



CHAPTER HANDBOOK

May 23, 2012

All Chapter Officers are encouraged to read and become familiar with the Club's Constitution, which contains answers to most of the questions that arise regularly. Article III covers Membership and Article XIV specifically addresses Chapters, their organization, activities, and funding.

I. History of the Circumnavigators Club

The Club was founded in New York City in 1902 by Joe D. Morrison, James H. Birch, and Edward H. Patterson, known collectively as "The Three Immortals." Morrison and Birch came up with the idea of organizing a club devoted to bringing together men who had circumnavigated the globe while they sailed across the Indian Ocean aboard the *S.S. Barbarossa*. The Club's roster of early members included Presidents William Howard Taft and Herbert Hoover, Generals John J. Pershing and Douglas MacArthur, Admirals Robert E. Peary and Richard E. Byrd, John Philip Sousa (who wrote the Circumnavigators Club March), William F. ("Buffalo Bill") Cody, and magician Harry Houdini. William Jennings Bryan (Secretary of State, 1913-15) presented to the Club the whale's tooth gavel that has become the symbol of the president's authority.

The advent of air travel has made membership possible for people from all walks of life. A change to the constitution in 1983 allowed women to join. Total membership is limited to 1,000 world-wide. Since 2010, the Club's International Headquarters has been located at the Yale Club, across the street from Grand Central Station. Members visiting New York may use the Yale Club facilities, including the guest rooms, bar, and restaurants with advance reservations through Headquarters. Chapters are in Philadelphia, Washington, DC, Palm Beach, Naples, Miami, Chicago, Michigan, Arizona, Minneapolis-St. Paul, Seattle, San Diego, Singapore, and London.

The Club's purpose is to encourage global fellowship and understanding. It strives to inspire people to see and absorb as much as they can about the world. The motto is "Through Friendship, To Leave This World A Little Better Than We Found It."

The Order of Magellan is the Club's highest award and is presented to outstanding individuals who are dedicated to advancing peace and understanding in all parts of the world. Recipients of the award include astronauts John Glenn, Neil Armstrong and Sally Ride; explorers Thor Heyerdahl, Sir Edmund Hillary, Dr. Robert Ballard, and Captain Jacques-Yves Cousteau; balloonists Dr. Bertrand Piccard and Steve Fossett; broadcaster Walter Cronkite; philanthropist Ted Turner; and authors James A. Michener, Michael Palin, and Simon Winchester.

In addition to fellowship and access to the Yale Club, the Club offers a Goodwill Connection, permitting traveling members to meet other members in different Chapters and around the world. The Club occasionally organizes special trips or circumnavigations.

II. Establishing a Chapter

A petition to create a new Chapter must be signed by five members in good standing. It is then presented to the International Board of Governors; a two-thirds vote is required to approve it. Membership in the new Chapter is restricted to those Club members living within 100 miles of the city where it is established, although the Board of Governors may use its discretionary authority to expand this territorial limit.

III. Membership

The Chapters play a vital role in promoting the Club and encouraging qualified individuals to become members. One way of doing this is to invite a prospective member to attend a Chapter event as the member's guest. That allows the person an opportunity to meet other members and learn more about the benefits of membership. Members may obtain business cards with their name and the Club logo free of charge from Headquarters. These are very handy when traveling and discussing the Club with potential members, as they have the Club's website.

The membership application is available on the website. The applicant must fill it in completely, including dates of circumnavigation on the back page of the application, and attach a brief biography, recent photograph, and personal check for the initiation fee. It is the responsibility of each Chapter to ensure that application packages are complete before they are sent to Headquarters. Incomplete packages will not be reviewed by the Board of Governors. Each must be accompanied by letters of support from the Proposer and the Secunder. No one may become a member of a Chapter unless first accepted for membership into the Circumnavigators Club as described in Article III of the Constitution. There are four categories of membership -- Current, Life, Honorary, and Senior. At this time, the Club has no "associate" member category, so Chapters may not offer that option.

To qualify for membership, an individual must have crossed all meridians of latitude or longitude (Article II). This does not have to be accomplished in one journey. For example, a person can travel from New York to Singapore via Europe and return via the same route on one trip, then travel from New York to Singapore via the Pacific and return via the same route. Thus, the person will complete two circumnavigations.

Annual dues must be paid by February 28. Monthly reminders are sent after that to members until payment is received. If payment is not received by June 30, the member will be dropped at the next meeting of the Board of Governors.

IV. Organization

Chapter members may elect officers with titles corresponding to those Officers of the Circumnavigators Club: President, one or more Vice-Presidents, Secretary and Treasurer. Chapters with more than 25 members may elect a Board of Directors. Minutes of meetings should be kept and furnished to the Club. Chapters are encouraged

to elect enthusiastic new members as officers as soon as possible. Vice Presidents traditionally assume responsibility for (i) membership, (ii) programs, and (iii) the Foundation.

The officers plan and coordinate Chapter meetings and events and invite guest speakers, who may be prominent local civic leaders, academics, or businesspeople with a connection to world travel. Chapters are encouraged to have at least four meetings a year and to send reports and photographs of the meetings promptly to the Club's Executive Director for inclusion in the Club's website and publications.

Chapter Officers and members should be alert to local people who have traveled around the world and invite them to meetings to attract new members, increase good fellowship, and to further the Club's credo mentioned above, "Through Friendship, To Leave This World A Little Better Than We Found It".

Chapter Officers should be in frequent contact with the Executive Director and International Board of Governors, keeping them informed about meetings, elections, applicants, and events in the Chapter. They can be an important resource and clearing house for ideas for meetings, sample invitations, and information about what other Chapters are doing. Encourage Chapter members to attend international meetings in New York, take advantage of Goodwill connections, and encourage other Club members to visit your Chapter.

V. Finances

Chapters may not levy dues, initiation fees, or assessments on local Chapter members. Twice a year, normally in June and December, each Chapter receives a rebate check representing 25% of the Club dues paid by each Chapter member. The first check represents dues paid by members between January and June. The second check is for dues collected between July and December (e.g. new members and late payers). The amount of the rebate can be changed by the Board of Governors. The purpose of these funds is to help the Chapter grow and support existing membership, specifically to make Chapter events more affordable, thus providing a benefit to members participating in the activity. Each Chapter should have a bank account that is used exclusively for Chapter funds.

Life Members' payments are kept in a long-term reserve for the Club. These are contingency funds to facilitate strategic transitions in the Club such as a change in personnel or capital investment. These funds are like "equity" to support the Club's long-term needs. The funds are also a source of income.

In early January Chapters are to send the International Club Treasurer the December 31st closing bank statement. By mid-February each Chapter should submit Financials of their choosing, but should include a balance sheet and an income/expense financial statement during the year (accrual accounting). An alternative to the income/expense report is a statement of incoming and outgoing cash (cash accounting) for the year. There is no

audit of Chapters' financial statements, although larger Chapters are encouraged to conduct an internal audit of their accounts.

Any Chapter with a significant year-end surplus is strongly encouraged to make a donation to the Circumnavigators Club Foundation. Chapter funds exist for the express purpose of supporting the Chapters or the Foundation. They may not be donated to any other organizations (e.g. disaster relief).

VI. Communications

The four main vehicles for Club communications are *The Log*, the website, email blasts and regular mail.

The Log: Our venerable Club publication is now issued three times a year in a full-color format. Issues are planned for March, August, and November/December. Chapters are encouraged to submit a report for each issue, with the emphasis on Programs and Chapter member activities. The Executive Director will let each Chapter know the deadline for submitting the report. Reports should be formatted to fit a single page or a half-page. Editing will be done at Club Headquarters and committee members will work with the Chapters to get the best possible reports published. Chapter officers are encouraged to work with members to get good stories and information for *The Log*. Do not send unsolicited stories without first discussing them with the editors. *The Log* is intended to be a genuine “log” of our members’ travels and activities in our effort to “make the world a better place” through friendship and understanding.

Additionally, two sections of *The Log* are designed to share member information with our general membership. **Scuttlebutt** will let us know about new “happenings” such as awards, honors, degrees, books, and the like. Just a simple line such as “John Smith has received the Person of the Year from the Hoboken Civic Association.” Chapters should send Scuttlebutt items to Headquarters as they happen and the list will be compiled for each issue. A new feature, **All Over the Map**, will let members know about interesting travels—where members have been or are going. Again, just a simple line or two such as “Joan Smith climbed Mount Kilimanjaro in April” or “John Smith sailed to Malta in March”. These items should be sent to Headquarters as the information becomes available.

As articulated by the original issue in 1910, *The Log* depends on the support of the members get the “good stuff” to fill it. At each Chapter meeting, members should be asked for items to send to —Scuttlebutt, All Over the Map, or good stories and photos. Chapters should also send any ideas for improving the publication. Finally, a limited number of copies of *The Log* will be available to Chapters as a recruiting tool. These copies can be requested from Headquarters.

Website: The website can be found at www.circumnavigators.org. The purpose of it is to give speedy, up-to-date news to our members as well as historical and organizational information. Chapters should send photos and program information to Headquarters as

quickly as possible after the event. Photos of current and new members and program presenters will be posted on the site in a timely fashion. Any important Chapter news or Chapter member news should be sent promptly to Headquarters. Members are encouraged to check out the website on a regular basis to see the latest news. The password to access the Members Only area is *navigator*.

Email blasts: Occasional email “blasts” to the entire membership will alert members to important Club news, such as programs and events. They will also be used to pass on important, timely breaking news such as Magellan Award announcements or decisions by the International Board of Governors. Email blasts are generally meant to encourage members to go to the website for the full story. Chapters should contact Headquarters when they have an important item for an email blast.

Regular mail: Important announcements for programs and meetings as well as *The Log* will continue to be mailed to our members. As the Internet continues to change the way the world communicates, Chapters should encourage members to embrace this technology as a way to provide more efficient, less costly communications.

Club brochures: A handy brochure with pertinent information about the Club is available to all members and Chapters to help spread the word about the Circumnavigators. Please contact the Executive Director if you need a supply of these brochures.

VII. The Foundation

The Foundation was established in 1964 as a philanthropic organization to provide financial support to programs that further the Club’s mission of improving international relations through friendship and understanding. It is a 503(c)(3) tax-exempt (in the US), non-profit organization. Since 1971 the Foundation has awarded grants to outstanding college students to undertake around-the-world travel-research projects during the summer between their junior and senior years. Over 110 students have benefitted from the Foundation’s sponsorship to date. They have conducted worthwhile research on a wide variety of topics of both global importance and paramount academic interest to them; many have used their grant-supported research as the basis for senior theses and subsequent graduate-level study. Once they complete the requirements for their grant, they are designated as Foundation Scholars. Today, these scholars are pursuing careers in diplomacy, business, law, medicine, science, public service, politics, education, the arts, and philanthropy. A number have attained international prominence in their fields of endeavor. Many Foundation Scholars are active in the governance of both the Foundation and the Circumnavigators Club, both at the international and the Chapter level.

The Foundation’s highly successful grant program involves the deep commitment and active participation by the Chapters, which administer the selection process for grant recipients and work closely with the participating universities. Chapters involved in the grant process appoint active Foundation Coordinators whose hands-on involvement with

Foundation headquarters and participating universities is essential to the program's success. The job of each Coordinator is to ensure that the written grant guidelines and requirements developed each year by the Foundation's Board of Directors are adhered to throughout the year-long cycle during which the Coordinator must (a) identify and establish a close working relationship with one or more university representatives who are responsible for attracting applications from the highest caliber of grant candidates; (b) assemble and chair a selection committee drawn from the membership of the chapter to interview finalists and choose from among them a grant winner; (c) work closely with the grantee to fine-tune the research proposal, travel itinerary, and budget; (d) monitor the grantee's progress closely during the conduct of the research project; and (e) ensure that the grantee complies with the post-trip requirements, particularly the preparation and timely submission of the required scholarly research paper.

The Foundation's funding comes primarily from donations by members of the Circumnavigators Club in response to two annual appeals and from fundraising events organized at the Chapter level, and secondarily through co-funding arrangements with participating universities. These co-funding programs, which have been established over the past decade, have enabled the Foundation to increase both the number of grants awarded and the program's geographical scope.

Scholars are offered membership in the Club upon completion of their circumnavigation. The initiation fee is waived, as are the annual dues for the first five years of their membership. In the life cycle of the Club, grantees often become leaders of the future.