



## FAQ - Club Invoice for Rotary International (RI) per capita dues

<b>When are club invoices sent?</b>	Club Invoices for RI per capita dues are sent twice a year - mid-July and mid-January.
<b>Who sends club invoices ?</b>	Club Invoices are sent by Rotary International Headquarters, Evanston / USA by e-mail and by post*.
<b>Who receives the club invoice?</b>	<p><b>By e-mail:</b> All club officers, if registered as such in RI database with a valid E-Mail address.</p> <p><b>By post :</b> The club, if a Rotary business address is available, if not, the club treasurer (in case you did not cancel receipt of the paper version*).</p> <p><b>Important:</b> Add the Rotary E-Mail address <a href="mailto:riclubfinance@rotary.org">riclubfinance@rotary.org</a> to your approved E-Mail contacts in order to ensure that emails are NOT rejected or filtered as SPAM.</p>
<b>What to do if your club did not receive the club invoice?</b>	If your club has not received the invoice by the end of July / January, any club officer (after creating a MyRotary online account) can download the invoice as well as the invoice details on <a href="http://www.rotary.org">www.rotary.org</a> > My Rotary> Manage> Club Administration> Club Invoice.
<b>How is the club invoice calculated?</b>	<p>Your club invoice is calculated based on the number of active members reported through My Rotary / integrated database / email / fax by <b>1 January / 1 July of</b> each year.</p> <p>If your club works with an integrated local database, please update your membership always in your local database and not in MyRotary.</p>
<b>When are payments due?</b>	The Club Invoice is due and payable <b>upon receipt</b> and the <b>amount is not adjustable</b> .
<b>What is the invoice period?</b>	The club invoice covers the following six months period - January invoice: <i>period January to June</i> / July Invoice: <i>period July to December</i>
<b>How much are the dues?</b>	July 2016/January 2017: \$ 28.00 per active member - 2017/2018: \$ 30.00 - 2018/2019: \$ 32.00 - 2019/2020: \$ 34.00
<b>Which exchange rate is applied to the payment?</b>	Rotary International Exchange Rates are re-evaluated on a monthly basis. Payments will be credited at the official RI exchange rate applicable at the <b>time of receipt of payment</b> . Current rates can be obtained at: <a href="http://www.rotary.org/myrotary/en/exchange-rates">www.rotary.org/myrotary/en/exchange-rates</a>
<b>How much is the Council on Legislation Levy?</b>	Once a year, on each July-invoice, all clubs are billed with an additional amount of \$ 1.50 per active member to support the projected expenses of the next scheduled Council on Legislation (C.O.L.)
<b>What are Pro-Rata dues?</b>	Pro Rata dues on your invoice concerns the previous six months period. Each new member admitted within the previous semi-annual period pays prorated per capita dues. The amount payable for each full month of membership is one-twelfth of the annual per capita dues.
<b>Are dues refunded?</b>	Clubs do not receive a refund from RI for per capita dues paid for members terminated from membership during a semi-annual period.
<b>Which magazine subscriptions are billed by RI?</b>	Subscriptions for "The Rotarian" (English) and for "Revista Rotaria" (Spanish) are billed by RI semi-annually. Subscriptions billed as "The Rotarian Special/Honorary" relate to non-Rotarians or honorary members. Local Magazines are NOT billed by RI.
<b>How to go paperless? (*)</b>	Stop receipt of paper invoice under > My Rotary> Manage> Club Administration> Club Invoice > Edit Invoice preferences.
<b>Ache for Presidential Citation ?</b>	One of the requirements to be eligible is, to <b>fully</b> pay the semiannual invoices for membership dues. See also Presidential Citation on MyRotary
<b>More Information required ?</b>	More information can be found on <a href="http://www.rotary.org">www.rotary.org</a> > My Rotary> Manage> Club Administration> Club Invoice in the club treasurers manual.