



# Apex India Information Booklet

## A Booklet For The Club Secretary

### Dear Secretary,

Congratulations on your assuming office as the Club Secretary. You are the Hub of activities of your Club. The success of your club entirely lies on you and your efficient functioning.

### You should be strong in three areas:

**Details :** As you are the right hand man of the President, you should have an eye on the details – whether the club meetings, service projects, Club, District or National affairs and events.

**Dissemination :** As mentioned earlier you are the Hub – of information network. Disseminate vertically and horizontally in the club of all information you have.

**Documentation:** Create proper documents of all happenings in the Club - meetings, service projects, Club, District or National affairs and events.

### Prepare yourself for the year ahead:

1. Share your Plan of Action with the President and members of the Club and seek their support and cooperation.
2. As a Club Secretary, you should use latest communication methods like email, Messenger, Skype, whatsapp, SMS, video conferencing while passing information to all concerned.
3. You should maintain separate folders/files for Meeting Minutes, Service Projects, Dist/National circulars and matters like..

**4. Club's Meetings:** During your year as Club Secretary it is likely that you will be present at many FN and Board meetings of your Club. Good planning is essential to minimise the workload, and it is suggested that you may like to prepare a checklist covering necessary actions so that nothing is forgotten. Many Club Secretaries also find it helpful to discuss meetings with the Club President a few days before the actual event. Such a discussion permits a review of incoming correspondence and other matters for discussion, and facilitates preparation of an agenda.

**5. Fortnightly Meetings:** Although the style of the FN meetings will vary widely between Clubs, all should have a good program and plenty of good fellowship. As Club Secretary, you should plan your contribution to the meeting. Prior to the meeting, you should prepare an agenda; together with a check list of 'things to do', including:

#### BEFORE THE MEETING

- Prepare of a list of visitors and guests.
- Prepare of a list of apologies.
- Mementos to be presented/ announced.
- Assemble correspondence copies to give to Committee or members.
- Assemble and list information to be announced to members.
- List items of interest for the Club President, including any necessary protocol for the correct greeting of guests.

*This is not a 'stand-alone' document for Club Secretaries. It is a set of 'guidelines'. It must be read in conjunction with provisions contained in the Constitution pertaining to the Club, District, National Association of Apex Clubs of India. Some duties and roles of the Club Secretary described here are obligatory functions and must be adhered to.*

Compiled by:  
Life Governor R Mani  
National Editor 2019

- Record of attendance for all members; for some Clubs, the Membership Chairman may undertake this task.
- Prepare necessary 'new member kits' including Membership Certificates and badges for the induction of any new members. In some Clubs, the Membership Chairman may undertake this task.

**DURING THE MEETING** • Check attendance roll and make note of members with guests, note the contact details for potential new members. • Record minutes of meeting on or for later transfer to the 'Official Minutes of Regular Club Meeting'. • From time to time, ask your existing members to check a copy of their Club record for correctness.

**AFTER THE MEETING** • Record attendance and attendance 'mark-ups' on 'Member Attendance Record'. • Record any awards presented on the Members 'Record of Club Service and Award' • Attend to correspondence. • Prepare Minutes and distribute copies to all members. Alternatively, publish Minutes in your Club Newsletter. • This way, you do NOT have to bore your members by 'reading the minutes' during the meeting..

**6. Board Meetings :** The Club Secretary has the following main duties in connection with the Board meetings of the Club: Together with the Club President, co-ordinate the topics to be covered including the preparation of an agenda and the supporting correspondence. Notifies Club Board Members and individual Committee Chairmen (and others who are to make special reports) of the time and location of the meeting, preferably at the Dinner Meeting prior to the Club Board Meeting. Record the Minutes of the meeting in detail to provide the 'business history' of the Club. Ensures that the decisions of the Club Board are advised promptly to Members and others.

The Club Secretary's other responsibilities will vary from Club to Club; therefore it is recommended that 'ground rules' be established with the Club President at the start of the year, to avoid confusion at the Club Board Meetings.

7. The Minutes of FNM and Board Meetings form the history of the club and an archive of decisions. Minutes must be complete, yet concise, accurate, expressing only facts (not the opinions) and set out in such a way that ready reference can be made at any time to any item discussed in the past. The minutes should clearly indicate:- The particular nature of the meeting - FNM, Board, Annual General Meeting etc; The date, time, and place the meeting was held; The name of the Chairman; Where the number attending the meeting is small, the names of all of those in attendance. At larger meetings names are not necessary (except the Chairman's), but the number of people present should be recorded; The business of the meeting set down in chronological order, starting with the appointment of Chairman (where necessary), followed by the confirmation of the minutes of the preceding meeting and then a record of each item dealt with at the meeting. It is perfectly alright if you want to consider using a tape recorder or smart phone to record the meeting. The minutes should be circulated to the members before the next meeting via email. Any amendments to the minutes (in the next meeting) should be recorded, and then the motion "That the minutes of Club meeting XXX (as amended) be accepted as a true and accurate record" should be moved. It should be moved by someone who was in attendance at that meeting, but it can be seconded by anyone. A template for minutes and a Sample minutes given at the end of this document, for your guidance.

8. You are responsible for Members' Badges, Bannerettes, mementos, Association Constitution Books and lapel pins. Plan accordingly and order them well in advance.

9. Please maintain an updated members' details.

10. You play a vital role in Club's fund raising activities. Clubs should use social media to build good relationships with supporters, friends, members and the wider public, rather than just to ask for donations and members.

11. Keep contact with District Governor and National Board Members.

12. Participate in District and National Events and Meetings and represent the Club as per decision of the Club Board.

13. As a Secretary, you plan an active role in identifying, recommending and making an application to the National Board for endorsement of Life Membership Status to a deserving present/past member of your club. Remember this is one of the most historically significant accolades to ever be awarded by an Apex Club to its members. So as a Secretary, do the ground work along with the Club President on a Life Membership proposal and create a record containing the achievements of the proposed applicant after giving much attention on the following:

**Life Member:**

A Member of a Club (whether current or former) who is considered by a Club to have given exceptional and outstanding service to a Club or the Association, and has demonstrated a commitment to the ideals of the Association and to the future growth of the Association, shall be eligible for life membership of the Association provided that a Club nominates the person for life membership and can establish, to the satisfaction of the National Board, that the **person has achieved at least eight of the twelve standards** listed below:

- (a) Has averaged more than fifty (50) hours per year in participating service projects through Apex;
- (b) Has averaged more than fifty (50) hours per year in participating service projects through volunteer work outside of Apex;
- (c) Has been a member for at least twelve (12) years in Apex Clubs;
- (d) Has recorded an average attendance of not less than eighty (80) percent over his or her Apex career in FN Meetings;
- (e) Has attended at least four (4) District Conventions or one (1) National Convention or one (1) International Convention during his or her Apex career;
- (f) Has achieved an attested level of praiseworthy performance as a Club Executive (President, Secretary, Treasurer);

- (g) Has achieved an attested level of praiseworthy performance as a District Governor or National Association Officer;
- (h) Has recorded an average annual minimum of four (4) inter Club visits during his or her Apex career (Convention attendance are not to be included);
- (i) Has been a Committee Chair or the main sponsor of any expansion activity or extraordinary activist in any of Club, District or Association Project;
- (j) Has demonstrated a significant commitment to the fourth Ideal of the Apex namely to promote international understanding and friendship;
- (k) Has sponsored at least four (4) Apex members during his or her Apex career;
- (l) Has served at least five (5) years as Club Board member or Association Board Member.

14. **Remember 5 Ws** while corresponding. Who(m), What, Where, When and Why. You should have answers to the above 5 Ws in your communication.

15. **New Member** : Membership in an Apex Club is by invitation, and it is normal for a new membership prospect to attend two or three meetings before an invitation to join is extended. The prospective member should complete the 'Membership Application' form which you should file in the Membership folder/file, and it should be made clear to the prospect at that stage that membership is governed by rules pertaining to the recruitment, induction and following of those rules by new members.

16. The Club Secretary is generally responsible for maintaining records of attendance, although in some Clubs it is a function of the Membership Committee. Naturally, there will be some occasions when a member abstain from attending a meeting for good reasons like inter club visit or attending a service project. In these circumstances the non-attendance can be 'marked up'

17. **Membership Transfer – Inward:** One of the great advantages of our Association is that when an apexian need to relocate, there is almost always an Apex Club in their new location so that they can continue their membership.

When you receive an enquiry about a transferring member, you know you have an apexian who already understands our Association and what it means to be a member of a club. You can receive a notification of an incoming transfer from your various sources. Note that you may not receive a Transfer Form from the parent club..

If your Transfer Member does not have a copy of his Apex Record, you should request that information and an indication of his membership status from his previous Club. If the incoming Member has fulfilled his financial obligations to his original Club, it is normal to demand financial dues from the new member only in the next accounting period.

#### 18. **Member Transfer – Outward:**

When an apexian leaves your club due to relocation for work etc, it is your clubs responsibility to work with them and the Apex Club in their new location to assist in the transition. The Club President or Membership Director should make contact with a club in the new location and encourage them to consider your leaving member, for invitation to the new club. As Club Secretary, you need to ensure you use the correct procedure to manage the transfer.

#### 19. **Membership – Resignation:**

Membership resignations always need to be handled with tact, since they may indicate that a member is dissatisfied for some reason. Your Membership Director should immediately be advised and asked to discretely investigate the situation.

Note that it is NOT correct for the Club Secretary to 'drop' a member without reference to the Club. Resignations are sometimes submitted in the heat of the moment after some disagreement, and should always be investigated by the Committee formed for the purpose as a retention exercise. Only the Club Board will decide on the resignation. When a member leaves your Club, you should retain a copy of his/her Membership Record.

**20. Participation in Conventions:** For District and National Conventions, ensure that you complete and return the forms sent to you by the host club. Your Club should appoint one voting Delegate and one Alternate Delegate. Ensure that your members clearly understand the responsibility of a voting Delegate.

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#### TEMPLATE – FNM MINUTES

APEX CLUB OF .....

Date: ... Venue: ....Time Started:

MINUTES OF FN MEETING No

Chairman: \_\_\_\_\_

Attendance: \_\_\_\_\_

Apologies: \_\_\_\_\_

Guests: \_\_\_\_\_

Meeting called by order:

Ideals and Invocation:

Appointment of Sgt at Arms:

Introduction of Guests and Guest speaker:

Business Session:

Secretary's Report

Minutes of Previous Meeting: MOTION: "That the minutes of club meeting number \_\_\_\_\_ be accepted as a true and accurate record."

Moved: Seconded: Carried/Lost

Business arising from the Minutes:

Inwards Correspondence:

Outwards Correspondence:

MOTION: "That the inwards correspondence be accepted and the outwards endorsed."

Moved: Seconded: Carried/Lost

Business arising from the Correspondence:

Guest Speaker: Name: Topic: Introduced By:

Treasurer's Report: Gen. Acct Balance: Rs.

Service Account Balance: Rs.

Other Account Balances: Rs.

Accounts for Payment:

MOTION: "That the account balances be accepted and the accounts passed for payment." Moved: Seconded: Carried/Lost  
Director's Reports

Service:

Social:

Newsletter Editor:

Youth & Apex Action:

International Relations:

Public relations and Publicity:

President:

Sergeant At Arms: Fines Collection

Critic:

Vote of Thanks :

Meeting Closed:



### A SAMPLE MINUTES

Minutes of FN Meeting No: 392 of Apex Club of ..... held on 1st Feb 2019 at the Nowhere Club

Chairman: Ashok

Present: Ashok, Bala, Christopher, David, Elumalai, Gurmeet, Mohammed, Navneet, Rajeev, Swapnil, Tanmoy, Usha, Vicky, Wilson and Zaheer

Apologies: Pooja and Sampath

Guest: Regional Director - J Mahalingam, Emp PF Organisation.

Chairman Ashok called the meeting to order at 7.05 PM, and welcomed all members and guests to the meeting. The Ideals of Apex and the Invocation were recited by all present.

1. Secretary's Report (Bala) Motion 1: "That the minutes of meeting number 391 be accepted as true and correct." Moved: Christopher Seconded: David CARRIED
2. There was no business arising from the minutes.
3. The secretary tabled the correspondence inward.
4. Motion 2: "That inwards correspondence be accepted." Moved: Elumalai Seconded: Gurmeet CARRIED
5. Action required by correspondence held over to next Board meeting.
6. Treasurers Report (Mohammed)  
General Account Rs. 23,341.00  
Service Account Rs.13,231.09 Social Account Rs.10,789.23
7. Motion 3: "That the account balances be accepted." Moved: Wilson Seconded: Zaheer CARRIED
8. Annual Subscription Dues deadline for payment 21st April 2019
9. Service Report (David) : Service work to build children's play ground scheduled for 15th May 2019- numbers required by 5th April 2019 so can plan catering.

10. Social Report (Rajeev) Next Social - 21st April 2019- Lumbini Park visit - list being circulated looking for starters to allow for catering. Social after this would be 15th May - after service work - Dinner.
11. International Relations (Usha) Invitation received from IRCC/DG for mass tour of Apex Bangladesh - to be included in next Club Newsletter.
12. Public Relations (Swapnil) Article on Club's efforts "Keep the City Clean" was published in local paper last week - follow up article to appear after next service work - interest had been expressed by local residents, looking to help with project.
13. Newsletter Editor (Tanmoy) Next Deadline for reports is 9th April - thank you to Ashok for filling in whilst on holidays
14. President (Ashok) Reminder about next Board Meeting - 5th April 2019 at David's residence - 7.30 PM. Reminder about next service work and forthcoming socials. Welcomed Prospexian Vicky to meeting for third time.
15. Sgt. at Arms (Navneet) Fines Collection Rs.530/-
16. General Business Motion 4: "That the Apex Club of ..... invite other Clubs in the District of the proposed service work to be held on the 15th May to participate ". Moved: Tanmoy Seconded: Elumalai CARRIED
17. Critique (David) Well run meeting - suggested that directors should all be including reports in the club Newsletter.
18. Chairman closed meeting at 9.30 PM.



### Apex India History :

As mentioned earlier in the document, Apex was founded by three young men - Langham Proud, Ewen Laird and John Buchan - in Geelong, Victoria, Australia as a 'Young Business Men's Club'. Later, it was named 'APEX', first club being formed in Geelong, Australia in 1931. Since then clubs just like yours have opened throughout Asia and the Pacific. Apex In India, though formed in Bangalore first in 1959, the next Club in Bombay and the third one at Allahabad, all the three did not survive. Apxn Samir Ghose, ( Father of Apex India) a pen pal of Apxn Jack Love of Echuca Club, Victoria, Australia , ( Grand Father of Apex India) is the founder of Apex in India. Jack Love initiated Samir Ghose into Apex when he went to Australia. In January 1962, Samir Ghose returned to India and at the same an Australian Apexin Jack Hooper of Melbourne Club, also came to Calcutta. Jack Hooper and Samir Ghose formed a Club in Calcutta under Zone 8 of Apex Australia- Hooper being the President and Samir as Secretary and IR Director, on 26<sup>th</sup> December 1962.

Our Apex India is made up of a large and diverse group of volunteers, from all States and Union Territories of India, urban and rural divided into 7 Districts. At the heart of Apex is our local clubs and their members - which now includes you! As long as the Apex Constitution and Rules are followed, clubs are entirely free to decide what they do and how they help their local community.

All clubs are administered by a Club Board, with a President, Secretary, Treasurer and various Portfolio Directors, again chosen to reflect the needs of your clubs. Separate committees may also be appointed to administer specific events or functions you undertake. Clubs form a District and the National Association is made up of Districts. A District is headed by a District Governor (DG). DG's job is to help clubs when needed, collect reports from the clubs and share information between Apex India National Board and your club.

At a National Level, Apex India is led by a Board, directly elected by all clubs at a National Convention. At present it consists of a National President, National Vice President, Committee Chairmen for International Relations, Projects and Publicity and National Membership and Extension. The DGs, Dy DGs and National Directors elected at District Conventions are also National Board Members taking care of the interests of their Districts.

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