**Useful Info for a Member of**

**Boulder Rotary Club No. 1091 in Rotary District 5450**

Boulder Rotary Club Office • 5390 Manhattan Circle, Suite 101, 80303

 *Come in the green door at the back, not the glass door at the front.*

303-554-7074 • Rotary@RoyceArbour.com

Diana Royce Smith, Secretary

**Member Information:**

Make sure that your contact information – which the Club originally derives from your membership application – is always up to date. Of particular importance are your email address, your “snail mail” address, and your phone numbers. Without them, you and the Club may not be in contact with each other. Email is used for much Club internal communication. However, certain votes MUST be communicated and dues and meals statements are sent through USPS, so both types of address are required.

Changes should also be shared – your employment and business contact information, your spouse/partner and family, hobbies and interests, etc. If you begin a new job in a different field, your classification could be changed to match.

Your picture helps Rotarians know each other in a club of our size. Your picture should look like you! If it does not (anymore) look like you, please provide a professional headshot or contact the Rotary office so it can be retaken. When your eyeglasses or hairstyle changes or when you lose/gain that weight, let us get a new picture of you.

Boulder Rotary Club committees stay in touch with one another through emails, the Club website www.BoulderRotary.org, and the telephone. Without current contact information, you will miss out on valuable participation opportunities. You can also find Boulder Rotary Club on LinkedIn and Facebook – please join the groups!

**Website**

Members of the Boulder Rotary Club (including BNGRC members) have access to the Member Directory, Committee Signups and other useful information at [BoulderRotary.org](http://BoulderRotary.org/).

To get your login and password:

Go to [BoulderRotary.org](http://BoulderRotary.org/)

Click “Login” in the upper right hand corner of the homepage. This will take you to the login screen.

Click “Forgot Password” and enter the email you provided on your membership application.

You will be sent an automated email with a temporary username and password.

Use the temporary codes to enter the website where you can change both your username and password to something more memorable.

You can also follow these steps if you forget your username and password in the future.

**No Solicitations:**

Club members should not use contact information provided by the Club or through the Club to solicit their fellow Boulder Rotary Club members for any non-Rotary reason. The Club's policy is that only efforts undertaken by the Club – through the process each spring whereby the Club’s budget and volunteer effort are allocated – are to solicit Club members for money or volunteer effort.  Events undertaken by Rotary International, The Rotary Foundation, Boulder Rotary Club Foundation, Rotary District 5450, other Rotary Clubs, Rotaract and Interact may also be brought to the notice of members. Please contact the Club Office with any questions.

Guests brought to Club meetings by members should adhere to this policy. Guests should not be brought by members to solicit attendance, financial support, or any other financially beneficial involvement in an organization or event that is not Club-related. The fact that a Club member is associated with an organization or event does not make it Club-related. Only current involvement with our Club as approved by the Club Board, not past involvement, counts.

The current list of Club committees and projects is available in your new member packet, from the Club office and on the Club website, www.BoulderRotary.org.

**Regular Meetings:**

NO Cell Phones: PLEASE turn off or silence your cell phone when you arrive. If your phone rings, silence it quickly and leave the room if you need to take the call. A member of the Meeting Management Committee will remind you if you forget.

Name Badges: Everyone wears a name badge at every meeting. Stick-on round Rotary badges are available at the registration desk for guests and visitors.

You get a metal Red Badge on the day you are inducted as a member. After about 6 months, you will receive a permanent metal blue badge. While you’re a “Red Badger”, speak to everyone and sit at various tables to give folks a chance to get to know you. Your Red Badge is a clue to them to make an extra effort to know you.

Your member badge has a number on the back, corresponding to the slot in the badge box where it can be found as you arrive at the meeting and where it should be replaced when you leave the meeting. To find your badge slot number, look at the ledger-size paper above / beyond the badge boxes. Badges are numbered in rough alpha order. The number rarely changes.

If you still can’t find your badge, see if it is misfiled nearby – in the same spot in the next row, or one slot this way or that. The numbers can be hard for some folks to see. We check and rearrange often. If you STILL can’t find your badge, leave a note in the Club Office box, in the labeled black tray located at the end of the badge tables, or notify someone in Meeting Management (most easily found by the AV cart).

Attendance Sign-In: Please sign in at each meeting. Our Club has been known to have problems meeting the RI 50% standard for attendance, and every sign-in helps! The sign-in sheets are attached to clipboards beside the badge trays.

Rosters are printed a month ahead. Until your name appears on the roster so you can initial in the box next to your name, please write in your name in a blank space on the sign-in sheet near people whose name begins with the same last letter as yours - Tyson goes with the T’s, etc.

**Giving Information to Club Members:**

If you arrive at a meeting and don’t find your badge in its regular slot, check whether it is on the badge tables nearby, clipped to something that someone wants you to have. This is one way others can deliver info to you. You can also deliver info to others by clipping their badge to the information. If you have info to give others, it helps to be there before they pick up their badges.

Information and financial transactions for the Club Secretary can be put in the labeled black tray located at the end of the badge tables.

**Where to Sit:**

While you’re a “Red Badger”, speak to everyone and sit at various tables to give folks a chance to get to know you. Your red badge is a clue to them to make an extra effort to know you. Or sit anywhere you’d like, considering the special tables discussed just below.

To save a seat for someone, pull the napkin through the hole in the back of the chair to indicate the seat is taken. PLEASE don’t tip chairs! Someone could be tripped by a tipped chair.

Birthday Table: Sit at the Birthday Table (to the right of the podium as you face it) some Friday during the month of your birthday. You may have a microphone and say something to the meeting on that day. If you don’t choose to speak when you are introduced, just tell whoever is hosting the birthday table that you have no remarks. Then stand up, smile, wave and sit down.

You may also want to contribute directly to the scholarship fund on your birthday in an amount that is a multiple of your new age times a nickel, dime, quarter, or – best of all – dollar. Some senior members round up to the next “00” number and call the extra $$ the “handling fee”.

President’s Table: The Club President often sits at the table to the left of the podium as you face it, for ease of access. Speakers, the person introducing a speaker, and the responder may sit at the President’s table for the same reason. Honored guests, like the Rotary 5450 District Governor and accompanying guests, sit there. Because the President may need seats for these folks, it is good to ask if you may sit at the President’s table. Often you’ll be most welcome to join the table.

Reserved Tables: Sometimes during a special meeting, extra tables are reserved by placing a sign on them. This is to facilitate dealing with other Clubs’ presidents or Rotary dignitaries, visiting delegations, special visitors to be honored by the Club, etc.

Red Badge Table: Sometimes the New Member Integration Committee will ask to have a table labeled the “Red Badge Table.” Anyone is welcome to sit there, and you may be joined by the Club’s newest members. Timid Red Badgers can find a seat there.

Etiquette during Meetings: The Club members stand when the bell rings to start a meeting, and remain standing through the Pledge of Allegiance to the Flag, etc., and – unless invited to sit by the person at the podium – the Invocation / Words of Inspiration.

Getting up for coffee or tea, at either end of the room, is always fine. Many folks will not do so during the invocation or an awards ceremony. Watch what others do.

Late Arrival, Early Departure, and the Scooter Table: If the meeting has begun when you arrive, enter the serving line from the Spice lobby using the door beside the wall phone. If you come in late or must leave early, sit at the Scooter Table near the guest and visitor registration desk.

Pick up silverware rolled in a napkin from a tray at the end of the Scooter Table, near the guest and visitor registration desk. Extra glasses are also available there.

**Guests and Visitors:**

Bringing Guests and Visitors to Meetings: You are welcome to bring visitors and guests. Please register your guests at the guest and visitor registration desk. Someone is stationed there to help. There are two lists – one for visiting Rotarians, one for guests of Rotarians – pick the one for your situation and complete the entire line on the form. PLEASE write clearly, or the person doing introductions will have trouble with the person’s name. Make each visitor a nametag.

The cost for a guest or visitor meal is $20. You may ask to have it put on your quarterly bill from the Club, or you or your guest may pay by cash or check on the spot. If you bring someone who becomes a member of the club, you may request the Club reimburse you for up to 3 meals that you paid for the person before your guest became a member.

Guests Just Show Up: Occasionally visitors and guests just show up, and they are always welcome. Rotarians can find out about Rotary Club meetings in an area they are visiting by using the Club Locator function on the www.Rotary.org website. If someone comes because they are interested in becoming a Rotarian, Meeting Management or Guest and Visitor Registration Committee members will find a Membership Development Committee or Club Board of Directors member to host them. In a pinch, every friendly Club member may be asked to make a guest or visitor welcome.

Introducing Visitors and Guests: When you introduce a guest to the Club, acknowledge your birthday, respond to a speaker, etc. – PLEASE face the camera. It’s directly south of the podium, beside the folding wall. That way everyone in the room can see your face. Remind your guests of the camera position, too, so we can see their faces as they are introduced.

Your guest may not have the microphone. Guests may not solicit Club members for volunteer effort or financial support.

PLEASE wait for a Meeting Management Committee member to bring you a microphone so that the entire Club can hear your introduction. Only one person’s voice can be heard without a mic: Bob Stuenkel –– and he waits for the mic!

**Rotary News:**

Please provide your email address. If your preferred email address changes, please notify the Club office, so you continue to get the RIB, and please update your email at www.BoulderRotary.org in the member information section. The RIB (for **R**otary **I**n **B**oulder) is emailed mid-week. It contains info you might otherwise miss. Contact the Club office for help if you do not receive a RIB. If you don’t do email, get in touch with the Club office so you can arrange to get news another way.

Only Rotary events, or efforts in which a Rotarian is directly involved, are eligible for announcement to Club members, as a matter of Club policy determined by the Club Board of Directors. The Club President can advise on what notices go into the RIB.

If you miss a meeting and/or the week’s RIB, pick up a copy of the printed RIB (in abbreviated form) from the clear plastic trays at the end of the badge boxes. The trays hold copies of the last issues.

Each edition of the RIB is typically put together on a Sunday, so if you have news for the RIB, get it in to the Club office by email Rotary@RoyceArbour.com or put it in the Club Office Box or send it to BoulderRotaryRiB@gmail.com by Friday.

Watch the weekly PowerPoint announcement, containing important info on what’s coming up. If you have news about Club committee activities for the PowerPoint announcements, send them to George Garmany at GPGBldr@gmail.com by Wednesday evening.

Sign up to receive the monthly Rotary District 5450 email newsletter at [www.Rotary5450.org](http://www.Rotary5450.org). It offers a perspective beyond our Club on all the good things that make Rotary what it is. Have a look around at the multitude of resources available at the Rotary International website, www.Rotary.org.

**Committees:**

The Club website [www.BoulderRotary.org](http://www.BoulderRotary.org) has news, descriptions of what our Club does, Club officers and Board members, a Club calendar, info on what each committee does, what committee time commitments are, who currently chairs and is a member of each committee, and a password-protected member roster with contact information and a photo of each club member. **Information about accessing the members-only part of the Club’s website is on the first page of this information packet.**

Pick at least one committee. Join at least one committee. Do it soon. You can always change. Committee chairs will be delighted to talk with you about what they do. Many committees arrange to meet at 11 or 11:30, right before Club meetings, at one of the tables. It is generally expected that committees communicate by email. If you don’t do email, be sure to advise the committee chair(s) and provide phone number(s).

You can join or leave a committee at any time. Shortly before the end of each Rotary year (June 30) BRC members are given a formal opportunity to indicate their committee preferences for the coming Rotary year. The incoming Club President selects committee chairs.

**Money Matters:**

“Active Ordinary” Rotary Club members are billed in advance for dues, meals, and charitable contributions that you arrange for, and afterwards for everything else, such as guests you bring.

You will receive a dues statement every quarter. You can arrange for any amounts you owe (guests attending meetings or special events attendance) or you elect to offer (contributions for good works) to be added to your dues statement, whether one-time or continuing. Arrange with the Club Secretary for amounts to be added to your dues statement.

**Please advise the Club office directly when there is a change in the address to mail your dues statement**. Billing is done from a separate database. The Club Office does not know if you have changed address and contact information online at www.BoulderRotary.org.

Statements are due when billed. You can enclose a check in the envelope provided and put it in the flat black Club Office tray at the far end of the badge box table, or you can mail it. BRC is not able to accept credit card payments, but many members set BRC up on autopay. After a few weeks without your dues payment arriving, expect some follow-up.

Each year in the spring, Club committees prepare a budget request if they will need to expend Club funds and solicit volunteers among Club members. Committee chairs are notified in June of their budget allocation after the Club Board of Directors adopts the budget for the Rotary year (July 1 to June 30).

If you incur reimbursable expenses for BRC or a committee, you can request reimbursement by explaining in a note and emailing or sending it and the receipts to the Club Secretary. Please indicate if you want payment by check – for example, if your employer pays your dues, you may want to have expense reimbursements handled by check. Expense reimbursements may also be offset against amounts your Club charges on your next dues statement.

Every Rotary Club hopes – some even expect – that you will make a monetary contribution to The Rotary Foundation (TRF) according to your means. You can contribute at any time, in any amount, and your generous spirit will be most gratefully appreciated.

Boulder Rotary Club hopes that you will make a monetary contribution to the Boulder Rotary Club Foundation (BRCF) according to your means. Your contribution at any time, in any amount, and your generous spirit is definitely appreciated.

Rotarians can be considered “Active Exempt” (code words for “retired”) for the quarter after the sum of their age and their years of membership in Rotary reaches 85. Active Exempt Rotarians are billed in advance for dues and, on request, charitable contributions but billed afterwards for meals eaten at meetings and everything else. If you qualify and want to be Active Exempt, you have to ask the Secretary to change your status – in writing, please – email works.

**Attendance:**

Rotary once worked hard to get every member to every meeting every week. There is still an attendance requirement of 50% on each member and the Club as a whole. Consider the 4-Way Test, and sign in. Sergeants-at-Arms will do their best to sign you in when you forget.

**Make-ups:**

If you cannot attend a Club meeting, please consider a make-up. Attendance at any Club committee, taskforce, or Board meeting counts as a make-up, PROVIDED you sign in on the form – ask the Committee chair.

You can also make up at another Rotary club’s meeting, often the most fun way. You pay what they charge for their meeting, they give you something as proof you attended, you notify the club Secretary – email works, and you will be given a credit of $13 on your next dues statement, regardless of what you paid.

You can also make up online at www.RotaryeClubOne.org. This is a full-fledged Rotary club that meets online only, except for a special banquet about once a year, typically at the Rotary International Convention. You can make up at eClubOne just like any other club, only you can reach it anytime from anywhere you have Internet access. An eClubOne meeting takes just 30 minutes, so if you’re swamped, it’s an ideal make-up. Boulder Rotary Club sponsored eClubOne, and it was originally populated with Boulder Rotary Club members. There are several dozen eClubs with members from around the world.

**Boulder New Generations Rotary Club – Our Satellite Club:**

On May 31, 2011, the Boulder Rotary Club was selected by Rotary International to become one of 200 clubs worldwide to participate in the Satellite Club pilot program, for the period 7/1/11-6/30/14. In September of 2011, District 5450 Governor Jim Halderman and Assistant District Governor for Area 6 Jo Kirkenaer joined the Boulder Rotary Club to induct the "charter" members of the Boulder New Generations Rotary Club. BNGRC’s goal is provide a Rotary membership option for young professionals in the Boulder area with less of a financial or schedule burden.

"In support of the RI Strategic Plan goal to 'foster club innovation and flexibility' the Board authorized these pilots to evaluate and measure the impact of alternative membership types and club operations have on member activities and engagement, membership growth and retention, improved member diversity, increased community and international service, increased support of The Rotary Foundation, and overall club effectiveness."

BNGRC meets on the first and third Tuesdays of every month at 7:00 pm at the Mapleton YMCA. You are welcome to attend a meeting as a makeup, or just to see what BNGRC is all about.

On the fourth Tuesday of every month, BNGRC, in collaboration with BRC’s Social Committee, hosts a happy hour at the Boulder Chop House & Tavern from 5-6 pm. No need to RSVP – just come and enjoy! It’s a pay-as-you-go event.

**Special Circumstances:**

Leaves of Absence: While you are an Active Ordinary member, if you will be away from town, incapacitated, in financial straits, or unable to attend meetings for six months, you may request a leave of absence with a meals waiver. Approval by the Club Board of Directors is necessary. You will still be billed and expected to pay $100 per quarter dues to Rotary International, Rotary District 5450 and Boulder Rotary Club, but you will not be charged in advance for meals – only for the meetings when you eat.

Difficulties: If you have difficulty with attendance or payment, speak to the Club Secretary to work things out in advance.

**Scholarships, Birthdays and the Raffle:**

The “raffle” for which tickets are sold as you enter the Club meeting each week supports several kinds of scholarships given by our Club. Your participation is most sincerely appreciated – and you might win the prize! Half of the raffle proceeds funds scholarships and half becomes prize money to win. This raffle is overseen by Club members who are certified as games managers under the rules of the State of Colorado.

You can also contribute directly to scholarships. Many people do so on their birthday in an amount that is a multiple of their new age times a nickel, dime, quarter, or – best of all – dollar. Some of our more senior members round up to the next “00” number and call the extra $$ the “handling fee”. Our scholarship recipients love that!!!!

**Proposing New Members:**

Please help us grow our Club and Rotary in general. If you love it, share it! You can do so at any time after you become a member.

No one applies to join Rotary. Prospects must be nominated by a Rotarian and endorsed by three other Rotarians – not necessarily members of our Club. As a Rotarian, YOU must make the move.

Nomination forms explaining Rotary and the Boulder Rotary Club member proposal process are kept at the end of the badge boxes for your convenience, or the Club Office can email you the membership proposal packet. First, invite prospects to join you at a Club meeting. The first time a prospective member attends, BRC will pay for their meal. Introduce them around and encourage them to see who they know in the Club, because you need three more people to sign the form as endorsements if you offer to sponsor the person for membership and they agree to be nominated.

After the third meeting that a prospect attends – if they are nominated for membership, our Club will assume responsibility for a proposed member’s meal costs until there is action by the Club Board on the application and it is posted in the RIB for comments by members. You can also be reimbursed for your paying for up to 3 meals of a prospective member who joins the Club. Just make the request of the Club Secretary.

When introducing people who have an interest in joining Rotary, it’s fine to say they are “interested in Rotary”. Please use these words. It is bad form during introductions at a meeting to make it seem they are a shoo-in. It is possible, within the rules, for people to be nominated yet not become members.

**Members’ Life Events:**

If you hear of Rotarians with life issues or glad tidings, please give their name to the Caring Committee. You can reach them directly or through the Club office. Changes such as awards, weddings, births, illness, accidents, hard times, and deaths in the Rotarian’s family are the type of thing about which the Caring Committee is concerned. Especially when a Rotarian could use support, the Caring Committee is the clearing house for providing it.

Each week at Club meetings, the Caring Committee provides cards suitable to acknowledge all kinds of life events. Sign the card and put the member’s or member’s family’s name on its envelope. The Caring Committee will address, stamp and mail it.

If you notice a member is “in the news” for a wonderful occurrence, alert the Rotary office so the Club President and/or RIB can bring it to everyone’s attention.

**Lost and Found:**

Meeting Management Committee members often find items left behind when the meeting is over. Unless the item is valuable and the owner can be identified right away, such items are put on display the following week near the Club Office box at the end of the badge table. If you lose something at a Club meeting but don’t realize it until later, call the Rotary Office for help in finding it.