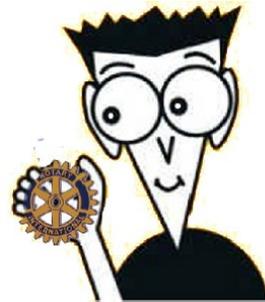


# Rotary Stuff

for

# DUMMIES

Rotary  
Club of Denver Southeast



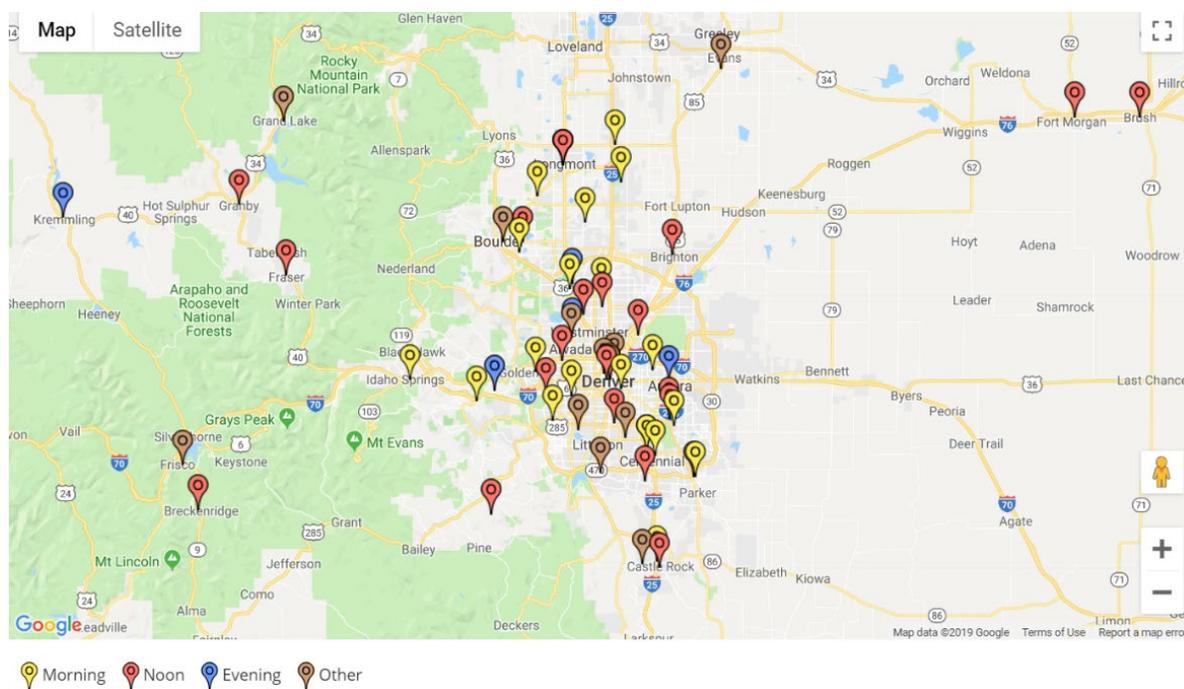
Your simplified guide to understandings some of the basics of Rotary

- Organization
- Finance
- Vocabulary
- Attendance
- Membership

## Organization

Rotary was founded by businessmen in Chicago in 1905. The name derives from the early practice of *rotating* meetings (thus the Rotary wheel logo) among the offices of the first Club members. Rotary International, headquartered in Chicago, consists of over 36,000 clubs with 1.2 million members worldwide. Our Club is part of District 5450, which covers the Denver metro area, some mountain and plains towns. There are over 61 Clubs with 3,000 members in the District. Each year a seasoned Rotarian is elected as District Governor, providing leadership to the District.

Our Club (DSE) was chartered in 1985 and is now one of the largest Clubs in the District, followed by the Boulder and Denver Clubs.



Rotary International provides guidelines and organization, but the Clubs themselves are driven by the passions and needs of their members. Projects and involvement depend on each Club's members' goals.

## **Club Organization**

Every Club member is expected to participate in at least one Committee. The Chairs of the Committees are members of the Board of Directors.

**Community Service Committee** – handles projects to support local community needs

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

**Youth Services Committee** – the list of our youth activities is extensive and includes projects such as Interact and RYLA (Rotary Youth Leadership). Rotation Days, too, are organized by this Committee.

**Membership Committee** – deals with recruitment of new members, helps members assimilate into the Club, ensures retention and satisfaction of members

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

**Fellowship Committee** – provides social events to promote Cub Fellowship

**Club Administration** – arranges meeting venues and food to be served for Club as well as Board meetings, administers the web site; the Sargent at Arms is part of this Committee

**Evenings Club** – in 2013 DSE sponsored a Satellite Club targeted to attract young professionals. Members meet twice a month in the evening. Members of the Morning Club are encouraged to attend its meetings.

## **The Classification System**

In order to provide diversity and balance within our membership, we attempt to classify members according to their occupation. This eases the process of our members to get to know their counterparts in the same profession.

## **Guests**

Prospective members are invited to attend our meetings. This gives them the opportunity to assess our Club's ambience and also provides an opportunity for us to get acquainted with him/her. Breakfast is complimentary for the first three visits. Thereafter the person is expected to pay for its meal.

Prospective guests are simply introduced as a guest, not as a prospective member; "Hopefully soon to be a member" is preferred.

## **The Application**

The Membership Chair verifies with the host the interest of the guest in our Club and follows up by sending an application.

If the guest shows interest in our Club, the Membership Chair provides a packet of information about joining Rotary. Included in this packet is another application which needs to be filled out and be submitted to the Membership Chair together with the admission fee. Two members and a current Past President meet with the prospective member to understand his/her reasons for wanting to join our Club, explain standards, financial obligations and the service role of Rotary.

If the "interviewing" members 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 acceptance. Seven days after publication, providing there are no objections, the applicant is approved for membership, is given a Red Badge which can later be traded for the traditional Blue Rotary Badge.

The new member packet contains a list of tasks to be completed in order to achieve the Blue Badge status. The details are intended to familiarize the new member with various aspects of Rotary as well as of our Club.

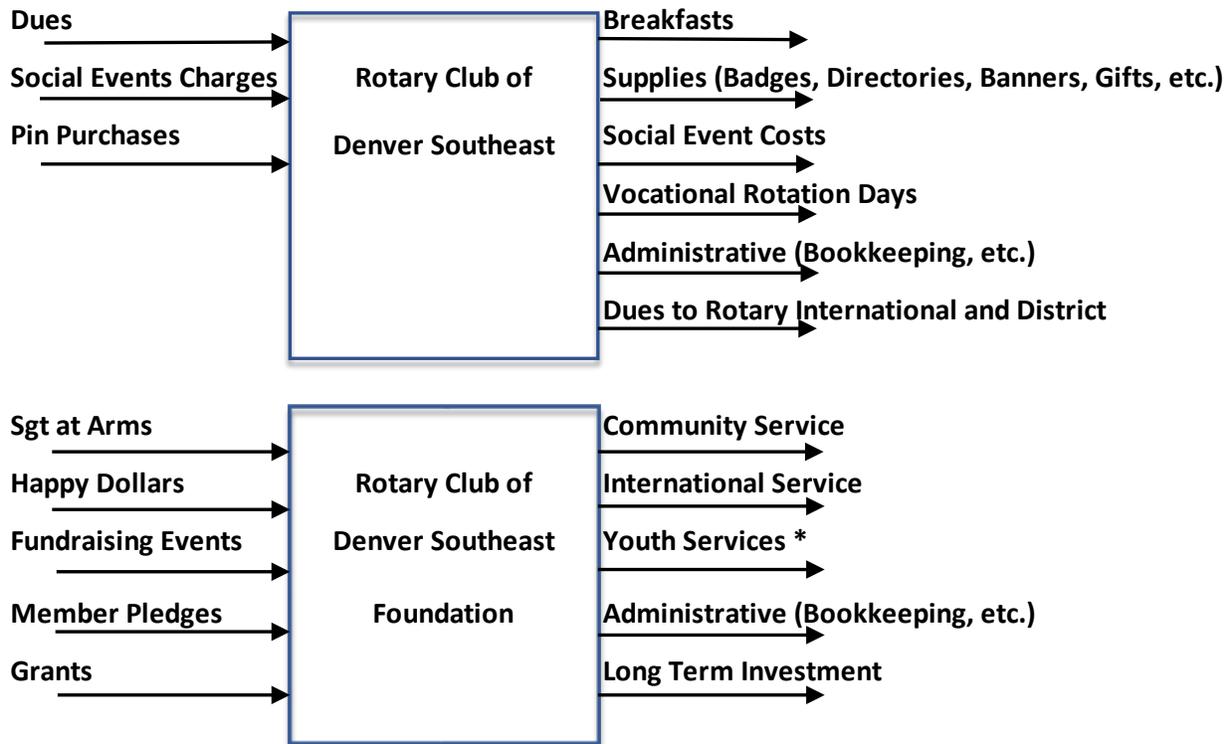
## **Attendance**

We ask that a member attend or makeup at least 50% of the Club's regular meetings within each half of the year; or attend at least 30% of the Club and/or Committee meetings and/or Club events 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 achieved by attending another Club's meeting, a Board, Interact , or 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.

Attendance is taken at our weekly Club breakfast meetings by the Club Secretary.

# Simplified Financial Structure



\* Includes Young Achievers, Peaceful Schools, I Have A Dream Foundation, Interact, Rotaract at DU, RYLA, Young RYLA, RYLA Plus, and Youth Exchange

## Leave of Absence

Leave of Absence is granted to members from attending Club meetings for a specified length of time. A written request to the Board is required for approval..

When circumstances dictate, such as an extended work travel schedule or a medical condition, Leave of Absence (LOA) is granted 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 fee to cover Rotary International and District dues. Before extending this status, we expect members to be current in their Rotary financial obligations.

## **Inspiration**

RI does not set any format for conducting meetings. By tradition, our Club begins meetings with an inspiration, followed by the reading of the Four Way Test and the Pledge of Allegiance.

The inspiration should be short (2-3 minutes) and designed to uplift and inspire for the day/week ahead. It is important to keep in mind that members and guests may be of many faiths (Christian, Jewish, Muslim, Hindu). Inspirations must therefore be non-religious.

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 an inspiration.

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**

Some issues discussed by previous Boards:

- **Endowment**

How much of an endowment should our Foundation have? Some advocate for a \$1 million dollar fund, with the interest and earnings providing an annual project budget in perpetuity. Others feel we should be using all available funds each year for the benefit of others and not putting endowment money aside. There are currently over \$900,000 in the DSE fund.

- **Signature Project**

Our Club previously committed to two signature projects, defined as a central focus, multi-year financial commitment. We sponsored the Colorado I Have A Dream Foundation (CIHAD) for 10 years and the Easter Seals Camp in Empire, CO for several years. Some of our members feel that these commitments give the Club a unified focus as well as a purpose for our major fundraisers. Others feel that 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**

Our website, an excellent resource, contains a membership directory, general Club information, meeting schedules, etc. You can access the website at **[dserotary.org](http://dserotary.org)**

Your information has been entered into the database by the Club Secretary. By logging in to the members only section of the website, you can view the directory, send emails to Club members and find other information. The first time you log in you'll be asked for your username and password. Simply select "Forgot Your Password?" after which you'll be asked to enter your name. Your password will be sent to the email address you provided to the Club Secretary. It is your responsibility to maintain your personal information on the web site. If you change jobs, email address, etc. please be sure it is updated.

Other useful web sites:

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

Another excellent source for information District 5450: (**[rotary5450.org](http://rotary5450.org)**)

## Glossary of Acronyms and Terms

**Ambassadorial Scholar** -- is 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 a topic in one of the six areas of focus. The scholarship's value is up to \$25,000 and covers tuition, books and fees.

**Annual Fund and PolioPlus (A/F & P+)** -- giving produces a Rotary point for every dollar given by the Club or individual Rotarian. Both, AF & P+, donations count toward a Paul Harris Fellow award.

Annual Fund dollars are returned to the District 3 years later for distribution via a District Designated Fund (DDF) grants for local projects and small international projects. Returned AF dollars also are used at this time for a 1.5 match in Global Grants.

**Benefactor** – a Rotarian who makes an outright gift of \$10,000 or more to the Endowment Fund or has notified RI in writing that he/she made a provision in his/her estate plan.

**DDF (District Designated Fund)** – money the Districts use to fund projects – 50% of all District Clubs' contribution to Annual Fund from three years prior, plus 50% of any spendable earnings available from the contributions to the Endowment Fund.

**District Assembly** – an annual District training meeting, primarily for incoming Board members as well as for members who are serving and are interested to serve in new roles on Club Boards

**District Conference** –annual meeting of all Clubs in the District, currently held in the Spring. The Conference includes Club displays, seminars, speakers, banquets and entertainment. Each District Governor selects the theme and venue for his/her year.

**District Governor (DG)** -- 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. He/she provides leadership and direction to Club goals, works with the District Committees, designs and executes District-wide events such as the District Assembly, District Conference and District Grant Training.

**EREY (Every Rotarian Every Year)** – a program to encourage every Rotarian to give at least \$25/year

**Evenings Club (DSEE)** – in 2013 our Club sponsored a Satellite Group, targeted to attract younger professionals. Members are currently meeting at a different time and location than the Morning Club. Meal costs are not included in the dues.

**DSE Foundation** – generally refers to the Rotary Club of Denver Southeast Foundation, a nonprofit 501(c)(3) corporation used to fund our major projects. Donations to the Foundation are tax deductible. (“Foundation” could also refer to the Rotary International Foundation.)

**Grants** – Rotary International returns all Annual Fund donations received 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 by the RI Foundation. After 3 years funds are distributed in Grants back to the Clubs.

**GSE** –Group Study Exchange – a month long exchange of a small group of young non-Rotary professionals (led by a Rotarian group leader) from one foreign District to another. Districts host students in member homes.

**Honorary Member** – a Rotarian who has been honored for distinguished service. He/she cannot vote or serve as a Club Officer. Honorary Members do not pay Club or RI dues. The Club pays for annual subscription to the Rotarian Magazine.

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

**Major Donor** – a Rotarian whose cash and securities giving has reached \$10,000

**Paul Harris Fellow (PHF)** – a person who has given, or in whose name has been given, \$1,000 to the Rotary International Foundation. After the first \$1,000, additional contributions are recognized with sapphire, ruby and diamond Rotary pins. Paul Harris was the Founder of Rotary.

**Paul Harris Society** – members who commit to give a least \$1,000 each year to the Annual Fund, Polio Plus, or approved RI Foundation grants

**PE**- President Elect – a member who will serve next year as Club President.

**PETS** – President Elect Training Seminar – annual training meeting for incoming Presidents. This training happens over a weekend for Clubs in four zones.

**Polio Plus** – is a program launched by RI in 1985 to tackle global polio eradication through the mass vaccination of children. Polio contributions are immediately forwarded with a 2:1 match from the Bill & Melinda Gates Foundation for expenses incurred by polio eradication efforts.

**Rotary Foundation** – the charitable arm of Rotary, created for humanitarian and educational purposes. Rotarians and friends support the Foundation’s work through voluntary contributions

**Rotary Year** – July 1 to June 30

**Red Badge** – a program intended to help integrate new members into the Club by encouraging them to complete a set of tasks before receiving the traditional Blue Badge. The program is designed by each Club to meet its needs and is not prescribed by RI or the District.

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

**Rotaract**- is a service Club for college students (18-30) sponsored by a Rotary Club. There are 7,300 Rotaract Clubs in the world. One of the local Rotaract Clubs centers around Denver University.

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

**RYLA** – Rotary Youth Leadership Award – a week long summer leadership camp for selected middle and high school students to teach leadership skills. Campers are sponsored by Clubs and pay no fee. There are three different versions of RYLA: Young RYLA for 7<sup>th</sup> graders going into the 8<sup>th</sup> grade in the fall, RYLA for teens who are juniors or seniors in high school; and RYLAPlus – a leadership camp for students with significant physical disabilities.

**Sustaining Member** – a recognition level for an individual who has donated \$100 or more in a Rotary year.

**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 approximately three different homes during his or her time in the country. Our Club has hosted an exchange student most years. 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.