

## PROPERTIES AND MAINTENANCE

Any Rotaract club should maintain a few properties, the various properties related to the club and the people responsible for maintenance of the property are listed below are

### I. To be maintained by President:

- President's Collar
- Gavel and Gong
- Club Charter
- ID. Card
- Rotaract President Lapel pin
- District Directory
- Club Letterhead
- Sec. Correspondence - Incoming and outgoing files.

### II. To be maintained by Secretary:

- Report Book
- Minutes book
- Incoming Outgoing Correspondence files
- ID Cards
- Bio-datas for all members
- District Directory
- Visiting Rotaractor Acknowledgement cards
- Club letterhead
- Copy of RI project Database form for every project
- Secretary Lapel Pin

### III. To be maintained by Treasurer

- Cheque Book
- Bank Pass book
- Accounts Book
- Days or Monthly Expense Book
- Receipt Book
- Project/ meeting specific ledger
- Subscription reminders
- Voucher pads
- Treasurer lapel pin
- Previous year Account Statements

### IV. To be maintained by Club Service Director

- Attendance books For Guests and Other Club Members
- Club Banner/Flex
- Meeting invitation cards
- Leave letter application
- Club roster/ Addresses of all members
- District directory
- Birthday Roll of all members
- Member/ Club details of sister clubs/twin clubs

- Reserve lapel pins
- Report of each club service projects
- Director Pin

V. To be maintained by Community Service Director:

- Report of each community projects
- Extract from R.I.District Publication about community Service projects
- List of Committee Members in the specific avenue
- Director Pin

VI. To be maintained by Professional Service Director

- Report of each and every professional service project
- List of committee members in the specific avenue
- Director Pin

VII. To be maintained by International Service Director.

- Report of each international service projects
- Report of each professional service projects
- Extract from RI. District Publication about International service Projects
- List of committee members in the specific avenue
- Director Pin

VIII. To be maintained by the Club Editor

- District Newsletter, Bulletins of other clubs, Sponsoring Rotary club, Rotary International. other district Rotaract clubs.
- Member Pin
- Information file for the creation of Club Bulletin

IX. To be maintained by the Sergeant-At-Arms:

- Sergeant at Arms Stick
- Sergeant at Arms Arm Collar / Band
- Member Pin

X. To be maintained by the Public Relations Officer:

- Records of printed information related to the club in newspapers and magazines
- Records of digital information related to the club in TV shows, Internet etc.
- List of media in the locality and their addresses
- Copy of PR kits relating to every project/ meeting
- Member Pin

NOTE:

1. All the Directors should maintain a file that should contain every letter, circular and notice about that project, thanking letter copies, invitation copy of the project, and if the project was competitive in nature, a list of all the prize winners and donors.
2. Articles from members and others for publication in their club bulletin.
3. Extract from K.I. Publication about bulletins, different projects etc.

**CLUB CHARTER:**

A) Your charter is a piece of paper (later framed) issued by Rotary International which authorizes you to call your club a Rotaract Club.

B) The club's charter represents the Rotary/ Rotaract principles and goals that brought the club into existence.

C) It is the result of the hard work of some dedicated Rotaractors from a neighbouring club who led a provisional group through the process of petitioning a charter to become accepted by the international organization.

D) The framed club charter IS given to the incoming team by his/her predecessor at the installation ceremony. It will hang in his office until the next installation and so on. If the charter is lost, we can request a replacement from R.I. for free, through your sponsoring Rotary Club.