

## **District 6450 Dues and Fees, for Club Presidents, Secretaries and Treasurers**

My name is Rob Hann, district treasurer. I'd like to provide an explanation of the semi-annual dues and fees invoices that are distributed each August and February. Your district dues/fees are separate from those invoiced to your club by Rotary International, which are due in July and January. The district waits until August and February to invoice for the district dues and fees to assist with your club cash flow. Payment is due by the end of September and March respectively.

This memorandum is intended to provide background and insight to the dues paying process so that your club's understanding increases for each item and the role that each officer plays.

**Let's start with the Secretary.** The club secretary is responsible for keeping the membership records at Rotary International (RI) up to date via the RI website ([www.rotary.org](http://www.rotary.org)) and its Member Access system. You can update your member records any day, 24/7. Keeping RI's records accurate serves your club in multiple ways: 1) first and foremost, your members receive their ROTARIAN magazine when they are in the system and addresses are correct; 2) RI and District reports and communications are based upon the accuracy of member records; 3) RI dues and district dues & fees are based upon the number of members in the RI data base on July 1 and January 1 respectively. (Please note: the district sponsored web system with Club Express has an option for you where your club records, inside your club website, are nightly synchronized with the member access records at Rotary International, saving secretary's significant time for maintenance of records.)

Thus, the role of the secretary is to keep accurate member records as all invoicing by both the district and RI are based upon those records.

**Club President.** Review semi-annual invoicing from RI and District and assure timely payment of both. If RI dues are paid late it can result in termination of the club and reinstatement carries with it forms and fees that can be easily avoided by on time payment processing.

**Club Treasurer.** Assure that your members are paying their monthly/quarterly/annual dues to your club on a timely basis so that you have the funds to process the RI and District dues semi-annually. The invoices are distributed to club officers via email announcement and a link to a 'cloud' folder with every club's invoice listed. They are also available on the district website under Club Support in the Secretary/Treasurer section.

### **Now on to explaining the dues and fees of District 6450....**

**District Dues & Fees.** Invoices are prepared in August and February for one half of annual dues and one half of fees set by the district board of directors. Attached is a sample invoice for a club with 20 members.

**Dues:** Clubs are the members of the district. Club dues are based upon an active member count as of July 1 and January 1 of each year at \$49 per active member and then invoiced one half in August and one half on February. The district runs a report at Rotary International on those days. Dues at the district are not prorated, therefore, no changes can be made in the invoice.

**Fees:** There are several fees set by the district board of directors. Each of these have been assessed for many years and rates have remained constant.

***Per member assessment for training*** – the district board of directors established a training fee of \$10 per active member of your club is assessed to cover the Fall Training and Spring Training. All Rotarians are invited to the Fall and Spring Trainings at no additional cost.

***President elect single rate for annual district conference*** - participation in the annual conference is a critical component of incoming president's training. The rate is \$400 for registration plus lodging. The registration include all meals, with or without the Friday luncheon. The conference registration system is online at the district website. Lodging is booked separately. Most clubs will reimburse the club president elect for lodging.

***PETS and pre-PETS - president elects*** are required to attend PETS to be certified and recognized as the club president, even if it's a returning president. This is based upon Rotary International policy and enforced by the district governor. The district participates in a multi-district collaboration and pre-pays to the collaboration each president elects attendance. The cost per person is \$540 and is invoiced one half in August and February. There is no refund for non-attendance or make ups at another PETS.

I hope this is helpful and answers preliminary questions you may have about the district dues and fees. If you have additional questions you can reach myself or district administrator David Phelps at [office@rotary6450.net](mailto:office@rotary6450.net) via email or leave a voicemail at the district's Google number with your question and one of us will call you back, 312-857-6450.

The district mailing address is:  
Rotary International District 6450, Inc.  
P.O. Box 5290  
River Forest, IL 60305-5290

Sincerely,

Robert Hann  
District Treasurer



**Rotary International District 6450, Inc.**

P.O. Box 5290  
 401 William Street  
 River Forest, IL  
 60305-5290

Invoice

Date	Invoice #
2/18/2015	380

Bill To
Rotary Club – <b>SAMPLE</b> Club Treasurer

Please forward to your club treasurer for payment. If an address correction is needed, please send to [info@rotary6450.net](mailto:info@rotary6450.net). Thank you, Robert Hann, District Treasurer.

Thank you for all that you do for Rotary and your community.

[office@rotary6450.net](mailto:office@rotary6450.net)

[www.rotary6450.org](http://www.rotary6450.org)

Account #	Due Date
3154	2/18/2015

Item	Quantity	Description	Rate	Amount
Annual Dues – February	20	Member Dues, billed 1/2 August & February, \$49 per all active members as of July 1 & Jan 1. No proration, based upon member roster at Rotary International on January 1, 2015.	24.50	490.00
Annual Training Fee	20	An annual \$10 per active member fee for Fall and Spring Training.	5.00	100.00
District Conference – PE	1	President Elect registration for Annual District Conference, Friday Noon to Sunday Noon. PE's should register by November 31 online at <a href="http://www.rotary6450.org">www.rotary6450.org</a> . Please select PEs as "type of registration". Additional fees apply for special activities and spouse registration, which are paid online at the time of registration. All registrants book and pay for their hotel rooms separately, please see registration information. Clubs typically reimburse Pres-Elect for spouse/partner attendance and hotel costs. (\$400 Annual.)	200.00	200.00
PETS	1	President Elects are required to attend Pre-PETS and PETS for eligibility to serve as President; billed August & February. Please note: the district has entered into a long term agreement and a Multi-PETS alliance, scheduled on March 8-10, 2015. (\$540 Annual.)	270.00	270.00
NOTICE		Please forward to your club treasurer for payment. Thank you, Robert Hann, District Treasurer. <a href="mailto:office@rotary6450.net">office@rotary6450.net</a>	0.00	0.00

Please make checks to Rotary International District 6450, Inc.

Thank you for all that you do for Rotary and your community.

**Total** **\$1060.00**