contact your district membership committee chair, assistant governor, and other district leaders for advice.

If your club tracks attendance, you can follow procedures outlined in Article 12 of the [Standard Rotary Club Constitution](#). You may also choose to use the attendance exceptions outlined in Article 7. Clubs that offer different membership types should include the attendance expectations for each type in their club bylaws.

If your club chooses not to track attendance, be sure to let your governor know, before your term begins, that you won't be sending monthly reports.

Since some clubs track their members' attendance, you may need to give visiting Rotarians documentation of their visit to your club meeting, or contact the secretary of the visitor's club.

ITEMS TO SEND RI AND THE DISTRICT:

To RI:	To the district:
Club meeting and officer information	Attendance reports if your club chooses to track attendance. (If your club chooses not to, let your governor know.)
Names of incoming club officers by 1 February to ensure they receive all Rotary communications	District-nominee form to the district nominating committee
Change in club meeting information (meeting day, time, or location)	Change in club meeting information (meeting day, time, or location)
Names of new and terminated members within 30 days	Information on special club activities
Club invoice payment	
Information on special club activities	