



ROTARY CLUB THE HAGUE METROPOLITAN



THE CLUB'S CHARACTERISTICS, CUSTOMS & PRACTICES

(Approved 8 September 2020)

On 14th December 2004, the Club confirmed The Club's Characteristics, Customs & Practices, hereafter, simply referred to as CCCP, the formal status and its continued use as the database for how the Club chooses to conduct its business and activities or is obliged to act vis-à-vis outside bodies such as Rotary International. Therefore, the CCCP together with the Standard Rotary Club Constitution (RCC) and the associated bylaws, form the governance arrangements for the Club. In the event of any divergence between this CCCP and the RCC, the terms of the RCC shall prevail

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1. The Club

Rotary Club The Hague Metropolitan (RCTHM):

- Was chartered on 29th May 1990 and inaugurated in October 1990;
- Conducts all its business in the English language;
- Is a member of Rotary District 1600 Region I;
- Has national Club number 378 and RI Club number 27299;
- Is registered as a charitable organisation with the Chamber of Commerce under registration number 27192823
- Has as its postal address, the Secretary's address;
- Maintains two bank accounts under the name Rotary Club The Hague Metropolitan, with the ABN AMRO Bank.
 - o The Club Account number NL94ABNA058.08.07.320, and
 - o A deposit or savings account number NL94ABNA058.08.17.431
- Written internal communications are primarily by e-mail.

2. The Club Year

The Club year starts 1st July and ends 30th June as with all Rotary Clubs. Untypical is that RCTHM observes a summer recess during July and August.

3. Organization

The organization of the Club together with its recognized roles is:

- Board
- Committees:
 - o Club Affairs including:
 - Programme sub-committee
 - Venue
 - o Audit
 - o International
 - o Community
 - o Vocational
 - o Membership
 - o New Generations
- Other roles:
 - o Peace and Justice Task Force
 - o 2nd Secretary
 - o Youth Exchange Officer
 - o International Projects Coordinator
 - o Rotaract Commissioner
 - o District Commissioner
 - o Rotary Foundation Commissioner

The Club Affairs, International, Community, Vocational and New Generations committees correspond with Rotary's Five Avenues of Service.

4. The Board

The Board, which is the Club's governing body comprises: President, Immediate Past President, Incoming-President, Secretary, Treasurer and a Vice-President if appointed at the President's discretion.

Deliberations of Board meetings are reported to the Club at the first Club Affairs meeting following a Board meeting.

No resolution or motion to commit the Club on any matter is adopted without Board approval and proposed Board actions/decisions are to be approved by the Club.

5. Membership

Membership is open to persons who are fluent in English, have an international background and are adjudged by the Club to fit the Club's culture and to be in a position to make a valuable contribution to the endeavours of the Club.

Target membership is 40-50. In principle, a single national/ethnic group may not comprise more than 15% of total membership.

Due to the expatriate background of a majority of the Club's members, membership turnover is relatively high.

All new members on admission shall be asked to confirm their commitment to the Object of Rotary and acceptance of the Four-Way Test.

Termination of Membership

Regrettably, from time to time it might become necessary to end the membership of a member. The reasons for this action are:

- Failure to pay annual subscriptions,
- Non-attendance at meetings,
- Good Cause including actions likely to bring the Club into disrepute or actions inconsistent with the Object of Rotary or The Four-Way Test.

In the event of action being taken to terminate membership of the Club the Board shall follow the procedures set out in the RCC Article 15.

6. Meetings

Types of meetings

Meetings comprise: Board, Committee, Informal and Regular Weekly meetings.

Chairperson

The President chairs all meetings except Committee and Informal meetings. In the absence of the President, the Incoming President, the Immediate Past President or a Past President takes the chair in this precedence.

Time and venue

Unless otherwise arranged, Regular Weekly meetings are held on Tuesday at the Leonardo Royal Hotel Den Haag Promenade in The Hague starting with cocktails at 7:00pm. Meetings start at 7:30pm, the President and Secretary monitor meeting progress to ensure expedition and meetings are intended to be finished by 9:00pm. Punctuality is a Rotary tradition.

Meeting Reports

Reports are prepared for all Board and Regular Weekly Meetings. The Secretary prepares these reports.

Board meetings

The President shall regularly call Board meetings on an as-needed basis. A recommended minimum Board meetings cycle is:

- September: in particular to receive and approve the Treasurer's report and approve, in principle, the International committee's proposed international assistance project and fund raising activities;
- December: in particular to decide upon the proposed Board-elect for the ensuing Club year;
- January: in particular to decide upon proposed Club roster appointments needed for the mandatory February submission to Rotary Administration, Amsterdam and approve the International committee's definitive details of the international assistance project and fund raising activities;
- March: in particular to monitor progress with development of the international assistance project and fund raising activities; and
- May: in particular to approve the Incoming President's full Board and Committee roster.

Informal meetings

It is the custom of the Club to observe summer recess every year. During this period, informal meetings are held, for the period starting on the first Tuesday of July and finishing on the last Tuesday of August. Informal meetings take place at the same time and place as Regular Weekly meetings but no formal meeting is held. The Club tries to have at least one member available during the recess to receive any visiting Rotarians.

Regular Weekly meetings

The first Regular Weekly meeting of the Club year is the first Tuesday of September and the last the last Tuesday of June. Meetings do not take place on public holidays or on Tuesdays that fall within or close to Christmas/New Year.

Regular Weekly meetings include the following specific meetings:

- **Annual Meeting** that is held on the 2nd Tuesday of December is for electing the Board to serve for the ensuing Club year.
- **Change of Command Meeting** is held on the last Regular Weekly meeting of the Club year. During this meeting, the outgoing President presents an "end-of-term" report setting out the main achievements and events of his/her Presidential year. He/she then installs the Incoming President by handing over the Presidential Ribbon and Bell and invites him/her to take the Chair. The Incoming President reminds the Club of his/her Board and Committee Chairpersons and sets out his/her vision and objectives for the coming year ("start-of-term" report).
- **Club Affairs Meetings** are for the purpose of transacting Club business. They are held on the 2nd Tuesday of each month and more often

if necessary. Committee Chairpersons or their delegate are expected to report the progress of their committee's activities at each Club Affairs meeting.

- **Partners' Evenings** are held on the 1st Tuesday of each month.

Monthly cycle of Regular Weekly meetings

Unless otherwise agreed by the Board, the monthly cycle of Regular Weekly meetings is:

- 1st Tuesday - Partners' evening
- 2nd Tuesday - Club Affairs
- One meeting at which a member speaks
- One/two meetings with guest speakers

Speakers

All speakers are allowed a period of twenty minutes to make their presentation followed by a question/answer session if the speaker agrees and time permits.

A member introduces each guest speaker; a member proposes a vote of thanks and the President hands over a small memento.

Occasionally the Club accepts representatives of charitable organisations as guest speakers. When this is done, it must be explained to these guests that the invitation implies no commitment on the part of the Club to support their charitable endeavours.

Member speakers

It is a Rotary tradition that new members present their personal profile as soon as possible after joining. It is a Club tradition that no details of a member's personal profile are recorded in the Meeting Report but simply that the profile was given.

All members are expected by rotation to give presentations on subjects of their choice.

Voting and quorum

The business of the Club is transacted by *viva voce* vote. A majority of the Board members constitutes a quorum for Board meetings and one-third of the membership (rounded to the next-highest whole number) constitutes a quorum for Regular Weekly meetings.

Meeting agendas

Regular Weekly meeting agendas generally comprise:

- Welcome & toast
- President's and Secretary's announcements
- Members' announcements/other business
- Speaker or Club affairs
- Close

Guests

Members are free to invite guests to Regular Weekly meetings except Club Affairs, Annual and Change-of-Command meetings.

Smoking

Smoking is not permitted in the hotel in accordance with Dutch regulations.

7. Attendance

Club attitude

Attendance records (AR) are not considered “the be all and end all” by the Club but are judged in the light of members’ contributions to the Club’s endeavours.

Attendances

Notwithstanding established RI norms, RCTHM recognizes the following as qualifying for an attendance:

- A Regular Weekly Meeting
- An informal get-together during the Club’s summer recess
- Other Club activities such as Board & Committee meetings, fireside meetings and such like:
- Other Rotary events e.g. Regional Board Contact meetings, District Conferences, etc
- Other Rotary Clubs (Make-up attendance)

Regular Weekly meeting attendances are recorded on the basis of meeting reports. Individual members or committee chairs must report other attendances to the Secretary.

The ARs are calculated as:

- Member’s attendances (the sum of the items given above) divided by the total number of Regular Weekly meetings.

Attendance records in excess of 100% are therefore possible. 60% is considered a minimum target.

Members’ ARs will be reported each half Rotary Year (1st July to 31st December and 1st January to 30th June). These will be distributed to all members and reviewed by the Board that will decide whether any individual member’s attendance/contributions record warrants follow-up and the President will implement any agreed action(s). Repeated below par attendance/contributions may warrant further action.

Excused Absences

Members who for incapacity, illness or business reasons are unable to attend regularly or at all should notify the President or Secretary so that they may be excused attendance for a fixed period, in principle, not to exceed 3 months

Possible extensions will be judged on their merits.

During an Excused Absence:

- Attendance of a member will not be recorded nor will the member be counted as forming part of the Club roster for attendance record purposes;
- Club fees are due; and
- Members are entitled and, as far as possible, expected to continue their Rotary involvements.

8. Elections

Term of Office

Except for the Secretary and Treasurer who may serve for multiple years, other members of the Board serve in their respective roles for one full Rotary year.

The Board

The Board (see Section 4) for each ensuing Club year is elected at the Annual meeting based on a recommendation formulated by the presiding Board.

Election of Incoming President. At the start of the Rotary year the President will invite members interested in becoming the Incoming President (for the year next ensuing) to contact him confidentially. The President and current Incoming President will then meet the candidate(s), provide them with guidelines about the post and explain the requirements of the position of President and the role within the Club, District and Rotary in its widest sense. If two or more members indicate a wish to pursue their candidacy then the decision will be made by a Vote of members at Club Affairs. The candidates will, if they so desire, be allowed to circulate a single sheet of A4 setting out their “manifesto” for the Club. Members are asked to note the international character of the Club and reflect this in the position of President – ideally successive Presidents should have their origins in a different continent, ethnic background, etcetera

The Incoming President so elected serves as a member of the Board as Incoming President for the year commencing 1st July next following the election and assumes office as President on 1st July following the year of service as Incoming President. During the month prior to the Annual meeting, the President and Board will consult members and select proposed candidates for the ensuing Rotary year for other members of the Board which recommendation shall be put to the Club for approval.

Vacancies & Joining Members

The sitting Board shall ensure that vacancies are filled and joining members are allocated roles when necessary.

9. Committees

All committees except the Audit committee comprise a Chairperson and members.

All members are designated to serve on the Board or one or more committees.

The President is an *ex officio* member of all committees.

Descriptions of the responsibilities and objectives of the various committees can be found in the Rotary International website <https://www.rotary.org/myrotary/en/learning-reference/learn-role/club-committee> or in the booklets “The ABCs of Rotary” and/or “Manual of Procedure 2004” both available from the Secretary.

Duties of Chairpersons

Chairpersons promote, supervise and coordinate the work of their committees calling regular meetings to progress the work of their committees. They report the progress of the work of their committees at each Club Affairs meeting or as necessary. Chairpersons who are unable to attend a Club Affairs meeting delegate reporting duty to a member of his/her committee.

Audit committee

The Audit committee comprises two members who serve for two years with the longest serving member being replaced each year.

Club Affairs committee

This committee includes:

- Programme sub-committee; and
- Venue

The Chairperson of this committee or his/her deputy is to ensure that at least one member attends each Informal meeting to receive eventual visiting Rotarians.

The Programme sub-committee Leader is responsible to ensure that the agenda for Regular Weekly Meetings meets Club preferences and ensures enervating meeting content. In particular, the Leader shall ensure that:

- A Club Agenda is prepared, kept up to date and distributed to all members when updated;
- The fixed agenda for certain Regular Weekly Meetings is respected and recorded in the Club Agenda (see Section 6);
- Member and guest speakers are fully aware and prepared to respect the Club's twenty minute limit for presentations; and
- Member-speaker contributions are determined on a rotation basis including the presentation of personal profiles by new or long-standing members.

Membership committee

- Normally the immediate Past President will act as Chair of the Membership Committee. Or any person selected by the Board.
- The Membership Committee shall provide all newly admitted members with such materials as will help them in familiarising themselves with the Club and with Rotary as a whole. The Membership Committee will provide advice about how to register for an account with both the www.Rotary.org and www.Rotary.nl websites.

Due to the high membership turnover rate that characterizes the Club and bearing in mind the Club's criteria for admitting new members, the Chairperson and members of this committee must act vigorously to promote identification of potential new members and to ensure that those who are approved for membership are expeditiously processed to membership of the Club. Based on past statistics, 6 to 8 new members need to be recruited each year in order to replace retiring members and to promote an increase in Club membership to the target figure. The Chairperson of

the membership committee is responsible for assigning mentors to new members and the mentoring arrangements shall be made known to the Club during the admission of the new member.

10. International Projects Coordinator

The position of International Projects Coordinator (IPC) was created in the Club during the autumn of 2002. The IPC is appointed for a period of three years.

The need for this role within the Club was based on the following considerations:

- The Chairperson and members of the International Committee (IC) during the Rotary year (RY) that a particular project was started (the identification and fund raising project year) are responsible for ensuring that the project is followed through to its final completion including implementation of the intended assistance even if this falls in a subsequent RY.
- This process typically occupies several years.
- Whereas roles and responsibilities of the IC are well defined during a project start-up year, this is not the case for subsequent project life-cycle years.
- Follow through continuity has as a result not always been optimum.
- Rotary Foundation (RF) is active in monitoring, controlling and authorising matching grants. This increased RF activity involves strict reporting requirements and the imposition of sanctions for non-performance.

The IPC is a coordinating, monitoring and trouble shooting role and **not** an executive role that is separate from the IC role. The IPC's role scope encompasses all Club international assistance projects that are not fully completed or are under initiation. Further, the IPC shall:

- Coordinate with the Chairperson of each year's IC to ensure that he/she is aware of needs and requirements including:
 - The definition requirements for a project that can eventually qualify for a RF matching grant; and
 - The needs and requirement for setting up and executing the project and its associated fund raising event
- Monitor that the IC meets these requirements during the life cycle of the project;
- Coordinate/monitor the process of application and award of the matching grant following completion of the fund raising effort;
- On a regular basis (as necessary but at least quarterly) monitor progress on individual project implementations and report his/her findings to the Club; and
- Formulate and seek Board approval for proposed corrective measures to be taken in the event of difficulties occurring during the life cycle of projects.

11. Committee Appointments

It is the task of the Incoming President to propose the full Committee roster for his/her Presidential year and to obtain the approval of the presiding Board and the Club.

This process starts with the election of the Board-elect (see Section 8). By January the remaining roster positions needed to make the mandatory submission to Rotary Administration Amsterdam in February must be approved and by May the full Committee roster.

Apart from suitability for the tasks involved, members' attendance record, continuity of activities and transfer of know-how are important criteria for deciding Committee appointments.

The President and Chairpersons are expected to pay special attention to achieving an effective involvement of all members, but especially new members, in Club activities.

Appointment adjustments due to retirements and joining members are resolved as necessary and as soon as possible by the President and/or Incoming President as appropriate.

12. The Secretary

The Secretary:

- Prepares RWM & Board meeting reports
- Keeps records of membership and attendance at meetings;
- Sends out notices and handles all correspondence unless otherwise agreed;
- Maintains the Club archives;
- Maintains and holds supplies of Club banners, name tags and badges;
- Makes the required reports to RI including the semiannual reports of membership on 1st January and 1st July and the February report to Rotary Administration, Amsterdam;
- Records changes in membership via the Rotary International (Rotary.org) database and Rotary Netherlands Internet based Membership Administration system (Ledenadministratie);
- Reports President, Board, Secretary and Treasurer changes, as necessary, to the Chamber of Commerce.
- Maintains, updates and distributes Club documents (see Section 19); and
- Provides the new members with all the necessary documents needed for better understanding of the Club and Rotary in general.
- Provides the District Governor with copies of the Club's Regular Weekly meeting reports.

With Board agreement, the Secretary may delegate certain of the above tasks to the 2nd Secretary.

Upon retirement from office, the Secretary turns over the Club archives in good order to the Incoming Secretary or to the President.

13. The Treasurer

The Treasurer:

- Has custody of all funds;

- Maintains the Club Accounts;
- Administers invoicing and receipt of membership fees;
- Receives funds;
- Disburses funds against valid invoices;
- Assists the Audit committee in completing its annual audit; and
- Presents annually the accounts and budget.

Upon retirement from office, the Treasurer turns over the Club funds and books of accounts in good order to the incoming Treasurer or the President.

14. Financial Management

General

The Club's financial year is 1st July to 30th June.

In addition to him/herself, the Treasurer makes arrangements so that the Secretary and at least one other member of the Club are authorised to make payments. All payments made by the Treasurer unless otherwise approved by the Board, shall only be made against a valid invoice or equivalent supporting documentation.

Budgets

Immediately prior to the start of the financial year the Board, under the leadership of the incoming President, shall prepare a Budget for the ensuing year.

The Budget shall show separately the estimates of income and expenditure for the Club's Administrative Costs and any Charity activities or projects proposed by the Board and shall distinguish between those costs that are mandatory and those which the Club incurs voluntarily. (A separate Budget will be prepared and presented by the chairman of the International Services Committee with regard to any International Project).

The Board shall not present a deficit budget.

The Board will have regard to the Budget in making any recommendation to the Club to vary the annual membership subscription.

The Budget will be submitted for the approval of the Club no later than the first Club Affairs meeting in the financial year.

In approving the Budget the Club gives authority to the Board to spend funds on the activities set out therein.

Financial reporting and Accounting

The income and expenditure of the Club shall be recorded by the Treasurer in three accounts;

- Club Administrative Account
- Club Charity Account
- Club Reserve Account

The Board, on the advice of the Treasurer, shall make suitable banking arrangements to facilitate:

- a. The collection of funds due to the Club and payments of expenses; and
- b. Safe custody of any funds not immediately required in the operation of the Club.

Annually, the Treasurer shall prepare Statements of Income and Expenditure for the three Accounts

identified above together with a Balance Sheet showing comparative figures for the previous financial year.

The Treasurer on behalf of the Board shall present the financial statements to the Club together with a report showing inter alia a comparison of income and expenditure with the approved budget and shall give an explanation of any significant variations between the budget and the financial statements. Any surplus recorded on the Club Administration Account at the end of the financial year shall be transferred to the Club Charity Account.

If any International Project is not completed by the end of the financial year in which it was initiated, then a separate Statement of Income and Expenditure shall be prepared by the Treasurer and audited by the Audit Committee and presented to the Club as soon as practicable on the conclusion of the Project.

The Club's Reserve Account is intended to deal with any temporary, cash flow issues. It does not incur expenditure or accrue income and the balance (currently set at €5.000) should normally remain unchanged from year to year.

Audit Committee

The Audit Committee is appointed in accordance with the provisions set out in the CCCP.

The Audit Committee acts on behalf of the Club and while it will initially report to the Board, it is neither the servant of nor an adjunct to the Board. The Committee comprises of two members appointed by the Club to carry out the audit.

Members normally serve for two years with one new member being appointed each year.

The Auditors cannot be members of the Board during the time they act as auditors.

The Auditors cannot act as Chairman of any of the Club's committees involved in significant financial activity (usually the International, Wine Tasting and Community Services Committees).

The Auditors cannot have a financial role within any of the Club's committees e.g. compiling budgets, grant applications etc

All Statements of Income and Expenditure and the Balance Sheet shall be subject to audit by the Audit Committee. The Audit Committee shall act independently of the Board and the Treasurer in reporting their findings to the Club.

In the interests of efficient administration the Board has approved an Audit Programme for the guidance of the Auditors in carrying out their task (see Annex A).

On conclusion of the Audit and the acceptance by the Club of the Auditors Report (see Annex B), the Auditors shall issue a Letter of Discharge of the Board in the form shown at Annex C. The Auditors shall read out the Letter of Discharge to the Club.

Club Expenditures

Members shall not commit the Club to expenditures without first obtaining the Treasurer's prior approval. For exceptional amounts, the Treasurer will also obtain the Board's prior approval.

All Club events such as fund raising events, committee service projects, social activities, etc that imply a financial commitment for the Club or its members must have a balanced budget approved in advance by the Board and the Club prior to entering into any implied or actual commitments. All commitments made within the context of such an approved budget must remain within the estimated amounts. Should an adjustment to the budget be needed, this requires prior Board and Club approval

Charity Account Funds

The Club has agreed to apply the following guidelines to the award of grants from the Charity Account Funds:

- Only the Club can, in a Club Affairs or in any other meeting, authorise the Treasurer to make payments from the Charity Account.
- Proposals must be made to the Board in writing. The Board will consider each proposal and make a recommendation to the Club. Decisions to allocate funds must be recorded in the Meeting Report, which will serve as the Treasurer's authority to make the necessary payment(s) and reservations.
- Beneficiaries are to be associated with earlier involvements of the Club, one of the members, or with a speaker who impressed the members with the worthiness of his/her cause.
- Donations must have an identifiable object and shall not be a payment into a general fund.
- The way the donation has been used must be reported back to the Club at a later stage.
- Commitments must be non-recurring.
- The Club may from time to time vary any or all of the above guidelines.

Club Fees

The Club levies no admission fee.

Annual fees include Club, RI, Rotary Netherlands and Rotary District 1600 dues and Rotary Foundation contribution. Annual fees are as proposed by the Treasurer and approved by the Board and Club.

Club fees are due not later than 15th September against an invoice raised by the Treasurer. Eventual payment by instalments can be arranged with the Treasurer.

Members who resign after the start of a Rotary year are liable for the annual fee of the next year but the fee for those who resign before 15th December shall be rebated by 50% of the annual fees. Members who join in the course of a Club year pay pro rata fees.

The Club secretary should notify any member who fails to pay dues within 30 days after the deadline; if dues are not paid within a reasonable time membership may be terminated, by the Board's recommendation to

the

Club.

Drinks & Meals

Members pay the hotel direct for drinks and meals that they and their guests consume.

Dinners are ordered in advance (deadline is Monday 14:00 via doodle or similar tool). Members who arrive unannounced will automatically be served the chef's choice.

Members who cancel after the doodle (or similar tool) has been submitted might have to pay for their dinner. In this case the President of the meeting will carry the cost until the member reimburses it.

Mentors shall inform / remind the new Rotarians of these rules

The Club (via the Treasurer) pays for the drinks and meals consumed by guest speakers and their assistants/partners. If the Treasurer cannot attend a Meeting, he/she arranges for a substitute (e.g. the Secretary, the meeting Chairperson) who recovers the costs from the Treasurer against a receipt.

Insurance

The Club holds no insurance cover whatsoever since, only in exceptional circumstances is this necessary or advisable. Notwithstanding, all activities undertaken by the Club shall be evaluated by the Treasurer on a one-for-one basis for possible insurance cover being needed.

15. Recruitment of members

The Club's need

Due to the nature of the Club's membership, the Club suffers (and benefits) from a high membership turnover rate e.g. ±6 to 8 members per Rotary Year. This turnover rate calls for a vigorous on going recruitment effort by all members. Resigning members are expected to propose a prospect as their replacement in sufficient time for processing to be completed before they leave.

Recruitment procedure

Initial steps

Having identified a prospect and prior to proposing the individual for membership, sponsors:

- Must satisfy themselves that the prospect meets all of the selection criteria as given below
- Must not give the prospect the impression that they can become a member because the final decision rests with the Club
- Sponsors may bring a prospect as a guest to all Club meetings except Club Affairs meetings until a decision on membership has been taken. The club should take a decision on membership as soon as it can reasonably do so and prospective members should not be asked

to come and visit more than three times before such decision.

Selection criteria

Prospects must satisfy the following criteria to be eligible for consideration:

- They should have a significant international background and possess an above average competence in the English language. **The Club emphasises that it expects that all its members will at all times communicate verbally and in writing only in the English language.**
- Their potential membership tenure must not be less than at least two Rotary Years measured from the date that they are likely to be admitted to membership e.g. ±four weeks from application initiation.
- Non-Rotarians must be aware of what it means to be a Rotarian (including the financial consequences) and what will be expected of them re attendance, participation in the Club's endeavours, serving on committees, etc should they become members.
- Past or present Rotarians must provide a letter of introduction from a former club when they will be admitted to membership. Otherwise they will be processed as non-Rotarians with the Chairperson of the Membership Committee acting as sponsor.
- Former members who wish to re-join the Club again will be admitted to membership by a simple majority decision of the Board. Any decisions against re-admittance of former members have to be taken at the Club level.

Application and Approval

To initiate an application, prospective members, or their sponsor, must provide their resume to the Membership Committee.

Having satisfied themselves that prescribed criteria are met, the Membership Committee will review the suitability of the prospect and make a recommendation to the Board.

Should the Board follow the recommendation of the Membership Committee, details of the prospect will be e-mailed to all current members for their perusal and consideration.

If no objections have been raised within seven (7) days, the prospect will be admitted and installed at the first suitable meeting.

If, on the other hand, one or more members oppose admittance, and have made their motivation clear to the Club's President, the prospect will be informed by the sponsor or a member of the Membership Committee that his/her membership application has not been successful.

Sponsors

In the case of an un-sponsored application, the club will designate a current member to act as sponsor.

Sponsors are to ensure that new members fully integrate into Club activities & fellowship.

16. Retiring members

Members who cease to be residents of The Netherlands must notify the President of their intended departure and its anticipated timing as soon as possible. They must pay Club fees up to the end of the six-month period (periods ending 31st December and 30th June) within which their retirement date falls and at the end of this period they will be removed from the membership roll. They are not allowed to extend their membership beyond the end of the above period. At their request, they will be provided with a letter of recommendation recording their tenure of membership and roles held with a note that they were “quality” members if it is decided that this is the case. Within reason, past members are welcome to occasionally visit the Club and if they join another RC they are entitled to attend. The Club will on request provide the retiring member with a reference addressed to the Secretary of any new Rotary Club that they wish to join.

From time to time the President may propose that Retiring Members who have rendered distinguished service to the Club shall be admitted as Honorary Members, following the procedures prescribed by Rotary International.

17. Fellowship

Club meetings and other events provide opportunities for fellowship. In addition, Presidents should stimulate further opportunities for fellowship and all members are encouraged to host small gatherings of members at their homes (e.g. so-called “fire-side” meetings) or undertake hobby and such like activities to provide opportunities for improving acquaintance and fellowship.

18. Service Emphasis

Since it’s founding, the Club has placed the main thrust of its activities on the International Avenue of Service without disregarding other avenues of service. The Club’s size and composition limit the extent of activities it can effectively undertake and its cosmopolitan character orients it naturally to the international scene.

Within this context, customarily each year the Club undertakes the support of a specific international assistance project. It is not normal practice to simply donate funds to a general charity such as the Red Cross.

The International committee spearheads the Club’s efforts to identify a project, to realise the funds needed for the intended assistance and to ensure the

successful completion of the fund raising activities and the assistance project.

It is especially noted that for the smooth, efficient and effective planning and accomplishment of these endeavours, it is highly desirable that the International committee identifies and obtains Club approval for an assistance project and proposed fund raising event or activities before end September based on preparatory work carried out by the incoming International committee in the previous year and summer recess period.

The services of the International Projects Coordinator are available to assist in these processes.

19. Rotary and Club Documents

Members can access full details of Dutch Rotary Clubs and their memberships through the Internet based Rotary Netherlands Membership Administration (Ledenadministratie) system. Details are available from the Secretary.

Rotary Magazine

All members are provided with a copy of this Dutch language Rotary Netherlands periodical by direct post.

Other Publications

Can be accessed directly from the Rotary.org website.

Other Documents

The Secretary maintains the following Club documents covering essential Club data for members’ information, assistance and use:

1. The Object of Rotary and The Four-Way Test;
2. Club Profile (issued annually);
3. Members’ and Partners’ Details (issued bi-monthly) (jointly with the Chairperson of the Membership Committee);
4. Board and Committee Roster (issued bi-monthly);
5. The Club’s Characteristics, Customs & Practices;
6. Supplementary Facts for Potential New Members;
7. New Members Information Sheet;
8. Member’s Name Tag; and
9. Rotary Year Overviews (issued for each Club year).

The format and content of the above documents are approved by the Club.

20. Club Archives

The Secretary and Treasurer maintain Club archives organised by Club year. All archive materials that are older than 5 years can be destroyed.

Those maintained by the Secretary are:

- Computer storage media with e-versions of the following:
 - Regular meeting reports
 - Board meeting reports

- Copies of the end of year editions of the CCCP, Club Profile, Members' and Partners' Details, Four Principles of Rotary, Secretaries duties, New Member's Information Sheet and Visit Cards model form
- For Fund Raising events copies of the Brochure, Matching Grant Application Form, RF authorization of MG and copies of Progress Reports submitted to RF
- Annual Overview document
- Amendments to the Club's entry in the Register maintained by the Chamber of Commerce (KvK).
- An overview of all the Club's projects in chronological order of the years in which they were executed.
- Miscellaneous items of special value

Those maintained by the Treasurer comprise copies of:

- Annual Financial Reports and Budgets;
- Audit Reports;
- Correspondence;
- Bank account transaction statements;
- Invoices against which payments have been made; and
- Back-up documents relative to funds received.

21. Club's Service Activities

- Annual outings for the children in the Bergse Bos home
- Annual outings senior citizens from Wassenaar
- **Team Building Activities-**
 - The Club should try to organise some activities during each Rotary year. These activities should aim at the following objectives:
 - Team building,
 - Knowledge enhancement and
 - An opportunity to develop acquaintance among Members and Partners.

Some examples of such activities held in the past are:

Ted Knudson Golf Trophy. This trophy presented to the Club by past member Ted Knudson is contested annually on the basis of an individual Stableford 18 hole competition.

Bridge Club. A group of members play bridge on a periodic basis.

Bowling Evenings. Each Club year, one Regular Weekly Meetings can be organised as a bowling/social event.

Other Activities.

The Club has variously participated/supported a number of activities some of which are now for good reason discontinued. They are listed below for record and information purposes:

- Vlieland Camp
- Rotary Student Exchange Programme

- Bulgaria/NL Advisory Committee. The Club participated in an advisory role in the activities of this committee for a number of years but terminated its involvement in 2003.
- American School Leadership Award. At its meeting on 14th December 2004, the Club decided to discontinue this award.

22. Paul Harris Awards

- The President will consider the contribution made by members to the life of the Club and will nominate members who have made an exceptional contribution through their service for the award of a PHF. The President will have regard to criteria formulated by the Board that it considers appropriate in determining which members should be nominated.
- At the annual hand-over meeting, the outgoing President shall at his discretion, nominate up to three members for a Paul Harris award. (N.B. this provision does not preclude the grant of PHF awards during the course of the year in order to recognize a special contribution or event.)

23. Club Property and Custody

From April 2004, the Club has a cupboard that is situated at the hotel. The cupboard contains various paraphernalia needed for/during Club meetings such as:

- The Club's laptop computer, stocks of "ABCs of Rotary" booklets, Visiting Rotarian's attendance cards, guest speaker mementos, Club banners, a selection of RI insignias, the Presidential Ribbon & Bell, the Secretary's and Treasurer's archives (unless held by the incumbents) and RI flags.
- The manager of the hotel holds keys.

24. Amendment

This document will be subject to review as necessary. Changes can be suggested by any member and should be addressed to the Board.

If agreed, the Board then submits the change(s) to the club for comment / approval Simple changes can be dealt with as amendments.

If there are many changes, or if a change affects many sections, a new revision will be issued

25. RI and District Fixed Events

Rotary Netherlands events:

- 1600 District Conference.
 - All members are entitled to attend this annual springtime event however the proceedings are in Dutch. Preferably a Club delegation should attend.
- President-Elect Training Seminar (PETS)
 - This event takes place in the autumn and is a training session for first time incoming presidents, secretaries and treasurers. Proceedings are in Dutch but documentation is in English. The Incoming President may not

become President unless he has attended this course.

- Regional Board Contact
This regional coordination meeting is held in the autumn and is to be attended by two members of the Board preferably the President and Secretary or the Club.
- Rotary Foundation.
The Foundation organizes training courses that members might attend.

2015/17
2017/19
2019/-

Aurelie Cardin
Shila van der Kroef
Anne-Laure Gall-Truchot

26 Past Presidents, Secretaries & Treasurers

Presidents:

1990/91	Sharad Rao (from October 1990)
1991/92	Sharad Rao
1992/93	Bengt Broms
1993/94	Louis Paul
1994/95	Alan Reynolds
1995/96	John Reeves
1996/97	Dalip Sud
1997/98	Badri Madan
1998/99	Huib Versluys
1999/00	Dev Chadha
2000/01	Francine Michault
2001/02	Davras Yavuz
2002/03	Malcolm Fridlund
2003/04	Erich Dumelin
2004/05	Wojciech Kowalski
2005/06	Jack Byrne
2006/07	Axel Gerberding
2007/08	Giuseppe Reibaldi
2008/09	Ehsan Turabaz
2009/10	Julia Djarova
2010/11	Julia Djarova
2011/12	Max Corrias
2012/13	Joep van Boxtel
2013/14	Joost Dirkzwager
2014/15	Charlotte Beskow
2015/16	Donald Okeke
2016/17	Ajay Sharma
2017/18	Aurelie Cardin
2018/19	Olegs Timms
2019/20	Laetitia Trabet
2020/21	Jan Maarten Bosch
2021/22	Amadou Kamara
2022/23	Cornelius Obot

Secretaries:

1990/91	Rutger Bleeker
1991/97	Huib Versluys
1997/99	Folkert Vogelenzang
1999/06	John Reeves
2006/07	Ron Nelson
2007/10	Max Corrias
2010/13	Joost Dirkzwager
2013/14	Radmila Jovanovich
2014/-	Peter Burgess

Treasurers:

1990/00	Jan Visser
2000/11	Folkert Vogelenzang
2011/15	Ajay Sharma

Our responsibility is to express an opinion on the Financial Statements based on our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our Audit Opinion.

Annex A

Audit Programme

The following Audit Programme is designed for the guidance of the Auditors. However, the extent of any checks and the manner in which they are carried out, for example checking by sampling, is a matter for the Audit Committee.

Audit Programme

1. Check that all funds collected by the Club are paid into the Club's Bank Account
2. Check that all subscriptions and mandatory activities result in the level of income envisaged (e.g. X no of tickets at €y multiplied by the number of members)
3. Check that all grant payments due to the Club have been claimed and are shown in the Clubs Accounts
4. Check that suitable supporting statements such as invoices, tickets, Club minutes, etc evidence all payments.
5. Trace the receipts and payments included in the Club's Bank Statements to the Accounts including any cash book
6. Where the Club has approved any income or expenditure but the transaction has not been completed by 30 June, ensure that a debtor or creditor as appropriate is recorded within the Clubs Accounts and Balance Sheet. This should include any unpaid amounts relating to an International Project.
7. Check that the opening balance on the Club's bank account plus the cash generated during the year and less the expenditure paid in the year equals the closing bank balance on 30 June.
8. Check that the Bank Account Balance shown in the Bank Statement agrees with that shown in the Balance Sheet (subject to the reconciliation of items in transit at 30 June.
9. Comment on the financial administration, whether the accounts and other records have been maintained in good order.

Opinion

After reviewing the Financial Statements including reports of income and expenditure, statements of assets and liabilities together with any related documents, in our opinion the Financial Statements present a true and fair view of the financial position of The Club for the above-mentioned period. As a matter of record, The Club began the year with Net Assets of €XXXX and during the year income amounted €XXXX and expenditure to €XXXX. The Club's Net Assets at the year-end amounted to €XXXX.

Annex C

Letter of Discharge of the Board

Recommendation

The Auditors would like to express their thanks and appreciation to the Treasurer of the effort invested during the Rotary year and recommend that the Members of Rotary Club The Hague Metropolitan extend a discharge of Responsibilities of the Board of Directors for the Rotary Year ended 30 June 20XX.

Annex B

Specimen Audit Report

**To the Board of Directors of the Rotary Club
The Hague Metropolitan (The Club)**

Place/Date

Report on the Financial Statements

We have reviewed the accompanying Financial Statements of The Club for the Rotary Year ended on 30 June 20XX.

Auditor's Responsibility