

Rotary Oakville Trafalgar Club

New Member Orientation Guide
August 2022

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Welcome

Congratulations on joining the Rotary Oakville Trafalgar club (RCOT). Rotary started in 1905 and is now the largest and oldest not-for-profit service organization in the world. As you move forward in your Rotary service, we hope you will start to think of your new friends as extended family. You have the opportunity to not only have new friends here but around the world.

Chartered in 1978, The Rotary Oakville Trafalgar club is one of 58 clubs in District 7080, which covers a large part of South-Western Ontario from Mississauga in the East to Woodstock in the West. Our District also has over 1,400 members.

Internationally, Rotary helped Charter the United Nations, it also builds schools in third world countries and is working to eradicate Polio from the world through our partnerships with the World Health Organization and the Bill and Melinda Gates Foundation.

Our mandate is that through fellowship and service, we can help build a better world. RCOT takes great pride in dedicating 100% of the net proceeds from our fundraising activities to humanitarian and charitable pursuits both in our community and around the world. Through the efforts of the RCOT's members and our partners working together, we donate between \$50,000 to \$100,000 annually to organizations that help those in need. Locally, RCOT has supported organizations such as Kerr Street Ministries, Oakville Fare Share Food Bank, Children's Aid Foundation of Halton, Big Brothers Big Sisters of Halton, Oakville Literacy Council, Sheridan College and the Oakville Hospital Foundation. Over \$60,000 in bursaries is distributed annually by the local Oakville Rotary Clubs to Oakville students set to pursue their post-secondary education.

Internationally, RCOT supports organizations such as Sleeping Children Around the World, International Literacy Foundation, Haiti Containers for Hope, and Japan Disaster Relief. We have adopted villages in Bangladesh and Kenya, participated in water projects in South Africa, Ghana, Bolivia and Guatemala, and we have initiated and supported a library in India. Recently we helped equip a medical clinic and support retraining projects in Guatemala.

Congratulations on joining Rotary and becoming part of the Rotary Family.

RCOT Fast Facts – What You Need to Know

Meetings

Pre- Covid, the RCOT met weekly on Thursdays from 12:00 noon to 1:30 pm at Le Dome Banquet Hall, 1173 North Service Road E., Oakville. The basic format of each meeting was:

| | |
|----------|---|
| 11:45 am | Arrival & networking social (cash bar) |
| 12:15 pm | Call to order, Grace, Singing of the National Anthem, Lunch |
| 12:40 pm | Announcements, Fine Master & Happy Bucks |
| 1:00 pm | Guest Speaker |
| 1:30 pm | Meeting concludes |

During Covid, our meetings have been held from noon to 1pm on Thursdays via Zoom.

Committees

All RCOT members are expected to join and participate on a minimum of one committee. Committee meetings take place separately from Thursday's weekly lunch meetings.

Board

RCOT members are encouraged to take turns serving on the Board as Club Officers. The Board meetings take place once a month at a mutually agreeable time and place.

Fundraising

Much of the work done by the RCOT is made possible through a variety of fundraising initiatives. RCOT members are expected to participate in these projects which could include volunteering at the event to soliciting businesses in our community for product or sponsorship of events.

Fees

Administration/Initiation Fee on joining the Club is \$250.00 unless you are transferring from another Rotary Club.

Annual Club dues are currently \$400 and reflects the current membership dues that are levied by Rotary International and our District. The dues, subject to approval by our Board, can be increased to match increases from Rotary International and District 7080.

The \$400 fee also includes a \$100 charitable contribution to the Rotary International Canada Foundation for which a donation receipt will be issued to each member from Rotary International.

In addition to the RI and District dues, these fees cover general administration, name tag printing and other club costs.

Club members, visiting members and guests are responsible for covering the cost of the weekly lunch. It is currently \$25.00 per week. Lunch is a buffet that includes a hot meal, water, coffee or tea. A cash bar is available for alcoholic beverages or soft drinks.

Happy Bucks – Rotarians pay \$1 to share happy news at each meeting. This is optional.

Fine Master – To raise funds for the RCOT Foundation, club members are expected to pay a \$1 fee per meeting.

50/50 Draw – Tickets are sold at each meeting to club members for the chance to win a cumulative 50/50 cash prize. Tickets are \$1 each or 3 for \$2 and funds support RCOT Foundation initiatives.

Evening Dinners – Events like the Holiday party, Club Turnover event, Paul Harris Awards and Bursary presentations move the weekly Thursday lunch meeting to an evening event. On average, these events are \$50 per person.

Guiding Principles

These principles have been adopted over the years to provide Rotarians with a strong, common purpose and direction. They serve as a foundation for our relationships with each other and the action we take in the world.

The Object of Rotary

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- **FIRST:** The development of acquaintance as an opportunity for service;
- **SECOND:** High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- **THIRD:** The application of the ideal of service in each Rotarian's personal, business, and community life;
- **FOURTH:** The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

The Four-Way Test

The Four-Way Test is a nonpartisan and non-sectarian ethical guide for Rotarians to use for their personal and professional relationships.

Of the things we think, say or do

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

Rotarian Code of Conduct

The following code of conduct has been adopted for the use of Rotarians:

As a Rotarian, I will

1. Act with integrity and high ethical standards in my personal and professional life.
2. Deal fairly with others and treat them and their occupations with respect.
3. Use my professional skills through Rotary to: mentor young people, help those with special needs, and improve people's quality of life in my community and in the world.
4. Avoid behaviour that reflects adversely on Rotary or other Rotarians.
5. Help maintain a harassment-free environment in Rotary meetings, events and activities, report any suspected harassment, and help ensure non-retaliation to those individuals that report harassment.

Mentorship

When you first join the club, you will be assigned a mentor chosen from the membership who will serve as a role model, coach, and confidante offering support, knowledge, insight, perspective and wisdom useful to you.

The program is instrumental in enabling you to gain a thorough understanding of Rotary International and the Rotary Oakville Trafalgar club, and of how you can become an integral member to enjoy all of the benefits of Rotary and to contribute actively in serving the community and the world through Rotary.

New members, who understand Rotary and its principles, can gain an appreciation for the value of Rotary in the community and the world, and have the opportunity to become immediately involved in several different aspects of Rotary.

Club Officers

President

The club president's role is to lead the club, ensuring that it functions effectively and in accordance with the by-laws of the club and the requirements of Rotary International.

Responsibilities:

- Develops a strong leadership team
- Ensures that a vision is in place for the club and that the club is working to achieve its long-term goals
- Provides guidance for the development, implementation and evaluation of club goals, ensuring that all club members are involved and informed
- Ensures that each committee has a plan with well-developed goals and implementation strategies
- Conducts periodic reviews of all committee goals and activities
- Serves as an ex officio member of all club committees
- Organizes carefully planned meetings of the club and presides over these meetings and other club assemblies
- Plans for and presides at all monthly Board meetings
- Encourages and models active participation in club and district meetings and activities
- Fosters continuity in leadership and service projects
- Supervises and provides guidance for responsible financial management of the club
- Encourages member participation in district activities (conference, seminars, training workshops)
- Promotes and models support for the Foundation
- Ensures that youth protection policies are followed
- Ensures that the administrative obligations to RI and the District are met
- Promotes RI and District goals and their achievement
- Inspires others to be passionate for Rotary
- Delegates, empowers and builds on the strengths of the club members

During the latter part of the Rotary year, the President works cooperatively with the President-Elect before leaving office to ensure the smooth transition of authority, including the transfer of all relevant records, documents, and financial information; and the President also arranges a joint meeting of the incoming and outgoing Club Boards to ensure the success of the new administration and to provide continuity of administrations.

President- Elect:

The key role of the President-Elect is to prepare him/herself for his/her year as the President of the club, to prepare the club for the new Rotary year, and to fulfil the duties of the President in his/her absence.

The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the club and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for their Presidential year. The President-Elect shall automatically become President at the end of the term as President-Elect.

Responsibilities:

- Reviews the Club President's Manual and prepares for the Presidents-Elects training sessions
- Reviews the provisions of the Club's Constitution and By-Laws
- Performs responsibilities prescribed by the President or the Board
- Reviews the club's strategic plan (visioning plan)
- Sets the Club's annual goals for his/her presidency year, goals which support the long range goals of the club
- Supervises the preparation of the Club Budget for his/her year of presidency
- Ensures continuity in leadership and service projects
- Develops future leaders
- Ensures that in-coming Directors are well prepared for their role as a Committee Chair
- Ensures that each committee has a plan with well-developed goals and implementation strategies prior to the commencement of the new Rotary year
- In the absence of the President, presides over meetings of the club and its Board

Past-President:

The immediate Past-President plays an important role in ensuring continuity and providing important input based on in-depth organizational knowledge. From communicating historical information to bringing a unique perspective on strategic and operational activities, he or she plays a critical role on the Board.

Responsibilities:

- Serves as a mentor and resource person for the President and the Board
- Advises the President and Board on past practices and operations
- Supports the President and the President-Elect on an as-needed basis
- Upon request, assists Officers and Directors in performing their duties

Secretary:

The Secretary of the Rotary Oakville Trafalgar club plays a critical role in fostering communication and diligence through proper management and utilization of important records. Good record keeping helps the club function efficiently, effectively and ensures accountability to its members. Additionally, the Secretary should be knowledgeable of the organization's records and related materials, providing advice and resources to the Board on topics such as governance issues, amendments to the by-laws, and the like, that will assist them in fulfilling their fiduciary duties.

Responsibilities:

- As the custodian of the organization's records, maintains accurate documentation and meets any requirements of the District and Rotary International, such as semi-annual and annual filing deadlines
- Assumes responsibility for reviewing and updating documents as necessary and ensuring all documents are safely stored and readily accessible
- Sends out notices of meetings of the Club and Board
- Records and maintains Minutes of the Club and Board meetings
- Records attendance at meetings and member make- ups, and reports the monthly attendance figures to the District Governor as per District guidelines
- After the Club's annual elections, notifies the District of the Club's Officers for the new Rotary year
- Attends Secretary training sessions at the district seminars and assemblies
- Becomes thoroughly familiar with the Constitution and By-Laws of the Club, as well as those of Rotary International
- Assists the Secretary-Elect in becoming acquainted with his/her duties, in receiving all historical materials and in acquiring a knowledge base from the past Club Secretary.

Treasurer:

The Treasurer is the officer assigned the primary responsibility of overseeing the management and reporting of the club's finances. In this role, the Treasurer greatly affects the club member's and public's perception, trust, and assurance in the organization management.

Responsibilities:

Financial Administration: The club is accountable to its members, donors, and funders. The Club must be able to show whether it is making a profit, breaking even or suffering a loss. In order to do this, the Club, through its Treasurer must authorize each payment and record all transactions.

- Bank account maintenance - Recommends a bank to the Club, signs cheques, and invests excess funds wisely
- Financial transaction oversight - Being knowledgeable about who has access to the Club's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable
- Oversees the development and observation of the Club's financial procedures and policies
- Preserves records of yearly Budget statements
- Protects the Club against fraud and theft, ensuring safe custody of money, and prompt banking
- Makes sure the board understands its financial obligations

Financial Management: Financial management involves planning,

budgeting, and reporting.

- Develops the annual Budget, as well as compares the actual revenues and expenses incurred against the Budget
- Monitors the revenues and expenditure throughout the year and identifies trends, concerns/issues related to the fiscal health of the Budget, and reports in a timely fashion to the Board
- Prepares and disperses all club due payments in accordance with District and RI deadlines
- Maintains separate accounts for the various programs of the Club (District grants, Club administration, Fundraising campaigns, The Rotary Foundation, etc.)
- Prepares an annual financial statement for presentation to Board and Club members.

Reporting on the State of the Club's Finances:

- Issues monthly reports to the Board; and regular financial updates and a detailed annual report to the Club members
- Ensures that the minutes of the Board and Club's regular meetings provide an accounting of the financial reports

Preparing for a Successor:

- Once a successor is chosen, the out-going Treasurer must prepare the new Treasurer to competently assume Treasurer duties on 1 July.
- Following the last club meeting in June, the Treasurer turns over all funds, accounting records, and any other related materials to his/her successor.

Club Committees

The committees of the Rotary Oakville Trafalgar club are structured to enable the club to focus on Community, International, Club, Indigenous, New Generations, Environmental and Fundraising service. Directors are elected by the club members, and these are then assigned the responsibility of chairing the various committees of the club.

In the following pages of this manual, the roles and responsibilities are outlined for each of the club's committees.

Club Service Committee

Club Service is made up of sub-committees that support the members of the club and conduct activities associated with the effective operation of the club.

It is only through efficient club operations that the Rotary Oakville Trafalgar club can provide service to its community, retain members, and develop leaders for the Club, District, and Rotary International.

Effective Club meetings leave Rotarians energized, motivated and more informed. This certainly increases their participation in the meetings and other activities of the club. Of course, an effective program will result in an effective meeting that will achieve the meeting's objective and leave the participants feeling that they have been important contributors and active participants in the meeting.

It is the responsibility of the Club Service Committee of the Rotary Oakville Trafalgar club to establish goals, plans and a process to enable the club to enjoy such a program.

Specific Responsibilities:

- Set the stage for the club's Thursday lunch meetings and other meetings called by the club
- Work with the Past President to arrange speakers for each meeting and provide opportunities for the club members to introduce themselves to the other club members
- Coordinate with our POD's to ensure coverage of specific duties related to the front desk, including taking attendance, collecting fees, creating a process for recording guests and make-ups
- Coordinate with our POD's to ensure the meeting room is set to best suit the function of the club, and then taking it down so that the room is returned to its original set up

Communications Committee

The fundamental role of the Club Communications Committee is to keep the club members fully informed of Rotary news and notices. The committee provides a communication avenue using various communication tools to ensure that the members are fully aware of the day-to-day operations of the club and its committees, the notices that club members wish to disseminate to their fellow members, and worthy news from Rotary International and Rotary District 7080.

Specific Responsibilities:

- Develop, publish, and distribute a weekly newsletter (*Weekly Courier*), and a monthly newsletter (*RIOTS*) to all club members. Friends of the club also receive *RIOTS*.
- Maintain and update the club's web site ensuring contents are up to date
- Update the club website with upcoming speakers, events, on-line forms, etc.
- Distribute all club e-mail messages (currently done by Secretary)
- Arrange for a club photographer to capture the club's meetings, events, and other activities in photos
- Educate the club on the effective use of Club, District, Zone and RI websites, newsletters and other informative resources
- Update the information of each club member on an annual basis.

Community Service Committee

Community Service provides the club with a focus in developing and implementing humanitarian service programs, projects, and activities that assist the community in meeting the needs of its citizens and in improving the quality of life for all community members. The ability of the club to implement effective fundraising campaigns and events plays a large part in achieving the community service goals that will enable the club to achieve its vision.

Specific Responsibilities Related to Community Service:

- Respond to needs identified by community organizations (funding and volunteering)
- Initiate, plan and implement community projects/activities focused on the club's goals
- Put into place and carry out plans focused on human development, environmental protection, and recreational improvement
- Whenever possible, partner with other service clubs, the Chamber of Commerce and other organizations to carry out community plans

Fundraising Committee

Great ideas and high levels of enthusiasm for club service projects and for fundraising to achieve these projects are wonderful resources, but this is only the beginning! Part of any well planned service project includes a detailed plan that will ensure that the funds are available for every stage of the project development and implementation. Without an effective fundraising plan, the club's project may fail to achieve its goals and objectives.

Specific Responsibilities:

- When considering fundraising events, the Committee will keep in **mind** what will be most effective in meeting the fundraising goal and what will attain the most support from the community
- Attaining the full support of the club and its members
- Working in coordination with other committees of the club that are responsible for the planning and implementation of community and international service projects
- Determining the logistics of the fundraiser
- Ensuring that all fundraising events comply with local and provincial law and regulations
- Developing clear and concise messages that effectively communicate the club's fundraising events and the purpose for raising the funds
- Where possible, partnering with other organizations
- Utilizing the funding opportunities of matching and/or supportive grants from the District, Rotary Foundation and other local, national, and international sources
- Recognizing volunteers and contributors publicly
- Sharing the outcome of the fundraiser with the community and the contributors
- Evaluating the fundraising activity and determining necessary changes for future fundraisers

Environmental Committee

The Environmental Committee is a new committee that works to promote Environmental awareness and projects that help to protect the environment.

Specific Responsibilities

- Arrange for presentations to the club that help to promote environmental awareness to club members
- Participate in projects that help to protect the environment

Foundation and Legacy Committee

The goal of the Foundation and Legacy Committee is to ensure that members understand how the Rotary Foundation is funded, the levels of individual support and how RI uses those funds for Global Grants.

Specific Responsibilities:

- Provide information on the vision, goals, organization and operations of the Foundation
- Establish annual goals for the Fund Raising Campaign
- Report regularly on the progress of the club in achieving the Campaign Goals
- Recognize members who have achieved Paul Harris Fellow Awards
- Recognize community leaders by awarding them Paul Harris Awards
- Educate the members on the different ways to give to the Foundation
- Educate members about the Benefactor and Bequest Society Program and encourage them to participate in the program
- Plan and implement special fund raising campaigns where the proceeds are designated to the specific programs of the Foundation

International Service Committee

The aim of the Committee is to advance international understanding, goodwill, and peace through its program of humanitarian service. 'Service Above Self' is Rotary International's motto, which means that every member of the Rotary Oakville Trafalgar club is responsible for contributing in some way to improve the quality of life for those around the world.

Specific Responsibilities:

- Educate the membership on the programs of RI focused on International Service
- Encourage the club to support the various humanitarian programs (matching grant projects, and disaster relief)
- Support International Education Programs such as the Ambassadorial Scholarship Program and the Rotary Centre for International Studies
- Affiliate with and support other humanitarian organizations in Canada
- Develop plans for humanitarian service projects and complete the necessary requirements as dictated by the Foundation
- Prepare annual goals for humanitarian international service, including budget requests, for the consideration of the club.

Indigenous Committee

The Indigenous Committee focusses on addressing opportunities to support the Indigenous community in Ontario and to promote Truth and Reconciliation.

Specific Responsibilities

- Oversee our Rotary Indigenous Scholarship program
- Raise the necessary funds to fund the scholarship
- Participate in CIRCLE, the District Indigenous Committee
- Participate in projects that further Truth and Reconciliation

Membership Committee

The Membership Committee's role is to develop and implement a comprehensive action plan for membership recruitment, development, and retention. The ability of the Rotary Oakville Trafalgar club to serve the community, support The Rotary Foundation, and develop leaders capable of serving Rotary beyond the club level is directly related to the size and strength of the club's membership base.

Specific Responsibilities:

- Provide leadership and guidance in membership recruitment
- Develop and implement an efficient retention plan
- Implement protocol for officially welcoming new members
- Provide orientation for new members through mentoring, firesides, information sessions and other activities
- Enable new and experienced members to develop their capacity to serve
- Provide continuing education for the membership
- Provide support and care for the members of the club and their family
- The Membership Committee can use sub-committees to fulfil its responsibilities

New Generations

The Rotary Oakville Trafalgar club is an active supporter of youth programs focused on leadership and citizenship development, education, cultural experiences, vocational objectives, and enabling youth to experience a healthy lifestyle. Each year, the club sponsors youth to enable them to participate in a variety of programs and to support the Interact and Rotaract clubs in Oakville.

The club has supported and/or sponsored youth to enable them to participate in the following programs and clubs:

- *Rotary Youth Exchange Program*
- *RYLA (Rotary Youth Leadership Award)*
- *Interact Program*
- *Education Awards*

The Rotary Oakville Trafalgar club has been a supporter of the Rotary Youth Exchange Program in the past.

As this is an exchange program, our community has also had the opportunity to appreciate the inbound students that have arrived from many countries around the world. Since all the students enrolled in the high school program while they were in the Oakville, many local students gained new friendships with these foreign students and enjoyed many exciting experiences with them.

RYLA emphasizes leadership, citizenship, and personal growth, and aims to demonstrate Rotary's respect and concern for youth, to provide an effective training experience for elected youth and potential leaders, to encourage leadership of youth by

youth, and to recognize publicly young people who are rendering service to their communities.

RYLA is designed for young adults with proven leadership ability and a commitment to community service. Whether a secondary school student, university student, or young professional, RYLA will help youth to discover their potential and assist in developing the skills needed to be a leader in the community, educational institution, career, and everyday life.

The intensive training program brings together youth to further develop character and leadership skills and to learn about Rotary. The RYLA program often takes the form of a seminar, camp, or workshop, generally 3-10 days in length, organized by Rotarians at the club, district, or multidistrict level

RYLA gives Rotarians the opportunity to mentor promising young leaders serving their own communities and beyond. Rotarians from the sponsoring club can also serve as a resource for participants on the path to becoming professional and community leaders. In turn, RYLA can bring new energy to the Rotary club, inspire ideas for service, increase support of community service projects, and develop future Rotarians.

Originating in 1959 in Queensland, Australia, RYLA was created as a festival highlighting local youth organized in honour of a royal visit by Princess Victoria. Through Rotarians' constant belief in the potential of youth, RYLA has since become an opportunity to help the next generation of leaders define themselves and expand their skills. Officially adopted by Rotary International (RI) in 1971, this exciting program engages Rotary clubs and districts around the world.

Each year the three Rotary Clubs in Oakville work together to provide thirty students with a Bursary for \$2,000. The students must be graduating from High School and continuing their education at a post -secondary facility.

POD's

The membership of the Rotary Oakville Trafalgar club is broken down into three groups (PODs - stands for People on Duty) with each POD having the responsibility for four months of the Rotary year. This includes all the necessary duties normally associated with the running of the weekly meetings.

Project Committees

To help in our fundraising (FR) efforts and other community outreach (COMM), project committees are created to manage these events. Current project committees include:

Bingo Committee (FR)

Bottle Collection Committee (FR)

Club Board Nominating Committee

Paul Harris Awards Selection Committee (COMM)

Ribfest Executive Committee (FR)

Ribfest Steering Committee (FR)

Rotary Oakville Education Award (COMM)

Rotary Online Auction Inter-Club Committee (FR)

Rotary Online Auction Committee (RCOT) (FR)

Strawberry Social Committee (COMM)

Typical Calendar of Events

| Month | Events |
|-----------|---|
| January | <ul style="list-style-type: none">• Paul Harris Awards Dinner (Community) |
| February | <ul style="list-style-type: none">• Ribfest Sponsorship Solicitation begins |
| March | <ul style="list-style-type: none">• St. Patrick's Day |
| April | |
| May | <ul style="list-style-type: none">• Scholarship/Bursary Presentation Dinner |
| June | <ul style="list-style-type: none">• Ribfest |
| July | <ul style="list-style-type: none">• Strawberry Social• Club Turnover Party |
| August | <ul style="list-style-type: none">• Arrival/Departure of Exchange Students |
| September | <ul style="list-style-type: none">• RCOT Golf Tournament |
| October | <ul style="list-style-type: none">• Online Auction Solicitation Begins |
| November | <ul style="list-style-type: none">• Online Auction• Paul Harris Awards Dinner (Club) |
| December | <ul style="list-style-type: none">• Holiday Party |

The History of Rotary

Founded by Paul Harris in 1905, Rotary's popularity spread quickly with the first Canadian Club being established in Winnipeg in 1912. By 1921, Rotary clubs had been formed on six continents; and the organization adopted the Rotary International name a year later.

As Rotary grew, its mission expanded beyond serving club members' professional and social interests. Rotarians began pooling their resources and contributing their talents to help serve communities in need.

By July 1925, Rotary had grown to more than 2,000 clubs and an estimated 108,000 members. The organization's distinguished reputation attracted presidents, prime ministers, and a host of other luminaries to its ranks - among them author Thomas Mann, diplomat Carlos P. Romulo, humanitarian Albert Schweitzer, and composer Jean Sibelius.

In 1932, Rotarian Herbert I. Taylor created The Four-Way Test, a code of ethics adopted by Rotary.

During World War II, many clubs were forced to disband, while others stepped up their service efforts to provide emergency relief to victims of the war. In 1942, looking ahead to the post war era, Rotarians called for a conference to promote international educational and cultural exchanges. This event inspired the founding of UNESCO, the United Nations Educational, Scientific and Cultural Organization.

In 1945, 49 Rotary club members served in 29 delegations to the UN Charter Conference. Rotary still actively participates in UN conferences by sending observers to major meetings and covering the United Nations in its publications.

As it approached the 21st century, Rotary worked to meet society's changing needs, expanding its service efforts to address such pressing issues as environmental degradation, illiteracy, world hunger, and children at risk.

In 1989, the organization voted to admit women into clubs worldwide. Today, women are an integral part of Rotary's membership.

After the collapse of the Berlin Wall and the dissolution of the Soviet Union, Rotary clubs were formed or re-established throughout Central and Eastern Europe. The first Russian Rotary club was chartered in 1990, and the organization underwent a growth spurt for the next several years.

More than a century after Paul Harris and his colleagues chartered the club that eventually led to Rotary International, Rotarians continue to take pride in their history. In honour of that first club, Rotarians have preserved its original meeting place, Room 711 in Chicago's Unity Building, by re-creating the office as it existed in 1905. For several years, the Paul Harris 711 Club maintained the room as a shrine for visiting Rotarians.

In 1989, when the building was scheduled to be demolished, the club carefully dismantled the office and salvaged the interior, including doors and radiators. In 1993, the RI Board of Directors set aside a permanent home for the restored Room 711 on the 16th floor of RI World Headquarters in nearby Evanston.

The Structure of Rotary International

In order to carry out its service programs, Rotary is structured in club, district, zone and international levels. Rotarians are members of their clubs but not officially members of Rotary International. Only the clubs are members of Rotary International which are officially chartered by the global organization Rotary International (RI) headquartered in Evanston, Illinois.

The Club

The Rotary Club is the basic unit of Rotary activity, and each club determines its own membership. Although essentially autonomous in its activities, each club is governed by the Standard Rotary Club Constitution (SRC) promulgated by Rotary International. Each club may adopt its own bylaws, which must be consistent with the SRC and the Rotary International's Constitution and Bylaws.

The governing body of the club is the Club Board, consisting of a President (who serves as the Board Chairman), a President-Elect, a Vice-President (President Nominee), Past-President, Secretary, Treasurer, and Board Directors who serve as chairs of the major club committees. Club elections must be completed by December 31 of each year for the club year beginning the following July 1.

The District

Rotary International divides the clubs into geographical districts for the purpose of local administration. The average size of a District is between 45-60 clubs.

A District Governor (DG), who is an officer of Rotary International and represents the RI Board of Directors in the field, leads his/her respective Rotary District. The DG is nominated by the District Nominating Committee and elected by the Rotary International Convention. District 7080 maintains a policy that ensures that the District will have in addition to the DG, a District Governor-Nominee and a District Governor Nominee-Designate, all who will ascent to the office of DG during the first, second and third year respectively at the beginning of each new Rotary year.

All districts are not organized in exactly the same way. Each DG organizes his/her District to make it most effective for his/her area. Generally, districts are often subdivided into Areas. An Assistant Governor is appointed by the District for each area who serves as the District Governor's representative and a resource for the clubs in the area.

District Committees are usually organized into six functional areas: Internal

Administration, each of the four avenues of service and The Rotary Foundation. The Internal Committees handle the administrative duties and special activities and events of the District. Each avenue of service area is led by a Director appointed by the DG, each of whom coordinates a number of committees under their area.

District 7080 consists of 52 Rotary Clubs, 4 Rotaract clubs and several Interact clubs, from Mississauga to Woodstock. District 7080 is made up of 11 Areas. The Rotary Oakville Trafalgar club is included in the Oakville Cluster which also includes the Clubs of Oakville, Oakville West and Passport South.

The Zone

Approximately 15 Rotary districts form a zone. A Zone Director, who serves as a member of the RI Board of Directors, heads two zones. The Zone Director is nominated by the clubs in the zone and elected by the convention for a term of two consecutive years.

District 7080 is located in Zone 24, along with 16 additional districts. Zone 24 includes 878 clubs. These districts are located in Canada, Eastern Russia, St. Pierre and Miquelon, and the states of Alaska, Maine, Michigan, New York and Washington in the USA.

Rotary International

Rotary International is governed by a 19 member Board of Directors composed of the International President, the President-Elect, and 17 Zone Directors who serve for a two year term. The nomination and the election of each president is handled in the one- to three-year period before he/she takes office and is based on requirements including geographical balance among Rotary Zones and previous service as a District Governor and Board member.

The International Board meets quarterly to establish policies and make recommendations to the overall governing bodies, the RI Convention and the RI Council on Legislation.

The Chief Operating Officer of RI is the General Secretary, who heads a staff of about 600 people working at the International headquarters in Evanston and in seven branch offices around the world.

The Council on Legislation:

The Council on Legislation, Rotary's "Parliament," meets every three years to deliberate and act upon all proposed enactments and resolutions submitted by clubs, district conferences, the General Council and Conference of Rotary International in Great Britain and Ireland, and the RI Board. The Council itself also makes proposals.

The Council on Legislation is an important part of Rotary's governance process. While the Board of Directors sets policies for Rotary International, the Council is where Rotary clubs have their say in the governance of the association. Every three years, each District sends a representative to the Council, which reviews proposed legislation.

Every club and district are entitled to submit legislation to the Council, and some of Rotary's most important work has resulted from Council action. Women were admitted into Rotary because of the action of the 1989 Council on Legislation, and PolioPlus was born as the result of the 1986 Council.

Statistics - As of August 19, 2022

Number of Rotarians worldwide: 1,185,809

Number of Clubs: 36,959

Number of Countries with Rotary Clubs: 200+

Number of Districts: 529

Rotaract Members (18 - 25 years of age): 205,892

Rotaract Clubs: 11,402

Interact Members (12 - 18 years of age): 342,953

Interact Clubs: 14,911

The Rotary Foundation

Just as RI is a separate legal entity, so is The Rotary Foundation (TRF). It is closely allied with RI but it operates as a separate corporation with its own Board of Trustees for the purpose of qualifying as a tax-deductible entity. (Rotary International is tax exempt but does not qualify as a tax-deductible entity.)

TRF is one of the most successful foundations of its kind in the world and is supported largely by contributions from individual Rotarians and Rotary clubs. Because of the nature of its organization and operations; and the involvement of volunteer Rotarians around the world, TRF is always recognized as one of the top charities with the least amount of administrative operational costs.

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Specifically, the Rotary Foundation is committed to achieving the goals of eradicating polio through the completion of the PolioPlus program; emphasizing and strengthening educational and cultural programs, which enhance goodwill and understanding; making grants that fulfil humanitarian needs in all areas of the world; and expanding programs intended to strengthen peaceful relations among people.

The Foundation is a not-for-profit corporation supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world. This support is essential to make possible Foundation grant funded projects that bring sustainable improvement to communities in need around the world.

Operations:

TRF programs are planned three years in advance and the funds set aside for future programs earn enough interest/income to enable TRF to use 100% of the principal of each donation for program purposes. Administrative expenses come solely from the earnings of the funds held for future use.

Programs:

1. PolioPlus

Polio eradication is Rotary's top philanthropic priority.

When Rotary launched the Polio Plus program in 1985, there were more than 350,000 polio cases in over 125 countries. Since 1988, Rotary has worked with its partners (United Nations Children's Fund, the US Centers for Disease Control and Prevention, the World Health Organization, and the Bill & Melinda Gates Foundation) in the Global Polio Eradication Initiative to help immunize nearly

3 billion children and reduce the incidence of polio by 99.9 percent. Rotarians have contributed more than US\$ 2.1 billion to the global eradication effort.

Today, polio remains endemic only in Afghanistan and Pakistan. But it's crucial to continue working to keep other countries polio-free. If all eradication efforts stopped today, within 10 years, polio could paralyze as many as 200,000 children each year.

2. Humanitarian Programs

Humanitarian programs are funded through district and global funds that are focused on one or more of the following areas:

- Peace and conflict resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development
- Environment

3. Community Needs Funding

Through the use of district funds, clubs are able to address immediate needs in their communities.

4. Educational Programs

4.1 Clubs and/or districts may utilize district and global funds for:

- Scholarships
- Vocational Training Teams

4.2 Peace Centres: Scholars studying in the areas of peace and conflict resolution, international relations, and public administration or related fields may be sponsored by districts to receive global funding to attain graduate study at six Rotary Peace Centres in the world.