Rotary Club of Abbotsford Matsqui

New Member Handbook

Visit these websites:

Our Club: www.abbotsfordmatsquirotary.com
Facebook: facebook.com/RotaryAbbotsfordMatsqui/
Twitter: twitter.com/AbbyMatsquiRC
Email: abbotsfordmatsquirotary@gmail.com

Rotary International: www.rotary.org
Rotary District 5050: www.district5050.org

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Rotary can be a rich and rewarding experience – particularly after you become acquainted with, and understand the rewards and challenges it offers.

To make this voyage easier, the following material will give you a basic understanding about our Club and Rotary in general. It's not meant to be complete – or overwhelming. It is intended to help you feel comfortable and provide a reference for your own special experience in Rotary. Bon Voyage!

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Rotary Today:

Rotary is an international humanitarian service organization. The men and women of Rotary are business and professional leaders who volunteer their time and resources to help others in their local communities and throughout the world. Service to youth, especially children at risk, is a major emphasis.

Rotary was the world's first service organization. Paul Harris organized the first Rotary Club in Chicago in 1905. Originally, meetings were held in rotation in the members' places of business, thus the name ROTARY. It was originally for members of different professions and businesses to share information for their mutual benefit. Soon it expanded to include service projects to benefit the community and service became the central unifying focus of the organization.

At the core of Rotary is the club, which can have anywhere from a few dozen to hundreds of Rotary members. Today there are more than 35,000 clubs worldwide with a network of more than 1.2 million members in over 200 countries. Rotary members meet weekly to plan service activities. The clubs are autonomous and determine their own projects based on local needs and the interests and abilities of members. Rotary clubs are non-religious, non-governmental, and open to every race, culture, and creed. Club membership aims to represent a cross section of local business and professional leaders.

Rotary International, based in Evanston, Illinois, is divided into regions and the regions are divided into a total of 535 districts. Each club belongs to a District. The Rotary Club of Abbotsford Matsqui was founded in 1985 and is located in District 5050. Rotary District 5050 currently has 66 clubs with approximately 2600 members and a geographical area that extends from Everett, Washington, USA to Hope, British Columbia, Canada. An easy way to remember the geographical location is that we are between Seattle, WA and Vancouver, BC but without either city. Our District follows the Interstate 5 from Everett, across the border to the Lower Mainland, then up Highway 1 through the Fraser Valley.

Rotary International is governed by a Board of Directors composed of thirteen Directors and the President, President-elect, Vice President, and Treasurer. The President is elected by a vote of the delegates at the International Convention held each June. Rotary International has regional offices in Zurich, London, Stockholm, Delhi, Tokyo, San Paulo, Buenos Aires, and Parramatta, Australia. In addition, each Rotary District is represented by a District Governor and local Board of Directors (see Club Organization below).

For more information, visit www.rotary.org and www.district5050.org

The Rotary Motto: "Service above Self"

The 4-Way Test:

The 4-Way Test summarizes the guiding principles of Rotary.

Of the things we think, say, or do:

- **Is it the TRUTH?**
- **Is it FAIR to All Concerned?**
- **Will it Build GOODWILL and Better FRIENDSHIPS?**
- **Will it be BENEFICIAL to All Concerned?**

Classifications:

Rotary membership is based on the classification system. Each club's membership should represent a cross-section of the community in which it is chartered. You embody your classification in our club so when there is a need in the community that can be helped by your area of service, you are the logical person to look to for direction and assistance. Often your help can accomplish what money alone cannot achieve. Wear your badge proudly and live up to its honour.

Our club seeks to recruit persons from a variety of classifications. We urge our members to sponsor members in new classifications into the club so we can continue to grow and thrive.

Attendance:

If you do not attend regularly, your classification is not represented so we urge you to maintain good attendance. Our club meets on Thursdays at 6pm for dinner. The most up-to-date information about location and speakers can be found on our Facebook page and website. If you miss a weekly meeting, you can make-up for the missed meeting by attending a meeting at any other club. In Abbotsford, there are two other Rotary clubs: The Abbotsford-Sumas Rotary Club meets on Wednesdays at 7am and the Abbotsford Rotary Club which meets on Tuesdays at noon. The recommended attendance requirement for Rotary is 60%, although to get the most benefit from your involvement you should make every effort to attend as close to 100% as possible.

Make-Ups:

Your Rotary pin provides automatic admission to any Rotary Club in the world. If you attend another club's meeting 14 days before or 14 days after missing a meeting at our

club, your make-up at the other club counts the same as if you had attended our meeting. These can be great fun, especially if you attend a meeting out of the country. You will soon find out that while there are 35,000 clubs around the world united by common goals, no two Rotary Clubs are alike. Visit other clubs and bring back new ideas. Ask our Club Secretary or Treasurer for a Rotary Club of Abbotsford Matsqui banner to take along and present to the clubs you visit. Club locations, dates and times of the meetings are located on the Rotary International website at www.rotary.rog. Many clubs you visit will give you a card to show you have attended their meeting. Just pick up the Make-Up card and return it to our club secretary who will give you an attendance credit. If you should misplace or not receive a card, don't worry. Just be sure to inform the Secretary when you return. Remember the 4-Way Test - your word is your bond! You also have the opportunity to do Make Ups online with one of the E-Clubs. Just search Google by entering Rotary club e-makeups and the sites will come up. Follow the instructions, read the suggested materials and you will be credited with a makeup.

Club Organization:

The *Board of Directors* of our club consists of a President, President-Elect, Vice President, Secretary, Treasurer, Sergeant-at-Arms and 7 Directors (Club Service, Social Media, International Projects, Youth Exchange, Fund Raising, Public Relations, and Membership). The current Board of Director's names and responsibilities can be found on our web-site: www.abbotsfordmatsquirotary.com. They have full authority and responsibility for the actions of the club and their actions can only be over-ridden by majority vote of the membership under special circumstances.

The Board is elected each December and serves for one year, from July 1 to June 30 of the following year, with the exception of the President-Elect who serves for one year in that role, acts as the President the following year and continues as the Past President the year after. The positions of Secretary and Treasurer also typically serve for 3 years if possible. Previous Board experience is only required for the President.

Every member is eligible to serve on the Board of Directors for our club. If you should be interested in a specific position, please notify the President-Elect.

The President Elect attends a regional President Elect Training Seminar (PETS), usually held in Seattle, along with Presidents Elect from clubs in this and all other Districts located in the Pacific Northwest.

Board meetings are usually held monthly following one of the regularly scheduled club meetings. You or any member may request specific actions or considerations by the

Board at any time. Keep in mind that meetings are held only once a month. As each new Board begins serving on July 1, they may change their meeting times, method of organization and policies. It is important to note that a Board cannot commit the club beyond their term without majority approval of the membership-at-large.

In a given geographical area, several clubs are organized into Districts. Our District 5050 consists of clubs located in Mission, Maple Ridge (including Pitt Meadows), Coquitlam (including Pt. Moody, Anmore, Belcarra, and Port Coquitlam), Chilliwack, Abbotsford, Langley (City and Township), Surrey, White Rock, Bellingham, Everett and other clubs from Everett north in Washington State. There is a District Governor and Board of Directors elected at the annual District Conference. Assistant District Governors who have specific responsibility for four to five clubs within the district further support our District Governor, who makes these appointments. Their duties are to support individual club activities and perform services linked to Rotary International efforts. Each club contributes a set fee from our dues to support the District. At least once a year, the District Governor and Assistant District Governor visit our club. The purpose is to keep us informed and motivate our club towards achievement of both District and International goals.

We also contribute to Rotary International, headquartered in Evanston, Illinois. This is the governing and supporting body for the more than 35,000 clubs throughout the world. A portion of these funds are specifically directed to the Rotary Foundation to fund projects around the globe.

Keep in mind that your membership entitles you to attend the District and International Conferences. Everyone who has done so has reported only positive results from the experience. Remember that Rotary is YOU! Get involved.

Social Events:

Each year, the club will schedule social events for members and their spouses/significant others. This is done to encourage fellowship and reach out to our extended “Rotary family”. Some examples of social events include the installation dinner for the new Board of Directors, annual Christmas Party, member-hosted BBQs, “Guess Who’s Coming to Dinner”, casino nights, pub nights to mention a few. Members are encouraged to come up with new ideas for social gatherings and get involved in the planning process.

Proposing New Members:

Proposing new members is the responsibility of each and every member. It is normal for the club to lose and gain a few members each year, but our overall goal is to increase membership in the club.

Why increase membership?

- To offset normal turnover/attrition
- Increase our capacity to take on projects and raise funds
- "Many hands make light work" – avoid member burnout
- New members = new energy, new ideas, and enhanced fellowship
- More classifications, more diversity, more connections within the community

Prospective members should be actively employed in a professional, ownership, or executive position. You should know them well enough to vouch for their reputation and character. They should be financially stable and able to attend Rotary on a regular basis. We encourage proposing new members whose classifications are not yet represented. There is however, no exclusivity of only one representation for each classification.

Current members are encouraged to invite prospective members to one of our regularly scheduled club meetings so that they can be introduced to the other members and get a feel for what Rotary is about. Check the club website for upcoming programs and invite these prospects to a meeting where the program may be of interest to them. The Club is happy to host a prospective new member for a maximum of two meetings. Proposal forms are available from the Membership Chair and can be given to any Board member for processing. For information or further questions about how to propose a new member, contact the Membership Chair.

Once the official proposal is received by the Board, it will be reviewed at the next Board meeting and a recommendation made to either accept or reject the proposal. If the proposal is accepted, the club Secretary will circulate the proposed member's name and classification to the other members via email or at a regularly scheduled meeting. Club members have seven days to consider and file any objections or concerns. If none are received, arrangements are made to hold a formal induction ceremony. The proposed member officially becomes a Rotarian following the induction ceremony and payment of membership fees.

Following induction, a new member will be assigned a mentor (often the sponsoring member). It is the mentor's responsibility to ensure the new member is introduced to all other members and to answer any questions about Rotary that may come up as a result of going over this manual, or direct them to the appropriate club member. Mentors should also encourage and support the new member in finding his or her place in the Club by working on specific functions and projects.

Money Matters:

Dues are set by the Board and confirmed by the membership. Our basic policy has been that no assessments will ever be made without the membership's endorsement and approval. Annual Dues are currently assessed one time annually at $220.00 and prorated for new members based on when they become a member. Dues are payable on July 1st of each year.

Our club is required to pay a portion of your dues to the District 5050 and Rotary International at the start of each Rotary year, which is July 1st. Should you decide to resign from the club, it is essential that you inform the Treasurer to ensure the club does incur dues otherwise payable to the District 5050 and Rotary International.

Meal Costs are your responsibility and the amount will vary depending on menu selection and choice of beverage, but usually range between $20-$30 per person.

Fines are levied by the Sergeant at Arms at each meeting and are intended as a fun way to raise a small amount of additional money for Club projects. Each year the Sergeant at Arms is asked to raise $1000 to $1,500 through fines. Fines are levied in fun for members who are late, members who are not appropriately attired, those who make silly comments, or other nebulous reasons!

Happy bucks are not technically fines but voluntary donations made so the member can tell the club a story about something of interest going on at home or work. It's not uncommon to hear about a child's achievements or an anniversary when happy bucks are collected. There is no fixed amount required in order to participate. A loonie is sufficient even though you may see others throw in $5 or even larger amounts from time to time – usually to compensate for a series of absences or the amount of time they have taken up to share their story. The intent is <u>not</u> to put pressure on members to pay large amounts but to keep meetings fun and informative.

Should you ever feel you are being repeatedly singled out, or resent the way the fine situation is being handled, please share your concerns with the Sergeant-at-arms or any Board member. There is never any deliberate intention to offend a member.

Use of Funds*:*

The bulk of your dues go to Rotary International and District 5050. Your meal costs and weekly fines are used to pay for meeting room costs. The balance is for social events, website hosting, and miscellaneous operating expenses. We try to cover all our Club expenses through these sources. Club policy does not permit fundraising proceeds to be used for Club operations. All such proceeds must be used for charitable purposes.

An annual budget is prepared for the Club and presented at the first Club Assembly usually in July or August for discussion and approval. Our main focus for project support is in the areas of youth, literacy, hunger, water, and the eradication of Polio.

The 5 Avenues of Service:

There are five avenues of service in Rotary: Community service, International service, Club Service, Youth Service, and Vocational Service. As a Rotarian you are expected to contribute through one of the avenues and each year the incoming president will ask club members to commit to one or more of these areas of service or specific projects the Club has established as a priority.

1. Club Service

We are a volunteer organization which requires everyone's help to make the club operate. Everyone gets a chance to pitch in at various times throughout the year. Club Service includes tasks like collecting money at the door, giving the invocation, leading the opening song, greeting arriving members and the like.

2. Vocational Service

As business leaders, Rotarians share their skills and expertise through Vocational Service. Your Vocational Service efforts can play a vital role in improving the quality of life for those hardworking members of the community who need direction and expertise. By participating in any of a number of Vocational Service activities - mentoring, career days, vocational awards, business assistance, or even talking about your job at a club meeting - you can turn your experience into an invaluable resource for others.

3. Community Service:

Community Service refers to the work of Rotary in the local community and often includes our fundraising activities. Each year we donate thousands of dollars for to local non-profit agencies. Typical donations can range from $100 to $25,000. It also

includes the volunteer time members give to their community to clean up parks, feed the homeless, or help out at the local hospice.

4. International Service:

International Service refers to the work of Rotary internationally. Each year, Rotary International publishes a list of worthwhile projects throughout the world, and although a committee is charged with recommending these projects, anyone – including *you* – can offer an idea. This is why Rotary is uniquely able to serve. With a base of industry leaders in the club from a variety of vocations, we can draw on the expertise and talents of our members to do things others might not be able to accomplish. Thus, make your ideas and expertise available when you think there is a need that we can fill. One of Rotary's largest international efforts has been the eradication of polio, and thanks to those efforts the disease has been eradicated in all but a very few countries where immunization is given a high priority.

Each year Rotarians are encouraged to donate the equivalent of US$100 or more to the **Rotary Foundation** in support of international projects. There is a challenge in District 5050 for each Club to contribute an amount equivalent to $100 U.S. per member – "Every Rotarian, Every Year". You can read about it on the www.rotary.org website.

5. Youth Service:

Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as Rotaract, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

- ROTARACT: ROTARACT provides young people with an opportunity to organize themselves around Rotary Goals. They usually meet less often than a typical ROTARY Club but do raise funds to meet their own goals of contributing to their community or internationally. ROTARACT Clubs require sponsors from active clubs.

- INTERACT: this is a group of young people still in high school that also organize themselves around Rotary goals.

- RYLA: The Rotary Youth Leadership Assembly is an opportunity for young people ages 18 to 25 to participate in a youth leadership training event for one weekend. It is held each year in District 5050. It is a great program for any youth who you think might benefit from the experience and enjoy meeting other young people their own age.

- YAIL: Youth Adventures in Leadership provides an opportunity for students between the ages of 15-17 to gain insights into what it means, and what it takes, to become a well-rounded leader with broad perspectives who is able to make informed decisions. Candidates are selected and sponsored by Rotary Clubs within District 5050.

- ROTARY YOUTH EXCHANGES: Our club has frequently participated in Youth Exchange programs where members volunteer to be a "host family" for a foreign student for 3 months or longer during the school year. There is no monetary assistance provided for host families but students do receive an allowance for incidental expenses. The friendships made as a result of these exchanges last a lifetime and far exceed any monetary value.

Fundraising:

Historically, our biggest fundraiser has been the annual Beer and Wine Festival and Silent Auction, but other fundraising initiatives are always being considered. These events provide a large portion of the funds we use to support a variety of local and international initiatives.

All members are expected to help out in some way with our fundraising events, whether it is handling a particular job at the event itself or sitting on an organizing committee. Our main fundraising initiatives require ticket sales and we expect all members to actively participate and promote sales for these events. Some of our members have extensive business contacts and have used those to good advantage to promote our fundraisers.

Public Relations:

Rotary International and our club are working hard to bring an awareness to what Rotary is and what we do. Promoting Rotary to the general public can be as simple as wearing your Rotary pin and telling people what Rotary is, or as elaborate as organizing an information meeting. By increasing the public's understanding of Rotary, we're strengthening our ability to make an impact in communities around the world.

There are various opportunities throughout the year to issue press releases to the local newspapers advising what our club is doing and the Public Relations committee is responsible for actively promoting these events to bring awareness to the good works that we do.

Odds & Ends:

Pin/Name Tag: You are expected to wear your pin and name tag at every club meeting. Wear them with pride at all times. It also helps us remember each other's names, vocations, and is very helpful for guest speakers and visitors. The Sergeant-at-Arms will often fine a member who is not displaying their pin or name tag.

Rotary Supplies: Would you like a golf umbrella, windbreaker, or a satchel with the Rotary emblem? you can place an order directly at http://shop.rotary.org

"*The Rotarian":* This is the official magazine of Rotary International that is now distributed electronically. If you don't start receiving this after about three months, check with the club secretary. Also advise the Secretary if you need to change your email address. The Secretary is responsible for maintaining a current list of member names and addresses with Rotary International.

***Club Roster*:** A current listing of members and their contact information is updated and circulated annually.

Club Website: The official club website is www.abbotsfordmatsquirotary.com. You will be provided logon information to access the members only area of the site after you have been formally inducted as a member. Please contact the Club Secretary or President if you run into any problems. Many club documents including minutes of the Board Meetings are kept on the club website and can be reviewed at any time by a member.

***Moving*:** If you should ever have to move from the area, there are several things you can do to ease your entry back into Rotary at your new location. First of all, let the Club Secretary know and he/she can send a special recommendation to clubs in your new area. Look up clubs in the area on www.rotary.org and attend some of their meetings to find one that meets your expectations and matches your personality. Ask the club president to sponsor your membership.

***Guests*:** We urge our members to bring guests to any regular meeting. Guests may be prospective members, coworkers, family members or friends visiting from out of the area. The cost of the guest's meal is your responsibility as host unless he/she is the guest speaker or a prospective member.

***Learning More*:** Rotary International, based in Evanston, Illinois, has an excellent website which contains a wealth of information about Rotary. Just click

on www.rotary.org. Rotary International publishes a variety of books, pamphlets and materials for just about every facet of the organization. Our local District 5050 also has a website full of information about clubs and events in our district at www.district5050.org . Another way to learn more about Rotary is to take time to attend the District Conference held in May of each year, or think about combining a vacation with attendance at the annual International Convention. All of our members who have attended these district or international meetings return with a renewed commitment to the goals and values of Rotary International.

By becoming a Rotarian, you are now a member of the oldest and most prestigious service organization in the world. The time and money you contribute are used to strengthen our local and world communities. We hope this introduction to the Rotary Club of Abbotsford-Matsqui has helped familiarize you with what it means to be a Rotarian and a member of our club. Don't hesitate to approach the Club President or any other Board Members if you have any other questions or concerns.

New Member Checklist:

Rotary is only as successful and each of its members, so please strive to be an active participant.

Within three months a new member should complete the following:

- Greet all members at weekly meetings by name
- Familiarize yourself with all the Rotary websites listed on the cover page of this handbook
- Introduce a guest speaker
- Invite a guest to a Rotary Meeting
- Be assigned and actively participate in a minimum of one Club committee

Within six months

- Give a Classification Talk
- Do a makeup at another Club
- Participate in a Fundraiser with the Club
- Attend a fireside or Club/District Seminar
- Attend a Club Social Event with spouse or partner

Within one year

- Sponsor a new member
- Attend the District Conference, Assembly or District Training Event
- Provide a meeting program idea