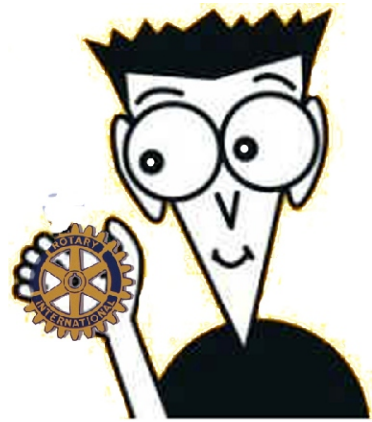


Rotary Stuff

for

DUMMIES

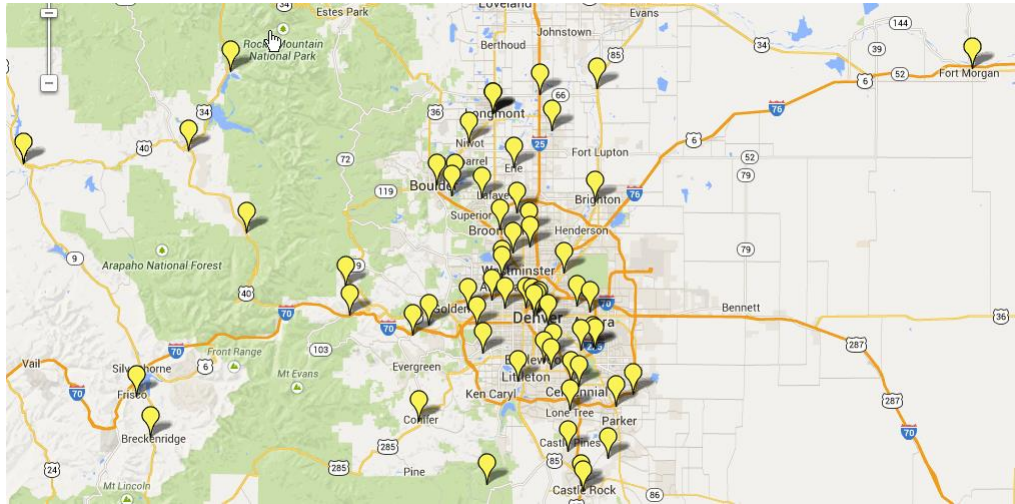


Your simplified guide to understandingg'gca Y'cZk Y'VUg]Wg'cZF cHf m

- Cf[Ub]nU]cb
- Finance
- Vocabulary
- Attendance
- Membership

Organization

Rotary was founded by businessmen in Chicago in 1905. The name derives from the early practice of rotating meetings among the offices of the first club members. Rotary International continues to be headquartered in Chicago and has over 34,000 clubs with over 1 million members worldwide. Our club is part of District 5450, which covers the metro area and some mountain and plains towns. It has over 60 clubs. Each year there is a volunteer District Governor, a seasoned Rotarian, who provides leadership to the district.



Denver SE was chartered in 1985. It is now one of the larger clubs in the district. The downtown Denver club and the Boulder clubs are the largest. Denver SE has had 3 members serve as District Governor over the years.

Rotary International provides guidelines and organization, but the clubs are driven by the passions and needs of the members in each community. Projects and involvement depend on what each club wants to do and accomplish.

Club Organization

The club has a president, secretary and treasurer, but the activity is generated by the committees.

Community Service Committee – projects to support the local community needs

International Service Committee – projects anywhere around the world, usually in cooperation with another Rotary club in that country

Vocational Service Committee – promotes integrity and ethics in the workplace, sponsors rotation days where the club meets at an alternate business locations; sponsors involvement with local schools, such as Interact, Shadow Days and Rotary Youth Leadership

Membership Committee – recruits new members, helps members assimilate into the club, works to ensure retention and satisfaction of members

Program Committee – arranges the speakers for each week's meeting

Fellowship Committee – provides social events to promote club fellowship

Club Administration – arranging the meeting venues and food, administering the web site, Sargent at Arms

Every club member is expected to participate in at least one committee.

The chairs of the committees also sit on the Board of Directors for the club.

Members

Classification system. Members are classified according to their occupation. The purpose is to provide a diversity and balance in the membership. Rotary rules strongly discourage more than 10% of the club from having the same classification. Thus, with approximately 100 members, we would be limited to 10 attorneys or 10 bankers. As a practical matter, we tend to classify people more narrowly, such as Law-Judiciary or Law-Corporate as separate classifications.

Guests. Prospective members are invited to attend our meetings as guests so that they can see what our club is like and we can have an opportunity to become acquainted with them. The first 3 times that a prospective member attends, the breakfast is complimentary. Thereafter the person is expected to pay for their meal.

Prospective member guests should be simply introduced as a guest. Introductions should avoid saying things like “hopefully soon to be a member”. To the host, it may seem like endless repetition to introduce a guest for the 5th time, but as a practical matter, even after 5 times, there are probably few in the club who can remember the person’s name on sight at the next meeting.

Paperwork. If the person shows interest in our club, the membership chair will provide a packet of information about joining Rotary. The person must fill out an application and submit it together with the admission fee and a letter of recommendation from a club member. The club membership chair should meet with the person and discuss the objectives of the person and the club, the standards, financial obligations and the service role of Rotary. We also ask a past president to meet with the prospective member.

If the club membership chair and past president are comfortable with the application, it is presented to the board for approval. Once approved by the board, it is published to the general club membership for possible objection. Seven days after publication, if there are no objections, the person is deemed a member of the club.

As soon as is practical thereafter, the member is presented to the club and inducted. The member is given a Red badge which can be traded for a Blue badge as soon as the member has completed a list of requirements intended to familiarize the new member with various aspects of Rotary and our club.

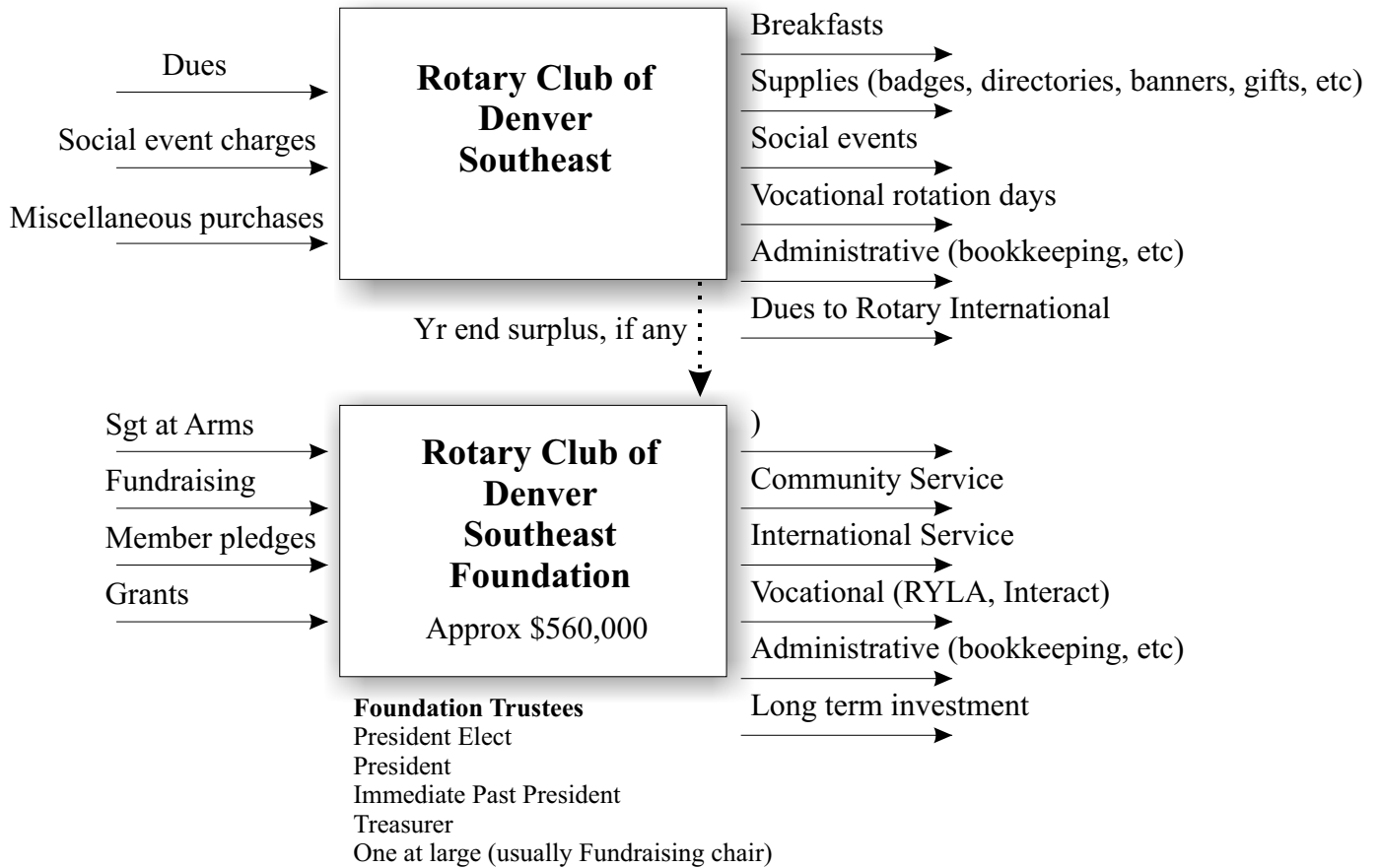
Attendance Policy

Attendance requirement. A member must 1) attend or makeup at least 50% of the club’s regular meetings within each half of the year; 2) attend at least 30% of the club meetings within each half of the year. Make-ups for missed meetings must be within 14 days before or after the meeting missed. Credit for make-ups can be given for attending another club’s meeting (including the internet club), a board meeting, an Interact meeting, a committee meeting, a service project, a club-sponsored event or a District Conference. Club members must provide notice of the make-up to the club secretary promptly.

Revised 2007 Rotary Manual of Procedure

Attendance is taken at our club by checking which badge box spaces are empty during the meeting (meaning you retrieved your badge).

Simplified Financial Structure



Paul Harris Pledge → Contribution to Rotary International

RI Goal: Every member, every year at least \$100
(our club averages about \$200)

Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. *Rotary Manual of Procedure*

When circumstances dictate, such as an extended work travel schedule or a medical condition, Denver Southeast has extended Leave of Absence (LOA) status for up to six months. This status is given when there is a reasonable expectation that the member will return to active status when the situation causing the leave has ended. During this time, the member is excused from meetings and regular dues, but must pay a modest maintenance fee. Before extending this status, we expect members to be current in their financial obligations.

Invocation/Inspiration

Rotary International does not set any format for conducting meetings. By tradition, Denver Southeast begins meetings with an invocation or inspiration, followed by the Pledge of Allegiance. Other clubs have differing openings, such as singing.

The invocation should be short (1-2 minutes) and designed to uplift and inspire and set an appropriate tone.

Prayers are appropriate. Please keep in mind that people of many faiths may be present- Christian, Jewish, Muslim, etc. Please use prayers that address God and are not faith specific.

It has been noted that even in these days of sensitivity to political correctness, the U.S. Senate and House both begin each day's sessions with prayer.

Moments of silence or silent prayer are appropriate, particularly when there has been an event that has affected many people. Inspirational thoughts that have been penned by others over the centuries are appropriate. Uplifting stories or incidents of Rotary service are appropriate.

Issues over Time

During the history of the club, some topics have been raised and discussed. There has been no clear-cut resolution of these issues. Different people in the club view them differently. They may, in fact, contribute to the vibrancy of the club. They may come up from time to time in board meetings. If they do, you should know that these are not new issues and have been discussed many times by previous boards.

- **Endowment** How much of an endowment should our foundation have? There are advocates for a \$1 million dollar fund, with the interest and earnings providing an annual project budget in perpetuity. There are others who feel we should be using all available funds each year for the benefit of others and not putting endowment money aside. Currently we probably have over \$350,000 in a long term fund.

- **Member qualifications** The traditional approach is that Rotary is reserved for the business leaders in the community, those who manage, control their schedules and either have or can access funds necessary for our projects. This viewpoint would also hold that if you dilute membership qualifications, you will no longer be able to attract candidates with that profile. A different view is that Rotary should recruit those with a desire to serve, even if they do not possess all of the traditional credentials. Similarly, there is a viewpoint that it is necessary to recruit younger members who may not yet have achieved their career potential in order to keep Rotary vital in the future.

When reviewing membership potential, our club has tried to insure that the prospect's motives are correct (service, not networking) and that the person has the financial wherewithal or corporate sponsorship to be able to pay dues and contributions in the \$1500+ per year range.

• **Signature Project** – the club has previously committed to two signature projects, defined as a central focus, multi-year financial commitment. We sponsored I Have a Dream for 10 years and the Easter Seals camp in Empire, CO for several years. Some feel this gives the club a unified focus and a purpose behind our major fundraisers. Others feel like each new president and board should be free to direct the club without being constrained by the decisions of previous boards that carry over for several years.

Web Resources

The club has a website which contains a membership directory, club information, schedules, etc. It is an excellent resource. You can access the website at **dserotary.org** or at **clubrunner.ca/denversoutheast**. Both addresses take you to the same site.

As a club member, you are entered into the database by the club secretary. You can log-in to the members only section of the website, where you can view the directory, send emails to club members and find other information. The first time you log in, it will ask for your username and password. You will not know what these are. Simply select “Forgot Your Password?” which is really the same as “Never had password”. You will be asked to enter your name. Your password will be sent to the email address you provided to the club secretary (perhaps on your application). You are also responsible to maintain your personal information on the web site. If you change jobs, email address, etc. please be sure it is updated. If you are uncertain how to do this on the website, see the club secretary.

Other useful web sites:

Rotary International **rotary.org** (Your membership number is on your Rotarian magazine label and in your member profile on our web site)

District 5450 **rotary5450.org**

E Club **rotaryclubone.org** (you can do make ups on the web!)

Glossary of Acronyms and Terms

Ambassadorial Scholar- a college exchange student who studies in a foreign country for a year. Candidates are nominated by clubs and interviewed at the District level. Scholars are expected to perform service while studying. RI pays airfare, tuition. Scholarship has a value of \$20,000+.

Bill McMurry Fellow – named after the first president of the Rotary Club of Denver Southeast, this is a recognition of a person who has given, or in whose name has been given, \$1000 to the Rotary Club of Denver Southeast Foundation. Recognition is also given for additional levels of contribution.

District Assembly – an annual training meeting, primarily for incoming board members

District Conference – 3 day annual conference of clubs in the district typically held in late April – displays, seminars, speakers, banquets, entertainment – has been held in the metro area, Vail, Colorado Springs, but each District Governor selects the venue for his or her year.

District Governor – an experienced Rotarian who serves a one year term as the volunteer leader of the District. The District Governor is expected to visit every club in the district, provide leadership and direction and plan and carry out the district-wide events.

Evening Club – in 2013 we sponsored a satellite club that is targeted towards younger professionals. It meets twice a month in the evening. Dues and contributions are considerably less than the morning club to reflect the beginning stage of the member careers.

Foundation – generally used to refer to the Rotary Club of Denver Southeast Foundation, a nonprofit 501(c)3 corporation that we use to fund our major projects. Our foundation has over \$300,000. Many clubs have foundations, but they are not required. Main advantage is tax deductible contributions. (Could also refer to Rotary International Foundation).

Grants – Rotary International returns all the contributions it receives in the form of grants to clubs and districts. Contributed funds are held three years, during which time the income is used for administrative costs of RI. After 3 years they are distributed in grants for international service.

GSE –Group Study Exchange – month long exchange of a small group of young non-Rotarian professionals (led by Rotarian group leader) from one foreign district to another. RI pays airfares. District hosts guests in member homes.

Interact – high school service club sponsored by a Rotary Club – our club sponsors the Interact Club at Cherry Creek High School.

Nominee – Person who has been asked to be the next President Elect or District Governor Elect (2 years from actually serving in the position)

Paul Harris Fellow – a person who has given, or in whose name has been given, \$1000 to the Rotary International Foundation. After the first \$1000, additional contributions are recognized with sapphire, ruby and diamond pins. Paul Harris was the founder of Rotary.

PE- President Elect – Person who will serve next year as President.

PETS – President Elect Training Seminar – annual training meeting for incoming presidents.

Red Badge – a program to help integrate new members by encouraging them to complete a set of objectives before receiving a blue badge. The program is designed by each club to meet its needs and is not prescribed by RI or the District.

Rotary Benefactor- person who has named Rotary as a beneficiary in their will

Rotaract- service club for young adults (18-30) sponsored by a Rotary Club. There are now 7,300 Rotaract clubs in the world. One of the local Rotaract clubs centers around DU.

RI –Rotary International – the central organization headquartered in Evanston, IL.

Ryla – Rotary Youth Leadership Award – week long summer leadership camp for selected middle school and high school students to teach leadership skills. Campers pay no fee, they are sponsored by clubs.

Youth Exchange – High school foreign exchange program. Students are hosted by members or friends of Rotary, typically for 4 months at a time. A youth exchange student would expect to be in about 3 different homes during his or her time in the country. Most years our club has had an exchange student. The only barrier to having a student is finding the necessary hosting homes. There are also Short Term exchanges, lasting from a few days to a few weeks, typically in the summer. Travel costs are paid by RI.