

# ROTARY CLUB OF NANAIMO NORTH

**Rotary**  
*PEOPLE OF ACTION*



## MEMBER HANDBOOK

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## Welcome to the Rotary Club of Nanaimo North

As a new member you are a welcome addition to our club. You bring new ideas and enthusiasm to our group, as well as expand our membership into new areas of the business, professional and retirement community.

No one becomes a member of a Rotary Club by simply applying for membership. You are first 'proposed' by one of our members. The Board of Directors reviewed the proposal to determine if you would be an active, interested, and honourable member of our club. Also, all the Club members were asked to consider the acceptance of your proposal as a new member. After this process was completed, you were invited to be the newest member of our Club.

There are several people you can rely on to introduce you to specific aspects of Rotary and to the uniqueness of the Rotary Club of Nanaimo North. The club member who proposed you, a club member who is assigned to you as a mentor or any member of the club you feel comfortable asking a question of. A Rotary Club is not a country club – there is more required of a Rotarian than simply belonging or attending meetings with a congenial group of people. There are privileges, as well as responsibilities, in belonging to any Rotary Club. This handbook is intended to explain these responsibilities and answer some of your questions.

## History of Rotary International

Paul Harris formed the world's first service club, the Rotary Club of Chicago, February 23, 1905. Paul was an attorney who wished to recapture in a professional club the same friendly spirit he had felt in the small towns of his youth. The name 'Rotary' derived from the early practice of rotating meetings among members' offices.

Rotary's popularity spread quickly throughout the United States. In the decade that followed clubs were chartered from San Francisco to New York. Rotary expanded beyond the United States with a club formed in 1911 in Winnipeg. By 1921, Rotary Clubs had been formed on six continents and the organization adopted the name Rotary International a year later. Today there are 35,000 Rotary Clubs in the world with a total of 1.2 million members.

As Rotary Grew, its mission expanded beyond serving the professional and social interests of club members. Rotarians began pooling their resources and contributing their talents to help serve communities in need. The organization's dedication to this ideal is best expressed in its principal motto: **Service Above Self**. Rotary also embraced a code of ethics, called the 4-Way Test that had been translated into hundreds of languages. An endowment fund set up by Rotarians in 1917 'for doing good in the world' became a non-profit corporation known as The Rotary Foundation in 1928. Upon the death of Paul Harris in 1947, an outpouring of Rotarian donations made in his honour, totaling US\$2 million launched the Foundation's first program – graduate fellowships, now called the Ambassadorial Scholarships.

Today, contributions to the Rotary Foundation total more than US\$340 million annually and support a wide range of humanitarian grants and educational programs that enable Rotarians to bring hope and promote international understanding throughout the world.

In 1985, Rotary made an historic commitment to immunize all of the world's children against polio. Working in partnership with nongovernmental organizations and national governments through its PolioPlus program, Rotary is the largest private sector contributor to the global polio eradication campaign. Rotarians have mobilized hundreds of thousands of PolioPlus volunteers and have immunized more than one billion children worldwide. By the time the world is certified polio-free, Rotary's contributions to the global polio eradication effort will exceed US\$2 billion.

Rotary's programs are developing the next generation of leaders, providing funding to make the world a better place, and making peace a priority.

**Rotary Peace Fellowships** – Each year, Rotary selects up to 100 professionals from around the world to receive fully funded academic fellowships at our Rotary Peace Centres.

**Rotary Community Corps** – Finding community solutions to community challenges, Rotary Community Corps unites Rotary members with non-members to make a positive difference.

**Rotary Youth Leadership Awards (RYLA)** – RYLA is a leadership development program for young people who want to learn new skills, build their confidence, and have fun. Events range from one-day seminars to week-long camps.

**Rotary Youth Exchange** – Rotary Youth Exchange builds peace one young person at a time. Students learn new language, discover another culture, and truly become global citizens.

**New Generations Service Exchange** – New Generations Service Exchange is a short-term, customizable program for university students and young professionals up to age 30. Participants can design exchanges that combine their professional goals with a humanitarian project.

**Grants** – For 100 years, the Rotary Foundation has been turning project ideas into reality. Our clubs receive funding to support humanitarian projects, scholarships, and international exchanges.

**Scholarships** – Rotary invests more than US\$7 million a year in our future leaders and philanthropists by funding scholarships for undergraduate and graduate studies.

## **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**

From the earliest days of the organization, Rotarians were concerned with promoting high ethical standards in their professional lives. One of the world's most widely printed and quoted statements of business ethics is the 4-Way Test, which was created in 1932 by Rotarian Herbert J. Taylor (who later served as RI president).

Adopted by Rotary in 1943, the 4-Way Test has been translated into more than a hundred languages and published in thousands of ways. It asks the following four questions:

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**

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

## **What Does Rotary Do?**

Rotary is a worldwide organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world.

Rotary club membership represents a cross-section of the community's business and professional men and women. The world's Rotary clubs scheduled meetings are nonpolitical, non-religious, and open to all cultures, races, and creeds.

The main objective of Rotary is service – in the community, in the workplace, and throughout the world. Rotary also supports programs for youth, educational opportunities and international exchanges for students, teachers and other professionals, and vocation and career development. The Rotary motto is **Service Above Self**.

Our Club is committed to service in our community and to assisting with international Rotary activities. In the Nanaimo area we have contributed to many projects and also support many local organizations, who themselves serve our community in various ways. Internationally, our Club cooperatively assists developing countries, and contributes to the Rotary Foundation.

## **Responsibilities of Membership**

- Members are expected to attend scheduled meetings of the Club. We meet at 6:10 pm on the first and third Tuesday of the month at Nanaimo Golf Club. Opportunities to make up attendance include attending the regular meeting of another Rotary club, attending various other Rotary meetings, or attending a club service project authorized by the Club Board of Directors.
- Members are required to pay annual dues to the Club. The Club in turn pays annual dues to Rotary International (RI) and to District 5020 on behalf of our members.
- Members are expected to participate in local or international activities or projects of our Rotary club. This could be soliciting donations or sponsorships, cooking or serving food, setting up and taking down of venues, etc.
- Members are encouraged to aspire to leadership or committee roles within our club

## **The Five Avenues of Service**

All activities of a Rotary Club come under five committees. Each committee is headed by one or more Directors. These avenues of service are:

1. **Club Service** – focuses on strengthening fellowship and ensuring the effective functioning of the club.
2. **Vocational Service** – encourages Rotarians to serve others through their vocations and to practice high ethical standards.
3. **Community Service** – covers the projects and activities the Club undertakes to improve life in its communities.
4. **International Service** – encompasses actions taken to expand Rotary's humanitarian reach around the globe to promote world understanding and peace. Rotarians can support International Service by sponsoring a project in another country, seeking international project partners to support projects in their communities, or by personally volunteering at an international project site.
5. **Youth Service** – recognizes the positive change implemented by youth and young adults through leadership development activities such as RYLA, Rotaract and Interact, service projects, and creating international understanding with Rotary Youth Exchange.

## **Brief History of Our Club**

Our club was sponsored by the Rotary Club of Nanaimo. The Rotary Club of Nanaimo North was chartered October 15, 1972 by Rotary International. The Charter night was held at the Nanaimo Golf Club, November 25, 1972 with thirty-three members. We have over the years provided funds for many local organizations and projects as well as work on many hands-on projects.

## **Club Organization**

Let's start at the top. Rotary International is an association of Rotary Clubs throughout the world and consists of three parts: Rotary Clubs, Rotary International and the Rotary Foundation. It is administered by a Board of Directors consisting of the President, Vice-President, President-Elect, Treasurer and 16 Directors from around the world.

Each Rotary Club is an independent organization, which has scheduled meetings and maintains the standards of Rotary International. At the local level our Club is independent and conforms to the traditions and conducts business through the operating channels of Rotary International.

Each Rotary District is headed by a District Governor, an officer of Rotary International, whose job it is to assist Clubs in his/her district. District Governors are nominated by their district and elected for a one-year term. Our district, District 5020, uniquely consists of both Canadian and American clubs.

Our District Governor officially visits every one of the 92 clubs at least once. The District is divided into areas and each area has an Assistant District Governor.

Your Club Officers are much the same as other clubs: President, Past-President, President-Elect, Secretary, Treasurer, and a board of Directors. The President-Elect automatically moves to the role of President the following year. The Rotary year begins July 1st and ends June 30th.

The membership elects the President-Elect, the Secretary, the Treasurer and four Directors at a regular meeting during December each year and those elected take office 6 months later on July 1. We celebrate that event in June at our Installation of Officers and Directors. Each year a Nominating Committee is appointed by the President. This committee usually consists of the President-Elect, the current president and a past president of the club.

The names of the members standing for election, as Directors, will be announced to 3 consecutive meetings prior to the election date. Nominations for Directors and Officers are also received from the floor. If an election is necessary, it is held by secret ballot.

Club Officers conduct the business of the Club, making all decisions at monthly Executive Meetings and any special meetings that may be required. You are welcome to attend the director meetings; in fact, all new members must attend at least one to complete their orientation.

## **Club Meetings**

Our membership meetings are held on the first and third Tuesday of each month at 6:10 p.m. at the Nanaimo Golf Club. Members are encouraged to arrive soon after 5:30 to allow for fellowship before the meeting begins at 6:10. Club members, guest speakers, member's guests and Rotarians from other clubs are in attendance. Executive and committee meetings are usually held before or after the regular membership meetings. Our tradition is to have 'Happy/Sad' bucks at the end of each meeting.

Note: Any changes to meeting dates or venues will be posted on our website at [www.nanaimonorthrotary.org](http://www.nanaimonorthrotary.org)

## **District Meetings**

Each spring a District Assembly is held to offer training seminars for the incoming Club officers and information sessions for Rotarians in general. Members and their partners are encouraged to attend.

Assembly is an opportunity to focus attention on enjoying one another's company while learning more about Rotary, the world's oldest and greatest service organization. For current information on the District Assembly visit the District website at [www.rotary5020.org](http://www.rotary5020.org).

The District Conference is held annually in a location selected by the District Governor. This is a business meeting of the District as well as an opportunity to socialize with other Rotarians and their partners.

There are sessions where you can meet recipients of Rotary Ambassadorial Scholarships and discover the Rotary Group Study Exchange to name but a couple. One of the highlights of Conference is "home hospitality night" where the hosting Club(s) invites Rotarians into their homes for an evening of fellowship. For current information on the District Assembly visit the District 5020 website.

Each year, Presidents-Elect attend PETS (Presidents-Elect Training Seminar) to learn about their upcoming responsibilities and duties as President.

## **Cost**

Dues are invoiced annually and are due on or before June 30th. The Rotary year begins July 1st and ends June 30th. Dues are set each year by the executive and are currently \$300. Dinners at the Golf Club are currently \$22. While not a responsibility there's also an expectation that members will make small financial contributions throughout the year such as the purchase of raffle tickets and silent auction items.

Voluntary contributions to the RI Foundation are worthwhile and tax-deductible. Foundation month is November but you can learn more about this by talking to the Club Foundation Chairperson or by going to the RI website. The contributions you make to the RI Foundation accumulate and when you reach a total of US\$1000 you will be awarded a Paul Harris Fellowship. This is a true Rotary achievement and is a recognized honour amongst Rotarians everywhere. As Rotarians progress towards attaining a Paul Harris Fellowship, those who make an annual donation of US\$100 to the Rotary International Foundation are recognized as Sustaining Members.

## **Types of Membership and Classification**

You are either an active or honorary member. An active member describes the majority of Club members. Whether you are actively working in your profession or are retired you are considered an active member of the Club. An honorary member is a person who has been distinguished in service to Rotary or who exemplifies the Object of Rotary in his or her personal and public life. It is a distinction the Club can bestow and should be conferred only to exceptional cases. Honorary members are exempt from payment of dues and from attendance requirements.

Rotary uses a classification system to establish and maintain a vibrant cross-section or representation of the community business, vocational and professional interests among members and to develop a pool of resources and expertise to successfully implement service projects.

A classification describes either the principal business or the professional service of the organization that the Rotarian works for or the Rotarian's own activity within the organization. Some example of classifications include: real estate, insurance agency, hospitality, finance, construction, banking, clergy, law enforcement and education.

## **Attendance**

One of the responsibilities of every Rotarian is attendance. Attendance at your home Club is important to you and to our Club. Regular attendance is a direct measurement of your interest and support of our Club, and it keeps you informed of upcoming projects, events and business. It is expected that members will attend no less than 50% of meetings. Included in the 50% are our projects and events. As a Rotarian you will be welcomed at any Rotary Club in the world and greeted as a friend.

The Program Chair is responsible for arranging interesting speakers. It is encouraging for them to present to a full room of Rotarians rather than a small number. Learning is a lifelong experience and this is another plus to being in a Rotary Club. All members are really part of the program committee and should make the Program Chair aware of potential speakers and programs.

## **Proposing New Members**

Do you know a friend, family member, or colleague from your business or profession who has all the qualities of a good Rotarian? Rotarians are adults of good character and good business or professional reputation, who hold or have held an executive position with discretionary authority in any worthy and recognized business or profession. If there is someone you know, who is suited to Rotary, consider referring him or her for membership. You are encouraged to invite a prospective member to a few meetings before proposing them. This allows them to become aware of Rotary and allows the Club members to meet the person.

## **Standard Procedure**

The procedure that we follow to induct new club members is:

- A prospective member's name is submitted confidentially to the Membership Committee.
- The Membership Committee ensures that the person is fully qualified and approves or disapproves the proposal.

- The proposed member's name is then given to the Club Secretary to bring to the next meeting of the Board of Directors.
- \* After approval has been announced, the prospective member is fully informed of privileges, expectations and responsibilities of Club membership. He or she is then asked to complete the proposal form and give written permission to publish his or her name and classification to the Club membership. It is at this point that a mentor is appointed and begins the task of providing orientation.
- Members are informed by email of the proposal. If no objections to the proposal are received within seven days following the publication of the name, that person, upon payment of an admission fee, is installed as a new Rotarian.

Note \* Compliance with PIPA (British Columbia Personal Information Privacy Act) Name, Address, Email, Language for communication, date the member joins, and birthdate (for statistical purposes) are shared with Rotary International.

## **Mentor or Sponsor's Role**

A sponsor is a person who proposes a new member to the Club. When several new members have been proposed at one time, the Club may appoint a mentor for each new member. Sponsors and mentors are responsible for answering questions, introducing new members to other Club members and ensuring a new member completes the initial steps with the Club. These include:

- Attending a Director's meeting;
- Serve as a greeter at a regular Club meeting;
- Introduce any guest(s) at your table prior to a regular Club meeting;
- Visit a regular meeting of another Rotary Club

## **Common Courtesies**

- Rotarians address one another using first names.
- When addressing the President, stand and use his or her first name, for example "President Jean-Marc".
- During the meeting it is undesirable for Rotarians to carry on their own conversations when someone else has the floor.
- It is expected that members will stay for the entire meeting. However, if there are unusual circumstances and you must leave early, please advise the President or your planned departure prior to the start of the program. It is also appreciated if

you explain to the guest speaker that you must leave and will unfortunately miss the program.

- If you are asked to introduce or thank a guest speaker, the President or Program committee will advise you prior to the start of the meeting.

## Questions and Answers

**Q:** What geographical area does our District cover?

**A:** District 5020 is truly international – the boundaries encompass Western Washington from Tacoma and the Olympic Peninsula south to Longview, west to Grays Harbour and north through Port Angeles, international waters, and all of Vancouver Island.

**Q:** How do I find out who's in the Club and if they'd do business with me or me with them?

**A:** A Members roster is published each summer and updated though the year. It lists the members and their contact numbers, classifications, and partners' names. Direct business solicitation is discouraged at meetings; however, regular networking is considered appropriate for making business connections.

**Q:** How do members keep up-to-date with Rotary International and our own Club activities and events?

**A:** As part of your annual dues, you receive a copy of "The Rotarian", the official publication of Rotary. Locally our Club posts coming events on the Club website and as well we produce a digital Club Bulletin. Through regular attendance and contact with Club members, you are assured of keeping well informed. Information on the Nanaimo/Lantzville clubs can be found at [www.rotaryinnanaimo.com](http://www.rotaryinnanaimo.com)

**Q:** I am interested in contributing to a Paul Harris Fellowship through the Rotary Foundation. What is the procedure?

**A:** Contact the Club Foundation Chair. You can donate the sum at one time or donate over a period of years.

**Q:** Every year the Club concentrates its energies on club project(s). How are these projects chosen?

**A:** One main goal of Rotary is to work towards the betterment of the community and the people who live there. The Club projects come from the membership and are voted on by the members. There needs to be a 'champion' for the project for it to be successful.

**Q:** How do we pay for our projects? **A:** Through fundraising activities and proceeds from BC Lotteries. At fundraising activities family members will join in to help with the work and enjoy the fellowship and camaraderie.

**Q:** What kind of jobs am I likely to be asked to do in the Club?

**A:** There are many ways you can contribute to Club activities, such as being a greeter, saying the invocation, thanking or introducing guests or guest speakers, joining work parties, helping to organize Club social events, and participating in fundraising activities.

You may be asked to do these things, but you can also pick activities you would like to take part in. Please let the President know of your particular interests.

The President assigns every member to one of the Avenue of Service committees and this information will help with that choice.

**Q:** How much time am I expected to give to fundraising and on committee projects?

**A:** As much as you can. As Rotarians we recognize that all members are in a different place in their life and that Family comes first, Work second, and time for Rotary after that.

**Q:** If I have a concern about a club activity, process or issue, how do I bring up the matter?

**A:** Members can discuss any issue with the Club President in confidence. If you wish to be on the agenda at an upcoming Board meeting advise the President of your wishes. Club issues can also be discussed at business meetings when the entire membership is present.

**Q:** On what grounds are proposed members denied membership in the Club?

**A:** Any present member of the Club can object to the proposal if that member is aware of unethical or immoral business or personal behavior of the proposed member.

**Q:** Is there a limit to the number of members that can join the Club?

**A:** No, only classification criteria can limit membership (maximum of five club members of the same classification) and then only if the membership is less than 50.

**Q:** Is there a minimum age requirement for members?

**A:** No.

**Q:** Is seating prearranged at our meetings?

**A:** Members are encouraged to circulate and get to know other members of the club. Cliques are frowned upon.

**Q:** Can I invite a guest to our meetings without intending to propose them as a member?

**A:** Yes, Members can use the meeting as an opportunity to socialize with and introduce visitors, business associates, clients and friends to other club members.

**Q:** How can I buy Rotary/Club t-shirts, hats and other items?

**A:** The Secretary has catalogues of all Rotary-oriented materials.

**Q:** What is our club's mailing address?

**A:** PO Box 223, Nanaimo B.C., V9R 5K9.

**Q:** Where can I find more information about Rotary?

**A:** There is a wealth of information to be found at the Rotary International web site (<http://www.rotary.org/>), the District 5020 site (<http://rotary5020.org/>), at our own Rotary

Club of Nanaimo North site ([www.nanaimonorthrotary.org](http://www.nanaimonorthrotary.org)), and at [www.rotaryinnanaimo.com](http://www.rotaryinnanaimo.com)