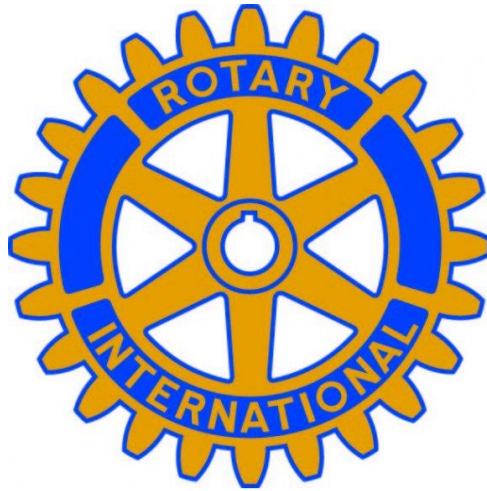


ROTARY CLUB OF BELLINGHAM

BELLINGHAM ROTARY MANUAL



"Service Above Self"

This manual deals with fundamentals that are important for every Rotary Member to know. It is not intended to represent complete information about Rotary International, its organizational structure, its projects and objectives nor those of the Rotary Club of Bellingham.

The Club Constitution and By-Laws provide more detailed information about the subjects noted in this manual. They detail how the Club's affairs are administered, the committee assignments and responsibilities and other information to help new Rotarians start on their career of service. Categories of information contained in this manual are:

- Rotary; History and Background
- Rotary Service
- Rotary Four Way Test
- Rotarians' Obligations and Responsibilities
- Rotary Membership
- Rotary International
- Rotary Districts
- Rotary Foundations

It is hoped this manual will enable Rotarians to take up membership with an understanding of Rotary's obligations and opportunities. Through careful review, new Rotarians will have a better realization of the fundamentals underlying the Rotary philosophy. It is hoped they will develop a better understanding of "Service Above Self"

ROTARY; HISTORY AND BACKGROUND

1. When, where, and by whom was Rotary organized?

Rotary began through the efforts of four Chicago men. Each represented a different occupation: mining engineering, the coal industry, merchant tailoring and the law. The attorney, Paul P. Harris first conceived the idea of Rotary. The first meeting was held in Chicago, February 23, 1905.

2. When did Rotary take an international character?

During the Duluth convention in 1912 Canada was represented by a delegation from the Winnipeg Club. During this convention a cabled application was received from London, England. The official title adopted was the "International Association of Rotary Clubs." This title was later changed to "Rotary International."

3. Why was the name “Rotary” adopted?

In the beginning of the organization the meetings were held in rotation at the offices of the members. The Rotary Club of Bellingham (RCOB) continues this tradition at least one Monday each year when the meetings are held in the offices of various members who volunteer to act as host.

4. When did the Rotary Club of Bellingham receive its charter?

On September 17, 1917 a charter was granted to the Rotary Club of Bellingham. Bellingham was the 331st club to receive a charter and was sponsored by the Rotary Club of Seattle (Club #4). Our club had 31 original members.

5. What is the motto of Rotary?

“Service Above Self” is the official motto of Rotary. The word “Service” is meant to imply service to one’s community, and to others.

ROTARY SERVICE

6. What is the object of Rotary?

The object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise as expressed through the five avenues or opportunities of service. They are:

- a. Club Service.
- b. Community Service.
- c. International Service.
- d. Vocational Service.
- e. Youth Service.

7. How is Club Service defined?

Club service means those things that Rotarians do to help make successful Rotary clubs. Examples include:

- a. Developing acquaintances.
- b. Paying dues and attending meetings.
- c. Participating in fellowship opportunities.
- d. Nominating new members.
- e. Serving on committees.
- f. Serving as a director or an officer.
- g. Never saying “no” to Rotary.

8. How is Community Service Defined?

Community Service is defined as those things Rotarians do in their many community relationships which demonstrate thoughtfulness and helpfulness. These acts may be performed by the Rotarian as an individual, or in conjunction with other Rotarians and non-Rotarians. They

may include civic, educational, patriotic and philanthropic enterprises on behalf of certain members of the community or the community at large.

Rotarians believe that if there is a job to be done and there is no other organization to do it, the Club might take steps to get it started and build it into a community project. However, if there is a suitable organization to do it, then the Club might cooperate and strengthen the efforts rather than to duplicate those efforts. Clubs should not endorse any activity unless they are willing and prepared to see it through to a successful conclusion.

9. What is International Service?

International Service is defined as those things a Rotarian can do to advance international understanding, good will and peace. This can be accomplished by becoming acquainted with people of other countries and their cultures, customs, accomplishments, aspirations and problems. Rotarians do this through personal contact in their own community, by travel and attending Rotary meetings in other countries, by attendance at Rotary conventions and through cooperation and participation in all Club activities that will be helpful to those in other lands.

10. How is Vocational Service defined in Rotary?

The obligation of holders of Rotary Classifications is to share with others the ideal of service in all the personal relationships in their business or profession.

THE ROTARY FOUR-WAY TEST

11. What is the Four Way Test?

The Four-Way Test is a convenient measuring stick for all human relations, consisting of the four simple statements:

- a. Is it the truth?
- b. Is it fair to all concerned?
- c. Will it build goodwill and better friendships?
- d. Will it be beneficial to all concerned?

ROTARY CLUB OBLIGATIONS AND RESPONSIBILITIES

12. What is the basic responsibility of a new Rotarian?

The first object of Rotary is “the development of acquaintance as an opportunity for service”. Rotarians recognize that the better people know each other, the greater the potential for cooperation. The first and basic responsibility of a new Rotarian is to take the initiative to quickly achieve a wide acquaintanceship among fellow Rotarians.

13. What monetary obligations do new Rotarians assume?

New Members are charged a 1-time initiation Fee of \$150.00 of which \$50.00 is tax deductible. In addition:

- a. Our dues are \$350.00 yearly paid semi-annually.
- b. We assess Members \$300.00 annually for charity (\$200.00 of which is required for local, continuing projects, and \$100.00 of which is voluntary for the Foundation of R.I.). Donations, but not dues, are tax deductible.
- c. Members are expected to support at least one major project aimed at improving the quality of life in the Bellingham area by contributing to the annual RCOB fund campaign. Members are urged to contribute at least \$750 - \$1000 each year to this project, but if that is not possible during the first years of Club membership, to give as much as possible.

The annual total for the average member is (a) + (b) + (c), about \$1,400.00 of which \$1,050 is tax deductible.

14. What are the requirements for attendance at Rotary meetings?

The Rotary Club of Bellingham meets on most Mondays at 12:15 pm at Northwood Hall, 3240 Northwest Ave. Meetings end promptly at 1:30 pm. Members are encouraged to attend (or make-up) at least 50% of the Club's meetings during any six-month period beginning January 1 and July 1.

New members are required to attend at least one New Member Orientation meeting during their first twelve months of membership. The meeting will be held at an off-site location, on a Monday, at the same time as a regular club meeting. The date and location of these meetings will be announced in the Club's weekly bulletin as well as by email.

15. Why is attendance so important?

A Rotarian's interest in the Club's values as well as the Rotarian's value to the Club are in direct proportion to contact with fellow Rotarians at Club meetings and/or activities. Currently, attendance at our meetings averages 80% per member.

16. Can Rotarians maintain their attendance even though they must be absent from Bellingham?

Yes, attendance can be maintained by:

- a. Attendance at another Rotary Club's meeting during the period two weeks prior to the missed Bellingham meeting to two weeks after the meeting. A Rotarian who attends another Rotary club meeting may ask for a make-up card which he/she should send or present to the club Secretary after returning. Some of the four Rotary Clubs in Bellingham have sign-up sheets that are shared among the clubs so that the make-up card may not be necessary. A quick email to the club secretary to make sure you receive credit is recommended.
- b. Participation in any event declared by the President.
- c. Participation in official Club functions such as Board meetings, social gatherings, committee/project meetings, happy hours, etc.

- d. Participation in any Rotary International/Rotary District function such as the R.I. Convention, the District Conference, a District committee meeting, a District Golf Outing, etc.

17. If a Rotarian has an excusable absence, what should be done?

If Rotarians are prevented from attending their own Rotary Club meeting, or the meeting of another Club during the prescribed period they should notify the Club Secretary. Excusable reasons are sickness or any circumstance that precludes being able to make it to a meeting.

When a Rotarian expects to be absent for an extended period of time they should apply to the Board of Directors through the Club Secretary for a leave of absence.

18. How and when are Bellingham Rotary Club dues paid?

Semi-annual dues statements are mailed in June and December. These statements include semi-annual dues of \$175.00 plus semi-annual donations to the Bellingham Rotary Foundation of \$100.00 plus the opportunity to make a sustaining contribution of the Rotary Foundation of Rotary International.

ROTARY MEMBERSHIP

19. What is the principle of membership?

Membership in a Rotary club consists of representation from businesses and professions that are active and leaders in the locality of the club.

20. What are the kinds of membership in a Rotary Club?

There are two kinds: Active and Honorary.

21. What are the qualifications for Active Membership in a Rotary Club?

A candidate for Rotary membership is an adult of good character and reputation. Traditionally, members hold or have held an executive position with discretionary authority in a business or profession. They should preferably live or work within the local area and be willing and able to attend most meetings. Lastly, they must have time and resources which they wish to give back to their local and world community through Rotary.

22. What are the qualifications for Honorary Membership and its duration?

Any adult who is distinguished in meritorious service in the furtherance of Rotary ideals, who resides within or who is definitely associated with the locality of a Rotary Club, may be elected to Honorary membership in that Club.

An Honorary member pays no fees or dues. Honorary members are not considered as representing any business or profession, have no vote and cannot hold office. They are entitled

to attend all meetings and enjoy all other privileges of the Club. They may also attend the meetings of other Rotary Clubs. The term of Honorary membership is determined by the Board of Directors of the Club.

23. What special provisions relative to attendance are made for senior members?

Special provisions are:

- a. Any member whose age plus total number of years in one or more Rotary Clubs equals eighty-five (85), may notify the Secretary in writing of the desire to be excused from complying with attendance requirements.
- b. Any member who because of protracted ill health or impairment, is physically unable to attend meetings may, during the period of its continuance, be excused from attendance.

24. What is a membership classification?

Classifications held by Rotary Club members reflect either the primary activity of their firm or the work they do, or have done, within the firm. For example an accountant with a railroad could hold either the classification of "Railroads" or "Accounting."

25. Should Rotarians hold membership in other service groups?

No. Rotarians are urged to refrain from dividing their interest and energies by holding membership in other service clubs.

26. May Rotary Clubs, as clubs, join other organizations?

No. A Rotary Club is a unit of Rotary International and as such should not become a member of any other organization. This does not preclude partnering with other service clubs or worthy organizations on community or international projects.

27. What is the understanding of Rotary on politics?

Rotary Clubs shall not endorse or recommend any candidate for public office and shall refrain from officially discussing the merits of any candidate at any Club meeting. The Clubs shall not take action endorsing or condemning any measure which is to be submitted to the vote of the people. Clubs may, however, provide a platform for all sides of an issue to be presented, or for all candidates to present themselves at a meeting or over a series of meetings.

ROTARY INTERNATIONAL

28. What is Rotary International and its purposes?

Rotary International is the Association of Rotary Clubs throughout the world with the goal to:

- a. Preserve unity of purpose and action
- b. Encourage, promote, extend and supervise Rotary throughout the world.

c. Coordinate and generally direct the activities of Rotary International.

29. Is a Rotarian a member of Rotary International?

No. Each Rotarian is a member of a Rotary Club and the Club is a member of Rotary International.

30. How is Rotary International constituted?

Rotary International is an association of all the Rotary Clubs in the world. Rotary is usually restricted to one club from each well-defined local, political or government subdivision, city or county. However, when a city, borough, or municipal area already has a Rotary Club, but has a well-defined commercial or trade center, an additional Club or Clubs may be formed. The charter is approved by Rotary International.

31. Where is the central office of the Secretariat of Rotary International?

The Secretariat is located in Evanston, Illinois.

32. Does Rotary International have other offices?

Yes. There are regional offices in Zurich, Switzerland; Stockholm, Sweden; Sao Paulo, Brazil; Sydney, Australia; Tokyo, Japan; Seoul, Korea; New Delhi, India; Manilla, Philippines; Buenos Aires, Argentina; and London, England.

33. What is the emblem of Rotary International?

A gear wheel with six spokes, twenty four cogs and a keyway, colored royal blue and gold and inscribed with the words Rotary International.

34. May Rotarians use the Rotary emblem on their business stationary, or in any other commercial matter?

No, the emblem should not be used in this way.

35. By what means does Rotary International communicate with Rotarians worldwide?

Rotary International actively utilizes all forms of social media, maintains up to date web site at www.rotary.org and www.ClubRunner.ca and publishes a monthly magazine, the Rotarian. In addition, Rotary Districts and individual Rotary Clubs maintain web sites. The Rotary Club of Bellingham (RCOB) web site is: bellinghamrotary.org.

36. What is the Official Directory?

The "Official Directory" in a booklet form is issued once a year by Rotary International and may also be found at the web site rotary.org. The Directory contains a list of all the Rotary Clubs in the world, the names and addresses of the president and secretary of each club, and the

place, day and time of Club meetings. Included is a list of the International officers and committees and other information of interest and value to Rotarians. The Official Directory is not to be used by Rotarians or others as a commercial mailing list.

ROTARY DISTRICTS

37. What is a Rotary District?

Rotary International is divided into Districts for administrative purposes. Each District is presided over by a District Governor, nominated annually at the District Conference and elected at the next International Convention. The District Governor takes office on July 1st and acts under the Board of Directors of Rotary International.

As Rotary has grown in membership and the number of Rotary clubs has increased, the number of Districts has also been increased. The Rotary Club of Bellingham is currently in District 5050. District 5050 extends from just south of Everett, WA across the international border to Hope, BC, and includes 57 Rotary Clubs. There are four Rotary Clubs in addition to the Rotary Club of Bellingham in Whatcom County: Bellingham Bay, RC; Bellingham Sunrise RC; Whatcom North RC; and Mount Baker RC which meets in Lynden, WA.

38. What is a Rotary District Conference?

The District Conference is a meeting of Rotarians held annually in each District. The purpose of the conference is to further the program of Rotary through fellowship, inspirational addresses, and discussions relating to the District affairs and Rotary International generally. The District Governor for the ensuing year is also nominated by the conference

ROTARY FOUNDATIONS

39. What is the Rotary Foundation of Rotary International?

The Rotary Foundation of Rotary International was established in 1918. It has as its basic objectives the furthering of understanding and friendly relations between people of different nations. To achieve this objective the Foundation conducts the following programs:

- a. Educational Awards
- b. Group Study Exchange
- c. Special Grants of an educational or charitable nature
- d. Worldwide health, hunger and humanities projects
- e. Polio Plus, the pledge of all Rotarians to completely eradicate polio

Contributions to the Foundation are tax-deductible. The Foundation is administered by a Board of Trustees elected by the Board of Directors of Rotary International.

40. What is a Paul Harris Fellow?

An individual who contributes, or in whose honor or memory has contributed \$1,000 to the Rotary Foundation of Rotary International is recognized as a Paul Harris Fellow. Each

person who receives this recognition is presented with a commemorative certificate, a medal and a special lapel pin.

41. Who is a Paul Harris Sustaining Member?

An individual who makes, or in whose honor has made, an initial contribution to the Rotary Foundation of Rotary International of \$100, with the intent of contributing further until \$1000 is reached. When you join the RCOB, \$50.00 of your Entrance Fee is matched by the club and you become a Sustaining Member. Additional contributions may be made at any time and in any amount. At the time the contributions reach a total of \$1000, the person will be recognized as a Paul Harris Fellow.

42. What is the Bellingham Rotary Foundation?

The Rotary Club of Bellingham Foundation (the Foundation) was established in 1998 as an approved 501(c)(3) tax-exempt charitable organization. The purpose of the Foundation is to provide a secure, permanent fund into which the Rotary Club of Bellingham, its members and others can contribute funds on a tax-deductible basis for service in the community, nation and/or world.

Particular receipts that go to the Foundation are:

- a. The contribution of individual club members with semi-annual dues (designated Club Account).
- b. Club Member "Happy Bucks" for anniversaries and the birth of a child or grandchild (Scholarship Endowment Fund).
- c. Any other donation so designated by the donor at the time of giving.

The Foundation Board has established general investment guidelines, and invests available funds into securities that meet these guidelines. A particular long-term goal of the Foundation is to accumulate assets, including bequests to the Endowment Funds, so that those funds can provide a continuing income stream for charitable programs. As a result, Members are urged to consider the Foundation in long-term giving plans and in their wills.