



*Association of
Apex Clubs of Singapore*

Handbook

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1.

INTRODUCTION

This Handbook contains the Constitution of the Association and various explanatory notes and general information pertaining to matters associated with procedures and functions of the Association and Clubs.

While the content of the Handbook is as comprehensive as it is intended to be, it is necessary to up-date as soon as the amendments or additions are known.

Any inconsistencies or suggested alterations and improvements should be reported to the National Secretary Of the Association for its attention.

Updated in June 2002

Sponsored by Ruby Yeo, wife of TBO Yeo Chin Sin (Apex Club of Singapore - City)

2.

THE FOUNDERS

EWIN LAIRD

Co-founder of No.1 Geelong Club. Assisted in forming No. 2 Ballarat. Made overseas contacts in 1933 with Round Table and was a member for two years of the London Round Table, also honorary member of Sacramento 20/30 Club in U.S.A. Served on School Councils, local Committees. Practising architect living in Geelong, has three children – son is also an Apexian. Awarded C.B.E. in 1970.

JOHN BUCHAN (Sir John Buchan Kit)

Co-founder of No. 1 Geelong Club. Assisted in founding a number of earlier clubs and was first national Secretary/treasurer. Made initial contacts with 20/30 U.S.A. Former Melbourne City Councilor. Served as President of State Liberal Party and awarded C.M.G. In 1971 made Knight Bachelor for distinguished services to international relations. Practising architect – resides in Melbourne with wife and three children.

LANGHAM PROUD

Co-founder of No. 1 Geelong Club. Assisted in foundation of No. 2 Ballarat and founded No. 3 Camperdown. A.I.F. service 1940/44. Former Hamilton City Councilor and member of Hamilton and Wimmera Legacy Clubs. Commissioner Horsham Water Trust. Now practicing architect, living with his wife in Horsham. Awarded C.B.E. in 1970.

3.

THE IDEALS OF APEX

a. The Ideals Of Apex are:

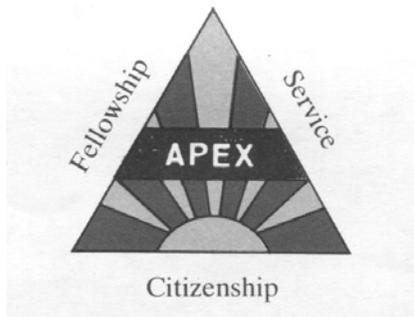
To make the ideal of service the basis of all enterprise;

To develop by example a more intelligent and aggressive Citizenship;

To provide a means of forming enduring friendship, rendering altruistic service and building better communities;

b. The Apex Badge

(Originally designed in 1931 by Ewen Laird)



The rays are symbolical of the rising generation of youth, the Sides of the triangle representing fellowship and service and the base citizenship.

c. Invocation

For good food, good fellowship and the privilege to serve, we give thanks.

4.

HISTORY OF APEX

APEX is non-party political and non-sectarian organization open to young person between the ages of 18 and 45. It was founded in Geelong, Australia, in 1931 by three young men, Ewen Laird, Langham Proud and John Buchan. The name APEX was adopted to represent the height of ambition. The APEX badge shows the rays of the sun which symbolical of the rising of generations of youth and a triangle with its sides representing fellowship and service, and its base citizenship.

The ideals of APEX are:

To make the ideal of service the basis of all enterprise;

To develop my example a more intelligent and aggressive citizenship;

To provide a means of forming enduring friendship, rendering altruistic service and building better communities;

To promote international understanding and friendship.

The movement expanded rapidly in Australia and it was not until 1955 when it was decided that it should expand into South East Asia. Since then, clubs have been established in Singapore, Malaysia, Sri Lanka, Bangladesh, India, Fiji, Nauru, The Philippines and Papua New Guinea. Apex is an association of almost 700 clubs and 19,000 members. By its membership in the World Council of Service Clubs (WOCO), it unites with some 80,000 young persons of other countries who are member of the Round Table Associations in Ireland, Great Britain, Europe, Africa, New Zealand, India and Hong Kong, Kinsmen Club of Canada and Active 20/30 International of the United States, Mexico, Central and South America.

Beginning Of Apex In Singapore

Expansion of APEX outside Australia started in 1956 and Singapore was suggested as the location for the first overseas club. Peter Aldred, an Australian Apexian who visited Singapore on business in August 1956, investigated into the formation of a club here. He met a group of young men who agreed to form the Apex Club of Singapore (City). The inaugural meeting was held at the Elizabethan Grill of Singapore's Raffles Hotel on 25 August 1956 with Lionel Cresson as its president, Stephen Rajaretnam the Secretary and Michael Grant the treasurer. Membership of the City Club grew and the opportunity for the first service job came when a flight of wooden steps leading down top the sea at the Lim Chu Kang Youth Camp was washed away during a storm. In six week-ends, the club members built concrete steps to replace the wooden ones.

In 1957, a second club was formed in Singapore and this club was called the Apex Club of Katong. The inaugural dinner was held on 17 February 1957 and Ian Hope was elected its first president, Leow Jwee Meng it secretary and John Altink its treasurer. The club's first service project was the construction of a concrete badminton court for the Joo Chiat Youth Centre which was completed by club members in five week-ends.

On 29 March 1957, the City Club was presented its charter at the Royal Island Gold Club, while the Katong Club received its charter at the Singapore Cricket Club on 31 January 1958.

Following this, clubs were formed in other towns in Malaysia and the Katong Club sponsored the formation of the Apex Club of Johor Bahru which was inaugurated on 17 September 1959 at the Johor Hotel. Katong Club also hosted the first District 5 Convention held on February 1958 at the Oei Tiong Hall of St. Joseph's Institution.

The Singapore Club, together with the club in Malaysia, continued to be part of Zone 4 of the

Association of Apex Clubs of Australia until 1975. In that year, Malaysia decided to become autonomous and form an association of its own. Singapore, on the other hand, continued to be a District in Zone 4. She remained so until 1978 when she also decided to break away from the Association of Apex Clubs of Australia to form its own Association. Following its autonomy, she has become a member of the World Council of Service Clubs.

From the period the two clubs were started in Singapore until the present day, many events have taken place. In 1965, the City Club and the Katong Club merged to form the Apex Club of Singapore. It remained as the sole club until mid 1971 when another club, the Apex club of Singapore East was formed. However, this club did not last long, for, in 1975, its charter was withdrawn.

Not to be discouraged by this unpleasant experience, the Apex Club of Singapore sponsored the formation of two new Apex Clubs in Singapore. The Apex Club of Tanglin was inaugurated on 18 February 1975 and chartered on 11 March 1976, while the Apex Club of Bukit Timah was inaugurated on 23 August 1975 and chartered on 25 May 1976.

Following this, there was momentum to form more Apex Clubs. In July 1977 the Apex Club of Radin Mas was inaugurated and chartered on 12 August 1978. A year later on 8 September 1979, the Apex Club of Cairnhill was inaugurated and chartered in 1981. However, the fifth club did not last long and was de-chartered in 1982.

The Apex Club of Tanglin was de-chartered in 199 .

As it stands today, the National Association of Apex clubs of Singapore is an association comprising three Apex Clubs:

The Apex Club of Singapore - City

The Apex Club of Singapore - Bukit Timah

The Apex Club of Singapore - Radin Mas

5.

NATIONAL CONSTITUTION

ARTICLE 1

Name, Office And Place Meeting

- a. The name of the organisation shall be the National Association of Apex Clubs of Singapore.
- b. The registered address of the National Association of Apex Clubs of Singapore shall be Block 119 Bukit Merah View #01-85, Singapore 152119, or such other address as may subsequently be Registrar of Societies.

ARTICLE 2

Definitions

In this Constitution unless inconsistent with the context or the subject matter:

“National Association” means the National Association of Apex Clubs of Singapore.

“Club” means an Apex Club (registered with the Registrar of Societies) granted Charter by the National Association.

“Active Member” means a duly elected financial member of a Club and does not include a Life Member who but for such appointment would have retired pursuant to Article 6.

“The Singapore Apexian” means the official publication of the National Association.

“Non-Resident Member” means an active member who transfers his place of residence or business or is on military service outside the Republic of Singapore, or who has been in hospital for a period of three months.

ARTICLE 3

Objects

The objects of the National Association are:

- a. To make the ideal of service the basis of all enterprise.
- b. To develop by example a more intelligent and aggressive citizenship.
- c. To provide a means of forming enduring friendships, rendering altruistic service and building better communities.
- d. To promote international understanding and friendship.

ARTICLE 4

Party Politics And Religion

The National Association shall be non-party-political and non-sectarian.

ARTICLE 5

Membership

Membership of the National Association shall be open to all Apex Clubs in Singapore granted Charter by the National Association and registered under the Societies Act.

ARTICLE 6

Clubs

- (1) OBJECT – The objects of a Club shall be:
 - (a) To foster active interest in the civic, commercial, social and moral welfare of the community.
 - (b) To encourage high ethical standards in business and profession, and to effect an interchange of ideas as a means of increasing efficiency and usefulness.
 - (c) To promote and participate in genuine good fellowship.
 - (d) To establish contact with youth of other lands.
- (2) MEMBERSHIP – A Club shall consist only of active members and life members.
 - (a) Qualifications for Active Membership – Any persons of good character who have attained the age of 18.
 - (b) Term of Active Membership – Active members shall retire at the annual meeting next held after the end of the club fiscal year in which they attain the age of 45 years.
 - (c) Qualifications for Life Membership – Club life members may be appointed by the National Board of those members or past members, selected by the Club who, in the opinion of that Club's Board, are worthy of life membership by reason of their having rendered meritorious service to the Club.

As "minimum standard" for the appointment of member as a life member, he shall have:

- (i) Completed a minimum of eight years active membership;
- (ii) service at least 5 years as a Club Board member of National Association or club officer; and
- (iii) reached his final year of active membership or is a past member of the Club.

Should the National Board believe that a member has performed meritorious service, but unable to fulfill the minimum standards prescribed above, approval may be given providing three-fourths majority of the Board approve the submission.

- (3) CLUB ETHICS – The ethics of a Club shall be:
 - (a) Public and personal morality and conduct consistent with the accepted standard of loyalty required by the Club.
 - (b) Any further standard of requirements which shall be required of Clubs or their member by the National Board or National Association Convention.

(4) CLUB MEETINGS

- (a) Regular meetings – Club meetings shall be held at least twice monthly.
- (b) Annual Meeting – The annual meeting of a Club shall be held in the month of August.
- (c) All Clubs which use an invocation at dinner meetings shall use the following invocation:

“For good food
For good fellowship
And the privilege to serve
We give thanks”

(5) CLUB FINANCE

- (a) Fiscal Year – The Club fiscal year shall commence on 1 August of each year.
- (b) Depositories – The Treasurer shall deposit all funds in a bank selected by the Club Board.
- (c) Operation of Bank Accounts – All payments shall be made by cheque and only on authority of the Club Board. All cheques shall be signed by any two of the President, Secretary and Treasurer.
- (d) Separation of Accounts – Separate banking and accounting shall be effected for the general fund and service fund. Expenses attributable to service work only shall be borne by the service fund.
- (e) Audit of Accounts – Each Club shall provide for an annual audit of its books of account by one or more qualified auditors not being a member of the Club Board and a copy of the audited statement of accounts shall be submitted annually to the National Association. The Treasurer shall submit his books of account and all other records for audit purposes as required by his Club Board.

ARTICLE 7

Charter

(1) APPROVAL OF CHARTER

- (a) The National Board shall receive and may approve by a three-fourths majority of the National Board applications for charter from Clubs sponsored by Chartered Club.
- (b) Upon the approval by the National Board of a charter application it shall be submitted to the National President who shall confirm such approval.

(2) APPLICATION

- (a) The Officers of the prospective Club shall complete and forward to the National Board an application for charter in the form prescribed by the Extension Committee and shall certify that the requirement set out therein have been satisfied by the prospective Club.
- (b) The application, together with a report from the President of the sponsor Club shall be submitted in the form prescribed by the Extension Committee, to the National Board.

- (3) GRANT OF CHARTER – Upon the confirmation of approval of the grant of charter by the National President, there shall be issued to the Club by the National Board on behalf of the National Association a Charter of Membership in the National Association, signed by the National President and the Secretary and under the seal of the National Association. The Charter shall be in the form prescribed by the National Board.
- (4) DATE OF MEMBERSHIP – Membership of a Club in the National Association shall date from the approval by the National President or the National Board of its application for Charter.
- (5) NAME – A Club, unless with the permission of the National Board, shall not use any name except that designated in its charter. At such time as a new name is approved by the National Board for use by a Club, a revised charter may be issued; provided only that the charter certificate being replaced be returned to the National Secretary; and the prescribed fee be paid.
- (6) SUSPENSION OR REVOCATION – If a Club is more than three months in arrears in payment of any indebtedness to the National Association or fails upon two consecutive occasions to have at least one official delegate present at the National Association Convention the National Board may suspend or revoke the Charter of or otherwise discipline the Club provided that in the case of arrears of payment of any indebtedness to the National Association notice of the indebtedness shall not be less than one month prior to any suspension, revocation or discipline has been sent by registered post by the National Secretary to the last reported President and Secretary of the Club.

ARTICLE 8

Meeting Procedures

All meetings shall be conducted in accordance with the rules of procedure prescribed below:

(1) CLUB MEETINGS

- (a) (i) The regular meetings of the Club shall be held at a place and time appointed by the Board, or at such other place and time as the Board may from time to time deem advisable.
- (ii) Special general meetings of the Club may be called by the Board of Directors when deemed necessary and shall be called upon the request in writing of ten members of the Club, addressed to the Secretary, and stating the purpose for which it is required.
- (iii) Every member shall be given reasonable notice of each regular general meeting.
- (iv) Any member who is absent from any meeting without due apology to the Secretary or Fellowship or Commissariat Director not later than twenty-four hours prior to such Meeting may be charged with the price of the dinner.
- (b) One-third of the membership shall constitute a quorum at annual and regular meetings of the Club.
- (c) Order of Business at Regular Meetings -

Song and/or Invocation
Dinner Commences

Introduction of guests
Self-introduction of visiting Apexians
President's welcome to guest and visitors
Apologies
Ideals
Music or Songs
Induction of new members
Fines session
Five minutes recess
Club's announcements
Directors' reports
General business and/or Speaker
National Anthem

(2) BOARD MEETINGS

- (a) The time and place for regular meetings of the Board of Directors shall be determined by the Board.
- (b) Special Meetings of the Board of Directors may be called by the President whenever deemed necessary, and shall be called upon the request in writing of two members of the Board addressed to the Secretary, and stating the purpose for which it is required.
- (c) One half of the members of the Board shall constitute a quorum of the Board.
- (d) Order of Business at Board Meetings -

Roll Call
Reading of Minutes
Correspondences and Reports
Reports from Directors
General Business

ARTICLE 9

The National Board

(1) GOVERNING BODY – The Governing Administrative Body of the National Association shall be the National Board which shall comprise the Officers of the National Association namely the National President, the National Vice-President, the Immediate Past National President, the National Action and Expansion Director, the National International Relations Director, the National Service Director, the National Secretary/Treasurer and two Board members from each member club.

(2) POWERS

- (a) The National Board shall have the control and management of the National Association and, without in any way limiting the generality of such powers, shall have power to control and manage:
 - (i) The business, property and funds of the National Association.
 - (ii) Clubs and their members including the power to terminate membership.
 - (iii) The formation and chartering of Clubs.

- (iv) The determination and alteration of the territorial limits of a Club.
 - (v) The National Association appointed Committees and their appointments.
 - (vi) Life membership and their appointments.
 - (vii) Annual and Special National Association Convention.
 - (viii) Official publication of the National Association.
 - (ix) The carrying out of all objects of the Association.
 - (x) The suspension and/or termination of any member of the National Board from the National Board.
- (b) The National Board shall have the power to hear any appeal from any Club on any matter connected with Apex and its activities and make a decision thereon which shall be binding upon the Club.
 - (c) The National Board shall have the power to fill any vacancy on the Board until the next National Association Convention.

ARTICLE 10

Election Of the National Board

- (1) QUALIFICATIONS – Each Officer eligible for election shall be an active member during his term of office.
- (2) (i) The NATIONAL PRESIDENT – The National President shall be elected at each Annual National Association Convention in the manner prescribed by Article 15 paragraph 18 and shall serve until the next Annual National Association Convention. The National President shall not be eligible for re-election for a second consecutive term provided that a National President appointed pursuant to Article 15 (18) to serve an unexpired term not exceeding six months shall be eligible for election at succeeding this appointment.

The National President shall in addition to any other Duties:

- (a) presides at all Conventions and all meetings of the National Board and shall have a casting vote;
- (b) attends meetings of Clubs and of Club Boards whenever possible;
- (c) enquires into and inspect the working and activities of all Clubs and advise and instruct Clubs, Officers and Directors as required;
- (d) acts as accredited representative of the National Board in the formation of Clubs;
- (e) causes each Officer and Director of a Club in the course of formation to be fully instructed in his duties prior to the application for the Club's Charter;
- (f) reports to the National Board as to the advisability or otherwise of granting applications for leave to investigate a center and petitions for permission to

- form a Club;
 - (g) installs incoming Presidents at Annual General Meetings of Clubs or Installation Dinners;
 - (h) acts as Chairman at Charter nights until the presentation of the Charter, after which he shall hand over the Chairmanship to the President of the newly chartered Club;
 - (i) presents Charters to newly chartered Clubs on behalf of the Association;
 - (j) acts as spokesman for the National Association.
- (ii) NATIONAL SECRETARY/TREASURER – The National Secretary/Treasurer shall be elected at each Annual National Association Convention in the member prescribed by Article 15 (18) and his duty shall be:
- (a) The National Secretary/Treasurer shall attend all National Association Conventions and meetings of the Board and act as Secretary thereat and generally carry out the duties normally carried out by a Secretary. He shall carry out the instruction of the Convention and of the National Board. He shall be responsible for all correspondence and keeping of books, documents, papers and membership register.
 - (b) He shall be responsible for the finances of the Association. He shall keep records of all financial transactions of the National Association and shall be responsible for their corrections.
- (iii) THE NATIONAL VICE-PRESIDENT – The National Association Vice-President shall be elected at each Annual National Association Convention in the manner prescribed by Article 15 paragraph 18 and shall serve until the next succeeding Annual National Association Convention. In the event of the National President being re-elected for one further term as provided in sub-clause (i) the National Vice-President shall be eligible for re-election for one further term only. He shall deputise for the National President during the latter's absence.
- (iv) IMMEDIATE PAST NATIONAL PRESIDENT – The Immediate Past National President shall act as Advisor on all matters Relating to Apex and its activities.
- (v) NATIONAL APEX ACTION AND EXPANSION DIRECTOR – The National Apex Action and Expansion Director shall be elected at each Annual National Association Convention In the matter prescribed by Article 15 (18) and his duties shall be;
- a. To promote an understanding of the Object of the National Association within the National Association.
 - b. To encourage Clubs to further the Objects of the National Association.
 - c. To foster efficiency in administration with the view to attaining the greatest effect in fulfilling the Objects.
 - d. To improve the standard of administration.
 - e. To formulate and define policy on the expansion of Apex.

- f. To recommend to the National Board standard procedures and forms and changes in standard procedures and forms expansion kits in connection with the formation of new clubs.
- g. To simulate the interest of clubs in the formation of new clubs.
- h. To make regular reports to the National Board upon existing expansion activities.
- i. To examine regularly membership trends in all clubs and report to the National Board.

(vi) NATIONAL INTERNATIONAL RELATIONS DIRECTOR – The National International Relations Director shall be elected at each Annual Association Convention in the manner prescribed by Article 15 (18) and his duties shall be to foster International Understanding and friendship with the Clubs, the National Association and World Council.

(vii) NATIONAL SERVICE DIRECTOR – The National Service Director shall be elected at each Annual National Association Convention in the matter prescribed by Article 15 (18) and his duties shall be to co-ordinate all service projects at National Association level and for participation by Clubs.

(viii) SECRETARIAT

(a) The National Association may maintain a permanent officer of the Association to be known as the National Association Secretariat, consisting of an Executive Director and such other employees as may be necessary.

(b) The Executive Director shall be appointed by the National Board as may be necessary from time to time and shall be Paid such remuneration as is fixed by the Board. He shall have general management and control of the Secretariat under the authority of the National Board and the National Secretary/Treasurer.

(3) REMUNERATION – All National Officers shall serve without remuneration.

(4) OPERATION OF BOARD – The National Board shall meet at least once every four months and at least two weeks notice of each meeting shall be given to the Board members. At least one half of the Board members must be present for its proceedings to be valid.

If at any time a National Board Member is unable to be present In person at any meeting of National Board, he may appoint Another member of the National Board as his proxy to attend at the meeting with power to vote.

Unless decided by Convention, the National Board shall interpret the Constitution and any other rules and, when necessary, determine any point on which the Constitution or Rules are silent.

Except where they are contrary to or inconsistent with the policy previously laid down by any Convention, the decisions of the National Board shall be binding on all members unless and until Countermanded by a Convention.

(5) VOTES – All members of the National Board shall be entitled to vote at any meeting of the National Board.

(6) REPETITION OF BUSINESS – Matters which have been the subject of a resolution at a National Board meeting shall not be re-submitted for consideration until after the expiration of two Board meetings except with the approval of the majority vote of the Board.

(7) APPEAL – Unless otherwise specifically provided in these rules there shall be an appeal at the National Association Convention against any decision of the National Board on the Administrative Committee or National President provided such appeal is lodged In writing with the National Secretary/Treasurer within two months after notice of the decision. The appeal shall be heard at the Annual National Association Convention next following the lodgement of the appeal.

ARTICLE 11

Administrative Committee

The Administrative Committee shall comprise the National President, the National Vice-President, the Immediate Past National President and the National Secretary/Treasurer and shall exercise all authority between meetings of the National Board. The Committee shall meet as often as necessary on the request of the National President and the quorum shall be there.

ARTICLE 12

National Association Appointed Committees

(1) APPOINTMENT – The National Board and the Administrative Committee may from time to time appoint National Association Appointed Committees as they consider necessary and in appointing such committees any appoint the Chairman and the members in such manner as they consider fit. The quorum shall be at least one half the membership of the Committee.

(2) DUTIES – The duties of the National Association Appointed Committees shall be defined by the body appointing them at the time of appointment.

ARTICLE 13

World Council Of Service Clubs

The National Association shall be a member of the World Council of Service Clubs (WOCO).

ARTICLE 14

Trustees

(1) The Property of the National Association shall be vested in three Trustees who shall be active members over the age of 21 appointed by the National Association Convention.

(2) Every Trustee shall hold office until her resigns or ceases to be an active member or is removed by resolution of the National Association Convention.

(3) Any vacancy shall be filled by the National Association Convention.

(4) The Trustees shall deal with the property of the Association as directed by the resolutions of the National Association Convention and shall be indemnified against all liabilities by the National Association.

(5) The Trustees shall not sell, withdraw, or transfer any of the property of the Association without the consent and authority of a National Association Convention.

ARTICLE 15

National Association Conventions

- (1) ANNUAL – An annual National Association Convention shall be held each year between 1 August and 30 September on such days as shall be determined by the National Board.
- (2) SPECIAL – Special National Association Conventions may be called by the National Board and shall be called on requisition accompanied by a supporting statement of reasons by more than one half of the Clubs in the National Association.
- (3) APPLICATION FOR PLACE OF CONVENTIONS – Applications for place of Convention for holding an annual National Association Convention shall be submitted by Clubs in writing to the National Secretary/Treasurer not later than two months prior to the Convention at which the selection is to be made.
- (4) VARIATION OF VENUE AND/OR TIME OF CONVENTION – The National Board shall have power, prior to an Annual Convention to either vary the venue or time thereof.
- (5) SUPERVISIOIN – The Club or Clubs responsible for the conduct of the Convention shall be under the supervision and control of the National Board or the National Association Convention Committee.
- (6) OFFICIAL CALL – The National Secretary/Treasurer shall not less than three months prior to the date of a National Association Convention and not less than one month prior to a special National Association Convention mail an official call to all Clubs in the National Association.
- (7) AGENDA –
 - (a) Items for the Convention agenda may be submitted by Clubs or the National Board
 - (b) Agenda items from Clubs shall be forwarded to the National Secretary/Treasurer at least two months prior to the Convention and each item shall be accompanied by a supporting statement of reasons.
 - (c) The National Secretary/Treasurer shall not less than 6 weeks prior to the Convention forward to all National Officers and Clubs a copy of all motions intended to be included in the agenda and proposed nominations received for positions to be elected at the Convention.
 - (d) All motions submitted for the agenda shall be accompanied by a supporting statement of reasons and the calculated costs, if any, of implementing the motion to the Association and to individual Clubs.
 - (e) Agenda items submitted by National Board may be moved and seconded at a National Association Convention by the members of National Board provided that only official delegates appointed pursuant to Article 15 (10) shall be entitled to vote in respect of such motions.
- (8) AGENDA ITEMS – No motion shall be accepted at a National Association Convention unless:
 - (a) It is on the agenda together with the supporting material referred to in Article 15 (7) (d).
 - (b) It has been included in the agenda as a recommendation by the National Board or a National Association Committee.
 - (c) It has been included in the agenda by a resolution of a three-fourths majority of those delegates who cast a vote.

- (9) NATIONAL ASSOCIATION BOARD'S REPORT, TREASURER'S REPORT AND ELECTION OF OFFICIALS – The Convention shall:
- (a) receives the National Board's report on the working of the National Association during the previous year.
 - (b) receives the National Secretary/Treasurer's Report and the audited accounts of the National Association for the previous year.
 - (c) elects the National president, the National Vice-President, the National Apex Action and Expansion Director, the National International Relations Director, the National Service Director and the National Secretary/Treasurer.
- (10) DELEGATES –
- (a) Official – Each Club within the National Association shall be entitled to two official delegates at all Conventions within the National Association.
 - (b) Unofficial – Any Club may be at the time of appointment of its official delegates to any Convention appoint an equal number of unofficial delegates. In the absence from the convention or any session thereof of any official delegates for any reason other than his suspension by the Convention, his place may be taken by any of the unofficial delegates of his Club who shall be entitled to the same privileges as the official delegate whom he replaces.
- (11) APPOINTMENT OF DELEGATES – All delegates shall be appointed by Club Boards.
- (12) PROXIES – If the National Board is satisfied that it is impracticable for Club to send its quota of delegates to a National Association Convention, the National Board may permit the Club to designate as the proxy for its non-attending delegate or delegates any active member of any Club within the National Association.
- (13) ATTENDANCE AT CONVENTIONS – Official delegates shall be required to attend all sessions of the Conventions unless expressly excused by the Chairman of the Convention. If a delegate fails to attend all sessions the National Board may determine what proportion (if any) of the delegate's traveling expenses shall be paid to him, and what proportion (if any) to the unofficial delegate replacing him.
- (14) VOTES – Each official delegate shall be entitled to one vote on each question submitted at a National Association Convention.
- (15) QUORUM – A quorum at a National Association Convention shall be not less than one-third of the total official delegates entitled to attend the Convention. If an hour after the time appointed for the Convention a quorum is not present, the Convention shall be postponed to a date to be fixed by the National Board; and if a quorum is not present one hour after the time appointed for the postponed Convention, the delegates present shall have power to proceed with the business of the day but they shall not have power to alter the Constitution of any other rules or to make decisions affecting the whole membership.
- (16) TRAVELING EXPENSES – The National Board may, subject to funds being available, pay the traveling expenses of official delegates including any two official observers from any unchartered Club at such rate as it may, from time to time, determine.
- (17) CONVENTION PROCEDURE –

- (a) Official Programme – The Administrative Committee shall determine the official programme and other of business for all National Association Conventions.
 - (b) Changes – Changes in the official programme or the order of business may be made from time to time by the Convention.
 - (c) Sergeant-at-Arms – At or prior to each National Association Convention the Chairman shall appoint a sergeant-at-Arms of the Convention, and such assistants as the Chairman may deem necessary.
 - (d) Time of Speeches - The time for which delegates and others may speak in Convention shall be decided by the Convention at the opening thereof.
- (18) NOMINATION AND ELECTION OF NATIONAL PRESIDENT, NATIONAL VICE-PRESIDENT AND NATIONAL APEX ACTION AND EXPANSION DIRECTOR, THE NATIONAL INTERNATIONAL RELATIONS DIRECTOR, THE NATIONAL SECRETARY/TREASURER AND THE NATIONAL SERVICE DIRECTOR -
- (a) Time – The official programme of the Annual National Association Convention shall state the day and hour for nomination and election of the National president, the National Vice-President, and the National Apex Action and Expansion Director, the National International Relations Director, the National Secretary/Treasurer and the National Service Director.
 - (b) Eligibility – Any member of a Club who has been active for 2 years shall be eligible for nomination.
 - (c) Nominations – Each proposed nomination shall be signed by two Board members on behalf of the Club submitting the nomination and be lodged with the National Secretary/Treasurer two months preceding the Convention. No member shall be nominated unless his consent in writing is first obtained. The National Secretary/Treasurer shall not less than four weeks prior to the convention notify all Clubs of the proposed nominations. All nominations shall be made from the floor of the Convention at the time designated but only those nominees already received in accordance with this paragraph may only be nominated unless no proposed nominations have been so received.
 - (d) Mode of Election – Voting at elections shall be by secret ballot.
 - (e) Counting of Votes – The Chairman shall appoint two scrutineers to act as returning officers. The Candidate who has received the largest number of votes shall be elected. If on any final count two or more candidates shall have an equal number of votes then in that event the scrutineers shall determine by lot which shall be elected.
- (19) VACANCIES IN OFFICE BETWEEN CONVENTIONS – In the event of any vacancy occurring in any National office the National Board may appoint an active member to fill the office for the unexpired term.

ARTICLE 16

Association Finance

- (1) Charter Fee – Each Club before receiving its charter shall pay to the National Association a charter fee of fifty dollars.
- (2) Association Per Capita Fee – Each Club shall pay to the National Association not later than 30 November in each year an annual National Association per capita fee of ten dollars per

member based on the number of active members in the Club at 1 August in each year with the following exception that fees of members classified as non-resident shall be one-half of the fee of other active members.

- (3) Per Capita Return – The per Capita return shall be submitted in the form prescribed by the National Board.
- (4) Pro Rata Fee – The Proportion of the National Association per capita fee to be paid to the Association by a Club in respect of the members of a newly chartered Club shall be assessed pro rata according to the unexpired portion of the Club fiscal period in which the Club is chartered.
- (5) Levies – No Additional levies or contributions shall be called for by the National Board unless agreed to by a major of member Clubs.
- (6) Fiscal Year – The fiscal year of the National Association shall begin on 1 September of each year.
- (7) Payment – All payment shall be made to the National Secretary/Treasurer.
- (8) Budget – The National Secretary/Treasurer shall prepare a National Association Budget for consideration by National Board. This Budget, making appropriations for the financial year commencing 1 September subsequent to the Convention, shall specify the amount and purpose of each appropriation and include a statement of the estimated revenue and the sources thereof.

After consideration by the National Board the Budget, shall be forwarded to all Clubs not less than two months prior to the National Association Convention. A Summary of the Budget shall be forwarded to all Clubs with the National Association Convention Agenda.

The National Association Convention shall consider the Budget and shall make recommendations for the rectification and/or amendment of it to the National Board. The National Board shall consider these recommendations at its meeting immediately following the Convention and shall accept such recommendation into the Budget unless varied by a three-fourths majority of the National Board.

- (9) Disbursements – All disbursements other than petty cash shall be made by cheque.
- (10) Use of Funds –
 - (a) The funds of the National Association may be expended for any purpose necessary for the carrying out of its objects, including the expenses of its administration, the payment of salaries, allowances and expenses to its officers and paid staff, and the audit of its accounts, but they shall in no account be used to pay the fine of any member who may be convicted in a court of law.
 - (b) The National Secretary/Treasurer may hold petty cash advance not exceeding fifty dollars at any one time. All money in excess of this sum shall within 7 days of receipt be deposited in a bank approved by the National Board. The Bank Account shall be in the name of the National Association.
 - (c) All cheques or withdrawal notices on the National Association account shall be signed by the National Secretary/Treasurer and shall be counter-signed by the National President and or the National Vice-President. In the absence of the National President or the National Vice-President the National Board shall appoint one of its members to sign in his place.

- (d) All expenditure shall be sanctioned by the ADMINISTRATIVE COMMITTEE before payment.
 - (e) As soon as possible at the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared and audited by the Auditors appointed under Article 16 (2). The audited accounts shall be submitted for the approval of the next Convention and copies shall be made available at the registered office of the National Association and at each Club's headquarters for the perusal of members. The audited statement of accounts shall be sent to each Club prior to the Convention.
- (11) Auditors –
- (a) Two persons, who shall not be office bearers of the National Association, shall be appointed by the Annual Convention to be Honorary Auditors. They shall hold office for one year only.
 - (b) The auditors shall be required to audit the accounts of the National Association and to prepare a report or certificate for the Convention. They may also be required by the National President to audit the accounts of the National Association for any period within their tenure of office at any date and to make a report to the National Board.
- (12) Funds – All funds accumulated at National level shall be the Common Asset of the National Association.

ARTICLE 17

Official Publication

- (1) Publication And Title – The National Board may publish or cause to be published a periodical which shall be the official publication of the Association, and shall be titled “The Singapore Apexian”.
- (2) Policy – The National Board shall have full control of all questions of policy of “The Singapore Apexian”.
- (3) ADMINISTRATION – The National Board may appoint the editor of “The Singapore Apexian” one assistant, and, if it deems fit, a business manager and such other assistants as may be necessary to publish “The Singapore Apexian”. Each shall hold office until he resigns or his appointment is terminated by the National Board.
- (4) Finance – The finances of “The Singapore Apexian” shall be controlled by the National Secretary/Treasurer.
- (5) Subscriptions –
 - (a) The subscription price for “The Singapore Apexian” shall be determined by the National Board.
 - (b) The liability of each Club to the National Board in respect of each issue of “The Singapore Apexian” shall be arrived at by allowing one copy for each member of the Club.
 - (c) Annual subscriptions to “The Singapore Apexian” shall be paid in Advance by Clubs on the basis of one subscription per active member and one copy of each issue shall be mailed to the usual postal address of each active Apexian. Clubs requiring copies in excess of the number of their active membership shall advise the Editor of the number of additional copies required and shall pay for such additional copies in advance.

- (6) Reports To National Board – The Editor and business manager shall Make such reports at such times to the National Board as the Board may require.
- (7) The Editor And Association Conventions – The Editor may attend all National Association Conventions and an allowance may be made by the National Board for his expenses. He shall not have power to vote unless he is an official delegate.

ARTICLE 18

Association Service Schemes And Projects

- (1) (a) Definition – A National Association Service Scheme is a service scheme in which all Clubs are obliged to participate.

(b) A National Association Service Project is a service project worthy of the participation of all Clubs but in which no club is obliged to participate.
- (2) Limitation Of Number – There shall be only one National Association Service Scheme and one National Association Service Project at any one time.
- (3) Proposal – Any Club may propose an Association Service Scheme Or Project and such proposal shall be made and dealt with as follows:
 - (a) The proposal shall be submitted to the National Association Convention for approval as a motion with full details of the proposal including:
 - (i) A detailed estimate of the cost of giving effect to the proposed scheme and the period of time necessary for its completion.
 - (ii) Evidence whether the scheme is practicable for the National Association, having regard to the functions and/or activities of the Governments in the sphere to which the scheme relates.
 - (iii) Evidence as to the extent to which the scheme is welcomed by organisations or bodies already operating in the sphere to which the scheme relates.
 - (iv) Such other material as may appear relevant to the proposing Club.
 - (b) The National Board shall assist the proposing Club to develop the proposal for presentation to the National Association Convention.
 - (c) Each proposing Club shall supply to the National Secretary/Treasurer sufficient copies of its proposal together with all supporting material (including any additional information required in accordance with the preceding clause) for each Club and all members of National Board.
- (4) Voting by Clubs –
 - (a) Each delegate may vote for one proposal only and the order of preference of the Club shall be determined according to the number of votes cast for each proposal so that the proposal receiving the highest number of votes shall be first preference and the next highest number of votes shall be the second preference and succeeding preferences shall be similarly determined.
 - (b) In the event of two or more proposals each receiving the same number of vote the

Chairman of the meeting at which the voting takes place shall at his discretion decide the order of preference of such proposals.

- (5) Announcement Of Result – The result shall be announced at the National Association Convention.
- (6) Implementation Of Association Service Schemes – The Proposing Club shall be responsible to the National Board for the implementation of the scheme and shall follow the following procedure:
 - (a) A Chairman and Committee shall be appointed from among members of the Club.
 - (b) The Chairman shall attend all meetings of the National Board and Report on the progress of the scheme and his costs of attending such meetings shall be a charge against the Association Service Scheme.
 - (c) The National Board shall have the power and the responsibility to ensure that the Committee carries out its responsibility under the scheme.
 - (d) The Club President shall act as a liaison between the Committee and National Board.
- (7) Club's financial contributions to any Association Service Scheme Shall be assessed on a per capita basis and not on a fixed rate per Club.

ARTICLE 19

Amendments To Constitution

- (1) Amendments to the Constitution shall be made only at a National Association Convention by a two-thirds majority vote of the delegates who cast a vote.
- (2) A proposed amendment may be submitted only by the National Board or a Club and in either case the resolution to submit the proposed amendment shall require a three-fourths majority vote of the members who cast a vote. A proposed amendment from a Club shall be submitted in writing to the National Secretary/Treasurer at least two months prior to a National Association Convention, together with a supporting statement of reasons.
- (3) Copies of proposed amendments to be considered by the National Association Convention shall not less than six weeks prior to the National Association Convention be forwarded by the National Secretary/Treasurer to all Clubs together with a copy of the supporting statement of reasons.
- (4) After a resolution of the National Association Convention adopting a proposed amendment the National Board shall draft all consequential amendments of the Constitution and By-laws necessitated by such resolutions and forward the same to all Clubs.
- (5) No such amendments shall be enforced without the prior approval of the Registrar of Societies.

ARTICLE 20

Dissolution

- (1) The National Association may be dissolved by a resolution of not less than three-fifths of

the total number of member Clubs taken at a Convention convened for the purpose.

- (2) In the event of the National Association being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided by a Convention.
- (3) Notice of dissolution shall be given to the Registrar of Societies within 7 days of the dissolution.

ARTICLE 21

Application For Charter

- (1) Approval Of Charter – The National Board shall receive and may approve applications for charter.
- (2) Application – The officers of the prospective Club shall complete and forward to the National Board an application for charter in the form prescribed by the National Board and shall certify that the requirements set out therein have been satisfied by the prospective Club.
- (3) Grant Of Charter – Upon the approval of the grant of charter by the National Board there shall be issued to the Club by the National Board on behalf of the National Association a Charter of Membership in the National Association, signed by the National President and the National Secretary/Treasurer and under the seal of the Association. The Charter shall be in the form prescribed by the National Board.
- (4) Date Of Membership – Official membership of a Club in the National Association shall date from the approval of the National Board of its application for charter.
- (5) Name – A Club, unless with the permission of the National Board shall not use any name except that designated in its Charter. At such time as a new name is approved by the National Board for use by a Club, a revised Charter may be issued; provided only that the Charter Certificate being replaced be returned to the National Secretary/Treasurer and the prescribed fee be paid.

ARTICLE 22

Suspension Or Termination Of Membership Of National Association

- (1) Where a Club:
 - (a) is more than three months in arrears in payment of any indebtedness to the National Board;
 - (b) fails for two consecutive years to have an official delegate present at the Annual National Convention;
 - (c) fails otherwise to conform to the Constitution or the By-laws or to the accepted standard for Clubs;
 - (d) fails to comply with any decisions of any National Association Convention or the National Board's decisions;

the National Board may suspend or terminate membership of the Club or otherwise discipline the Club provided that in the case of arrears in payment of any indebtedness to

the National Association a notice shall be sent by registered post by the National Secretary/Treasurer to the last reported President and Secretary of the Club no less than one month prior to any suspension, termination or discipline.

- (2) Date Of Suspension – The suspension or termination or other disciplinary action shall take effect from the date determined by the National Board and in the absence of such a determination from the date of the decision of National Board.
- (3) Restoration – The National Board may restore membership and revoke such act of discipline upon good and sufficient cause being shown.
- (4) Appeal – If the National Board shall suspend or terminate the membership of any Club or shall otherwise discipline any Club, the National Secretary/Treasurer shall not less than two weeks after such suspension, termination or discipline send a notice of the same by registered mail to the last reported President and Secretary of such Club. Any Club against which such action has been taken may within two months of the date of posting of such notice to the President and Secretary file with the National Secretary/Treasurer written notice of appeal, which shall be considered and decided by the next Annual Association Convention whose decision shall be final. Notwithstanding such appeal, the order of such suspension, termination or discipline shall be operative until set aside.
- (5) Surrender – Any Club may surrender its Charter provided that all financial and other obligations of the Club to the National Association have been fulfilled and that a resolution to surrender its Charter shall have been adopted by three-fourths of the members of such Club, and that such resolution shall have been certified by the President and Secretary of such Club to the National Secretary/Treasurer within two weeks after the passing of the resolution. Such resolution shall become effective if and when adopted by the National Board. The National Board may upon written application of such Club reinstate the said Club to membership of the National Association.
- (6) General – Any Club which for any cause ceases to be a member of the National Association shall relinquish the “Apex” in its name, and surrender to the National Association its Charter, and shall not thereafter use the name, emblem, badge or insignia of “Apex” in any manner whatsoever.

It shall be the responsibility of the President of the Club, the Secretary and Treasurer to deliver to the National Secretary/Treasurer all books, records, money and the property in the possession of the Club, together with a Statement of the accounts of the Club from the date of last submission of accounts to the date of the order of revocation of Charter or surrender thereof.

ARTICLE 23

Honorary Life Members

The Club Board may from time to time select those members or past Members who, in the opinion of the Board, are worthy of Honorary Life Membership by reason of their having rendered meritorious service to the Club. When considering possible selection for Honorary Life Membership the Club Board shall take into account the member's or past member's contribution to other Clubs:

- (a) The names of such members or past members shall without the Knowledge of the members concerned, be submitted to the National Board which may, if of the opinion that the service rendered is sufficiently meritorious and provided that the requirements of sub-paragraph (b) are fulfilled, appoint such members or past members to be life members of such Club.

- (b) A three-fourths majority vote of the National Board shall be Necessary for the appointment of a life member.
- (c) As “minimum standards” for the appointment of a member as a life member be shall have:
 - i. completed a minimum of eight years’ active membership
 - ii. serve at least five years as a Club Board member of National Association of Club Officer, and
- (d) Should the National Board believe that a member has performed meritorious service, but has served less than the minimum prescribed in sub-paragraph (c) the submission may be approved by the National Board, providing a three-fourths majority of the Board approves same.
- (e) An Honorary Life Member on becoming ineligible to retain Active membership shall automatically cease to be eligible for the office of a Director and shall not be entitled to vote on any matter before the Club, but may attend all meetings of members and participate in all discussion except to the extent of moving and seconding any motion.
- (f) The application to the National Board shall be in the form Prescribed by the National Board.

ARTICLE 24

Gaming in any form is strictly prohibited in the premises of the National Association.

Also include prohibition clauses on lines of model rule 23 (b) – (e) attached.

6.

RECOMMENDED BUSINESS PROCEDURES

(1) Typical Dinner Meeting

In the typical dinner meeting, the sergeant-at-Arms, who is responsible for the proper conduct of the meeting, ensures that members' attendances are marked and guests' particulars entered into the guests' book.

The President or Chairman used his gavel to request fellow members to take their places.

The following order of business is then closely adhered to :

Toast to the Republic of Singapore
Reading of Ideals of Apex
Invocation
Self-introduction of Apexians
Introduction of Guests
Introduction of Guest Speaker
Chairman's welcome to guests and visitors
Reading of Apologies
Dinner Commences
Fines Session
Five minutes' break (table are cleared)
Minutes of previous Club and Board Meetings
Club announcements, notes from correspondence
Directors' Reports
Committee Reports
Guest Speaker
Vote of thanks
Closure

Closed nights are necessary from time to time to discuss Association agenda, etc.

It is important not to keep a guest speaker waiting too long to give his address and if the business of the meeting is likely to be prolonged, then it is advisable of have the guest speaker to present his address before the commencement of the formal business, such as the Minutes of the previous Club and Board Meetings.

The following notes are meant to assist the Chairman in Conducting a meeting successfully :

- (a) Always start your meeting on time.
- (b) Be sure to prepare an agenda of points to be considered. Allocate a time frame for discussion.
- (c) Create an atmosphere of goodwill and courtesy in the conduct of the meeting. Never allow your meeting to become too hilarious or too solemn. The President/Chairman should insist that the chair be addressed and the meeting conducted according to rules of meeting procedure.
- (d) Avoid the appearance of monopolising the initiative of the Club. It is more effective to bring up a suggestion/idea through a member.
- (e) Be prompt and decisive in your rulings after appropriate deliberation. If undue debate is provoked, refer to appropriate committee.

- (f) Make sure you are heard.
- (g) Extend courtesy to a visiting Apexian, Councilor or Association official to say a few words.
- (h) In the event a guest speaker is absent, utilise the time allotted by way of short addresses by Club members.

(2) Typical Club's Board Meeting

The Club's Board Meeting is held once every month to discuss Matters pertaining to the management of the Club's affairs.

Suggested order of business is as follows :

Apologies recorded
Minutes – confirmation
Matters arising from minutes
Reports
General Business
Meeting ends

The first meeting of the new Club Board is of vital importance and hence determines :

- (a) Future Board Meetings – Where, when and whether preceded by Fellowship and dinner.
- (b) Signatories for Bank – (Treasurer to obtain forms Bank)
- (c) Budget – (prepared by old and new Treasurers and Presidents Following detailed discussions)
- (d) Subscriptions – amount to be determined
- (e) Petty Cash – amount for Secretary and Dinner Notice Director for stationery and postages
- (f) Minutes – to be typed and circulated prior to meeting or to be Read at meeting
- (g) Directors – policies and programmes for ensuing year
- (h) Notifications – Secretary to notify National Board and press of Club's appointments.

(3) Inaugural Dinner Meeting

The inaugural Dinner Meeting marks the birth of a new Club. At this meeting, to be chaired by the National President, members of the Sponsor Club and the new Club are to present.

Order of business should therefore be as follows :

Toast to the Republic of Singapore
Reading of the Ideals of Apex (by Sponsor Club)
Invocation
Introduction of Guests
Self-introduction of visiting Apexians and World Councilors
Apologies, Messages
Fines Session
Toast to Guests, visiting Apexians and World Councilors
(President of Sponsor Club)

Response by Chief Guest/Member of visiting Club
Address by National President/Life Member
Guest Speaker
Inauguration
Chairman's Opening Remarks
Resolutions (moved by prospective President and seconded by another member of the new Club) :

- (a) That an Apex Club be and is hereby formed and known as the Apex Club of
- (b) That the Club shall conform to the Constitution of the National Association of Apex Clubs of Singapore
- (c) That the Club shall adopt as its By-laws, the By-laws Of the National Association of Apex Clubs of Singapore

The Chairman then announces the result and state the Apex Club of has now been formed.

The election of the President and the Board of Directors is also confirmed and the newly-elected President takes the Chair.

Presentation of Dinner Badges
Toast to the Association by Sponsor Club Members
Conclusion

(4) Charter Night Meeting

At this meeting, the order of business may be as follows :

Toast to the Republic of Singapore
Reading of Ideals of Apex (Secretary of new Club)
Invocation
Welcome and Introduction of Official Guests
Response by Senior Guest
Introduction of visiting Apexians
Apologies and Messages
Fines Session
Dinner
Presentation of Charter (National President)
Acceptance of Charter (President of New Club)
Introduction of members and presentation of lapel badges
(National President)
The new President takes the Chair
Toast to the National Association of Apex Clubs of
Singapore (Senior Guest)
Response (National President)
Toast to the Sponsor Club (Vice-President/Secretary of
new Club)
Response (President of New Club)
Guest Speaker – Response
Conclusion

Annual Installation Dinner

As this is an important meeting to the Club, the meal is often more elaborate. As many guests and Apexians' partners are encouraged to attend, a suggested agenda is as follows:

Toast to the Republic of Singapore
Reading of Ideals of Apex
Invocation
President's Welcome
Introduction of Guests
Self-introduction of Apexians and visiting World Councillors
Apologies and telegrams
Dinner Commences
Fines Session
Dinner Ends
Break (10 minutes)
President's remarks and report
Farewell to outgoing over-age Apexians and present Retiring
Membership Certificates
Presentation of Trophies and Awards
Induction
Installation of Incoming President
New President's Remarks
Introduction of new Board of Directors
Remarks by Association Official(s)
Conclusion

For easy reference, the following ritual on the installation may be used :

National Board Official:

"Apexians and Guests, we now come to the most important part of our Meeting, the installation of your new President.

Before proceeding, it is my duty to ensure that Apexian _____ (incoming President) has been elected to this office in a true and proper manner.

Secretary, Apexian _____, can you give me this assurance ?

Secretary :

"National President or _____, Apexian _____, I have much pleasure in informing you that according to the record of the Minutes, Apexian _____ has been truly and properly elected."

(The Secretary then takes his seat)

National Board Official :

"Tonight, it is my honour to install your new President in his chair of office for the forthcoming year. The President's duties are many. You are responsible for and to the Club for its harmonious working ensuring at the same time a strict control over its meetings. You are to replace at the required time to the National Board on your Club's activities and to see that all requests from them are punctually answered. You are to ensure that the three parts of Apex are in order in your Club, that the members are giving service to the community, that they are continually

learning to become better citizens in the community and that they are enjoying social contact with their fellows. Do you Apexian _____ undertake these large responsibilities?"

Incoming President:

"I do"

National Board Official :

"Then I place you in your Chair of Office (places him in the Chairman's seat) and hand to you this gavel, symbol of your authority.

Apexians, it gives me much pleasure to proclaim that Apexian _____ (full name) is the President of this Apex Club of Singapore - _____."

(6) Induction Ceremony Of New Member

The Induction Ceremony is a formal procedure which symbolises the admission of a new member to the Club. It should be carried out by the Club President or Association Official at the request of the Club President.

It is recommended that the new member should be brought forward by the nominating member. All members are to stand during the Ceremony.

The following ceremony is submitted as an example for guidance :

Club President, Vice-President or Association Official:

"Tonight, it is my privilege to induct _____ into the Apex Club of _____. I would ask his sponsor to bring him forward and introduce him to the Club." (Sponsor comes forward and introduces new member)

President to Sponsor :

"Have you fully explained to _____ the responsibilities and obligations of membership of Apex?"

Sponsor :

"Yes"

President :

"Does he understand three things – first, that he must attend Dinner Meetings and Service Work regularly, secondly, that in his public and private life he is required to try his best to live up to our three Ideals; thirdly, that we do not retain inactive members?"

Sponsor :

"Yes"

President to Inductee :

"Do you accept these obligations?"

Inductee :

“Yes”

President :

“ _____, it is my privilege to induct you into membership of the Apex Club of _____. (Membership Director to read Ideals of Apex)

Apex is an Association of over _____ Clubs and in joining this Club you become associated with over _____ Apexians in Australia and also in Papua New Guinea, Singapore, Malaysia, Sri Lanka, Pakistan, India, Fiji, Philippines and Nauru, as well as with members of the other organizations also connected with the World Council of Service Clubs – namely, Round Table Associations of Great Britain, Europe, Africa, New Zealand, India, Hong Kong and other areas; the Kinsmen Clubs of Canada, Active 20/30 International of the United States, Mexico, Central and South America and the Junior Executive Council Clubs of Japan.

The founders of Apex were three young men – Ewen Laird, Langham Proud and John Buchan, and in December 1930, they founded the first Club at Geelong, Victoria. The name “Apex” was adopted in 1931, meaning the height of ambition.

The founders of Apex had high ideals and it behoves us to carry on with the greatest effort from the foundations which they have laid. We must better fit ourselves for citizenship in the community and by precept and example influence others with the true ideals of Apex in order that the Association may progressively become a greater power for good in the national life of Singapore and in the world.

The badge with which I now present you, is complementary to the name “Apex”. The rays are symbolical of the rising generation of youth, the sides of the triangle representing fellowship and service and the base citizenship; We ask you to wear this badge at all times so that you may be recognized as an Apexian wherever you may be. This dinner badge is for you to wear at all Apex meetings and official functions. On it, you will see printed your name and your vocation.

This is our Handbook which I recommend for your serious perusal. (If available, issue a copy of the last Annual Report and the latest issue of “The Apexian”)

From tonight, _____, you are a member of Apex, an Association of Fellowship, Service and Citizenship, in which you must give to receive and in the giving, find what Apex really means. Above all, remember that Apex is a life to lead, a splendid philosophy teaching high ideals of service for human welfare and community betterment through the acceptance by the individual citizen of a sense of personal responsibility towards his fellow man. I congratulate you, _____ and hope that your Association with Apex will be long and that it will be of benefit to the Club and bring satisfaction to yourself. (President shakes hands with new member and turns and addresses Club members)

Apexians, _____ is now a member of the Apex Club of _____ and I ask that you give him a similar welcome to that which you yourselves received when you were inducted into his Club.”

(New members should not respond in any way. Club members applaud – all resume seats)

7.

GENERAL INFORMATION

(1) The World Council Of Service Clubs¹ (WOCO)



Woco on the net

Woco Homepage: <http://www.woco.org>
Round Table Homepage: <http://www.roundtableintl.org>
Active 20/30 Homepage: <http://members.aol.com/active2030>
Apex Australia Homepage: <http://www.apex.org.au>

The World Council of Service Clubs, of which Apex is a foundation member and the National Association of Apex Clubs of Singapore is a full member, is a sincere attempt by young persons in many countries to work together towards greater understanding and tolerance of each other's way of life and problems, as a contribution to lasting world peace.

The Council was established in April 1945, at Chicago by representatives of Kin, Active International and 20-30 International. Before the second meeting in October 1946, at Sacramento, Round Table and Apex had also joined.

The next meeting was held at Montreal, Canada, and all Associations were represented for the first time. Succeeding meetings were held at Hastings (UK), Geelong and Vancouver (Canada). Meetings were held every year until 1950 and every second year afterwards. Each Association had two delegates, the traveling expenses of one of whom were paid. This was financed by a per capita of about 10 cents per annum.

Originally there were less than 20,000 members. Kin and Active International expanded only within their established areas; 20-30 moved south into Mexico, El Salvador, Guatemala, Honduras, Ecuador, Costa Rica, Panama, Cuba and Chile. Round Table extended throughout Europe, India, Hong Kong, Brazil, Surinam and New Zealand; Apex extended into Singapore, Malaysia, Ceylon, Pakistan, India, Fiji and Nauru. Today, the membership of the Council totals about 100,000 young persons.

Five to seven people meeting every two years made no great achievements. Activities included publicity and education, the establishment of international correspondence and general fostering of international relations – our International Goodwill Week Dinners were a result of these efforts.

Projects such as the provision of food and clothing for Europe and England from 1945-50, the support of the Round Table Chair of Race Relations, assistance to the refugees from the Hungarian revolution and various floods and fires, were undertaken.

The growth of the member Associations, especially Round Table International, made a change in the Council's structure necessary. From the 1956 meeting at Jasper, Canada, negotiations commenced, and the present Constitution was signed at Brighton, England, in October

(1) ¹ Previously known as The World Council Of Young Men's Service Clubs.

1960.

Active International and 20-30 International merged in August 1961 into Active 20-30 International.

From October 1960, the Constitution recognises delegates representing member Associations from each country in which they are established. Council meetings are held annually. The more frequent meetings and wider representation are producing greater achievement and leadership. This has required a per capita of just under 50 cents.

A Secretariat and Headquarters administered by a full time General Secretary is situated at 15 Park Road, Baker Street, London, NW1, by courtesy of Round Table British Isles who permit the Council to share their facilities.

There are two classes of membership:

- (a) FULL – Restricted firstly to Associations with a membership of of at least twenty-five chartered clubs or tables and 400 active members, and secondly, associate members who by 31 December 1968 had been affiliated as full members. Travel expenses are paid for one of the two International Councilors who can attend Council meetings on behalf of full members.
- (b) ASSOCIATE MEMBERS – Associations with from two to twenty-five Clubs. Their delegates have no voting right at Council meetings.

The present Constitution has the following benefits as compared with the Constitution prior to 1960 :

- (a) Membership for all countries
- (b) Meetings annually
- (c) Greater opportunities for members and Associations to work together.
- (d) The provision of a wider range of view points and a more Effective international forum.

To promote the objects of the Council there are four standing Committees:

General Purposes (Finance, administration, rules, etc.)

Membership and Extension

Projects and Publicity (The Inter-Club Contact Programme and the Inter-club Service Programme) – see the Guide to International Relations Director

Conference

The members of these Committees are appointed annually by the President of the Council, together with a new trustee for the International Travel Fund, which is always convened by the Past President.

When the new Constitution was adopted, efforts were made to find large service projects in which all Clubs and Tables could participate, such as support for the save The Children Fund, or a chair of Race Relations at the University College of Rhodesia and Nysaland. It has been found wiser at this stage to encourage more direct inter-Club co-operation on smaller ventures, as a

means of increasing not only international co-operation but also understanding and tolerance (this is known as the Salisbury Scheme).

(a) Objects Of World Council

To organise and maintain the following objects through the medium of the member Associations:

- (i) To develop the fellowship of young men through the medium of their business and professional occupations and community service activities.
- (ii) To encourage active and responsible citizenship by cultivating the highest ideals in business, professional and civic activities.
- (iii) To promote and further international understanding, friendship and co-operation.
- (iv) To promote the extension of the Association throughout the world.

(b) Member Associations



Active 20-30 International

United States, Canada, Mexico, Central and South America

Formed in 1961 by the merger of Active International and 20-30 International. Active International was founded in 1922 by Carl Springer, the Association formed in 1924 in the U.S.A. the International Association in 1929.

20-30 was founded in 1923 by Paul Claiborne, National Association formed 1936, International Association in 1946.

Of the present badge the buzz-saw derives from Active – the Hour-glass from 20-30.

Objects

- (i) To develop young men, by precept and example, into more aggressive, intelligent and serviceable citizens, and to create in them a desire to participate in civic and welfare work in their respective communities.
- (ii) To create in every member a desire for knowledge and self improvement.
- (iii) To provide a practical means of forming enduring friendships and goodwill among members of their communities, their country and throughout the world.
- (v) To hold and promote entertainment, instructions, programmes and social gatherings in and for the furtherance of the purpose of Active 20-30 International.

Age Limit – 20 to 40

Classification – No rule.

Association of Kinsmen Clubs, Canada

Founded in March 1920 by Hal Rogers

The badge is a saltire (St Andrew's Cross – symbol of service by personal sacrifice) and mascler (square – symbol of uprightness and rectitude of life) intertwined, surrounded by a scroll of ten maple leaves representing the provinces of Canada.

Objects

To promote and direct fellowship among young men of good character within Canada to the end:

- (i) That they may be improved and educated in modern business and professional methods and ethics.
- (ii) That the interest of each in the welfare of his community may be stimulated.
- (iii) That constitutional authority may be upheld.
- (iv) That a spirit of co-operation, tolerance, understanding and equality between all nations and all peoples be fostered and stimulated and that unity of thought and purpose through Canada be established towards this goal.
- (v) That they shall carry on service work within their community.

Age Limit – 21 to 40

Classification – According to the size of the Club, from three to five members from each classification may be permitted.



Round Tables

of Britain & Ireland, European countries, Africa New Zealand, India, Hong Kong, etc

R.T. British Isles – founded at Norwich in 1972 by Louis Marchesi, National Association formed 1928. Round Table International dissolved on the adoption of the new World Council constitution in 1960.

The badge printed above is that of Round Table British Isles (R.T.B.I.), which consists of a replica of the Table in Winchester Castle, with a rose in the centre, and King Arthur seated above the rose. Each Round Table Association has its own badge, with varying colours, central motifs, and other distinctive design differences.

Objects

To develop acquaintance and fellowship through the medium of occupations.

To emphasise that one's calling offers an excellent medium of Service to the community.

To cultivate the highest ideals in business, professional and Civic traditions.

To recognise the worthiness of all legitimate occupations and to dignify each his own precept and example.

To further the establishment of peace and goodwill in International Relationships.

(These are the object of R.T.B.I. They may vary somewhat in different Associations – for instance the Central African Association has adopted as its own the Object of World Council).

Age Limit – 18 to 40

Classifications – According to the size of the Table, from two to four members from each classification may be permitted.

(c) World Council Membership As At 1968

Round Table Clubs	Members
Central Africa	397
Eastern Africa	380
South Africa	2,200
West Equatorial Africa	243
Austria	203
Brazil	90
Beirut	13
Belgium	1,000
Denmark	1,800
Finland	1,200
France	2,600
Germany	696
Ghana	20
Greece	19
Hong Kong	150
India	125
Italy	280
Lebanon	20
Luxembourg	48
Monaco	40
Netherlands	1,705
New Zealand	886
Nigeria	40
Norway	900
R.T.B.I.	30,800
Spain	-
Surinam	30
Sweden	1,791
Switzerland	334
Active 20- 30 International	4,514
Apex	15,394
Kinsmen Clubs	13,000

	80,918

Countries in which Active 20-30 International operates :

Mexico, El Salvador, Guatemala, Ecuador, Costa Rica, Panama, Cuba, Chile, Nicaragua, Colombia, Peru, Venezuela, Bolivia, Dominican Republic, Canada, U.S.A.

Countries in which extension is currently being investigated :

Andorra, Turkey, Tunisia, Morocco, Somalia, Ethiopia, Sudan, Malagasy, Gabon, Mauritius, Bechuanaland, Swaziland, Portugal (Mozambique and Angola provinces), Iran, Argentine and Brazil.

(2) Administration Of Service Funds

The method and standard of administering service funds has been know to vary from club to club. It is therefore deemed desirable to draw up a uniform standard which can be applied to all cases and this is set out below:

(a) Funds raised from the general public or any section thereof :

- (i) When raised by a club or by individual Apexians for a specific charity or service project, may be used for that purpose only.
- (ii) When raised by a club or by individual Apexians without mention of any specific charity, may only be used for service or charitable purposes.
- (iii) May not be subjected to any deduction (percentage or Otherwise) to cover unspecified administration costs.
- (iv) May have deducted therefrom any definite and ascertainable expenses arising as a result of the work undertaken to raise the funds, including realistic depreciation and maintenance on club property.
- (v) If raised for specific charities may not be used for Service Funds.

From the above it will be seen that apart from the payment of the Association per capita no funds raised by the Club or by members thereof from the general public should be used for other than service or charitable purposes generally. Such funds may not even be applied in the payment of any part of the Association per capita fee. It is however permissible to recoup from existing general service funds the loss made on a project intended to raise general service funds.

(b) Funds raised from an individual, organisation, company, etc

May not be applied to any account other than charitable purposes unless

- (i) the individual, organisation or company has been advised in advance in writing of the purpose for which the funds are required and has consented to their being used for that purpose.
- (ii) has consented to their being used for that purpose.

(c) Donations

No donations to a club shall be used for any purpose other than charitable unless:

- (i) they have been donated for some definite non-charitable purpose or

- (ii) they have been donated by a person to whom the club has made it clear that some or all will be used for administrative or other non-charitable purposes.

Finally, under no circumstances whatsoever may any funds other than those raised from members themselves may used to offset or recoup a loss resulting from any form of social activity for club members.

(3) Ethics

Apex membership is not to be used by any member when advertising his own business or in any way for his own financial or commercial gain.

(4) Club Dinner Attendance Record

The By-Laws provide that a member may be granted his attendance mark by the Club Board if he is absent from any meeting whilst engaged on matters dealing with Apex or he attends the regular meeting of another Club (whether chartered, unchartered or proposed or a World Council Club) during the period immediately preceding and the meeting immediately following his non-attendance and the Club Dinner attendance record shall be also amended to include such a make-up as well as the personal record of the member concerned. Convention Dinners are classified as Club Dinners for the purpose of this provision.

For the purpose of assessing Club membership attendance figures, attendance at an Unchartered Club Dinner meeting shall have the same “make-up” value as attending at a Chartered Club Dinner meeting.

A member serving on national or overseas service or defence training shall be marked on the roll while so serving as “service leave” or “S.L.” and for Club percentages the roll of the Club shall be nominally reduced by the number of members so serving and similar treatment is to be accorded to individual members concerned when calculating their respective percentage attendances.

(5) Unchartered Club – Dinner and Lapel Badges

Members of Unchartered Clubs are permitted to wear official Dinner Badges prior to Chartering, but only permitted to wear lapel badges after the Club Charter has been granted.

(5) Dinner Notices

An example of a Club Dinner Notice is appended for the guidance of Clubs and the minimum required information is indicated thereon.

It should be remembered that the dinner notice is not merely an advice of time and date to members, but is the source of Club information to Association officials and other Clubs within the District.

A Club’s standing and activity is revealed by its dinner notices, and because of their wide circulation it is important that the bounds of good taste are carefully observed.

It is important that the correct distribution is made and addresses changed as required.

Distribution should include:

Club Members

Association Officials
Life Members
Secretary of other Clubs

(6) Inter-Club Visits

Organised inter-club visits are an essential part of Club fellowship.

All Apexians and officials are encouraged to such visits as the individual members will gain as much as does Apex. Such visits are also encouraging to the weaker Clubs.

(7) Dress Attire At Meetings

While it is normal to dress casually at ordinary Club meetings, some Clubs have found it necessary to insist members dress up with ties. This is a policy decision best left to the Club which should be determined at the onset.

At Conventions and Charter or Installation Dinners, lounge suites should however be worn.

8. FORMS AND PRECEDENTS

I Rules Of Meeting Procedure

(1) Minutes

- (a) The minutes of a meeting shall be read and confirmed at the next regular meeting.
- (b) When minutes are circulated prior to the meeting, the meeting may resolve that the minutes be not read.
- (c) A motion confirming the minutes shall not require a proposer or a seconder, but may be put by the Chairman in the following manner; "you have heard the minutes of the last meeting read; is it your wish that I sign them as correct record of the proceedings?"
- (d) Any inaccuracy in the minutes shall be indicated prior to the result of the motion being declared; any discussion shall be confined to the particular point.
- (e) After the minutes have been confirmed and signed by the Chairman they shall not be altered.

(2) Correspondence

The Chairman may direct that correspondence be read without requiring a motion to that effect. Each letter or other communication may be dealt with after having been read and the appropriate action taken by resolution, but no motion shall be required if no action is desired.

(3) Reports

- (a) The Chairman may determine whether a report shall be given to a meeting without requiring a motion to that effect, irrespective of whether such report is to be presented by a member of a meeting or a person not a member.
- (b) After a report has been given the meeting may deal with it by motion for its

adoption, rejection, reference back for further report, or for such other action as may be desired, but no motion shall be required if no action is desired.

(4) Motions And Amendments

- (a) Motions and amendments shall be proposed and seconded, except as provided herein.
- (b) No discussion shall be permitted on a motion or on an amendment until it is seconded and, if there is no seconder it shall lapse.
- (c) A person may second a motion or an amendment pro forma in order to permit discussion; he need not support or vote for the motion.
- (d) A motion shall be clear and unambiguous, shall be couched in precise and definite language, shall comply with any prescribed Rule or By-laws as to form and notice, and shall be affirmative in form.
- (e) A motion or an amendment may be withdrawn by a proposer with the consent of his seconder, and with the agreement of the meeting.
- (f) An amendment shall not, except with the Chairman's permission, be moved by the proposer or the seconder of the motion or any other speaker previous to the proposer of the amendment.
- (g) An amendment can be proposed even though the motion is one of which due notice has been required and given.
- (h) An amendment shall relate to the matter involved in the motion and shall not be a direct negative of the motion.
- (i) A right of reply is exercisable by the proposer of a motion but not by the proposer of an amendment.
- (j) The debate shall be terminated when the proposer of the motion has replied.
- (k) An amendment shall have be voted on before the original motion is put.
- (l) If the amendment is lost the original motion is revived and is subject to further amendment until all amendments have been disposed of.
- (m) Amendment may be dealt with in any order provided each subsequent amendment differs from the motion and the defeated amendments.
- (n) If the amendment is carried the amended motion becomes the motion and may be further amended.
- (o) If no further amendment is proposed the amended motion as carried takes the place of the original motion and becomes the motion. It is then put to the meeting as a motion.
- (p) One amendment only shall be discussed at a time, but a person may inform the Chairman that the foreshadows an amendment and may state the form of the foreshadowed amendment but shall not propose or discuss it until the amendment before the meeting has been deal with.

(5) Points Of Order

- (a) Any person may at any time rise and address the Chairman on a point of order, but shall at once state he is taking a point of order and shall confine his observations to the point of order raised which shall be taken immediately the breach of order occurs.
- (b) A point of order may be taken in regard to any irregularity in the proceedings, for example:
 - (i) that the motion before the meeting lies outside the scope of the notice calling the meeting;
 - (ii) that there is no quorum present;
 - (iii) that there has been a failure to comply with some Rule or By-Law;
 - (iii) that improper language has been used.
- (c) A speaker called to order shall be given an opportunity to explain.
- (d) The Chairman shall rule on the point of order taken, but may, before doing so, permit others to speak briefly provided no new matter is introduced.

(6) Motion Of Dissent

- (a) Any person who disagrees with the Chairman's ruling may move that the ruling be dissented from. This motion shall be seconded and may be discussed, but the discussion shall be brief and to the point, and no new matter shall be introduced.
- (b) The Chairman shall not be required to vacate the Chair while the motion of dissent is being discussed or voted on.

(7) Motion Of Recommittal

When a motion has been dealt with, a motion of recommittal may, at the Chairman's discretion, be moved to permit the meeting to re-discuss the original motion. If the motion of recommittal is carried, the original motion stands in the same position as immediately prior to being put and may be further discussed and amended.

(8) Personal Explanation

A previous speaker who feels he is being misrepresented or misquoted by a subsequent speaker may on request to the Chairman be given permission to make a personal explanation which must be brief.

(9) General

- (a) Discussing shall not be permitted unless there is a motion before the meeting.
- (b) Discussions shall be relevant to the matter before the meeting, whether it be a motion, an amendment, a point of order, or a personal explanation.
- (c) Speakers at a meeting shall rise and shall address the Chair.
- (d) The Chairman may at any time rise to address the meeting and any person then

speaking shall resume his seat.

- (e) No person shall speak more than once to a motion except the proposer of a substantive motion who is entitled to reply.
- (f) A previous speaker to a motion may again speak on an amendment, or a motion for the adjournment of the debate, on a point of order, and by permission of the Chairman, in personal explanation of his previous remarks.
- (g) The Chairman shall decide which speaker is entitled to priority provided that the meeting may be resolution determine that a particular person shall or shall not be heard, and a motion to that effect shall be moved and seconded but not debated.
- (h) The Chairman may require a speaker to resume his seat if he exceeds the time prescribed or, if no time is prescribed, a reasonable time for speaking.
- (i) The meeting may be resolution determine that a speaker be no longer heard. This motion shall be moved and seconded but not debated.
- (j) The Chairman shall have the power to terminate to debate after a reasonable discussion.
- (k) The Chairman of a meeting shall impartial, provided that he may take part in a discussion, and may move or second a motion or an amendment provided that he vacates the Chair after appointing a temporary chairman.
- (l) The business of the meeting shall be conducted in the order of the agenda, unless the meeting determines to take the items in some other order.
- (m) The Chairman shall not adjourn a meeting of his own accord in order to avoid its coming to a decision on a matter before the meeting. The Chairman may, to preserve and restore order, adjourn a meeting for a short period or until another day.

(10) Voting

- (a) Voting on motions and amendments shall be determined on the voice.
- (b) If the Chairman is in doubt as to the result, or if any person so requested, the Chairman shall require a show of hands and shall appoint two scrutineers from the meeting to count the votes.
- (c) If the Chairman is doubtful as to the counting of two votes, he may forthwith take another vote, even though he has declared the result of the vote.
- (d) The Chairman shall not be required to determine the voting by a poll (the recording of votes by writing, or by a division).
- (e) Elections shall be determined by written ballot.
- (f) The Chairman, other than the Chairman of a Convention, may exercise an original vote.
- (g) Subject to any Rule or By-law to the country, the Chairman shall have a casting vote in the event of there being an equality of votes.

(11) Formal Motions

(i) The Closure

- (a) The closure is moved to terminate discussions and bring a matter to a vote. The form of the motion is :
“That the motion be new put”.
- (b) The closure shall be proposed and seconded but not discussed, amended or adjourned.
- (c) If the closure is carried the main motion must be put to the vote without further discussion or amendment.
- (d) If it is lost, discussion continues on the main motion.
- (e) The closure may be applied to an amendment as well as a motion.
- (f) The Chairman has a discretion as to whether he accepts a closure motion. He should be satisfied that the matter has been reasonably discussed and that the views of the minority have been heard.
- (g) The closure may be moved while another person is speaking.
- (h) It may not be moved or seconded by a person who has already moved, seconded, or spoken to the main motion or any amendment.

(ii) Previous Question

- (a) The previous question is moved in order to prevent a vote being taken on a motion. The form of the motion of the previous questions is : “That the motion be not now put”.
- (b) The previous question can only be moved upon a motion, not while an amendment is being discussed.
- (c) It can be moved after the disposal of an amendment and takes priority over all other amendments.
- (d) The previous question may be discussed and during the discussion the main motion which it is desired to shelve may also be debated.
- (e) If the previous question is carried the main motion cannot be brought forward at the same meeting but may be proposed at a subsequent meeting.
- (f) If the previous question is lost the main must be put without further discussion.
- (g) The object of the motion “That the meeting proceed to the next business” is to shelve the matter before the meeting.
- (h) The motion can be moved at any time other than while another person is speaking, provided, however, each item on a printed Agenda must be heard to the point of the mover of the motion having the right to speak to his motion if the motion has been seconded unless the mover be absent or

withdraw the motion, before the Chairman can accept a motion : “That the meeting proceed to the next business”.

- (i) It may not be moved or seconded by a person who has already moved, seconded or spoken to the main motion or any amendment or the matter then being discussed by the meeting.
- (j) This motion shall be move and seconded, but there shall be no discussion or amendment.
- (k) If it is carried, discussion on the matter before the meeting is terminated, and the meeting proceeds to the next business, the matter under debate being considered as disposed of for that meeting.
- (l) This motion may be moved whilst an amendment is being discussed, and if carried, the meeting resumes the discussion on the main motion.
- (m) Business shelved by a resolution that the meeting proceed to the next business may only be brought up again on notice of motion for a further meeting.
- (n) If lost, the motion may be moved again at a later stage of the meeting.

(iii) Adjournment Of Debate

- (a) A motion for adjournment of the debate is moved for the purpose of shelving the matter being discussed.
- (b) The adjournment may be to a definite date or indefinitely.
- (c) If the motion is carried the particular matter being discussed (both motion and amendment) is adjourned, but the meeting proceeds with other business.
- (d) This motion shall not be moved whilst any person is speaking.
- (e) The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.
- (f) The motion may be discussed, and speaking to the main motion or any amendments may speak to the motion for adjournment of the debate.
- (g) The motion for adjournment may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.
- (h) If lost, the motion may moved again at a later stage of the meeting.
- (i) The business to which the debate related shall have priority over any other except formal business at the adjourned meeting.

(iv) Adjournment Of Meeting

- (a) The motion for adjournment of the meeting may be moved during the course of debate on a matter before the meeting.

- (b) The motion may not be moved or seconded by any person who has already moved or seconded or spoken to the main motion or any amendment.
 - (c) The motion may not be moved while another person is speaking.
 - (d) The motion may be discussed.
 - (e) The motion may be amended as to the time, date and place of the adjourned meeting; no other amendments shall be permissible.
 - (f) If the motion is lost, it may be moved again at a later stage of the meeting.
 - (g) If no time and date is fixed by the motion the meeting shall be adjourned to the next regular meeting.
- (II) Guide To The Club Bursary Director
- (1) Introduction
- (a) Congratulations to you on your election to this important portfolio. You are the Bursary Director of your Club and thereby become the Bursary Committee Chairman of your Club. Your job is a very important and rewarding one as Apex Student Bursaries is one of the important service projects in the Association in which all Clubs actively participate. You also come into direct contact with Overseas Apex Clubs and other service organizations which are members of the World Council.
 - (b) This Guide is issued to help you in your work during your term of office.
- (2) Club Bursary Committee
- (a) You would be the Chairman of your Club Bursary Committee which shall have the following composition :
 - (i) Bursary Director as Chairman
 - (ii) Club President – ex Officio
 - (iii) Club Treasurer
 - (iv) Club Service Director
 - (v) Club Member – one or more as necessary
 - (b) The Club Bursary Committee shall be responsible for all bursaries administered by the Club, both National and Club Bursaries. The Committee shall raise funds and administer such funds in the awarding of bursaries. All accounts of funds so raised shall be presented at the Annual General Meeting of the Club.
- (3) Your Duties
- (a) To handle, with the help of the Club Bursary Committee, all Club and National Bursaries and maintain close liaison with the National Bursary Chairman.

- (b) To enlist a member of your Club to act as “Guardian” to each bursary recipient so as to maintain close student/Club relationship. The Club shall be kept fully informed of the social and economic circumstances of each recipient so that the Club may wherever possible assist and thereby remove any possible impediments to the recipient’s progress in his/her studies;
 - (c) To maintain good contact with the Head of the School at which the recipient is schooling;
 - (d) To ensure that the recipients communicate with the Donors;
 - (e) To call for and maintain detailed reports and individual particulars of each student. A separate file should be kept for this purpose for each recipient;
 - (f) To ensure that a report on the Bursary Report with particulars of the selected students, courses of studies undertaken and their family backgrounds, is distributed to all officials named below and to Donors within one month of the award of the bursaries :
 - (i) National President
 - (ii) Bursary Chairman
 - (iii) Donor Clubs
 - (g) To despatch a progress report to the Donor at the end of each school year;
 - (h) To submit recommendations for the continuation of bursaries for the coming year;
 - (i) To call for applications for student bursaries through the press and other publicity media;
 - (j) To investigate and finalise awards the help of the Club Bursary Committee.
 - (k) To organise and hold a ceremony for the presentation of the bursary awards;
 - (l) To be responsible to the Club for the administration of the bursaries sponsored by your Club.
- (4) Your First Moves
- (a) As soon as you are elected, you would be given a copy of this Guide. Study the Guide carefully together with the Bursary Standing Orders.
 - (b) Meet your predecessor and collect his files and study them in detail. This would help you to understand your portfolio and the background of the current bursary awards. Discuss with your predecessor the difficulties he may have had with a view improving on them.
 - (c) Try to meet the National Bursary Chairman at the first opportunity open to you and discuss with him your plans. A personal contact always help you in your job.

(5) Raising Funds For Club Bursaries

- (a) Immediately after your installation, your primary duty is to plan to raise funds for club bursaries. In addition to the member of the Club Bursary Committee named under (2)(a), you may co-opt members of your Club into your Committee for this purpose. The Social Director is a useful person to have in your Committee. You may organise a Flag Day, Charity Dance, Charity Film Premiere other suitable fund raising project. These should preferably be held before January so that you would know the extent of funds available for the award of bursaries at the beginning of the school year. It is recommended that a separate account be held for bursaries and operated in the same manner as the General and Service Accounts of the Club.
- (b) Well-wishers of your Club may be approached to donate bursaries.

(6) Calling For Applications

- (a) You may call for applications towards the end of the year by announcing in the press, radio or other publicity media ensuring that all students/schools in your area are covered. Ensure that you have the funds to award the bursaries before calling for applications. It is pointless to call for fresh applications when you have no funds or when the awards are only continuation ones from the previous year.
- (b) The announcement should explain that the bursaries are for secondary school students awarded on the basis of both the financial background and academic achievements of the student. It should preferably indicate the number of bursaries awarded in the previous year and the total cash value (only if this is a respectable amount). The forwarding address and the closing date should be given.
- (c) Applications may also be invited by writing directly to the schools in your area.

(7) Investigation And Award Of Bursaries

- (a) As soon as the applications have been received, you should convene your committee and proceed with the investigation of the applications with a view of assessing the needs of the applications and their qualifications for Apex Student Bursaries. This should include visits to the home of the applicant to assess the home background and preferably a discussion with the Head of the School of the applicant. You should not completely accept the particulars entered in the application without proper investigation. This is a long and arduous task and naturally you should enlist the co-operation of all the club members in the investigations.

The members should investigate and record all useful facts including number of persons living in the house, number of working members in the family, total income (if available), the home fittings – whether it is moderately or expensively furnished according to the family's need, the neighbourhood, environment etc and other particulars such as the application's participation in extra-mural activities (Cadets, Red Cross, etc). It is necessary that the investigator recommend a rating of the student's worthiness for receiving a bursary in a percentage instead of

using statements such as “recommended”, “highly recommended”, “satisfactory”, “deserving” etc.

- (b) After all the applications have been investigated, the Club Bursary Committee should then review all the applications and draw up a priority list in the order of worthiness for receiving the bursary. The available bursaries should normally be awarded according to the priority list.
- (c) Every successful applicant should then be assigned a club member to the Apex “Guardian” for the period of the award and a suitable date decided for the presentations of the awards. The Committee may decide to forward the bursary cheques immediately and present the Bursary Certificates at the presentation ceremony.
- (d) The successful students should be informed of the award and the details of the presentation of the award.
- (e) Letters also should be sent to the Heads of the Schools of the recipients informing of the award and seeking the co-operation of the Head in the administration of the bursary. They should be invited to the presentation ceremony.
- (f) All unsuccessful applications should be informed, preferably individually by letter.

(8) Presentation Of Bursaries

- (a) This should be a well planned and programmed function. A Minister of the Government or a prominent person should be invited to give away the bursary awards, preferably with a social programme following the main function.
- (b) The parents of the recipients and Heads of Schools should be invited to the presentation and it is your duty to ensure that the purpose and operation of the Apex Student Bursaries are fully explained to the those present.
- (c) Send out a press release and invite the National president, the National Bursary Chairman, Presidents of other voluntary organisations in your area and Apexians of neighbouring clubs to the function.
- (d) Each recipient should also be handed a letter informing the student the name of the Donor, address of the Donor and the obligations the recipients have to fulfill in accepting the awards.
- (e) The bursary cheques may handed to the Heads of Schools at this function or sent earlier under registered cover at the time of informing the Head of the award, as stated in Clause (7)(e). All payments shall be made by crossed cheques payable to the Head of the School.
- (f) The “Guardian” assigned to each recipient should take this opportunity to meet his “ward” and the parents. The guardian should maintain close contact with the recipient and keep the Club and thereby the Donor informed of the progress of the student in his/her school career.

(9) Contact With Heads Of Schools

- (a) You are responsible to the Club and the President in ensuring that Heads of Schools administer the bursaries properly and furnish proper accounts of monies spent.
- (b) You should at all times maintain close contact with the Head of Schools and keep yourself informed of the progress of the recipient at school.
- (c) You should obtain at the end of the school year a report of each recipient from the respective Head of School. These should be sent to the Donor with a copy of each to the National Bursary Chairman, in respect of National awards.

(10) Contact with National Bursary Chairman

- (a) You should at all times keep good contact with the National Bursary Chairman and seek his advice whenever necessary in the award and administration of bursaries in your Club.
- (b) You should keep him informed of activities related to the award and presentation of bursaries and invite him to be present at your presentation ceremony.
- (c) Immediately after the awards are finalised, you should inform him of the particulars related to the recipients.
- (d) Within one month of the award of bursaries, you should furnish the Bursary Reports in respect of each student to the National Bursary Chairman. In the case of National Awards, these should also be sent to the official named in (3)(f).
- (e) You should help the National Bursary Chairman in his duties by answering his queries relating to bursaries awarded through your Club promptly.

(11) End Of Your Term Of Office

- (a) At the end of your term of office, hand over all the files, documents and other information relating to bursaries and all bursary stationery to your successor.
- (b) Brief your successor on the problem you had, if any, and any information relating to bursaries and recipients that may be useful to your successor in the discharge of his duties.

(12) Conclusion

Your Portfolio is a noble and rewarding one. It is up to you to aim high and plan well. With the co-operation of your Club members and committee, you shall be able to achieve your objectives. At the end of your term you would feel satisfied that you have done your best for your community and thereby enriched your life.

III National Apex Student Bursaries Standing Orders

- (1) These Orders shall be known as “The National Apex Student Bursaries Standing Orders”.
- (2) These Orders shall come into force with effect from Apex Year 1984/85.
- (3) The purpose of these Orders is to co-ordinate, control, streamline and standardise the equitable distribution and administration of the National Apex Student Bursaries.
- (4) The National Apex Student Bursaries shall be administered by the National Apex Student Bursaries Committee comprising the following officials :
 - (a) The National Apex Student Bursaries Chairman (elected at the National Convention as Chairman)
 - (b) The National President (Member)
 - (c) The immediate Past National President (Member)
- (5) The role of the National Apex Student Bursaries Chairman is :
 - (a) To co-ordinate the distribution of attached and unattached funds received from overseas clubs and other members of World Council through Association Overseas Aid Committee and the Association.
Note : Attached funds would mean funds allocated by a Club/Table for a specific student/Club. This includes a continuation award.
 - (b) to advise clubs in the Association on the proper administration of the bursaries and to ensure that the policy governing the allocation, supervision, reporting and follow-up for such bursaries are adhered to.
 - (c) To account for all funds received in connection with bursaries and to submit written annual report with audited statement of accounts at National Convention. Approved copies of his report and accounts shall also be sent to appropriate officials in World Council and to the Association Overseas Aid Committee Chairman.
 - (d) To table reports at every National Board Meeting.
- (6) Every year during the month of October, the National Apex Student Bursaries Chairman shall write to all chartered clubs to submit application for bursaries. The number to be submitted by such club shall be at the discretion of the Club. The final allocation of bursaries to the clubs shall be the decision of the committee.
- (7) A set number of bursaries may be awarded by the National Apex Student Bursaries Committee to unchartered Clubs.
- (8) Students in secondary schools and in technical and vocational schools are eligible to apply for these bursaries. Awards are to be made to only reasonable intelligent and extremely needy students. The order of priority shall be based on the principle of “most deserving”.
- (9) The tenure of award is usually for one calendar year. A continuance of an award will be subject to the progress of the student and to funds available. It is expected

that holders of current bursaries be given first preference.

(10) The maximum value of each bursary shall be :

(a) \$150 for Primary School

(b) \$200 for Secondary School

Note : The value of a bursary from attached funds may
Vary from the above.

(11) The National Apex Bursary Chairman shall supply every chartered club in the Association with sufficient copies of the following :

(a) Application Forms (Form I)

(b) Bursary Award Format (Form II)

(c) Bursary Award Certificate (Form III)

(d) National Apex Student Bursaries Standing Orders.

FORM I

NATIONAL APEX STUDENT BURSARIES – APPLICATION

- A. Particulars Of Student
Name Sex Age
Address
.....
- B. Particulars Of School
School Form
- C. Particulars Of Parents/Guardians
Father's/Guardian/Name
Occupation Monthly Income
Source Of Monthly Income
Income From Other Members In the Family (with particulars)
.....
- D. Particulars Of Other Children(depending onParent/Guardian)
- | | <u>Name</u> | <u>Age</u> | <u>School</u> | <u>Form</u> | <u>Remarks(free education)</u> |
|----|-------------|------------|---------------|-------------|--------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
- E. Comments From School
.....
.....
.....
.....
- F. Comments From The Club
Priority No
.....
.....
Date Signature Of President
- G. Comment's From National Bursary Committee
.....
.....
Signature of
National Bursary Chairman

Note : Submit 5 Copies

FORM II

NATIONAL APEX STUDENT BURSARIES -REPORT

FROM III
NATIONAL APEX STUDENT BURSARIES –AWARD CETIFICATE

- (12) The bank account to be operated by the committee shall be known as “The National Student Bursaries Account” and the signatories shall be the National Bursaries Chairman and any one of the two committee members.
- (13) The National Apex Student Bursaries Account shall be audited by two current directors of the Board of any Apex Club in the Association. These auditors are to be appointed at the National Convention.
- (14) The Club shall :
- (a) appoint a member as Club Bursary Committee Chairman at the AGM to handle all club and district bursaries and to maintain liaison with the National Apex Student Bursaries Chairman;
 - (b) enlist a member of the club to act as an Apex Student Guardian to each student so as to maintain the closest student-club relationship;
 - (c) ensure that the students communicate with the donor Club/Table;
 - (d) maintain detailed running reports and individual particulars of each student. A separate file for each student is necessary for this purpose;
 - (e) call for application for student bursaries by 15 November of each year – Form I is to be used;
 - (f) ensure that Form II is distributed to all officials and donor Clubs/Tables concerned within one month of the award of the bursary;
 - (g) despatch a progress report to the donor Club/Table by end of August of the bursary year;
 - (h) submit recommendations for the continuation of bursaries and for new bursaries for the coming year by the end of September. Copies to be sent to :
 - (i) Association Overseas Aid Committee,
 - (ii) National Bursary Chairman, and
 - (iii) National President.
 - (h) Keep itself fully informed of the social and economic circumstances surrounding each student so that the club should, wherever possible, assist and thereby remove any impediments to the student’s progress in his education.
- (15) The National Apex Student Bursaries Chairman shall extend copies of all correspondence to the other members of the committee.

IV Standard Marking Sheet

(1) Debate

(2) Public Speaking Contest

V How To Organise

(1) Newspaper Collection, etc

- (a) Service Director to pick a date (preferably a weekly holiday) a fortnight away or so and a suitable place/area in your town/city (preferably a housing estate or any prominent residential area).
- (b) Inform all club members of this date and organise a service job, distribute a circular letter to the residents informing the date of collection and touching on Apex and its service to the community, also for what purpose this newspaper collection is being made. Request them to handle the newspaper and magazines and keep them ready for members to collect.
- (c) On collection day, make sure all Apexians from your club are present, also invite your friends to assist. Make sure you meet at a particular place with proper transport. Go out in groups walking road by road, house to house in the particular housing estate/residential area. Do not miss any house.
- (d) Unload all collected newspapers and magazines in an appointed place. You should now have made arrangements with a "Junk Shop" (a shop that buys up old newspapers, magazines, empty bottles, etc) to buy all that you have collected for a reasonable price. The proprietor will be pleased to arrange for his own transport to collect the newspapers, magazines and old clothings.

Note : If the collection is properly organised and carried out, a good sum of money could be realised without any expenditure.

(2) Dutch Auction

This is suitable at dinner, dance or any other social function.

- (a) Appoint an Auction Master or if you are not able to find one, they try it yourself.
- (b) Get to the make and ask your attention.
- (c) Explain to the gathering the purpose for which funds are being raised and for the benefit of those who do not know how to participate in the "Dutch Auction", explain the procedure. This is what you should do :
 - (i) Produce the wrapped parcel/packet which is to be auctioned.
 - (ii) Tell them you are calling for bids, and the first bidder pays the amount he calls, eg. \$1 or \$5. You will collect the amount. The next bidder pays the difference, ie. If \$5 was called first and then the bidder says \$6, you will collect only \$1 (the difference) and the next bidder says \$8, you will collect \$2 (the difference) and so on until an alarm clock rings at a certain time set by you or the Band Drummer strikes the drum at a certain set time fixed earlier only known to the Drummer.
- (d) You should have by now placed some helpers at certain places in the hall to collect the money for the bids.
(The bids would be called from all round the hall and collectors must be

alert to collect the money.)

- (e) You should now set an alarm clock to ring at a certain time, or instruct the drummer to sound the drum at a certain set time (20 minutes or half an hour or any suitable time).
- (f) Call for bidder after bidder and encourage as much as you can and keep it going with some jokes in between until the alarm rings or until the drum beat is heard. The last bidder who called before the alarm rang wins the auction/prize.
- (g) Thank the gathering for their support.

(3) Walkathon/Jogathon

This is a big fund raising project and must be done properly:

- (a) A committee must be formed.
- (b) Apply and obtain permit from the Area Police Officer.
- (c) Print Walkathon cards – see sample at Appendix below.
- (d) Enlist help from students, friends, relatives and others to be sponsors and also to obtain sponsors from as many people as possible.
- (e) Give incentives to those who do very well and for those who are second and third and so on or for those who reach a certain cash figure, give them a special prize.
- (f) On walkathon day, make sure you have arranged for :
 - (i) Officials
 - (ii) Tables, chairs and tents
 - (iii) Refreshments
 - (iv) Security
- (g) Ensure that all cards, whether sponsored or not be returned to the committee.
- (h) Hold another meeting to finalise your accounts.

(4) Film Premiere

- (a) A Committee should be formed.
- (b) Arrange with Shaw Brothers, Cathay Organisation or any other leading film distributor for a good film that will be screened for the first time in your town/city.
- (c) Fix the date and negotiate terms with the film distributor.
- (d) Get a prominent and leading personality to the Patron.
- (e) Obtain the necessary permission from the authorities concerned.
- (f) Print tickets and price them at slightly more than the normal prices.
- (g) Pay the necessary Entertainment Tax to the Customs & Excise Department if tax exemption cannot be granted.
- (h) Send invitations to prominent and leading personalities in you town/city and at the same time, seek donations from them.
- (i) Publish a souvenir programme in conjunction with the Film Premiere and seek advertisements. A permit from the Ministry of Culture is necessary.
- (j) Make sure your members sell all the tickets for a FULL HOUSE.
- (k) On the day the Film Premiere, make sure all members of your Club are present to assist. They should take complete control of the theatre. (Sell balance of unsold tickets through the ushers, collectors, etc.).
- (l) Convene a meeting of the Committee to discuss the accounts and then forward a statement to the relevant authority concerned.

(5) Raffle

This is a very good fund-raising project especially when there is a very big gathering (for example, at an Installation Dinner of your Club or at you Club's Annual Dance) :

- (a) Get a hamper(s) or any other reasonable prize/prizes, preferably donated.
- (b) Buy 'Cloak-room Draw Tickets' obtainable from leading stationery stores/shops which are usually sold in pads of 100 tickets per pad and sell them retaining the duplicate portion;
OR
- (c) Alternatively, use any other method.
Sell as many tickets as possible by using some hardworking members or their ladies/girl friends.
- (d) Request Guest-of-Honour or his wife or any prominent personality in the gathering to draw a number(s). (By now, you should have collected all the duplicate numbers and placed them in a basket or in a container.)
- (e) Announce the lucky number(s) loud and clear for evryone to hear and if

necessary, repeat the number a couple of times.

- (f) When the lucky winner(s) has/have come and collected the prize(s), thank the people for their support.

(6) Charity Dance/Ball

This is a fairly common fund-raising project which is carried out at least once in two years by many clubs in this region:

- (a) A committee to be formed under the chairmanship of the Social Director or Service Director of your club.
- (b) Fix a date at least three months ahead and arrange for a suitable hall/community centre/hotel.
- (c) Convene a meeting and delegate responsibilities to the other members of the committee (that is, one to take charge of printing of tickets, one for publicity, decorations, etc).
- (d) Apply for a permit from the Area Police Officer if the function is organised outside the hotel premises. Prior permission for tax exemption from the Customs & Excise Department is necessary if tickets are sold to the public.
- (e) Get a patron from among the well-known personalities or prominent persons in your town/city.
- (f) Arrange with a band for a reasonable price to perform that night. If the hotel does not have a resident band, a public entertainment licence fee may be imposed.
- (g) Print tickets (giving the date, time, place, name of patron, price of tickets and name of band). The price can be fixed at a rate of your choice.
- (h) Send these tickets to the Customs & Excise Department for payment of entertainment tax and apply for exemption or refund after the occasion giving good reasons.
- (i) Urge members to push the sale of these tickets.
- (j) On the date of the Dance, make sure you have arranged for :
 - (i) Decoration of the hall (urge all members to be present for this service job).
 - (ii) Refreshments (drinks/snacks/hard drinks/beer/soft drinks).
 - (iii) Tables, chairs and PA system.
 - (iv) Security, etc.
- (k) Publish a souvenir magazine in conjunction with the Dances and seek advertisements by sending appeal letters to large firms/companies stating the purpose of the Charity Dance/Ball, also state the amount for a full page, half page, back page, etc. Personal contact with Advertising Manager or Public Relations Officer through members of your club or

through friends will be beneficial. Here again a permit must first be obtained from the Ministry Of Culture.

- (l) When the dance is over, convene a meeting and settle all the bills as soon as possible.
- (m) Present a Statement of Accounts to your club.

VI Official Dinner Badges

OFFICIAL BADGES – ALL CHRISTIAN AND SURNAMES IN BLACK

ADDITIONAL badges :

- (a) Past Club Presidents: The ordinary club member badge with the addition of the appropriate words in red, eg. "President 1960-1961". In the case of a Past President of one club transferring into new club the name of the old club would be included, e.g. "President Geelong 1960-1961".
- (b) Past Zone and Association Officials: This badge to be the normal club badge with the words, inscribed in blue, beneath the vocation, showing the highest office held as per example, "Zone President, Zone 1, 1959-60".
- (c) That the Immediate Past Zone President be entitled to wear the Zone President badge during his term of I.P.Z.P.

It is now provided that the badges of Association Officers and Zone Officials must also include their classification.

When ordering Dinner Badges from the Official Supplier, A E Patrick, 4 Parramatta Road, Summer Hill, N.S.W., the secretary should observe these rules :

- (a) Type or print clearly full details;
- (b) Enclose Club cheque for full payment with the order.

VII Annual Report

Standing Orders provide that each Club shall prepare an Annual Report at the close of the Club year and it is usual to have these printed or duplicated in time to hand out to members at the Annual Meeting.

The Report must contain the President's Report, the Secretary's Report, Treasurer's Report and duly audited financial statements, a report from each Director, attendance records for Dinner Meetings and Board Meetings, a list of Service hours or other service records – a membership list and Directory. Most Clubs have a cover to their Report which has on it addition to the Apex insignia the name of the Club and the number of the Club. In addition there are often included other items of interest such as pass officials and highlights of the Club's past history. In addition to club members the Annual Report must be distributed to the Association Secretary, Apex Chairman, International Relations Chairman and other Clubs.

(9) WORK GUIDES

I Guide To Club Treasurer

(1) Your Job

Your job as Treasurer is very important. Through you the Club President and Board know regularly the financial position of the Club. If you carry out your job efficiently the Board will be able to accurately assess this position. But if you don't serious trouble can develop in your Club. It is equally important to pay all Association payments promptly to assist Association in its jobs.

There are a few simple facts you must know to carry out your job and these are tabulated below. Remember it is not a difficult portfolio if you know these facts and are guided by them.

(2) Facts You Need To Know

- (a) That the Club financial year begins on the 1st day of August each year.
- (b) The annual membership fee is determined at the composite Board Meeting at the beginning of the Club year and ordinarily should not exceed any limit fixed in the Club By-Laws. The fee needs to be sufficient to cover Association per capita and Apexian subs, and the ordinary running expenses of your club. If the Clubs has a By-Law fixing a limit for the fee and it is necessary to go beyond it, there may be provision in the By-Laws for alteration in some special manner or alternatively the By-Laws may need to be amended in accordance with the procedure in Association By-Laws.
- (c) That each member should pay the annual membership fee within the time limited by the Club By-Laws (Model Club By-laws provide 4 weeks but this may be altered by the Club in the manner provided in Association By-Laws).
- (d) New members are required to pay the Club fee within the time limited by the By-Laws (Model Club By-Laws provide 4 weeks from the date of admission). New members joining after the last day of January in any year are liable to pay a pro rate membership fee only.
- (e) It is a standing order of the Association that payment of any proportion of the Club Subscription should not be required in respect of a member received on transfer.
- (f) Separate bank accounts must be kept for Club General Funds and Club Service Funds. Should the Club wish, separate funds could be established for special purposes such as canteen or kindergarten project. It is essential that you fully understand the purpose of each of the Club's bank accounts. Separate records in the nature of receipt books, bank deposit books, cheque books and cash analysis books must be kept for each fund.
- (g) Per capitas are payable to National Secretary/Treasurer at the rate notified by him. This payment is based on Club membership at the 1st August each year and is payable by 31st October.

The per capita is made up of two parts, one part being paid from the Club's General Fund and the other from the Service Fund.

For insurances purposes, it is essential that the service per capitas be paid from the Club's Service Funds.

The latter amount is determined by National Board. It is paid to the Association Service Fund, for use in paying:

- (i) Public risk and general insurance
- (ii) Personal accident insurance

- (iii) Overseas Extension costs
- (iv) Administration costs of Association Service Schemes and Projects
- (iv) Other amounts considered by National Board to be of a service nature.

Please read carefully the explanation of administration of service funds set out later in this Guide.

A full per capita payment applies to non-resident members. No per capita payment is required for life members. The capitas payable by some overseas clubs may be affected by Association by-Laws and any particular rulings made by Association pursuant to the By-Laws. Per capitas should in all cases be paid to the National Secretary/Treasurer.

- (h) Budget – A budget must be prepared at the commencement of your year in conjunction with the retiring Treasurer. It is simply a statement of what income the Club can expect to receive for the year and what expenditure it is likely to face. Last year's statement of General Funds Income and Expenditure when taken line by line usually will assist you to prepare a budget. This budget is then considered and adopted at the first Club Board Meeting of the year thereby setting the Club Membership Fee.

It is important for you to prepare a budget, as it is an extremely useful guide and will enable you to ascertain how much money your Club must raise to meet its commitments and hence you can set your membership fee accordingly.

- (i) Audit – All funds of the Club must be audited annually by a qualified accountant who is not a member of the Club Board. It is recommended that if there is a change of Treasurer during the year that an audit be carried out to protect both the outgoing and incoming officers.

Remember that the auditor usually does the audit on an honorary basis and you are therefore obliged to make his job as easy as possible in appreciation of his efforts.

- (j) Investment Of Club Funds – If you Club has any excess funds on hand, there is nothing prohibiting it from putting this money into a Building Society, Government Bonds, etc. to obtain a higher interest rate. It is to the benefit of the Club to do so.

However, any decision to invest Club funds must be made by the Club Board and must be in accordance with existing Club policy.

The Treasurer should not make such a decision of his own accord.

(3) Books Required

The books you need to record the Club financial affairs for the Service fund, the General Fund and others are :

- (a) Receipt books as supplied by the Association
- (b) Bank deposit books as supplied by the bank

- (c) Cash analysis books – as sold by any stationer
- (d) File for “accounts for payment”
- (e) File for “paid accounts” and their relevant receipts – usually filed in order of cheque payment.

(4) Rules

- (a) All moneys received by the Club must be banked promptly and all payments made by the Club must be made by cheque.
- (b) It is essential to write out clearly a receipt for all money banked to any Club account. Be sure to use the Service Fund receipt books for Service Fund banking and the General Fund receipt books for the General Fund and so on as indicated above.
- (c) Use the correct deposit book for each banking.
- (d) Write up the receipt book (as illustrated later) in the cash analysis book regularly and extend the amount banked in the bank column. This should be done at least before each meeting.
- (e) Write up cheque book fortnightly in cash analysis book (as illustrated later). The difference the total column of payments will give you the balance of Club funds at the stage. It is desirable that you check your cash analysis book with the statement monthly.
- (f) Bank reconciliation – Following is a simple and brief description of how to prepare a reconciliation between your cash book and the bank statements:
 - (i) First check off the deposits in your cash book against the deposit entry in the bank statement to ensure that all deposits shown in the cash book agree with those shown in the bank statements and check each individual payment on the payment side of your cash book with withdrawals in the bank statements to ensure that all cheques have been presented for payment.
 - (ii) You may find some charges are made by the bank during the period and if so these should be entered in your cash book.
 - (iii) If you find cheques that have been drawn at the time of reconciling and have not been presented and paid by the bank you should list these and them off the balance as follows :

Balance as per bank statement		\$50.00
Less outstanding cheques		
000	\$10.00	
001	\$ 5.00	
002	\$ 2.00	17.00
		\$33.00

- (iv) If you have made a deposit to the bank which is recorded in your cash book but the bank has not recorded it after the balance date you adjust as follows :

Balance as per bank statement		\$50.00
Add deposit outstanding		10.00
		60.00
Less outstanding cheques		
000	\$10.00	
001	\$ 5.00	
002	\$ 2.00	\$17.00
Balance as per cash book		\$43.00

If you are in doubt as to the correct procedure for the preparation of a reconciliation no doubt the Club auditor would be willing to advise you.

- (g) Club Board Meeting Reports – In order that the Board may know the position of the Club at the time of each Board Meeting you should prepare the following information :

Bank balance	\$	\$	\$
Add outstanding cheques			
	_____	_____	_____
Less outstanding cheques			
	_____	_____	_____
Club balance of funds			
Less accounts for payment
Less accounts for payment
Less accounts for payment
Leaving balance of	\$	\$	\$
	_____	_____	_____
Income due to be collected	\$	\$	\$
	_____	_____	_____

This report should be prepared in duplicate, one copy to be retained by Secretary in Club records and the other copy held by you in a file for the convenience of the auditor.

(5) Service Fund

It is most important the moneys raised from the general public or any section thereof are handled with care. It is considered by National Board that any approach to the general public for Club administrative funds is contrary to the spirit of Apex. To set a standard National Board has adopted the following rules in respect of funds raised from the general public or any section thereof :

- (a) When funds are raised by a Club or by individual Apexians for specific charity or service project the funds may only be used for that purpose.
- (b) When funds are raised in the name of Apex in such a manner as to believe that the funds are being raised for a general Apex charitable work then such funds may only be used for service or charitable purposes and may not be subjected to any deduction (percentage or otherwise) to cover unspecified administration costs.
- (c) Funds raised under 1 or 2 above may have deducted from them any

definite and ascertainable expenses arising as a result of the work undertaken to raise the funds including realistic depreciation and maintenance of Club property.

- (d) Funds raised for specific charities or as defined in (a) and (b) above may not be used for the payment of that part of the Association per capita authorised to be paid from Club General or Service Funds.
- (e) Funds raised by a Club or individual Apexian in any of the following ways may be used to pay that part of the Association per capita authorised to be paid from Club General or Service Funds :
 - (i) Where the Club conducts a business based on normal business principles with usual margins of profit such as a hospital canteen;
 - (ii) Where funds are raised through the physical efforts of Club members which is the only reason for the resultant fund eg. Bottle drives, waste paper drives, sales of firewood (where there is no donation of materials or service by members of the public), sale of grain grown by Club members (where there is no donation of use by land, seed or services by members of the public), or similar activities.
- (f) That apart from the payment of that part of Association per capita authorised to be paid from Club General or Service Funds moneys raised in the manner set out in (e) thereof may only be used for general charitable purposes.
- (g) It is permissible to recoup from existing general service funds the loss made on a project intended to raise general service funds.
- (h) Funds raised from an individual organisation, company, etc, may not be applied to other than charitable purposes unless :
 - (i) The individual organisation or company has been advised in advance in writing of the purpose for which the funds are required.
 - (ii) Has consented in writing to their being used for that purpose.
- (i) Donations – Legacies – no donations or legacies of a Club shall be used for any purpose other than charitable unless :
 - (i) They have been donated for some definite non-charitable purpose;
 - (ii) They have been donated by a person to whom the Club has made it clear that some or all would be used for administrative or other non-charitable purposes.
- (j) Under no circumstances whatsoever may any funds other than those raised from members themselves be used to offset or recoup a loss resulting from any form of social activities for Club members.

(6) Draft Financial Statement Of The Club
General Fund For Year Ended by 31 July 200..

Receipts

During the year the Club received Dinner Subscriptions \$. .	
Membership	
Nomination Fees	
Fines	
Proceeds Social Function	
of	
of	
of	
Sale of Stationery, etc.	
Other Receipts (listed)	
Bank Interest	

Total Receipts for year \$	_____

Payments

During the year the Club paid :	
Cost of Dinners	
Payments	
- Per Capitas	
- Convention Travelling	
- Accident Insurance Payments	
Stationery	
Postages	
Association Supplies – Badges, etc	
Sundry Expenses – listed	

Total Payment for year \$	_____

Summary

Receipt for year	\$	
Less payment for year	\$	
Excess of Receipts over Payment for year	\$	_____
Add opening Bank Balance		
Bank Balance at 31 July 200_	\$	_____

(7) Service Fund Account For Year Ended 31 July 200

Receipts

During the year the Service Fund received :

Proceeds -	(Function) Gross		\$. . .
	Less Expenses	\$. . .

	- (Function)	
	- (Function)	
Donation for	-	
	-	
	-	
Appeal Proceeds		
Bank Interest		

		Total Receipts for year	\$

Payments

During the year the Club Service Fund Paid :

Expenses for (Function)		
	(Function)	
Donation paid to	-	
	-	
	-	

		Total Payments for year	\$

Summary

Receipts – Service Fund – for year	\$
Payment - Service Fund – for year	\$

Excess of Receipts over Payments for year	\$
Add opening Bank Balance	_____
Bank Balance at 31 July 19	_____
	\$

(8) Balance Sheet

It would appear from a brief survey of Club annual reports that it is the practice in the majority of Clubs not to be prepare an annual balance sheet as the accumulated Club funds are usually wholly in the Club bank account. However, if the Club has acquired items of property it may be felt desirable to keep a permanent record of these by extending the simple cash book system into a double entry system of journal and ledger. Should you not have had experience of this type of record it is suggested that any experienced accountant would be able to assist you after you have completed the cash books as outlined above.

(9) Audit

The Constitution requires that the Club Funds be audited by a qualified accountant

each year. The auditor must not be a member of the Club Board.

To prepare the books for audit it is necessary to complete them in respect of totals, etc, and prepare a statement of Receipts and Payments for each fund (see above).

The auditor will then require :

- (a) The cash analysis book.
- (b) All receipt books used during the year together with unused receipt books on hand.
- (c) Cheque books used and unused.
- (d) Bank deposit book.
- (e) Bank statement in their folder for year – ensure they are all there and in correct order.
- (f) File of paid accounts and their receipts arranged in order of the cash book payments.
- (g) The minute book to verify authorisation for payment of accounts.

Important : The auditor must be able to satisfy himself that all income has been correctly banked and its source identified, and verify all payments made. Where practicable receipts should be obtained for payments, however as current business practice is not to issue receipts an alternative is to arrange with the club's banker to return paid cheques as proof of acquittance. Remember that the auditor usually does the audit on an honorary basis and you are therefore obliged to make his job as easy as possible in appreciation of his efforts.

(10) Books Required And Ruling Thereof

It is recommended that you obtain a Cash Analysis Book with at least 14 columns. A suitable book may be obtained from the stationers and can be used in the following way :

The front section for payments starting on front page and working in usual fashion towards the back of the book.

Alternatively a separate cash book can be obtained for payments 2 funds or 6 books for 3 funds. The following headings are found to be most appropriate :

Payments

Date
Particulars
Cheque No.
Bank
Sundries
Dinner Expenses
Association Payments
Stationery

Postages
Association Supplies

The Sundries column is used for items that do not fall into any of the other columns and a brief note made under "Particulars" heading of the nature of the item.

Receipts

Date
Particulars
Receipt No.
Bank
Sundries
Dinner Subs
Membership Subs
Nomination Fees
Fines
Social Functions
Supplies Sale

Sundries column is used the same way as in payments (if the supplies item recommendation is adopted then reference will need to be made to the sundries column and the use of it). Examples of typical cash books are as under :

General Fund – Receipts

II Guide To Club Secretary

(1) The Heavy Bit : To Start The WORK

A main part of the work of the Secretary is to know what is what and where it is, so a filing system is what you need.

First – Cardboard files – labelled at the top in heavy print so that a finger flick at the top readily identifies what you're after (saves time and patience).

Second – A Brief Case or Small Cabinet – to hold the Cardboard files.

The main thing is that when a letter arrives, or a circular, or a new Supplies House Order form, or the Apexian Computer Mailing List and soon, you know where it goes (no, not the WPB). You know where to find it when you're at the Board a few weeks later, so you can, without the hair pulling and headaches, get the answer.

Well I hope you have the message on files and filing.

Suggested File Headings are :

- (a) Association Circulars and Mail
- (b) Club Circulars and Mail
- (c) Incoming Board matters
- (d) Completed Board and Club minutes
- (e) Copies outgoing correspondence
- (f) Supplies House and Apexian Mailing List
- (g) Odds and ends
- (h) Immediate Action

You are left to decide what goes in what. Extra files to your own needs can be created. The main point is to File As You Go Along.

(2) Duties

The Duties of Club Secretaries may be summarised under these headings :

- (a) Duties upon taking office
- (b) General Duties
- (c) Record

(3) Taking Office

- (a) Ensure that Directory information has been passed to your National President.
- (b) Check the club's "Apex Supplies" and re-order where necessary.

- (c) Complete outstanding business, check through the files with the retiring Secretary and note matters to be brought to the Board or to the Club.
- (d) Notify names and addresses of the new President, Secretary and Treasurer to :
 - (i) National President
 - (ii) National Vice-President
 - (iii) National Secretary/Treasurer
 - (iv) Other clubs in your country
 - (v) Local bodies (Rotary and Lions Clubs, Local Paper, T.V. and Radio Stations)
- (e) Ensure that all club members' address list is up to date.
- (f) Check arrangements for the Handover Dinner – venue, printing of invitations, etc. Reference to the Minutes of the previous Handover Dinner will help you.
- (g) Obtain Petty Cash and commence an appropriate Petty Cash Book. An imprest system will usually be most satisfactory. Basically this means you draw an initial advance from the Treasurer and from time to time submit details of expenditures to him and obtain reimbursement to rebuild the petty cash to the original amount.

(4) General Duties

- (a) Correspondence – collect mail from Post Office Box every two or three days and answer promptly.
- (b) Distribution of Circulars and Reports received within the club.
- (c) Preparation of both Club and Board Meeting Agendas – preferably in conjunction with your President.
- (d) Handling of invitations to other clubs, dinners and conventions – comply with deadlines, etc.
- (e) Preparation of Reports.
- (f) Bi-monthly return of club membership changes and members' address alterations on "The Apexian" computer print out.
- (g) Arrangement of filing system to suit your needs.
- (h) Drawing up your own calendar. See Handbook.

(5) Records

The following records are required to be kept by or under the supervision of the Secretary :

- (a) Minute book – both Club and Board
- (b) Dinner Record Cards
- (c) Personal Record Cards

- (d) Apex Supplies Register
- (e) List of Club Members
- (f) File of "The Apexian"
- (g) Petty Cash book.

Of these "Records" those numbered (d), (e), (f) and (g) are generally required to be kept by the Secretary but in some clubs those numbered (b), (c) and (d) are handled by the Program Director, the Membership Director and the Treasurer respectively.

(7) Detailed Consideration Of Your Duties

Supplies : (If not handled by another Director)

(a) LETTERHEADS - Check on the supply of letterheads and envelopes. The design of the club letterhead is a matter for the Board to decide, but it is suggested that it contains the following : (use A4 size paper).

- (i) The Apex Badge
- (ii) The words "Service", "Fellowship" and "Citizenship"
- (iii) The words "President" and "Secretary" with blank space beneath to take names, addresses and telephone numbers of each of these officers
- (iv) Club Permanent Post Office Box number
- (v) Other club official addresses.

(b) GENERAL SUPPLIES include the following items :

- (i) New Members' Kits
- (ii) Lapel badges and other metal items (tie bars, spoons etc)
- (iii) Constitution - Handbooks
- (iv) Guest Dinner Badges
- (v) Presentation items for Guest Speakers.

A comprehensive list of supplies is available in the Apex Supply Hose Catalogue. It is strongly recommended that you carefully check this list and at the first opportunity ensure that you have all supplies on hand required by the club or members individually. It is suggested that, on taking office, you find out those items not at present in stock and seek direction from your club Board as to what additional items from the list should be purchased.

(7) Outstanding Business Agendas

It is essential that you check completely through your files before each meeting – whether club or Board – and note every thing which could come up at that meeting.

correspondence immediately.

If you find this aspect of your job tedious, remember that writing letters one at a time is easier than five at a time.

(10) Club Calendar

On all aspects of your office you will need to refer constantly to the Handbook. Your attention is drawn to the "Club Calendar". As well as the items mentioned there, many other matters will need attention before a particular date.

For this purpose a diary type book is recommended (but a much larger one than pocket size – foolscap size is suggested). A half hour spent transferring the information from the Handbook Club Calendar to such a diary will be time spent.

Other matters can be included as they occur, and the book can also be used for preparing agendas, taking notes at meeting, etc.

It is important of course that you make constant reference to the book, as otherwise its purpose is lost.

(11) Minutes

Again the same story applies – DO IT NOW. The ideal here is to type the Minutes and paste them into a Minute Book, but whether typed or written, it is important to have two special substantial Minute Books – one for club and the other for Board meetings. It is desirable to make three copies – one for Minute; one for President and one for DG.

(12) Writing To Communicate

Your club's image, activities and results do to some extent depend on your ability to provide information, and/or to convince the reader to act on the contents of your written communication.

The bulk of your club's correspondence will probably be written by you and therefore if you lack experience in written communication, ACT NOW with the objective of becoming more efficient.

The following check list will assist in evaluating the standard of correspondence you write :

Does the communication contain language of simple style?

Are thoughts expressed clearly and concisely ?

Could any expressions be taken as ambiguous ?

Is the grammar, spelling and punctuation right ?

Have side issues or irrelevant information been introduced ?

Is it too long ?

Does the communication look attractively set out ?

Is it addressed correctly including the use of any titles the receiver may have ?

If you were the receiver of the information, would you consider contained sufficient information, be clearly understood and well received ?

Make copies of written communications and where appropriate, forward them to Association officials. Keep your President and Club Board aware of the contents of any outward correspondence.

Always use headed paper.

You are likely to have the responsibility of receiving your club's inwards correspondence. Collect it regularly and prepare yourself to pass on the information to club members. Consider making a precis of long letters or circulars. Remember a person can only absorb a limited amount of information that is read to him.

List the correspondence received and if necessary, hand it to the appropriate person for his action. Use the list to check later if the communication has been acted upon.

(13) Summary

- (a) Obtain co-operation from all club members.
- (b) Obtain suitable portable filing cabinet.
- (c) Realise that a successful year depends on your application to your task.
- (d) Go through your files and list outstanding business before each meeting.
- (e) Pass Circulars and Reports on to your president and then ensure that appropriate action is taken.
- (f) Be particular about agenda preparation.
- (g) Draw up your calendar and adhere to it.
- (g) Write up Minutes promptly after meetings.
- (i) Check completely through your files frequently.
- (j) Endeavour to spread as much information as possible through your Dinner Notice – e.g. include important Board Meeting decisions in following Dinner Notices to avoid loss of club meeting time in reading Minutes.
- (k) Keep your sense of humour.

(12) The Secretariat

Our National Secretariat is located at The Day Care Centre for the Elderly, Block 119, #01-85, Bukit Merah View, Singapore 152119.

All correspondence should be addressed to the above address.

The Secretariat is the clearing house for information from the Board to clubs and officers, looks after all insurance matters and Supply House Sales.

You, as Club Secretary, are a major link in the communication chain of our Association, by your prompt attention to matters from the Secretariat, you will speed up operations and help reduce the "paper war".

III Guide To Club International Relations Director

(1) Your Task : "To promote international understanding and friendship"

Welcome to a challenging year ahead as Club I.R. Director! A team effort is your best means of success. Your program will involve your fellow Directors – Dinner Notice Editor, Service, Social, Program and Citizenship. Seek their co-operation. At the end of this Guide are details of your Zone I.R. Chairman and Association I.R. Committee who are every ready to assist.

(2) Activities – in brief

(a) Encourage members to have a greater understanding of the world and its problems, eg Apartheid; Whose responsibility are refugees? Problems of the Third World . . . Food,

Dinner Notices

Guest Speakers

Club Forums

Debates

Films

I.R. Dinner

(b) Help members meet people of other nationalities

Host some overseas students

Make contact with refugees and migrants

Seek out overseas teachers in your area

Involve Club in local Naturalisation Ceremonies

(c) Help members learn about World Council and its member Associates

Guest Speakers

Dinner Notice articles

Exchange Dinner Notices and letters with overseas Clubs

Host a Founders' Fund Visitor

(d) Involve the Club in a project

Adopt a “Foster Child” or a small Community Aid Abroad project

District/Zone/World Council project

Become involved in the “Walk Against Want” and “Pedal for Plan” etc

Note: This is just a short checklist of ideas – a starting point aimed at covering each of these four points in your year’s programme. The following pages contain background information and ideas and a list of people who will help you.

The action is all up to you “Good Luck”.

(3) Understanding And Awareness

Apex is a community service organisation. Our care and concern leads us to involvement in our community. No longer can we view ourselves as citizens of this town or this country. We are citizens of the world.

Ordinary things of daily living which we take for granted are luxuries for the vast majority of people in developing countries.

Thirty years ago, the need in these countries was for substantial food aid.

Later we exported technological help, but now, emerging nations ask us to spend time and effort in understanding the real issues of justice and freedom to be faced in many places.

“Development” today is about building communities, providing and supporting basic human rights, establishing peace and equality, freeing people from poverty.

And for us it means a radical reappraisal of our life style. We are challenged to examine ourselves to see what we do that generates poverty and injustice, eg.

How fair are our trade policies with these countries?

Is it right that one-third of the world’s population consume two-thirds of its resources ?

What effect does not our “throw-away” life style have on the world’s environment ?

HOW ?

(a) Dinner Notices

A very important medium. Make full use of it. Arrange with your Editor to supply good short articles on issues. Either write them yourself or get other members to contribute. Keep an eye on newspapers and magazines for suitable material. Compile a list of thought-provoking facts and figures that the Editor can slip into odd spaces. Early in your year, talk with the Program Director about what nights you can arrange on I.R. You can then make arrangements for some of the following :

(b) Guest Speakers

Seek out persons who can help you in an awareness program including such topics as "The Energy Crisis and Our Future Alternatives", a conservationist on wood-chipping, uranium or the packaging industry or a member of Amnesty International on political prisoners.

Some you will find locally, others you will invite from a distance. Several hints. Contact the speaker well ahead and suggest dates. If he knows little about Apex, send a copy of "The Story Of Apex" leaflet. If he is traveling a distance, offer overnight accommodation and consider making it a Ladies night or a combined night with another Club. Ensure that either you or the secretary writes a letter of thanks. Where appropriate, arrange suitable reporting of your speaker in the local press. It is surprising what ideas for speakers you can get through newspapers, radio, television and talking to others.

(c) Club Forums

Too often at Dinners we are "entertained" and fail to get down to discussing the really "gutsy" issues that affect our communities. Why not try a forum – a chairman, one or two people briefly giving their points of view, followed by questions and opinions from the audience. Can be a real thought-provoker with either Club or invited speakers.

(d) Debates

These can be either within your Club or with another Apex or service clubs. Some suggested topics :

* "That affluence involves a responsibility to the poor"

* "That charity beings at home"

(e) Films

Need to be organised well ahead.

(f) I.R. Dinner

Your Club I.R. Dinner should aim to stimulate interest in international affairs in both your Club and community.

Early in the year, talk with the Program Director and set the date well in advance allowing plenty of time to plan. Don't hesitate to ask your National I.R.O. for help.

(i) Program suggestions :

*a speaker from a foreign embassy or consulate, Foreign Affairs Department, an Apexian involved In I.R. or World Council, a person with knowledge of trade and tariffs.

*a night organised by a local ethnic group

*an international cooking night

*a folkdance or artifacts night.

- (ii) Decorate your venue with foreign flags, large badges of Association in World Council, posters from travel agents and embassies.
- (iii) Invite local and overseas students, local ethnic representatives, your National I.R.O. as well as the local press.
- (iv) Use your Overseas Twin Club or other contacts to get tapes, greetings, banners, etc for use at the dinner.
- (v) Arrange photos for use in "The Apexian" and local press.
- (vi) Program could include the Objects of World Council, a brief outline of World Council and its activities and a toast to Overseas Clubs.
- (vii) Special invocation :

"We meet together in the cause of International Citizenship, seeking fellowship, goodwill and international understanding with our near and far brothers overseas. For these privileges and for good food, we give thanks."

(4) Some Practical Ideas

(a) Twining

Did you know that your club has a "twin club" in another World Council Association? Check your predecessor's files and if you can't find the name and address, contact your National I.R.O. Exchanging letters and Dinner Notices are the simplest means. As I.R. Director, you don't have to write all the letters, involve other members. Don't give up easily! If the first "twin club" doesn't reply, either write to your National I.R.O. for another or contact an Apexian going overseas to locate a club prepared to correspond. Use some imagination to make "twining work" as these clubs did :

- (i) One I.R. Director decided he would inform his club on Race Relations. He wrote to a South African Round Table on "Apartheid" and a US Active 20/30 club about negroes. He requested their views and some local newspapers on relevant issues. He created interest and discussion in his club as a result.
- (ii) Another club suggested to its overseas "twin" club that they each approach a school in their area to have students in the course of their study prepare a poster project on their community. Clubs provided materials and postage costs for school to exchange projects and arranged for a selection of books on their respective countries to be exchanged for school libraries. Even student penfriends developed.
- (iii) Cassettes and slides can be a means of exchange between clubs. Two clubs have even conducted a debate via tape! Why not have a few members sit around a tape and informally talk about their

club, area and activities and exchange this with one from your "twin".

(b) Apexians Traveling Overseas

If a member is traveling overseas, ask your National I.R.O. for details of world Council Clubs he can contact. Make sure he takes some club banners, etc. Follow up the contacts he makes on a "twin" basis. Your National I.R.O. has a W.C. Directory and "Hints for Apex Travelers". Copies of both are available from the Apex Secretariat.

(c) World Council Travel Fund

The fund's purpose is to further international personal contact between members. It is financed by per capitas and administered by Trustees of which the W.C. Vice President is convenor.

Apexians may apply either personally or on behalf of their club for a grant to help them visit another W.C. Association. Current grant is one-third of travel costs, but can vary. Copy of invitation from President or Host Association must accompany application. Applicants must have been active members for at least two years, not have had their 38th birthday by the end of the trip and cannot be officers of W.C. Applications must be signed by National president or I.R.O. and set out details including applicant's name, date of birth, club, summary of his club participation, amount of grant applied for, details of planned travel and costs, etc.

For further information and application forms, contact your National I.R.O.

(d) Some DO's and DON'Ts

There are several do's and don'ts which MUST BE OBSERVED for your own protection if for no other purpose.

- (i) MONEY must ALWAYS be transferred through the Association Service Account. It will then be forwarded by BANK TRANSFER. NEVER send money any other way - in the past some money has gone astray.
- (ii) CUSTOMS regulations can cause problems – aim to send money not goods wherever possible.
- (iii) ALWAYS keep your National IRO informed about what you are doing – he can often assist.
- (iv) Aerogrammes or franked rather than stamped envelopes are lies likely to go astray. Enclose a few stamps if you like.
- (V) If you have, or know anyone who has, a job which could be relevant to any of the listed projects, PLEASE LET THE IRO KNOW. Such contacts have been invaluable in the past.

(5) IN CONCLUSION

You should enjoy your year as I.R. Director. It is a most interesting portfolio.

(IV) Guide to Club Public Relations Director

This guide is intended to acquaint you, the Public Relations Director, with the possible avenues you can pursue in the furthering and strengthening of your club's public relations within your community. It does not pretend to cover the whole field of public relations, but only attempts to bring to your attention some of the more important aspects. You should develop your own programme using this guide as a reference and springboard, but expanding therefrom to suit your club's and community's requirements.

This guide contains the following information :

Section A – Public Relations

1. WHY ?
2. How ?
 - (a) Personal Contact
 - (b) Other Organisations
 - (c) Community Leaders
 - (d) Guests
 - (e) Bulletins and Dinner Notices
 - (f) Public Opinions
 - (g) Other Service Organisations

Section B - Publicity

1. Newspapers
 - (a) Preparation of releases
 - (b) Use of pictures
2. Radio
 - (a) Use of jingles
 - (b) News broadcasts
 - (c) Interviews
3. Television
4. The Approach
5. Don't Give Up
6. Stunts and Floats
7. Window displays
8. Project signs

Section C – Further PR Hints

(1) Why Public Relations

There is no alternative, you have public relations whether you like it or not and the choice is only how good it is.

An effective public relations programme for your club can accomplish many things in many ways. The better c community understands what Apex is and what it

stands for, then the better a community is likely to support the club and its projects. Think of the number of times each year your club goes out to the public for their support in one way or another. If the public, or a large part of it, misunderstanding your motives, or simply has not heard your story or is perhaps unaware of your existence, then you stand to lose.

Perhaps your club has been fortunate in the past in having a good public relations programme and consequently, your club enjoys a good image within your community. Hats off to your club and heartiest congratulations. However, this does not mean that you can rest on these laurels or that it is going to make your job a snap or that public relations in your community requires no further attention or development. Quite on the contrary, you have to strive to maintain and constantly improve your club's image by seizing and capitalising on every opportunity where some good public relations can be achieved. Let your public relations slip and likewise will your image and likewise your support.

As Public Relations Director you have been to undertake the responsibility of one of your club's more important programmes. You must remain alert for every opportunity to grasp good public relations for your club. Your job in the next year is to see that everyone in your community has the opportunity to read, see or hear exactly what Apex is and what it stands for.

(2) Public Relations – HOW ?

(a) Personal Contact

By far the most effective means of telling a story or selling an idea is by personal contact. People can miss an article in a newspaper or on TV, they can forget to read a letter, but faced with a real live person they are more likely to absorb the information. This phase of public relations cannot be stressed enough as it is one of the most important to be remembered and practised.

(b) Other Organisations

Members of the public are found in these groups and should not be overlooked.

Firstly, be considerate of these organisations. Does your function clash with the local High School Play or the like and did they have the date first? Do your plans for some noisy function clash with the time of local Church services? Do you plan a bottle pick-up the same weekend as the Scouts? These are only a few illustrations in this area of common sense and good manners, but forget them and you'll see where it gets you.

Secondly, get to know them. Invite them to your functions and you go theirs. Exchange ideas and an understanding of each other in the long run can reap real benefits. Perhaps on one of your projects more manpower than your club has available is required, whereupon if you have good relations with another organisation, you can call upon them for assistance. Some of your members can be primed up to address these other groups and you can invite them to send a speaker to your meetings.

(c) Community Leaders

What about the leaders in your community? Your job is to get to know these people. Not just to know who they are, but to get to know them so if you are inviting them out, or in the event you should ever telephone them or write them, they will know who you are and the organisation you are associated with. Make sure they know what Apex is all about. Leave them your name, address and phone number and the assurance that your club will co-operate and give assistance whenever possible to community ventures.

(d) Guests

Have you thought about the guests who visit your club? Are they left to find their own way? Do they arrive and stand around for some time as though lost? Apart from the fact that it is bad manners to let this happen, it is very poor public relations. Make sure your club has a reception committee and that the members are on the beat. Suggest to your President that any member on the reception be a personable type who can meet and talk easily with people. A VIP guest should be introduced to the President immediately. A visiting Apexian should be introduced to some of the members and included in their conversation.

A club which attends to these common courtesies is bound to have a good relationship with all its guests.

(e) Dinner Notices and Apex Newspapers

Don't overlook this important avenue. A dinner notice contains (or should) editorial material which can give an idea of the depth of thought for members. It contains news of the club's activities, projects the members are involved in or have under consideration and it contains information on what Apex is all about. Why not arrange for selected copies to be sent to key people in your community; perhaps some could be sent to the community leaders as discussed earlier. Naturally if the club is airing some internal "dirty washing" it is wise to restrict distribution in this instance.

(f) Public Opinion

No one expects you to be a genius but you should make it your business to be aware of the opinions of the various sections of the public and certain matters. Your visits to the various community leaders should be some help in this matter.

When your club is discussing any matter, your function is to measure this against what you know to be public opinion. If you are in doubt, ask for the matter to be suspended until you have time to find out. These comments do not mean that your club should just drift with the current public opinion. It may be that there is some social injustice which your club members felt must be rectified. If this is the case, take a little time to lobby support in your community. You are bound to find some groups who will back your idea. When you do, it will strengthen your position. It may also have the effect of causing you to alter your method of approach on the advice of those who may have tried the same thing before.

If, after all this, the club has to go ahead despite public opinion, make sure that you state your position as clearly as possible. In doing so, it is wise to

inform the public, not only of your decision, but also of the factors that led up to it. In this manner, you will at least have shown your opposition that your decision was made only after considerable thought and was made in good faith. They may still oppose you, but they will not be antagonistic to you and will respect you as a group.

(g) Other Service Organisations

Prevent at all times any suggestions, outside of a closed meeting, that any other service organisation is inferior to Apex. You may naturally feel that Apex is the best, you wouldn't be a member if you didn't, but remember that others feel the same about their organisation. After all, if they were not filling a need in the community they would have ceased to exist long ago.

Avoid at all costs the suggestion that Apex is in competition with other organisations.

Possibly the best method of promoting goodwill is to point out that just as people are different so are the ways in which they serve the community. To suggest that Apex is working in partnership with the other groups and that the community is being better served by this, is by far the best approach. In many communities, you will find Apex clubs actually working as partners with other service clubs on projects, perhaps because of manpower or because the project is too large for one, but regardless of the reason, they do work together and very successfully.

Joint signs on the approaches to your community and occasional combined dinners are well worth the trouble. If your club is celebrating a special occasion and guests are invited, don't forget the Presidents of other local clubs.

(3) Publicity

Although publicity is an important part of public relations, remember that it is only a PART. Unless consideration and implementation of the previous items is looked after, your publicity will fall on more or less deaf ears. Publicity cannot exist effectively without the personal contacts associated with public relations. A public relations programme, as many seem to think, cannot be carried on with publicity alone. A successful programme will incorporate all previous items along with publicity.

(A) Newspapers

When you have a matter which you want to cover in detail and in such a manner that it can be read and possibly re-read by the public, then the newspaper is your best choice. That raises the question, how do I get news of my club into the newspaper?

Personal contact comes into the picture again. There is no substitute for actually calling on the Editor. Walk in and introduce yourself. Tell him you represent Apex and that you will be giving him a story about Apex and your club from time to time. Because of the increasing complexity of reporting major developments on the local, national and international scene, he is coming more and more to rely on the volunteer such as yourself for news, particularly of club and association activities.

Ask him how he would like you to present articles to him. Some Editors are quite happy for you to present them with ready written articles which

they will print with a minimum of “red pencilling”, provided they are well written. Others might consider a ready written article an insult to their journalistic ability and prefer your release in note form. Find out which sort of Editor you have and give him what he wants.

If he prefers that you prepare your own releases (which is the more likely), then here are a few tips :

(i) Preparation Of Releases

- (a) Read your local newspaper critically and observe how the articles are written.
- (b) A newspaper, like any business, is designed to run as a profitable enterprise. Your releases and stories should be as brief as possible. Just give the essential information. Avoid adjectives and a glowing tribute. Try and keep you story to an A4 page and if it is more, read it over carefully and do a little editing. That beautiful long story will only end up in the editor’s wastebasket.
- (c) The ABC’s of writing news stories is to tell WHO, WHEN, WHERE and HOW. After you have written your story, check it against the four “w’s” and “h”.
- (d) The editor wants all the facts and the necessary details, include the full names and addresses of local persons involved and any identifying titles they may have. Experience has taught editors that names, names, names, help build circulation. So, it is well worth all the effort that may be required to submit all the names of the guests or members or delegates or other people involved.
- (e) You naturally will want every story you give the editor to be as accurate and impartial as though it had been prepared by his own reporter.
- (f) Don’t mis-inform him or make mistakes that may appear in print and reflect adversely on him and his newspaper – making him feel his confidence in you is misplaced. He won’t trust you a second time.

The editor will want the news the day it happens, otherwise it is no longer news, but history. If you give your editor an advance story he will expect a “cover” or account of what happened at the event. If for some reason, the event does not take place, it is your duty to notify him immediately.

- (g) Releases should be prepared in the following manner :

* Releases written in long hand invite errors. If it is impossible for you to type your story, print all names and write so as there is no room for doubt in the editor’s mind.

* Type it double spaced on one side only on A4 paper.

* Leave ample (4 cm) margins, both right and left.

* At the upper left hand corner type your names, address and phone number as well as the name of your club.

* Start typing the actual story about one- third of the way down the page and keep your story short.

* If your story is to be released on a specific date, this should be stated. If no date is necessary the words "for release on receipt" or "for immediate release" should appear.

* Leave the headline to the editor.

(h) Advertising pull will do little to influence an editor regarding the merits of a story in attempting to get it printed. Chances are he will react adversely to pressure of any kind.

(ii) Use Of Pictures

Newspapers will more often print good pictures and in many instances a good picture can tell more than a thousand words. Newspapers however depend on organisations to take their own pictures, so if it is at all possible it is wise to have a professional photographer present at all important club events such as Induction Night, VIPs to speak, special presentations, turning over of a projector the presentation of a large cheque, election night, Apexian of the Year Award, or similar awards and other special occasions.

Always submit glossy pictures, at least 5" x 7" and better 8" x 10". Be sure to identify the people as they appear in the photograph from left to right. Type their full names on a slip of paper and paste or tape of the back of the photo. Don't write or type on the back of the photograph or attach anything with paper clips. These practises bend and damage the print. Usually the caption very briefly tells what the picture is about.

(B) Radio

(a) Use Of Jingles

Your National President or more likely your local radio station(s) should have the copies of the Apex jungle on file. These jingles were professionally prepared and are of excellent quality, comparable to or better than most jingles played by radio stations. Therefore, they should be used at every opportunity and should form a very important part of any PR programme or publicity campaign. The jungles were made and recorded in such a way that they can be used in several different ways, that is, according to whether or not you want to insert a message, whether you just want to use a short version of the jingle or perhaps the full 60 second version.

Radio stations are usually very public service minded and can be counted on to co-operate during the annual anniversary celebrations. However, the stations does not know when the Apex National Convention is, nor should they be expected to, therefore, they should be called on personally by you and asked for their co-operation. At the same time, it is good PR to thank them for past participation. A phone call or letter will suffice.

When setting up advertising budgets for projects, remember to try and give consideration to all the media. Throughout the year, you will find that they will generally play ball with you and all they ask in return is that you do the same. By this, it is meant that if you budgeted advertising on a project and you were to spend it all with the newspaper or all with TV, and left out radio, then when the time came for you to approach radio for their co-operation in special celebrations, you can probably guess what kind of a reception you would receive. The same, of course, would hold true if applied to TV.

(b) News Broadcasts

When making a news release, all media should be included as has been indicated earlier. In the case of radio stations, keep the release as short and brief as possible as radio nowadays is, on most stations, brief and cryptic. The news editor at your station(s) not welcome a long drawn out item which says very little and if he is busy (and the chances are he will be most of the time), your item will probably be filed in the waste paper basket. In most cases, the release you issue for the newspaper can also be used for radio as carbon copy. It means the format of the release can be the same.

(c) Interviews

Opportunities for such should never be overlooked especially during conventions. During the day, many stations run discussion, open-line and interview type programmes, and welcome participation from all sources. Perhaps you club is contemplating under-taking a new project and would like public opinion. Perhaps it could be to inform your community what Apex is all about, then there are many good reasons why your stations(s) could be persuaded to include Apex on one of their programmes. If you are successful in having one of your members participate, choose someone who has an easy going style, is pleasant to listen to, and above all, KNOWS his subject.

(C) Television

It may seem unnecessary to say so but remember television is a VISUAL media. TV is not much use to you unless you have something to show. While it is possible to use TV news in the same manner as radio news, to have maximum impact you should make available a picture for people to look at.

Television interviews are another useful source of securing publicity. However, you should not attempt to use this avenue unless you really have something – a VIP who may be visiting, such as the National President or a World Council

member or the announcement of a major project etc. As with radio you need a person with a fairly easy going manner and pleasant to listen to. Also, as with radio, don't send your member with a prepared sheet of questions and answers. It is best to arrange to meet with the interviewer prior to the programme and tell him what you wish to get across and he can take the interview from there. Above all, send someone who KNOWS what he is talking about.

(D) The Approach

In working with Press, Radio and Television, you are working with people. Get to know them. One or two visits when they are not at their busiest and when you can properly introduce yourself and have a chat about PR, are worth more than all the letters you write or all the phone calls you make. When a release comes in and they see your name on it and recognise it from having met you and talked with you, it has that extra meaning. If there is any way Apex can be of help when they are conducting a special appeal, then make it known that Apex is ready and available.

As with all PR, the personal touch is the essence of the project.

(E) Don't Give Up

There will be occasions when you are sure that you have a really good news item and find, to your disappointment, that it is not used. If this happens, don't give up. There may be a number of reasons why your item was not used. It may be that your material was not as good as you thought – that national or world news took a bigger than normal share of the news. Any number of things could happen that could have greater new value than your item. But, don't give up. Wherever possible your items will be used. Don't stop sending in your releases, if you don't send them in, they can't possibly be used.

(F) Stunts and Floats

Don't overlook the possibility of a float. Floats can and are used very effectively. They can gain recognition and created good PR, not only on a local basis, but also on a national basis. Floats can be used in a variety of ways and for differing purposes. Remember, a float representing your club must be tasteful and well done. This does not mean that it has to be done expensively. It means you want to project the proper image.

By dressing up what would otherwise be a very ordinary affair, you can gain extra publicity. Use your imaginations.

Dress up the job and people will look twice. When you attract their attention, then you have the opportunity to tell them what you are doing and why.

(G) Window Displays

Window displays are another method of putting your club in front of the public. If contacts are made with local merchants you can be assured of receiving their blessings and co-operation. Of course, you must have something worthwhile to display and should be prepared to set up the display or at least help if the merchant wishes to do it for you. If he leaves you to do it yourselves, take some time to study windows that have been dressed by experts. Note how they tend to keep things simple and uncluttered. The people who look at your display will probably be walking past and will not stop for any great length of time, so make it as eye catching as possible and to the point. Once again, your best method of approach is to discuss the whole thing with the merchant. Above all, you want to do justice to your club as well as to the merchant.

(H) Project Signs

When you obtain a site for a service project, start the development of a service project, complete a service project, etc., use a sign, as big as possible, to tell the public what you propose to do, what you are doing or what you have done, whatever the cause may be. Sign to advertise your project is some of the best PR and publicity you can achieve. They should never be overlooked. Make sure the sign is well done, neat and readable. The few dollars you might spend to have it professionally done would be money well spent. If the sign is on a completed project, over the year, make sure it is kept in good repair. Remember, that sign is projecting your image to many people.

(5) Further PR Hints

- (a) Invite representative of the press, radio and television to your regular meetings or set aside one specific meeting for the purpose of "hosting" them.
- (b) Write thank you letters to publishers or broadcaster whenever a good publicity job has been done for your club.
- (c) Use your local newspaper's printing department whenever stationery, draw tickets, etc have to be printed.
- (d) prepare a short article on your club to be printed and enclosed with items your club may be selling much as peanuts, light bulbs, etc.
- (e) Purchase subscription to the "Apexian" magazine for placement in your Public Library, waiting rooms gifts to guest speakers, etc.
- (f) Use your club's scrapbook or history book as a source of information.
- (g) Staging an event for the public, see that free ticket are supplied to press, radio and TV representatives.

(6) So You're Club PR Chairman

Here's hoping you find this guide useful and that it helps to make your take a little easier. Your job is not as bleak or as onerous as may appear from first reading through this guide. Actually, if you can bring to bear equal portions of patience and persistence, you will soon find you are making pleasant, stimulating contacts, performing a worthwhile service and finding new enjoyment.

Good luck and happy news-hounding!

(V) Guide To Club Apex Action And Citizenship Director

(1) Introduction

Some eight or nine years after Apex was founded, Life Governor and Co-founder, John Buchan, asked, "Would Apex really be a loss to the community if it ceased tomorrow? Has it carved a niche for itself which is permanent in Australia life?" If the answer is 'no', we shall have to take out of the constitution the words 'intelligent and aggressive citizenship and breathe new life into them'.

These questions prompted the setting up of a committee to inquire "Wither Apex? Has it justified its existence? This inquiry produced a certain stirring up within Apex as members saw the need for a movement within Apex itself to keep the whole organisation dynamic. Finally in 1941, there was passed the Wollongong Resolution. "THAT realising the desires of Apexians to make their contribution towards the betterment of community life, the Convention recommends the establishment of Club Committees through and under the direction of a sub-committee appointed by the National Council, to foster the more active participation of Apexians in the interpretation of our objects and as individuals in community affairs according to our present enthusiasms, personal capacities and local opportunities". This resolution gave rise to Apex Action which saved Apex from stagnation (Apex – The first Twenty-Five years)

Coupled with Apex Action is Citizenship, the pinnacle of our endeavour in Apex. It is thus your task as your club's Apex Action and Citizenship Director to ensure that all aspects of your club's programme are active and dynamic so that its Citizenship may be intelligent and aggressive and serviceable.

All portfolios with the club are important – yours is doubly so. You have very wide duties and an almost limitless opportunity to assist your fellow members, your club and the Association, and to show to the community the true worth of a service club. As you will see from the suggestions made in this Guide the scope of your responsibilities sometimes encroaches a little upon that of other Directors. It is most important for you to note that you do not have an overriding authority in determining other Directors' Programmes because complete authority and control of your club's activities does and must vest in your President. Accordingly when something you desire to do may affect another Director's programme, it is desirable that you discuss the matter with your president or the appropriate officer or Director of the club. Matters of a controversial nature are usually decided by the club or Board as a whole and your responsibility on such an occasion is merely to ensure that all members concerned have a complete knowledge of the facts.

This Guide is designed to indicate to you the various tasks with which the portfolio of Apex Action and Citizenship is concerned. There are of course a tremendous number of suggestions set out, but it is certainly not intended that you should carry out all of them – your task is to plan your year's activity after considering both your club's past programme and the hints contained in this Guide.

(2) Apex Action

It is part of your task to ensure that your club is functioning properly and efficiently.

You have, therefore, two main endeavours :

- (a) to improve the knowledge the members of your club have of their own Association and club.
- (b) to improve efficiency within your club.

Your first task should be to study your predecessor's file and your club's Annual Report and consider just what knowledge your club members have concerning their own club and Association and how efficiently your club programme is being conducted and measure this against the hints and suggestions set out below.

(3) Knowledge

- (a) Do they (especially new members) have a sufficient knowledge about their club history, when it was founded, the major tasks it has accomplished and matters of this sort?
- (b) Do they appreciate what the different portfolios mean?
- (c) Do they know who are the Clubs and Association officials and committees and their function?
- (d) Do they have sufficient knowledge concerning current Club's and Association service schemes and projects?
- (e) Do they have sufficient knowledge of World Council, its officers, service schemes and projects?
- (f) Are they being kept fully informed of current Apex matters, through dissemination in the Dinner Notice or by Directors reporting at meetings?
- (g) Are they intelligently reading the Apexian and other Apex and World Council literature?

What you should be endeavouring to ascertain is whether the members of your club are sufficiently informed upon the matters which should be their everyday concern in Apex. If you feel they are not, it is your task to inform them or see that they are informed.

(4) Imparting Knowledge

If you are going to ensure that the members of your club are knowledgeable about the above matters, it is, of course, important that you are as knowledgeable as possible yourself about them. For this reason, it is most essential that you know thoroughly what the Aims and Ideals of the Association mean and that you read the Handbook, taking care to study closely the section dealing with the club and making yourself reasonably familiar with all other sections. It is also your responsibility to keep abreast of the developments in Apex and for this purpose, it is important that you read all current issues of "The Apexian" and all circulars or other information which come into the secretary's hands. It is recommended that you at the same time, ensure that all literature received by the secretary is passed on to the appropriate Director for action.

The following are some suggestions as to how you can impart some of this necessary Apex education to your members :

- (a) Arrange with the Programme Director for experienced members from time to time to address the club on one or more of the Aims and Objects of the Association.
- (b) Perhaps invite a National Board Official onto your meeting or two members at the meeting to give a few minutes' address on selected prepared topics.
- (c) Select an important Apex principle and have a group discussion thereon, opened with remarks by an experienced club member, eg. The Obligation of Service participation or Dinner Attendance, or Inter-club Visiting and its Advantages or Attendance at Convention or the Consumption of Alcohol at Dinner Meetings, etc.

You should make as much use as possible of the dinner notice and the club dinner to disseminate information to the members of your club. Make sure that you liaise with your Dinner Notice Director, your International Relations and World Council Director and any other Director affected as to ensure that you obtain their willing assistance to make the club educated and informed about Apex history and current concerns.

(5) Seminars

Sometimes, your club may hold an Apex Education Seminar. You should ensure that your club participates fully at any function such as this.

Your reaction to this might well be "You can lead a horse to water, etc". However, it is up to you to prepare a case for presentation to the club which will have the effect of attracting members to participate in the Seminar. The subject may assist you in that it will almost certainly apply to one or more of the portfolios of members of the club Board. The fellowship available and the hospitality of the Host Club on such occasions, will no doubt assist you where Apex enthusiasm might sometimes fail. It is of course, desirable that you attend any such seminars and take particular note of matters that could be of assistance in improving the standard of your club.

(6) Efficiency

Lack of sufficient time to carry out Apex activities would be a problem confronting almost every single Apexian. Therefore a major problem of our Association, and in over-coming this problem both the Association as a whole and each individual member will benefit.

Our Association will benefit as a result of the increased available time producing more "Apex Activity" from average members while the members will develop a greater appreciation of time and a fuller realisation of the necessity to use time effectively, not only inside Apex, but in all activities.

The REMEDY is to CUT TIME WASTAGE NOW, and the following suggestions indicate how you can help to achieve this.

The basis of the suggestions is that much time is being wasted on discussions of a trivial nature and on service activity of little consequence. Good examples of the former are shown by the inclusion in many District and Zone Convention Agendas of items of a club or district domestic nature. Other examples include lengthy discussions by clubs on petty matters of procedure, the poor selection of club Guest Speakers and subjects of inter or intra-club debates resulting in programmes

of little or no educational value. Lack of proper consideration of Association Committee Reports and Circulars with a resultant lack of appreciation of the importance of many subjects raised for the attention of members is a giant hurdle to be overcome.

(A) The Club

- (a) Right at the start of your year you should review your club's present activities and follow up any action that seems necessary.
- (b) Ensure that club programmes are used effectively by the careful selection of guest speakers and subjects for debates and discussions on topics of such nature as to provide Apexians with the opportunity of "Learning the Facts" rather than being merely entertaining.
- (c) Streamline the administrative machinery of the club to avoid too much pre-occupation with procedure – avoid full club discussions on general club policy and the mechanics of implementation – restrict full club discussion on matters of important club policy, use sub-committees for investigation and report of proposals rather than involve the time of the Board or club on lengthy discussions to no purpose.
- (d) Advocate to your Board the use of reticent members for jobs requiring effort in organisation.
- (e) Endeavour to provide opportunity for your reticent members to make suggestions to the club concerning future policy or activity. In the section under "Service Schemes – Our Community's Greatest Need", it is suggested that you assign questionnaire to your suitable members.

But to encourage other members, you could duplicate the questionnaire and obtain reports from both members. This overcomes the problem of leaving an important matter to a person without apparent capacity to successfully complete the undertaking and yet provides the opportunity for an inexperienced or reticent member to contribute to the discussion.

- (f) Support your Public Speaking Director in his efforts to encourage public speaking participation, debates, Chairmanship training, etc. as these train members to think and speak clearly and are of great benefit to them as individuals.
- (g) Ensure that all members of the club are involved in some aspect of the club programme. This can be done by having the Board appoint floor members to Committees under Directors. This has the added advantage of training floor members for the time when they become Directors themselves.
- (h) Provide education on meeting procedure again to encourage clear thinking and to develop confidence.
- (i) At Board election time make sure that all club members stand for election.

- (j) Keep in touch yourself with other Service Clubs to obtain new ideas and broaden the club's views on service.

(B) The Board And Directors

The following points might well be present as obvious faults in your club's administrative process. If such is the case, you should discuss the matter with your President.

- (a) Correspondence – In Business this is answered promptly and courteously. Is the same done in your club, or is correspondence let wait a few weeks before replying?
- (b) Records – As in business, records should be kept in an accurate and strict fashion covering all activities. For an outlay of less than \$20 a small portable filing cabinet can be purchased for the use of your Secretary. Proper records ensure that the National Board may be provided quickly and concisely with a picture of the club statistics and use effectively time allocated to him for discussion of important matters.
- (c) Planning – Plan ahead and then work to that plan. Keep members reasonably busy all the time instead of spasmodic bursts of activity interspersed with idle and boring periods.
- (d) Meeting Agendas – Ensure that you president is provided with a complete agenda for all Dinner and Board Meetings.
- (e) Dinner Notice – If these are not interesting and well written, attempt to have a discussion for all Dinner and Board Meetings.
- (f) Standardise that part of Dinner Notices containing club statistics so that busy National Board Officials won't need to read the whole Dinner Notice to obtain the vital information.
- (g) Provide a proper place on the club programme for visiting National Board Officials to obtain full benefit of the official up to date information on important matters.

(C) Convention Time

AGENDA ITEMS

- (a) Arrange with your president and programme director to allow ten minutes at a meeting about three months prior to Convention to present the following suggestions :
 - (i) All items should be of a worthwhile nature and not put forward simply for the club to have an item on the Agenda.
 - (ii) Supply complete and detailed background information with each item submitted. Club Sub-committees should be formed to carry out this investigation.
 - (iii) Only items worthy of the time of a Convention should be

submitted. Apply this test – “Will this item, if carried, Improve Apex either at District or Association level?” If the answer is not “Yes” endeavour to persuade your club not to submit the item.

AGENDA DISCUSSION

- (b) The Convention Agenda will reach clubs at least three weeks before the Convention date. Arrange with your President, Secretary and Programme Director ample time for club discussions and briefing of delegates.

SERVICE SCHEME OR PROJECT

- (c) Community service is our aim, and your club could make a major contribution to Apex by recommending a worthwhile Service Project or Scheme for implementation at District or Association level. Proposed Association Service Schemes must be passed first your District Convention and then referred to the Association Apex Action Committee for advice and assistance.

DG ELECT

- (d) Discuss with your President the suitability of fellow club members for nomination as DG Elect.
(Refer Handbook for “Duties of District Governors”.
These will serve as a guide for qualifications)

ATTENDANCE

- (e) Emphasise the responsibility of all members to contribute to the success of the Convention by attending it themselves.

ITEMS FROM COMMITTEES

- (f) Ensure that all Agenda Items submitted by any Association or Standing Committee are investigated fully and the reasons for their proposal understood.

(7) Action In Apex

Before we consider Citizenship, remember that you are your club’s Apex Action representative. You should

- (a) Ensure that you receive all Circulars addressed to you from the Association Apex Action Committee (these are normally addressed to the Secretary of the club post office box).
- (b) Study carefully the contents of all such circulars and where appropriate, explain the contents fully to the club members and encourage discussion of the matters contained therein.
- (c) Read the Apex Action page in each issue of “The Apexian” and draw the attention of club members to the content and where appropriate, encourage club discussion thereof.

- (d) Convey to the Association Apex Action Committee any comments or useful criticism of any circulars, or communications.
- (e) Encourage your club to send details of service jobs to the Apex Action Committee for inclusion in the Association Service Library.

(8) Citizenship

Citizenship is one of the three prime object of Apex. It should perhaps be the prime object in that we strive to attain good citizenship through service and fellowship. In some ways most of our Apex activities come under the broad description of citizenship but the following comments and suggestions are proposed in order to present more specific ideals.

We must remember that there are two sides to citizenship – the individual and the club. So far as the individual is concerned, your task is to encourage him to want to be aware of what is going on around him – in his local community, his State and his country.

You need to encourage him to want to play a proper part in what is going on around him – to be a responsible citizen. In much the same way the club, as a whole, should know what is going on around it, and especially in its local sense, it needs to exercise a true citizenship by assisting in all worthwhile community concerns.

The following duties and suggestions may be of assistance to you in developing the Citizenship or your club and its members.

Duties

- (a) Study the meaning and scope of Citizenship and, in relation thereto, the wider aspects of community service and foster the active interest of members therein.

Suggestions

- (i) Study what your locality needs in the way of community participation.
 - (ii) Write an Editorial on citizenship in a Dinner Notice and call for written comments from club members in the form of "Letters to the Editor". Briefly report on the result to the club at a meeting and seek a short general discussion thereon by members.
 - (iii) Arrange an Annual Club Forum Discussion on Citizenship with a leading speaker or speakers. The title of the discussion could well be the relationship of citizenship to community service.
- (b) Ensure that regular surveys are made of your community's greatest needs and that consideration is given by the club as to the ways and means whereby such needs may be supplied.

Suggestions

Ensure that a discussion of "Our Community's Greatest Need" is held before deciding on any project as part of the club service programme for

the year. This aspect is more fully covered under the title of “Service Schemes – Our Community’s Greatest Need”. It is desirable that major service projects be completed within a relatively short time and it is suggested that the planning of a project be such as to complete same within a year. It is most important that you keep a permanent record of the results of your club’s discussion under this heading. You could incorporate the result in the back of this Guide.

- (c) Arrange with your Programme Director for a regular discussion group, either as a part of Dinner programme or to follow Dinner Meetings, on topics of both local and general interest.

Suggestions

- (i) Liaise constantly with your programme director to assist him by the suggestion of subject of both local and general interest for Guest Speakers.
 - (ii) When subjects are suitable arrange for your club to appoint two club members to take notes of address and lead discussions at the next club meeting.
 - (iii) Read “The Apexian” and Current Affairs Bulletin as well as local and regional newspapers with a view to selecting topics.
 - (iv) Seek your club president’s co-operation in allowing a question time after addresses on topics to provide discussion and interest.
- (d) Suggest to the debating and public speaking director topics that will be conducive to enable members to “Learn the Facts”, particularly on important issues of the day.

Suggestions

- (i) With your president’s permission, advice the club when each Apexian issue is received and indicate that at the next meeting you will be asking questions based on articles in “The Apexian” and arrange for individual Apexians to briefly express their thoughts on various articles, contained therein.
 - (ii) Have your club Board investigate the possibility of subscribing to “Current Affairs Bulletins” and similar publications and then have these works perused by yourself and members of your Committee and list therefrom subjects for Discussion Group Topics. To ensure proper discussion, it is important that you gather any available material on the topic from the various publications received by the club and make this material available to the appropriate Director or the members concerned with the Discussion Group.
- (d) Encourage the intelligent reading of “ The Apexian”, “Current Affairs Bulletins”, and similar literature and propose regular discussion on such reading.

Suggestions

(i) With your President's permission, advise the club when each Apexian issue is received and indicate that at the next meeting you will be asking questions based on articles in "The Apexian" and arrange for individual Apexians to briefly express their thoughts on various articles, contained therein.

(ii) Have your club Board investigate the possibility of subscribing to "Current Affairs Bulletins" perused by yourself and members of your committee and list therefrom subjects for Discussion Group Topics. To ensure proper discussion, it is important that you gather any available material on the topic from the various publications received by the club and make this material available to the appropriate Director or the members concerned with the Discussion Group.

(f) Foster the interest and activity of members in Civic Affairs and Community Development.

Suggestions

(i) Ensure that Discussion Groups findings don't terminate with the discussion, but where appropriate, are investigated further by the club.

(ii) Roster members to attend and report back to the club on :
Council Meetings
Chamber of Commerce Meetings
Show Society Meetings
Public Meetings of Consequence

(iii) Survey your club members and list the following :

* Each member's actual participation in community organisations

* His available spare time

* His interest in any other community organisations or problem

and when new community organisations are formed, use this survey as a guide for obtaining the services of the appropriate member as the Apex representative on the new organisation.

(iii) Endeavour to have your club represented on every Important community organisation.

(9) Service Schemes

(A) Our Community's Greatest Needs

We are primarily a service organisation. In the main, our citizenship will be exercised by our service to the community. The following programme is designed to aid your assessment of the fact about conditions in your community in order that your club can remedy any obvious deficiencies. At the same time, ample material for worthwhile and interesting discussions will be found.

(a) Arrange a series of programmes about these facts on the lines

suggested below : prepare your questions on each and assign the questionnaires to your most suitable members for investigation and report.

- (b) Prepare a detailed report to be distributed to each member, at the same time informing them of a date when the club programme will consist of a discussion of the topics involved.
- (c) EITHER correlate the material into two divisions and present to the club as a debate
OR correlate the material into group of questions and present as a panel discussion.
- (d) Continually liaise with your Service Director to ensure that any avenues for worthwhile club service arising out of these investigations are borne in mind.

(B) Suggested Programmes For Investigations

(a) Your community's services and cultural advantages
Questions

* Have you modern, well-stocked, well-managed free public libraries in both your town and country area?

* Have you facilities for entertainments by large musical and dramatic organisations?

* Have you facilities for large public meetings?

* Have you regularly scheduled concerts, lectures, flower shows, music festivals, etc?

* Are there cultural groups open to citizens, such as book review clubs, musical clubs, garden clubs, international study and fellowship groups, etc ?

* Does any organisation in the community provide for lecture courses and evening schools for the public?

* Have you a "little theatre" group? Opera guild?

* Is there an underprivileged section in your area?

* Are there sufficient pre-school kindergartens, playgrounds, parks, rest area, elderly citizens clubs and services of this nature/

(b) Your public service
Questions

* Is your electricity supply adequate?

* Does your telephone service adequately supply the demand?

- * Is there a frequent, modern and satisfactory transport service for and to your community?
- * Is your local police force adequate to give protection to business and residential district?
- * Are your courts and detention facilities adequate?
- * To what extent is juvenile delinquency a problem in your town?
- * Is there adequate veterinary service available?
- * Is travel information available?
- * Have you adequate medical, dental and hospital services?

(c) Public safety in your community Questions

- * Are there adequate traffic signs, street lighting and vehicle inspection in your town?
- * Is there adequate fire fighting equipment in your community?
- * Do the schools maintain safety patrols?
- * Is the water pressure and number of fire hydrants sufficient to render adequate service?
- * Are all residents furnished with information regarding dangers to be avoided in the use of gas, electricity and medicines, etc?
- * Are all businesses and industries regularly inspected for fire safety, accident safety and deterioration hazards?
- * Are all public buildings, schools, churches and other meeting places regularly inspected for safety violations?

(d) Your local industry Questions

- * Examine the industries in your locality and consider whether others could be encouraged to become established. If so, examine the facilities that might attract them to your area.
- * Could your committee assist existing industries to expand?
- * Are all persons who need employment able to find employment?

(10) Conclusion

The foregoing guide is intended as just that – a guide to help you in your year in office. It should not be slavishly followed. There is no substitute for good honest Apex initiative and imagination, and this is especially true of the portfolio of Apex Action and Citizenship. As was said near the start of this Guide, it is your job to study your club and this Guide and plan a programme which will be of the most

benefit to your club.

August Ensure that committees are appointed to Directors. Prepare your club for the National Convention. Consider Agenda items, etc.

January
February This is the half-way mark of the club year when your club President may need your assistance to evaluate how the club has been going. Start planning your club's participation in your District Convention. Commence carrying out Study of Community Services.

March Ensure that Association Convention reports and the Agenda are discussed.

April Ensure that Association Convention decisions are discussed. Have your club consider Agenda items for the District Convention. Complete Study of community Services.

May to
June Assist your President in the consideration of next year's Officers. Discuss reports and Agenda for your District Convention. Make sure that you attend and that a report upon it is given to the club.

July Put your file in order with recommendations for your successor.

If you can suggest any way of improving this Guide, please advise the Association Apex Action Chairman.

(VI) Guide To Club Programme Director And Dinner Notice Editor

(1) Preface

PROGRAMME DIRECTOR

The writing, production and mailing of the club Dinner Notice has, for many years, been listed as a duty of the club Secretary. However, it is acknowledged that the average club Secretary, when efficiently attending to the other normal secretarial duties, can be fully occupied.

Editing the Dinner Notice is a natural extension of a Programme Director's activity and most clubs include it in his duties. For this reason, a Guide to the Dinner Notice Editor is included in this Guide to the club Programme Director.

(2) Your Duty

To provide bi-monthly entertainment which will not only sustain the interest of a group of active young men, but will be of such quality that your members will be looking forward to your next programme, eager to bring along a friend or business associate and to able to proudly say, "this is Apex!"

As in any other portfolio, this year is your expression of how a year's activity should be conducted. Close liaison with your president and other Board members is, of course, essential. A varied and well-balanced programme is required in view of the scope committee of vocations represented by your fellow members. A small committee of two or three members of different classifications will help you keep in close touch with a cross section of the club.

Emphasis must be placed upon the necessary to maintain in high standard of dinner meeting, as community leaders will visit your club and assess its calibre on what they see. Further, no club can afford not to cater for prospective members and a dinner meeting is generally the first contact they have with Apex. Your goal therefore is to ensure that each programme has a favourable impact on visitors and members alike. Were you impressed by your last meeting?

(3) Your Planning

(a) Your predecessor should have arranged the programmes for your first month of office. If not, make sure you do not commit the same error, and immediately arrange the best programmes possible until you can compile a comprehensive plan for the ensuing year.

(b) Draw up a chart showing your meeting date for your year and one month thereafter, with Convention dates, if possible. Suggest that the president ask all new Directors to attend your first Board meeting prepared to outline their year's activity as regards special nights for IR and WC, Goodwill Week Dinners, Inter-Club debates, intra-club debates, closed night, inter-club visits, special dinners such as 100th and Handover Dinners, ladies' night, sport and social days and other statutory requirements of your Club or Association. From this point, you will be able to allocate dates for these various events. Inserted in this guide, you will find a copy of the club President's check-list setting out important matters to be dealt with. This may assist you in planning your programme.

(c) If finance permits, have a programme printed on a folding card, which can

be conveniently kept in a wallet, outlining the known events for the ensuing year, and one month thereafter, including Convention times. Unallocated dinner meeting date can be listed as dinner No. 208, 209, etc. On the back of this card, a list of Directors and Club Members (with wives' names where applicable) and their phone number, is a very useful adjunct.

- (d) Having catered for the club's fixed commitments and made due allowance for flexibility, the rest of the time is yours, make the best use of it by arranging good guest speakers.

(4) Guest Speakers

- (a) Study the list of subjects presented by guest speakers over the past twelve months to avoid repetition unless the survey undertaken by your committee indicates that further information on some of the topics suggested by members and a few bold ones of your own. Don't be timid about introducing controversial subjects for approaching top flight speakers to present them because you won't be the first Programme Director to have the Prime Minister or a Russian Diplomat, a University professor or a leading Jockey or a Police Commissioner address your meeting.

- (b) Compile a list of known suitable local speakers and some new ones. Senior Public Servants such as school headmasters, science masters, police inspectors, detectives, engineers, agronomists and local Parliamentary representatives can often provide an entertaining speech. Local historians, manufacturers or businessmen, sporting personalities, pursuers of odd hobbies, travel agents, stock and station agents, doctors and solicitors could prove entertaining after-dinner speakers.

Some of these men could discuss subjects appearing on your list or those of their own choice. Some of your own members will be capable of delivering a suitable address and they could be added to your list under the heading of "Emergency Speakers" who could be called up if a visiting speaker cancels his engagement without sufficient notice for you to arrange a substitute. Keep a watchful eye on speakers arranged by other local organisations and scan Dinner Notices sent to your club by neighbouring clubs and "The Apexian" for speakers and topics.

- (c) If local talent cannot cope with selected subjects or a speaker from an industry or organisation not represented locally is required, do not hesitate to write to a known authority or organisation and invite a speaker to attend your meeting. Universities and similar organisations are often able to provide speakers on a variety of subjects. The field of speakers is limitless, particularly for metropolitan clubs, so there is ample scope for your imagination.

- (d) When inviting speakers the following points should be observed :

- (i) Use club letterhead and state time and place of your meeting. Suggest duration of speech and question time.

- (ii) Give a specific date which should be at least three meetings ahead and state that if not convenient, he may like to choose a more suitable time or perhaps that he suggests an alternative speaker.

- (iii) State approximate number of members expected to be present. If

a prominent speaker is sought, arrange a combined dinner with local service clubs, or a district function.

- (iv) Arrange transport and accommodation if necessary. If a speaker has to travel by public transport, the club should be prepared to meet the cost if required, which could be added to the Dinner fee. Similar remarks apply to accommodation if billeting is not available or suitable.
- (v) As speaker to convey his acceptance in writing or if you can interview him, confirm your arrangement in writing.
- (vi) A reminder near the date of your meeting is helpful, state where you will meet him.
- (vii) Introduce the Guest Speaker to your club President and see that he is entertained and a place is provided for him at the top table.
- (viii) After the meeting, write and thank the speaker for his contribution.

(5) Dinner Programme

The format is covered in the Association Handbook. However, you should ensure that the following points are observed :

- (a) An agenda is provided for the Chairman, President and Secretary and be sure that the Chairman is thoroughly conversant with his duties. Also have another member ready to take the chair should the nominated Chairman be absent.
- (b) Introduce the Guest Speaker to the Chairman prior to the meeting so that he may welcome the club's guest.
- (c) Arrange for the member who is to introduce the Guest Speaker to prepare a brief biography of the speaker.
- (d) Nominate a member to propose a vote of thanks.
- (e) Arrange agenda so that a Guest Speaker is heard before club business is discussed. The "five minuter" and the Sergeant-at-Arms Session can be staged during the meal time and before the recess to give a Guest Speaker some entertainment.

(6) Member Participation

This is an important aspect of Apex activity and the following suggestions are made :

- (a) A different Chairman is selected for each meeting except for special dinners and closed nights at which the President presides. The Chairman could hand over to the President for the conduct of the business session.
- (b) A member gives a five minute address on a topic of his choice or two members conduct a debate on a given topic – five minutes for each speaker.

- (c) The Chairman should welcome a guest speaker, as well as other guests, but another member could introduce the guest speaker. Another member would, of course, propose the vote of thanks.
- (d) As an alternative or in addition to a “five minuter”, a member could prepare a short address on current affairs.
- (e) An open forum on a previously announced subject can provide a stimulating and informative evening. Selected members could prepare arguments for and against and be called upon if discussion is slow.
- (f) A Parliamentary debate under the leadership of two capable members can also provide an entertaining evening.

(7) General Hints

- (a) Precede your meeting with half an hour’s open fellowship. Start the meeting on time, keep it moving and conclude it early enough for fellowship afterwards.
- (b) Chairman should insist upon remarks being directed through the chair and that correct procedure of debate is observed.
- (c) Restrict business at Dinner to a minimum, other than on closed nights. Directors’ Reports, President’s and Secretary announcements should suffice unless there is business of a an urgent nature or such that requires a full club discussion.
- (d) Avoid prolonged calling for starters for service, etc. If necessary, the appropriate Director can obtain these before the meeting, during recess or by circulation of a list.
- (e) Some clubs have IR Committees to arrange IR speakers, films and other media. If so, this avenue should be used.
- (f) Film evenings can fill a gap on occasions. This can be in the form of members screening selected slides or by conventional sound projection. Most banks, oil companies and some airways maintain film libraries. United Nations Branches and Trade Bureaus also lending libraries.

(8) Summary

The club Dinner Meeting is the most important Apex activity, keep it bright, fast moving and imaginative; aim high, plan well and your term of office will be successful.

DINNER NOTICE EDITOR'S GUIDE

A good Dinner Notice creates a good Club.

(9) Your Duty

To keep your club members, district clubs and National Board members accurately informed of the club’s activity : in fact, a bound copy of a year’s well prepared Dinner Notices should constitute a chapter of your club’s history.

The better your DN (Dinner Notice) is prepared, the more widely it will be read and DNs are read by many more people than your club members. Wives particularly, look forward to reading them and they constitute an invaluable source of informing your National Board members.

The weakest link of Apex is its lines of communication; make sure your members do not suffer from lack of information and adequate notice of coming events and duties they are to perform. The copy of the President's check list inserted in this Guide will help you to make sure that important Apex activities are inserted in the Dinner Notice.

(10) Format

Style and layout will of course, vary in accordance with each editor's taste. The size of the DN is not important, but it is essential that all the necessary information is given.

The ultimate in DNs is the booklet style with an attractive, colored cover. Finance may not permit this but that does not say the single foolscap sheet type cannot be well set out. A hastily prepared, unimaginative DN will be read as enthusiastically as it is prepared.

Commence your DN by setting out the basic details as would appear on a meeting agenda and then give a brief summary of the previous meeting, including comments on the guest speaker's subject. Quote the Guest Speaker's name as another club may wish to secure his services.

If there has been a Board Meeting, Service job, Convention, social outing or an inter-club visit since the last meeting, a report keeps members and other National Board members informed.

As the DN is received by all members, it is an invaluable medium for Apex education. Remember you are an editor and therefore should seek the support of your President and co-Directors such as Apex Action, IR and WC and ask them to submit items for publications.

Personal items, such as engagements, approaching marriages, births and promotions warrant inclusion in your DN. Welcoming of new members and transferees must be included. Full names, addresses, classification, place of employment, wives' names (in the case of the transferee, his Apex history), of new members is most desirable.

Humour, fit for mixed company, is an essential ingredient of a good DN. Apart from announcing the details of your next Dinner, the DN should give brief details of coming events within the club, District and Association as adequate notice ensures good response.

(11) Basic Details

Each DN must contain the following details :

- (a) Name and number of your club, District and Association as well as your club's address.
- (b) President's and Secretary's names, addresses and phone numbers.

- (c) Dinner number.
- (d) Venue of dinner and starting time. If fellowship preceeds your dinner, state time of commencement and venue.
- (e) Duty Roster eg.
 - Chairman – next in line
 - Ideals – next in line
 - Invocation – next line
 - Guest Speaker – topic
 - Introduction of Guest Speaker – next in line
 - Vote of thanks – next in line
 - Five minuter – next in line
 - Stewards – next in line
- (f) Commissariat's phone number and dead-line for apologies.

VII A Guide To Club Public Speaking And Debating Director

(1) The Place Of Public Speaking

Public Speaking contests have this place in Apex at all levels to supply a motive and to promote the ambitions of Apexians to better their Public Speaking. The importance of the adjudicator in arousing this interest should be recognised and an adjudicator who is not helpful is useless.

Each club can help its members, both weak and strong speakers, to increase their speaking ability by planning Public Speaking Contests, Debates, Prepared Vocational Talks, Prepared Introductions and Votes of Thanks. All of this is quite common practice in most clubs. And it is often dry stuff! What about Chairmanship and Meeting procedure? Few clubs do anything about tidying up this, the greatest weakness in Apex Public Speaking training; yet you will find that this is the area in which most Apexians will try to improve when given the chance.

We recommend to clubs that efforts be made to increase the standard of Chairmanship and the knowledge of correct meeting Procedure within each club. Of course, the task of the Public Speaking and Debating Director has never been an easy one, and we are proposing that he gets more work. We guarantee that any club taking the appropriate action will become more effective in working to its objects.

(2) Public Speaking Contests

Most public speaking contests are conducted to determine a winner and the following suggested rules will be found appropriate :

- (a) Each club shall select, by competition, a representative to compete in the first stage of the contest which shall be held in conjunction with the National Association Convention in each year.
- (b) If the winner of any stage of the contest is unable to attend the following stage, the next best available contestant from that stage shall attend in his place. The adjudicators in all cases shall be requested to nominate a first, second and third placing.
- (c) At no contest shall any speaker hear the preceding contestant.
- (d) No winner at any level shall be a representative on two successive years.
- (e) The duration of each speech shall be five (5) minutes. A warning bell shall be given at the expiration of four (4) minutes.
- (f) The adjudicators at all stages shall be supplied with a suggested standard marking sheet in the form hereunder.
- (g) All arrangements relating to the stages of the contest shall be made by the host club in respect of each convention.
- (h) Each speaker may select his own subject which shall related to civic or social matters or questions of general community interest.

(3) Public Speaking practice Ideas

The Balloon Debate : Five or six 'VIPs' are in a Balloon Gondola over the sea.

As it loses height, each person gives a two (or three) minute talk stating why he should not be jetisonned to save the others. After all speakers have presented their cases, the audience signify by applause (or lack of it) whose argument is the weakest – he goes overboard, and is dropped from the debate. Once again, the balloon drops, another round of speeches, and so on until the winner is left alone in the balloon. The voting may be taken by hissing at the weakest speaker – symbolic of escaping balloon gas.

- eg. 1. Being Crosby, Albert Namitjira, King Arthur, Fidel Castro, One of the Beatles, Jan Smuts, General de Gaulle, Dame Mary Gilmour
2. Hans Christian Anderson, Cleopatra, Sir Edmund Hillary, Bridgette Bardot, President Nasser, Sherlock Holmes

With six speakers there will be five rounds, so give the VIPs a few days' notice to look up (or think up) their biographies.

Chain Speaking – (suitable for impromptu programme). The Chairman, complete with watch and gong, reads the list of impromptu speakers, then gives the first speaker his subject and tow (or three) minutes to talk. At the end of the two minutes, the Chairman hits the gong, repeats the speaker's last word or words, which then become the subject for the second speaker and so on. Judicious use of the gong by the Chairman will get the best subjects, and the best entertainment. A winner may be chosen.

By calling on each member in seating order and allowing only 30 second speeches, the Chairman can vary this to include the whole club.

Critic for the Night – This idea, borrowed from the Speaker's Rostrum Club, is being used with great success in some clubs.

A different critic is appointed for each dinner – his duty, to give constructive criticism of the Chairing and Speaking at their dinner. Three minutes are made available near the end of the meeting, and he may comment on anyone who has spoken, eg. Sergeant-at-Arms, introduction of visitor, move of motion. Naturally, he also gives favourable comment or encouragement. We earnestly recommend this idea to all clubs as it is one of the best ways of maintaining club decorum.

Practice "Introduction, Vote of Thanks" – For the best results, these "Introduction" and "Vote of Thanks" should be prepared in advance and notes be used. The prospective speakers may wish to choose their own Guest Speakers and Subjects, some examples :

- * Professor Harry Messel, physicist : "The need for more trained scientists"
- * Sir Edmund Hillary, explorer : "The South Pole"
- * Bill Harney, Centralian : "The future of Aborigines"

To make the proceedings more realistic, the Chairman and Guest Speaker should be seated facing the members. The Chairman then calls upon the chosen speaker to propose the "Vote of Thanks"

One approach for an introduction is : “Topic – Interest Speaker”.

Pros and Cons – Controversial Apex or community subjects are presented by one speaker per side. Try five minutes per side with a two minute right-of-replay for the first speaker. Just one per meeting and make it early in the programme.

(4) Plan Your Programme

- (a) Within a few weeks of taking office, you should have contacted your counterpart in the other clubs in your District and the Debating Programme should be settled.
- (b) The earlier you get a going the better balanced is the programme. Don't cram a lot of debates into the year's end.
- (c) This applies also to Public Speaking so that you have ample time to find your club's contestant for the Association Convention.
- (d) Co-operation with the Programme Director.
- (e) Enthuse members with need for proper preparation.
- (f) Keep your club interested in Public Speaking by changing your practice ideas. Make the change while members are still interested, not when they tire. Similarly, cut a programme short before interest wanes.

(5) “Do-it-yourself” Marking Sheet

Instructions for use :

An example of this sheet is included on the next page of this guide. Copies of it are available from the Supply House.

When to use it :

The sheet can be used either

- (a) by an adjudicator who is not familiar with the principle of effective speaking; or
- (b) by 3 to 5 club members, or by the whole audience, when an adjudicator is not available.

In the latter case, it has been found by experience that the use of the sheet “averages out” fluctuations between individual markers, and gives reasonably consistent results.

Preliminary :

Distribute copies of the marketing sheet, so that each marker or adjudicator has one for each speaker. Emphasise the introduction at the head of the sheet, especially the line marked “Name of Speaker”. Discuss the heading at the left of the sheet giving information to each adjudicator as to what he should watch for. For consistent result, it is most important that all markers understand the significance of each heading and know what qualities they must consider when assessing the speakers.

Marking :

At the end of the contest, collect all the sheets and sort them into piles, one for each speaker. Spread them out so that the right-hand margins are all visible, then add the totals and sub-totals horizontally. These grand totals may then be divided by the number of adjudicators to give the percentage results for each speaker.

Critic :

When club members are using the sheet, it may be desirable for you, or some other qualified club member to give a brief criticism of the speakers while the marks are being counted.

(6) Some Ideas From Other Clubs

Sudden Death – A most popular type. A subject is drawn from one hat, a name from another and you have one minute to prepare.

Sudden death with little mercy – As for the previous method but on the back of the card bearing the subject is a list of 4 or 5 points for and against the topic.

Two birds with one stone – when District or Association agenda items are due for discussion two members are selected impromptu or prepared to speak for and against each item.

Chairman – The rostered chairman for the meeting gives a vocational talk in addition to his other duties.

Reporting – A member is chosen to “interview” interesting personalities visiting your club.

A mock court – If you have two lawyers in your club willing to act as coaches, hold a mock court with members subpoenaed as witnesses (eg. Who stole the local bubble dancer’s bathers?) This can be quite hilarious and members can also learn some rudiments of legal procedure.

Salesmanship – A night when members each choose a popular product on the market and talk of its virtues.

Do you know the answer? – Topical questions are asked at one meeting and members are chosen to speak on them at the next meeting. (This could have an Apex bias, eg. The duties of the various portfolio).

Watch your language – Choose a topic and then three or four members to speak on it to imaginary differing audiences, eg. Topic Total Abstinence, Audiences, A Church Guild, An Alcoholics Anonymous Convention, A Brewers’ Congress.

Down to work – Director lists a number of possible Association service schemes and members are drawn to speak about them.

(7) Debating

Debating is a contest between teams of three speakers each. Each team endeavour to persuade the listeners to accept the proposition they are putting forward. It is the adjudicator’s task to decide which team has performed the better

in this regard. Preparation for debating therefore needs to be somewhat different than for public speaking.

(8) Recommendations for debaters

- (a) Team-work in the form of co-ordination between the speeches of all speakers in each team is desirable and should be apparent although not necessarily expressed. IN PARTICULAR, the second and third speakers in each team should (i) present arguments which are consistent with the interpretation of the subject presented by their opening speaker, and (ii) correct any mistake in, or false impression of, prior speeches by their own team.
- (b) Notwithstanding the introduction of fresh matter and argument, all speakers, particularly those on the Negative side, should endeavour to COME TO GRIPS with the arguments of their opponents.
- (c) In the event of conflict upon a point on interpretation, all subsequent speakers should not overlook such conflict.
- (d) Each speaker after the first Affirmative should not fail to deal with the arguments of the speaker IMMEDIATELY PRECEDING HIM.

The following, dealing with the method of contribution to his team's case by each speaker, is intended as a GUIDE ONLY.

Initiative in Presentation is not Discouraged

It is suggested that :

1st AFFIRMATIVE SPEAKER should give a general interpretation of the subject defining particular terms where necessary, outline his team's case, and begin the task of developing it.

2nd AFFIRMATIVE SPEAKER should indulge in limited criticism of the Negative case, and develop the Affirmative case by argument and the introduction of as much new matter as possible.

3rd AFFIRMATIVE SPEAKER should debate strongly against the Negative case, round off and sum up the Affirmative case, and contrast the two. He may introduce new matter.

1st NEGATIVE SPEAKER should deal with the Affirmative's interpretation of the subject where necessary, indicate the Negative's attitude to the Affirmative case, deal with the 1st Affirmative speaker's main arguments, and introduce arguments in favor of the Negative case.

2nd NEGATIVE SPEAKER should indulge in criticism of the Affirmative case, and develop the Negative case by argument and by the introduction of as much new matter as possible.

3rd NEGATIVE SPEAKER should debate strongly against the Affirmative case, round off and sum up the Negative case, and contrast two. He MUST NOT introduce new matter.

(9) The art of debating

A debator must give thought to his subject, prepare material and argue convincingly.

He must work to a plan with his team members.

The case he is to argue need not be the one he personally prefers :

A good debator can construct a sincere argument, no matter what he himself thinks about the subject.

This requires imagination as well as research.

Matter

- (a) Talk Sense – What you say should be logical (this does not mean subtle) and forthright. Decide your case and adhere to it; a hesitant presentation is always unconvincing.
- (b) Presentation -
 - (i) Too much preparation – This is one of the greatest faults. A debate is not a prepared speech; the dictionary, the encyclopaedia and quotations should receive a minimum of use. A speech which consists mainly of statistical data is tame and boring. You should appeal to authority incidentally and unobtrusively. The audience want to hear your views (which can legitimately be based on what you have read); they do not want to recitation of what you have read.
 - (ii) Too little preparation – Many subjects require detailed background knowledge. Use books and commentaries to acquire that background so that it becomes part of your own knowledge. If you give the audience the impression that you know what you are talking about, you will be well received.
- (c) Definitions – Do not begin with a dictionary definition of every word. Often you will need a definition – if you do, put it in your own terms. Try to agree with your opponents on the meaning of the subject. Even though few subjects have only one meaning, it is usually obvious what you are to debate about. Do not seek obscure interpretations of the subject designed to excuse you from answering your opponent's case. Definition debates are bad form and dishonest debating. Too many 'debates' reach stalemate because of absurd quibbling over the meaning of words.
- (d) Argument – A debate, being a 'verbal fight', cannot exist without argument. Each speaker (except first affirmative) must join issue with his opponents, demolishing their case while consolidating his own. This requires listening and quick thinking – preparation is often impossible.
- (e) Logic and power of words.
- (f) Constructing a speech
- (g) Your Case – while preparing your own case see 'both' sides of it; study counter-arguments to points in your opponent's favour.

- (h) Making notes – Long rambling notes are useless. List in summary main headings as a guide. Notes are not substitute for thinking on your feet.
 - (i) Platitudes – Be original; avoid all stock phrases and material which everybody knows.
 - (j) Consider your audience – The test is what a listener (who is the ‘ordinary man’ – not the expert) would think of your speech. If, by speaking naturally, sensibly and with imagination, you can hold his interest and persuade him that your point of view is right, your speech is a success.
- (10) Manner
- (a) Appearance
 - Position on platform – near front
 - Stance - relaxed
 - Eyes – on audience
 - Dress – neat, no eccentricity
 - Gesture (if any) - controlled
 - General appearance of poise and confidence. Conquest of nervousness depends largely on thorough preparation.
 - (b) Voice
 - Pitch – Speaker must be hear, but shouting undesirable; adapt pitch to size of hall
 - Enunciation – careful crisp, clear; avoid slurring or dropping voice at ends of sentences
 - Speed of utterance – slower for large halls, but very deliberate only for emphasis – should be varied
 - Emphasis – very important; best obtained, not by shouting but by ‘variation’ of speed and by pausation
 - Accent – no objection to regional accent provided speech is clear and grammatical
 - General aim – clarity and variety in utterance
 - (c) Diction
 - Vocabulary – reflects background or speaker. Enlarge by reading but use short words in preference to long; avoid pomposity
 - Phrasing – avoid cliches. Technical jargon to be used sparingly
 - Sentence structure – should be as simple as possible; long periods out-of-date. Repetition of words or constructions can be very effective
 - Language – no strong, but a few colloquialisms allowed
 - Pronunciation – care needed
 - Generally, diction should be cultured but not over-elaborate or affected
 - (d) Debating Technique
 - Constant reference to exact wording of subject or to keyword to avoid discursiveness
 - Learning speech by heart undesirable – better to prepare beginning and end and trust to notes for middle
 - A good conclusion is very important

Notes, if used, should be on small cards and held well away from eyes; speaking without notes is not as difficult as many people think
Quotations or statistics may be read, but must be short, and authority must be stated

General style may be quiet or declamatory, but exaggeration to be avoided
Variation necessary. Touches of humour good, but care needed.

(e) Etiquette of debating

Always address chairman, never individuals

Speak as one of a team – “we think” not “I think”

Time limit must be strictly observed, to speak over time is unfair.

(11) Method And Teamwork

(A) Speech Construction

Introduction – First contact with audience. Make it arresting. Quotation or story may be appropriate.

Outline – Foreshadow the ground to be covered by speech, id. Main theme or main points

Summary – Summarise briefly main points

Preparation or Conclusion Important – Final word to audience

(B) Duties Of Speakers

Leader of Affirmative

(a) Introduction – Prepared opening

(b) Definition or Interpretation -

(i) If defining individual words, Oxford Dictionary may be quoted

(ii) Often simple words need no definition

(c) Outline of Case – Either (i) Main theme and how to be developed by each speaker or (ii) Division of subject under headings for each speaker.

(d) Develop own part of case – Develop argument under well defined headings. Never lose sight of subject.

(e) Summary

(f) Conclusion or Peroration – Peroration is an oratical conclusion

Leader of Negative

(a) Introduction – Either prepared opening or attack on Affirmative case

(b) Accept or reject – Affirmative’s definition. If not rejected it is assumed negative accepts definition.

(c) Attach main argument of Affirmative.

- (d) Give outline of case for side. Either (i) main theme or (ii) division of case under headings for three speakers.
- (e) Develop own argument – Notes Negative team put up alternative case.
- (f) Summary
- (g) Conclusion or Peroration.

2nd Affirmative :

- (a) Introduction – Either (i) prepare opening or (ii) re-affirm side's definition (if opposed) or (iii) attacks argument Leader Negative.
- (b) Attack arguments of 2nd Affirmative speaker. Support own leader if necessary.
- (c) Develop own arguments as outlined by leader.
- (d) Summary
- (e) Peroration

3rd Affirmative

- (a) Introduction – Prepare opening or attach on Negative
- (b) Attach arguments in some detail – 1, 2nd Negative 2, 1st Negative
- (c) Develop own case as outlined by Leader
- (d) Summary of both cases
- (e) Peroration

3rd Negative

- (a) Introduction – Prepare opening or attacks on Affirmative argument.
- (b) Attach argument of Affirmative in reverse order
- (c) Contrast Affirmative and Negative cases
- (d) Summary
- (e) Peroration – Note : 3rd Negative must not introduce new

(C) Teamwork

The manner in which speakers support, elaborate, add to or emphasise argument strengthening the case presented by their side, and destroying that of their opponents.

(D) Summary

- (a) Construct speeches methodically – must be carefully planned.
- (b) In debate plan speech to fulfil function in team.
- (c) Time speeches exactly.

VIII Guide To Club Membership director

This is designed to assist you in your role as club Membership Director. It does not pretend to provide all the answers or all the ideas; but it is a guide to better enable you to expand on the suggestions contained within.

Your challenge . . . is to motivate your club members into being continually conscious of the need to introduce new young men to Apex to retain existing members. The future of every club . . . of our Association is entirely dependent upon a positive growth in Apex membership – both in terms of quality and quantity.

Your job . . . is NOT to try to do it alone. But your job is plan and implement a continuing programme based upon the goals you have established for your club. With your goal, a plan and a programme of action based on the combined needs and abilities of your club and your community; along with the continued co-operation of your members, your job will be easy and rewarding.

When do you start? You start now . . . as you read this guide . . . so that you are fully prepared when you take office at the club handover dinner.

(1) Planning

- (a) Assess and analyse your current membership from the data available from the Computer Membership List.
- (b) In conjunction with your president, set goals, targets and establish a full programme of implementation for the year (see below).
- (c) Work closely with your Apex Action Director and your club PR Director.

(2) The Marketing of Apex Membership

What does the product offer ?

- (a) A club where men (and their wives) can make lifelong friends.
- (b) A club whose members willingly help people less fortunate than themselves.
- (c) A club that respects a man for what he is regardless of colour, race, creed or background.
- (d) A club that is proudly Australian in origin and operation.
- (e) A club that 'provide a means of forming enduring firendship, rendering altruistic service and building better communities'.
- (f) A club that assists in self-development of the individual member.
- (g) A club that 'bread's' community awareness and community leadership.

(3) Setting the target

As mentioned previously, assess your current membership from the data available and plan your target and programme.

Example:

Ages :	Under 25	3
	25 – 29	4
	30 – 34	8
	35 – 39	7
	Last year of Apex	3
	Total	25

Analysis immediately indicates that three new members are needed to replace natural retirements at 40. "RETIRING MEMBERS REPLACE YOURSELF". This does not include resignations, transfers or other natural losses and does not include your programmed increase to 30 for the year. Therefore a growth of at least eight new members is required for the year.

The next section sets out a number of ideas to assist you and your club members.

Remember – How do we go about reaching our target?

TO GAIN . . . WE INTRODUCE, INSTRUCT AND INDUCT. TO RETAIN . . . WE INVOLVE, INTEREST AND INFORM

If you want further help, guidance or information, remember there are officers of the Association keen to assist. Make use of them for Membership Nights, Association Education Days, Seminars, etc.

This guide is a book of WORDS. Your portfolio is one demanding ACTION.

(4) Internal Membership (Membership Drives)

Apex, of all service clubs in Australia, is unique in that it has an age limit for new members.

In these days of an ever-increasing society with more and more organizations, functions, night school classes, business involvement and expanding varieties of entertainment all competing for a young man's time, the Association of Apex Clubs has to let that young man know just how much Apex has to offer. He not only has to be told, he has to be shown. Once told the story of Apex and shown Fellowship through Service, we gain a new member and thereby broaden our service to the community's greatest need.

This then, is the aim of our extension programme. It is every Apexian's job.

(5) Planning An Extension Programme

- (a) Chairman – immediately, choose a strong, enthusiastic and ambitious member for the Membership and Extension Director. Add a committee if necessary.
- (b) Bring a Mate Nights – Plan at least two Bring a Mate Nights, coinciding with the National Programme. A special guest speaker of some renown or a good film should be organised. Invite the press. Nothing impresses a prospect more than to read about the meeting he attended.
- (c) New member's seminar - co-ordinate early in the year so that the New Member Seminar Chairman works with the Membership and Extension

Director (See the New Member Seminar Guide).

- (d) Induction Nights – Plan at least two and set the dates well ahead of time so that the general membership is kept informed of the date and the quotas.

(6) Functions of the Membership and Extension Committee

- (a) Organising drives – usually culminating in a Bring a Mate Night. Getting names at a general meeting and following up with a phoning campaign and through the Dinner Notice to ensure the members invite their guests.
- (b) Mailing Campaigns – some clubs find that a personal letter to a prospect or to business firms helps to bring in a good cross-section of prospective members (see sample at end of this guide).
- (c) Pledge System – The credit system is with us in business and money raising. It works in these areas so why not use it to obtain members.

Prepare pledge cards (IOU – a member) or “I promise to bring a guest to the Apex Club of by (date). Treat this seriously . . . ask the general membership to back their pledges in writing by signing the pledge card. You will be surprised how it brings results and keeps the members membership conscious. Then collect on the pledges as the year progresses.

- (e) Team System – Many clubs find two or more teams within the club competing to bring in the most members, successful. The team that brings in the most members - quarterly, half yearly or annually wins a previously determined prize. It could be a steak-beans dinner. (The winning team gets steak at the general meeting - the losing team gets the beans).
- (f) Challenge – Challenge another club with comparable membership to a membership goal by a certain date. Figure a prize that the losing club must provide that would also turn into a fun inter-club.
- (f) National Programme – Make members aware of the National awards both the club and the individual member, such as :

Special Award for members who bring in three members within the Apex year. An Apex pin (tie tac) and certificate could also be awarded.

Sponsor Tabs for each new member brought in, to go on sponsor’s name badge, keeping all members aware of our expanding organisation.

- (g) Follow-Up – The Membership Director or committee must receive the prospective member’s phone number and address so that he can be contacted to write a short biography for that first dinner notice. This will show the prospect that we are interested in him and want to see him again. See sample letter A at the end of this guide. It provides a vehicle for follow-up to prospects who have attended a meeting. Surveys show that one of the main reasons for a prospect not joining is due to lack of such follow-up by the club. Additional enclosures such as “The Apexian” are also useful.

(7) Membership Education for existing members

It's true . . . many members, new and even some old ones . . .do not really know how to go about bring in a member. The following information should be passed on at a meeting and/or through the dinner notice.

(A) Where to look for prospects (young men of good character between 18 and 40)

- (a) Friends –the best source of Apexians. They will enjoy the club from the start. Because of their friendship with you they will have a bond with the club right away.
- (b) Neighbours, relatives – often members do not ask out the people they see most because they just don't think about it.
- (c) Business acquaintances – great opportunities arise in the day to day business world and these are likely people willing to become involved in their community.
- (d) Others – see the “20 Questions” questionnaire at the end of this guide. If all club members were to fill this out at a meeting, a membership committee will get 100 good prospects for potential members. Now ask them out.

(B) How to change a Prospect into a Guest

- (a) Invite him as a guest for dinner at least one week ahead of time.
- (b) Tell him briefly what Apex is and advise him that the meeting will give him a chance to learn how a service club operates.
- (c) Sell Apex – It has been said that Apex sells itself. This may well be true to members and even guests; but it can't sell itself to people who have not yet attended an Apex meeting. Be enthusiastic. Let your prospect know how YOU feel about Apex. Let him learn through you how rewarding fellowship through service can be. Sell the successes of Apex, but sell also the work as well as the fun.

(C) How to treat the Guest

- (a) Arrange to either pick him up on the night of the meeting, or to meet him somewhere. Meet him outside the meeting place if necessary; but DON'T have him walk in cold. Remember your first meeting – put yourself in his shoes.
- (b) Let him know what to expect at that meeting. Tell him what the general procedures are. Get him a guest name sticker. Show him the words to the Apex Ideals. Keep him informed as to what is going on as the meeting progresses.
- (c) Introduce him properly. If you and your guest get to the meeting early, you will be able to introduce him to a few members at a time as they arrive, rather than a sudden flood of faces and names. Then, introduce him properly to the meeting, giving enough background information to interest the membership.

- (c) DON'T ever leave your guest alone during the meeting or intermissions, or during fellowship.

(D) Personal Follow-Up

- (a) Invite your guest back to the next meeting, inter-club service work or social party.
- (b) Phone him a few days before the said function to remind him and offer to pick him up.
- (c) Tell him more about Apex and invite his questions and opinions.

(E) Joining Procedure

- (a) Bring guest to first meeting.
- (b) Have him publicised in the next dinner notice and proposed at the next board meeting
- (c) Bring guest to second meeting
- (d) Motion for acceptance at the next board meeting and if accepted -
- (d) Welcome to third meeting for induction as a full member. His name badge and new members kit should be presented at the induction ceremony and the sponsor should receive his sponsors tab from the president.

(F) New Members Seminar (See New Members Seminar Guide Flip-Chart)

It should be mandatory that all new members attend the club new members seminar as soon as possible. This should be held at the home of an experienced member. It is wise to have three or four new members attend with their wives. It is interesting to note that the wives are usually very interested in Apex and in hearing about their role; and like to sit in on the school, but much can be accomplished by an informal discussion of Apex over coffee, following the presentation. The Apex Director's Guide should be on hand for this meeting to assist in answering questions not covered by the New Members Seminar Flip-Chart.

(8) Retention is Extension

Building and keeping good members will naturally assist your extension programme.

The answer is really no secret – it is involvement. If we can get the new member involved with a job he can handle relative to the Apex knowledge he has, chances are we will have a keen Apexian.

One of the best ways to encourage new Apexians is to get them to bring out one of their friends as a guest; to learn the procedure as listed in this guide, to get up on his feet and introduce him to the membership.

(9) Retention functions of the Membership and Extension Committee

- (a) Leave of Absence and Resignations – It is the membership committee's function to ensure that all leaves of absence and resignations are justified and not due to a personal beef or complaint that can be straightened out. Misunderstandings arise between the best of Apexians, but none that cannot be resolved with a little intelligent discussion.
- (b) Transfer Forms – Ensure that all members transferring out of the club receive a transfer letter. The club secretary must forward the other copy to the member's new club for follow up. Keep a good supply of transfer letters on hand. More can be obtained from the Apex Secretariat.

The member leaving should be given a club banner or some other token to be presented to his new club.

It is also the function of the membership committee or director to welcome (sometimes contact) the member transferring in. A member involved with the moving of his family and often his job, has very little time and he usually does not know anyone from the new club. He can find it easy to put off going out to an Apex meeting for these and other reasons. The membership director can often really welcome the transferee by arranging a visit by a few members and their wives. Some clubs even deliver a welcome package to the transferee's home, containing maps, information on local schools, churches, stores and sites of local interest. Some people call this Apex Fellowship.

To summarise – with REASON AND PLANNING AND APEX EDUCATION AND RETENTION, a lot of young men out there in the community who deserve a chance to belong to a good service club, will belong if we go out and ask them to. Before it is too late.

IF YOU ARE WISHING TO FORM A NEW CLUB, A NEW CLUB FORMATION GUIDE AND ESTABLISHMENT KIT IS AVAILABLE NOW FROM THE SECRETARIAT.

PLEDGE A MEMBER

I hereby undertake that I will sponsor a member into the Apex Club
of
..... by

Signed
(Member)

Witness
Membership Directors

SAMPLE LETTER 'A'

Dear

The members of the Apex Club of were very pleased to have you as their guest at their last meeting. It is hoped that through this meeting you have gained some insight into the efforts of Apexians and the meaning of Apex.

You may be asking yourself "What can Apex do for me?" I think the answer lies in the Constitution and by-laws of the Association – "the ideal of this Association is to provide a means for forming enduring friendship, rendering altruistic service and building better communities". One of the greatest opportunities is the development of the ability to stand up and express your thoughts before a group of people. Most important of all, however, is the ability to communicate with your fellows – to be able to work with and for your fellow Apexians and to have them work for you willingly and without resentment.

To derive full benefits from Apex, one must give of himself. One side of your triangular Apex Badge is our symbol of service. By personal sacrifice, we mean the giving of your time to the community. In this regard, members of this club have various projects in the field of service and fund raising. Each project is controlled by separate committees and it is essential that a member serve on at least one of these if he is to gain the true meaning and spirit of Apex.

The enclosed Annual Report outlines the activities of our club. From reading it you will realise the scope and accomplishments of the organisation you may be proposing to join.

In welcoming you to Apex, it is my sincere hope you find belonging a rewarding and gratifying experience.

Yours in Apex
APEX CLUB OF

President
Enclosure – Club Annual Report

SAMPLE LETTER 'B'

Dear

We are writing to acquaint you with our club, the Apex Club of . .
and to extend an invitation to the young executives of your firm to join our organisation.

Apex, as you may know, is an all Australian service organisation founded in 1930,
comprising 800 clubs across Australia with a total membership of 18,000. Membership is
restricted to young men between the ages of 18 and 40.

An indication of our continuing service work is the recent construction in the "snowy" of
the Apex Children's Chalet for the exclusive use of underprivileged children. On the local
level, the Apex Club of has aided our community through
.

One of the ideals of our Association is that each man be provided a means of forming
enduring friendship, rendering altruistic service and building better communities. This is
accomplished in our club through guest speakers, tours, meeting procedure and running
meetings and chairing projects, and the inter-relationship and fellowship through
association with club members in other fields of endeavour. In addition, each Apexian,
through participation at our meetings, is encouraged to voice his opinions and to think
quickly on his feet.

The Apex Club of has played an important role in our community since . . .
. . . and in doing so, has also educated and improved many young businessmen in modern
business procedures. We look forward to perhaps welcoming some of your employees
to our group.

Thank you for your co-operation and interest.

Sincerely

APEX CLUB OF

President

SAMPLE LETTER 'C'

Mr John Doe
18 Plain Street
SMITHVILLE, AUSTRALIA

Dear Mr Doe

You have been recommended by one of our members as being an ambitious young man who might qualify to join our organisation. As you probably know, the Apex Club is an Association with a proud history of service to its country, local communities and its members. Some of the local club projects which our members have undertaken are as follows :

(Insert your own club projects here).

Playground development, sponsoring, Little League etc, sponsoring underprivileged children's, Christmas parties, building local Scout Halls, to mention a few.

We offer you this opportunity of acquainting yourself with the activities of a local service club and a group of young men of your own age, character and ambition. The Apex club meets twice monthly, and on occasion, hold social events together with wives.

You will be contacted this week by one of our members to invite you to a dinner meeting of a young men's service club. I know I speak for all Apexians from coast to coast when I extend to you a warm welcome.

Yours truly,

APEX CLUB OF
President

SAMPLE

ASSOCIATION OF APEX CLUBS – PROSPECTIVE MEMBER LEAD FORM

Applicant's name
Address
Phone Number Town
Wife's name
Employed by
Address
Business phone number
Remarks
.....
.....

*Note : The above form is to be used as a lead to NEW MEMBERS ONLY by membership. It is not an official application for membership form.

TO BE USED BY MEMBERSHIP CHAIRMAN

1. Has the above Prospective Member been contacted Yes ()
2. Use the other side for your remarks. No ()

20 QUESTIONS

1. What is the name of your next door neighbour to your left ? . . .
2. What is the name of your next door neighbour to your right? . . .
3. What is your brother's name?
4. What is your cousin's name?
5. What is your lawyer's name?
6. What is your doctor's name?
7. What is your dentist's name?
8. What is your barber's name?
9. What is the name of the person you buy your petrol from?
10. What is your life insurance agent's name?
11. Do you know a teacher? His name is
12. What is your employer's name?
13. What is the name of a fellow employee?
14. Name people who work for you
15. Name a competitor (business wise)
16. Name the husband of one of your female employee
17. Is there a finance company in your town? Name the manager
18. What is your Bank Manager's name?
19. Who was best man at your wedding?
20. Name someone who moved into your area in the last six months or just met in the last six months

NOW – Circle those names who are not now Apexians and who are between 18 and 40.
NOW – Phone and invite those circled to the next Apex meeting, explaining that it is guest's night, that it will give a chance to have a few drinks, a dinner with some young men of his own age and a chance to learn a little about Apex.

IX Guide To Club Service Director

(1) The service portfolio is important

The activities of a healthy club should revolve around service. Firstly, service to the community is the basic reason for our existence as an association, and secondly, service activity can and should involve citizenship and fellowship which are also vital to your club.

(2) Your Role

As your club's service director, you are responsible for ensuring that the club undertakes adequate service work to the benefit of your community. You should make sure that all work undertaken is of real benefit and is done properly.

Make it your responsibility to make sure that your club is keen to be working in the community.

The leadership you can give to your club will ensure its success and its standing in the community.

(3) Successful service work

Successful service work is that which :

- * Gives real benefit to the community
- * Gives real satisfaction to your members
- * Gives your members an opportunity to develop talents or use existing talents
- * Gives your club an opportunity to show its worth in the community.

(4) How to make service successful

Whether the service work you undertake is big or small, the following matters should be covered :

(a) Initial Survey

Check out possible service jobs. Make sure that there is a need for the work, that it can be completed on a timely basis and that the club is capable of doing the work.

After making the initial survey, make an estimate of :

- * manpower required
- * materials required
- * equipment required
- * funds required
- * time required to be completed
- * exact location
- * person to contact

(b) Get your club's support

Before seeking your club's support, be sure that you have all the facts. Discuss the job with your assistant and, if it is a big job, with your club president. Prepare yourself to sell the job to your club. Don't be afraid to lobby the support of members before the meeting and, if possible, get a list of volunteers before the meeting.

(c) Proper planning

Proper planning is the key to success. You should ensure that you have all aspects of a job covered. A check list of planning points is shown on the back of this guide.

If you are not an expert on the type of work to be done, enlist the support of a club member who is, or seek advice from someone outside the club.

(d) Supervising the work

Supervision of work is made easier if all members of the team know what is to be done and specifically what they are to do. Explain this to them before the job starts and be prepared to answer questions when the work is underway.

(e) Put your club on show

Unless the service work is to be done anonymously, such as for a widow or underprivileged person who would be embarrassed by publicity, do not be afraid to advertise your club at work. This can be done in several ways :

- * Wear Apex T-shirts
- * Display a club banner
- * Erect a sign such as "This is an Apex Club project"
- * Invite the news media if the project is of special significance to your community or of an unusual nature

Publicity promotes good public relations, gains public and commercial support, encourages new members and not the least, provides a lift to your own members by recognising that they have been part of a worthwhile project.

(f) Provide for fellowship

Fellowship is an important part of all service work. Consider this when planning service work.

- * Avoid having one member work on a service job alone.
- * Organise a place to meet after service. Organise refreshments during the service work.
- * Consider providing a barbecue breakfast before a large service job, or a family barbecue after it is completed.

(g) Personally acknowledge your members' efforts

After completion of a service job, make a point of recognising the work

done by members at your next dinner meeting. Also, if any particular members have done a good job, thank them personally by phone or before the meeting or in your dinner notice.

(5) Make your year last twelve months

Many clubs operate effectively for only six to eight months of the year mainly as a result of club elections and holidays. Suggestions for overcoming this problem are :

- (a) Start your forward planning as soon as you have been selected to handle your job so that you can get work underway on the night you officially take over.
- (b) In conjunction with your club president, arrange a method of approval of small jobs so that you don't have to wait for the next meeting to get work underway.
- (c) If possible, keep service work going over Christmas, even on a scaled-down basis.
- (d) Don't be afraid to undertake job which will not be completed before the new service director takes over from you.

(6) Forward planning

Before taking office as service director, you should draw up a master plan of activities for the coming year. To prepare yourself for this, the following suggestions should be considered :

* Talk to your club president about this plans for the club

* Talk to your National Board Service Director about ideas for major projects.

* Talk to the previous service director about :

Uncompleted work
Commitments for work
Continuing commitments
Ideals for the future

* Familiarise yourself with your club's obligations towards Association service schemes and projects.

* Consider surveying your own members on the type of service work they would like to undertake in the coming year.

* Make yourself known to all welfare organisations in your local community. Ask them for their opinion on the needs of the community.

(7) Present plan to your club

After drawing up your plan for the year, let your club know your intentions, however, allow room for urgent work which may crop up from time to time.

This should allow other club directors to plan their activities so that they do not clash.

(8) How to find work

The needs of each community are different and changing and it is a matter of finding what those needs are. Clubs which report that they cannot find worthwhile projects could be seeking work in a traditional area without recognising a change in the population in their community. For example, the population of an established district often moves from an older age group where the needs are for assistance for old people to a younger age group with needs for young and teenage children. We must be aware of these socio-economic changes and react accordingly.

One way to do this is to talk to leaders of the welfare groups, such as shire welfare officers, police, pensioner groups, recreation groups, youth groups. This could be done individually or at a community meeting convened by your own club.

Another way is to conduct a survey of your community. This need not be a major undertaking as a sample survey can be quite accurate if conducted properly. Details of survey methods can be obtained from the Association Service Chairman.

The Association Service Chairman also has a reference library of service projects and will supply details of these projects if clubs supply an outline of the type of work they are seeking.

(9) Fund Raising Ideas

Your National Service Co-ordinator will be supplied with a list of fund raising ideas and new ideas will be published in "The Apexian" from time to time. Do not continue with traditional methods such as raffles if they are not successful or if they are not popular with your members, as there many ways of raising funds which are very profitable and satisfying to members.

Too many fund raising projects fail through bad planning and poor implementation and the return for the effort put in is sometimes dismal. Of all service work undertaken, fund raising must be approached in a professional manner with proper planning.

(10) Citizenship and service

Citizenship and service go hand in hand and while all clubs actively participate in service, they could also undertake specific citizenship projects. Ideas for such projects are:

- (a) Current affairs debates on such things as environmental issues, local community issues – convened by Apex.
- (b) Establishing local community groups such as pensioners, community recreation, youth, progress associations, arts, civilian widows, infant health, meals for the aged, etc.
- (c) Community facilities such as tourist information centres, community notice boards, etc.

(11) Chase up tardy members

With the support of your club president, follow up club members who are not pulling their weight in service. This should be done in private as you will achieve little by berating members individually or as a group for their lack of work. Before taking this stem, remember two things :

You may be the cause. If you don't organise work that is satisfying or worthwhile, the response will be poor. Also, you may not be selling the projects well enough to make them sound interesting.

Each member's ability to do service work varies from year to year. Some years a member might be able to do a lot of work whereas in other years, because of family or job commitments, he can do very little. Be sympathetic to this and find out when such members will be in a position to contribute.

However, if there is no reason, remind the member of his responsibilities because if you don't the problem may rub off onto other members and you could finish up with a club of knife and forkers.

(12) Service Director's Guide

Checklist for service jobs

Jobs to be done for :

- Full address
- Contact
- Type of work
- Date and time to start
- Number of me required
- Tools
- Materials
- Estimated cost of job
- Club member responsible for job
- Other club members
- Refreshments to be arranged by

Note : If you find this checklist helpful, it is suggested that you have a number of copies reproduced for use on all service work.