

Organizing A Ruritan Club

Steps for Organizing A Ruritan Club

Step One – Identify a community

- Identify key people (leaders, movers and shakers)
- Involve key people from the start
- Make contacts and keep a list
- A key people list may be obtained from the Chamber of Commerce, local churches and some local businesses

Step Two – Survey the needs of the community

- Is there a special community need to be addressed?
- Is there a project that would benefit the community?
- Is there a resident with a pressing need?
- Is there a Chamber of Commerce to advise needs in the community?

Step Three - Publicize Ruritan in the community

- Utilize posters and billboards
- Circulate flyers in local businesses
- Use public service announcement (available from Ruritan National) on radio and television
- Have key people distribute Ruritan brochures
- Stress value of Ruritan membership when discussing Ruritan
- Make sure that key people are informed about the value of Ruritan membership

Step Four – Walk through the community

- Visit businesses
- Take informative literature (Ruritan brochures, Club Benefits, Basics of Membership)
- Identify potential members
- Develop a list of potential members

Step Five – Plan the organization meeting

- Set date, time, and place for meeting
- Prepare e-mail or letters of invitations to those on contact list
- Ask each potential member to bring others
- Arrange for current Ruritan members to provide testimonials and answer questions

Step Six – Assemble useful Ruritan materials for the meeting

- Have on display brochures, handbook, Ruritan Magazines, bylaws, video or DVD (available from Ruritan National)
- Use Ruritan Flipchart for small groups
- Display news clippings of club activities (if available)
- Have a charter application for signatures
- Put together a packet of Ruritan brochures, including Ruritan Membership
- (Benefits and values that individuals and clubs receive for their membership)

Sample Letter of Invitation

Dear _____,

You are cordially invited to attend a meeting (location, date and time) to discuss the possibility of organizing a Ruritan club in your community.

Ruritan representatives will be in attendance to talk about the organization and to answer any questions.

Please attend and bring your spouse and any other community-minded individuals with you.

Sincerely,

Organizational Meeting

This meeting is your opportunity to address as a group those individuals who have shown enough interest in Ruritan to attend. This will likely be the core around which the club will be built. Certain information is critical to pass along at this point. An agenda is suggested to help assure coverage of this material. (See next page for a suggestion).

Organizational Meeting

Information and Organizational Agenda

1. Ruritan – History and Purpose

- Founded 1928, Holland, VA.
- Has grown to more than 1,000 clubs in 24 states.
- Makes each community a better place in which to live.
- Works to create a better understanding among people of the community and strives to organize leadership to improve social and economic conditions.
- Cooperates with other organizations and institutions dedicated to this purpose.

2. Organizational Structure

- All Ruritan clubs affiliated with and chartered by Ruritan National, operating under bylaws approved by the national organization.
- Officers and board are elected by each club to administer the affairs of that club.
- Clubs are assigned to districts representing a specific geographic area.
- Club delegates elect district officers and cabinet to administer district affairs.
- Club delegates elect national officers and directors at Ruritan National Convention.
- Ruritan National officers and directors set policies and provide support to clubs and districts.

3. Club Membership and Attendance

- Meetings of approximately one and one-half hours are held monthly and include
 - ◆ Meal and fellowship.
 - ◆ Club business.
 - ◆ Entertainment and/or informational program.
- Attendance is not compulsory, but generally four absences without cause are considered to be a sign of loss of interest and therefore grounds for removal from club rolls.

4. Finances

- Dues are set by each club and depend largely on the cost of meals at meetings.
- Clubs pay Ruritan National dues each quarter from the members dues.
- A one-time \$5 joining fee is paid by each charter member. Fees collected in excess of the club charter fee (\$50) remain in club treasury.
- Ruritan National and club governing documents **prohibit** the collection of funds and/or assessments from members for any purpose other than dues.
- Ruritan National dues provide: subscription to the Ruritan magazine, tax-exempt status, liability insurance, training, and other support services.

5. Chartering

- Sixteen signatures are required on a charter application.
- New clubs pay a one-time \$50 charter fee.
- Charter application and fee are sent to Ruritan National.
- A charter and supplies for club operations are returned to the new club for presentation at the club's charter meeting.

6. Organizational Decision

- Following a question and answer period, entertain a motion that a Ruritan club be formed.
- Given a favorable response, elect a temporary president and temporary secretary. (In many situations a follow-up meeting will be necessary to allow time for collection of the necessary 16 signatures.)*
- If a follow-up meeting is necessary, leave Charter application with temporary president, otherwise mail completed form and fee to Ruritan National.



Ruritan National

“America’s Leading Community Service Organization.”

Ruritan Club Charter Application

we hereby apply for a charter for the _____ Ruritan Club of
_____, _____ and desire to
(City/County) (State)
affiliate as such with Ruritan National, “America’s Leading Community Service Organization.”

Please Print or Type

Name Address Phone Occupation

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____
21. _____
22. _____
23. _____
24. _____

General

Sixteen members are normally required to charter a new club. (See note on opposite page). Use additional sheets as necessary. Mail completed form and \$50 charter fee to: Ruritan National, P.O. Box 487, Dublin, VA 24084, toll free (877) 787-8727. Charter application must be received at least 20 days before the date the charter will be presented.



Ruritan Club

Charter Night Information

Please Print or Type

Name of New Club: _____

Ruritan District: _____

Date of Charter Night: _____

Town/City where Charter Meeting will be held: _____

Time of the Meeting: _____

Location: _____

Temporary President: _____

Address: _____

Phone : (____) _____ E-mail: _____

Temporary Secretary: _____

Address: _____

Phone: (____) _____ E-mail: _____

Sponsoring Club: _____

Distinguished Ruritan Member's (DRM) name: _____

(person most responsible for organizing this new club)

Address: _____

Phone: (____) _____ E-mail: _____

Club: _____

General