

Rotary



Member Handbook

**Rotary Club of Bethlehem Morning Star
Bethlehem, PA**

Visit our website: www.morningstarrotary.org

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Morning Star Rotary Member Handbook

Table of Contents

| | |
|---|----|
| Introduction | 3 |
| Rotary Today | 3 |
| The Rotary Motto | 4 |
| The Four Way Test | 4 |
| Code of Conduct | 4 |
| Classifications | 5 |
| Attendance | 5 |
| Make-Ups: | 5 |
| Club Organization | 6 |
| Fellowship | 7 |
| Proposing New Members | 7 |
| Avenues of Service | 9 |
| Community Service | 9 |
| International Service | 9 |
| Club Service | 11 |
| Youth Service | 12 |
| Vocational Service | 14 |
| Fundraising | 15 |
| Money Matters | 16 |
| Business Solicitation Policy | 17 |
| Use of Funds | 17 |
| Public Relations | 18 |
| Odds & Ends (including website log-ins) | 18 |
| New Member Checklist | 23 |
| Transferees/Reactivated Members Checklist | 24 |

Introduction

Welcome to Bethlehem Morning Star Rotary Club, made up of about 60 men and women and part of a world-wide fellowship of 1.2 million. Our members are community and business leaders dedicated to making the world a better place.

SERVICE ABOVE SELF is Rotary's motto. Fun, fellowship and community involvement empower us to meet this worthy goal. We welcome like-minded people to our club so that we can be even more effective.

This booklet is designed to help you understand a little bit more about Rotary in general and our club in particular.

Enjoy your Rotary experience!

Rotary Today

Rotary is an international humanitarian service organization. The men and women of Rotary are business and professional leaders who volunteer their time and resources to help others in their local communities and throughout the world. Service to youth, especially children at risk, is a major emphasis.

Rotary was the world's first service organization. Paul Harris organized the first Rotary Club in Chicago in 1905. Originally, meetings were held in rotation in the members' places of business, thus the name ROTARY. It was originally for members of different professions and businesses to share information for their mutual benefit. Soon it expanded to include service projects to benefit the community and service became the central unifying focus of the organization.

Today there are more than 35,000 clubs worldwide with a network of more than 1.2 million members in over 230 countries. Rotary members meet weekly to plan service activities. Rotary clubs are autonomous and determine their own projects based on local needs and the interests and abilities of members. Rotary clubs are non-religious, non-governmental, and open to every race, culture, and creed. Club membership represents a cross section of local business and professional leaders.

Rotary International, based in Evanston, Illinois, is divided into regions and the regions are divided into a total of 494 districts. The Morning Star Rotary Club of Bethlehem was founded in 1990 and is located in District 7430. Rotary International is governed by a Board of Directors composed of thirteen Directors and the President, President-elect, Vice President, and Treasurer. The President is elected by a vote of the delegates at the International Convention held each June. Rotary International has regional offices in Zurich, London, Stockholm, Delhi, Tokyo, San Paulo, Buenos Aires, and Parramatta, Australia.

The Rotary Motto: "Service above Self"

The Four Way Test

The 4-Way Test summarizes the guiding principles of Rotary.

Of the things we think, say, or do:

- **Is it the TRUTH**
- **Is it FAIR to All Concerned**
- **Will it Build GOODWILL and Better FRIENDSHIPS**
- **Will it be BENEFICIAL to All Concerned**

Rotary Code of Conduct

As a Rotarian, I will

1. Exemplify the core value of integrity in all behaviors and activities
2. Use my vocational experience and talents to serve in Rotary
3. Conduct all of my personal, business, and professional affairs ethically, encouraging and fostering high ethical standards as an example to others
4. Be fair in all dealings with others and treat them with the respect due to them as fellow human beings
5. Promote recognition and respect for all occupations which are useful to society
6. Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community
7. Honor the trust that Rotary and fellow Rotarians provide and not do anything that will bring disfavor or reflect adversely on Rotary or fellow Rotarians
8. Not seek from a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.



Classifications

Rotary membership is based on the classification system. Each club's membership should represent a cross-section of the community in which it is chartered. You embody your classification in our club so when there is a need in the community that can be helped by your area of service, you are the logical person to look to for direction and assistance. Often your help can accomplish what money alone cannot achieve. Wear your badge proudly and live up to its honor.

Our club seeks to recruit persons from a variety of classifications. We urge our members to sponsor members in new classifications into the club so we can continue to grow and thrive.

Attendance

If you do not attend regularly, your classification is not represented so we urge you to maintain good attendance. Our club meets on Thursdays for breakfast at Moravian Village at 526 Wood Street in Bethlehem, PA. If you miss a weekly meeting, you can make-up for the missed meeting by attending a meeting at another club or by attending committee meetings, fundraisers or club events. (Let the Club Secretary know that you have attended that event or meeting.) The minimum attendance requirement for Rotary is 50%, although to get the most benefit from your involvement you should make every effort to attend as close to 100% as possible. The more you participate the greater the rewards of membership.

Makeups

Your Rotary pin is an automatic admission to any Rotary Club in the world. If you attend another club's meeting 14 days before or 14 days after missing a meeting at our club, your make-up at the other club counts the same as if you had attended our meeting. These can be great fun, especially if you attend a meeting out of the country. You will soon find out that while there are 35,000 clubs around the world united by common goals, no two Rotary Clubs are alike. Visit other clubs and bring back new ideas. Ask our

Club Secretary for a Morning Star Rotary Club banner to take along and present to the club you visit. Club locations, dates and times of the meetings are located on the Rotary International website at www.rotary.org. Many clubs you visit will give you a card to show you have attended their meeting. Just pick up the Make-Up card and return it to our club secretary who will give you an attendance credit. If you should misplace or not receive a card, don't worry. Just be sure to inform the Secretary when you return. Remember the 4-Way Test - your word is your bond! You also have the opportunity to do Make Ups online with one of the E-Clubs. Just search Google by entering Rotary club e-makeups and the sites will come up. Follow the instructions, read the suggested materials and you will be credited with a makeup.

Travel Tip: If you are travelling in a foreign country where English is not the native language, you should contact the club you are planning to visit ahead of time. Chances are they will have a member who speaks English who can translate for you.

Club Organization

The *Board of Directors* of our club consists of a President, President-Elect, Vice President, Secretary, Treasurer, eight (8) Directors, and the immediate Past-President. The current Board of Directors' names and responsibilities can be found on our web-site: www.morningstarrotary.org. They have full authority and responsibility for the actions of the club and their actions can only be over-ridden by majority vote of the membership under special circumstances.

Elections for Board Officers are held each December for the Rotary year beginning July 1st. Four directors are also elected for a two year term. If a director is unable to serve the full two year term, the Board may appoint a replacement to complete that term, so that eight directors are serving whenever possible along with the Board Officers. Board Officers serve for a one year term in their respective roles, with the exception of the President-Elect who serves for one year in that role, acts as the President the following year and continues as the Past President the year following. The positions of Secretary and Treasurer also typically serve for 3 years if possible. Previous Board experience is only required for the President.

Every member is eligible to serve on the Board of Directors for our club. If you should be interested in a specific position, please notify the President-Elect.

The President-Elect attends a regional President-Elect Training Seminar (PETS), along with Presidents-Elect from clubs in this and other Districts located in Pennsylvania and the Middle Atlantic states.

Board meetings are regularly held on the 2nd Wednesday of the month. You or any member may request specific actions or considerations by the Board at any time. Keep in mind that meetings are held only once a month. As each new Board begins serving on July 1, they may change their meeting times, method of organization and policies. It is important to note that a Board cannot commit the club beyond their term without majority approval of the membership-at-large.

In a given geographical area, several clubs are organized into Districts. Our District 7430 consists of 40+ clubs located from the northern Philadelphia suburbs to just north of the Lehigh Valley. A District Governor and District Officers are elected at the annual District Conference. Assistant District Governors who have specific responsibility for four to five clubs within the district further support our District Governor, who makes these appointments. Their duties are to support individual club activities and perform services linked to Rotary International efforts. Each club contributes a set fee from our dues to support the District. At least once a year, the District Governor and Assistant District Governor visit our club. The purpose is to keep us informed and motivate our club towards achievement of both District and International goals.

We also contribute to Rotary International, headquartered in Evanston, Illinois. This is the governing and supporting body for the more than 35,000 clubs throughout the world. A portion of these funds are specifically directed to the Rotary Foundation to fund projects around the globe.

Keep in mind that your membership allows you to attend the District and International Conferences. Everyone who has done so has reported only positive results from the experience. Remember that Rotary is YOU! Get involved!!!!

Fellowship

Each year, the club will schedule social events for members, their spouses/significant others and family members. This is done to encourage fellowship and reach out to our extended "Rotary family". Some examples of social events include, but are not limited to, the New Member Soiree, annual Holiday Party, member-hosted BBQs, and bowling night. Members are encouraged to come up with new ideas for social gatherings and get involved in the planning process. Another offshoot of our fund-raising activities is the ability to interact with our members outside of the weekly meeting format.

Proposing New Members

Proposing new members is the responsibility of each and every member. It is normal for any Club to lose and gain a few members each year, but our overall goal is to increase membership in the Bethlehem Morning Star Rotary Club.

Why increase membership?

- To offset normal turnover/attrition
- Increase our capacity to take on projects and raise funds
- "Many hands make light work" - avoid member burnout
- New members = new energy, new ideas, and enhanced fellowship
- More classifications, more diversity, more connections within the community

Prospective Rotarians include members of the community who are actively employed in a professional, ownership, or executive position as well as retired and currently non-working individuals who have a desire to become involved in and make the commitment to service that membership in Rotary requires. You should know those whom you introduce as a prospective member well enough to vouch for their reputation and character. They should be able to attend Rotary on a regular basis and willing to comply with the financial commitment of membership in the Club.

Current members are encouraged to invite prospective members to one of our regularly scheduled club meetings so that they can be introduced to the other members and get a feel for what Rotary is about. Check the Club website for upcoming programs and invite these prospects to a meeting where the program may be of interest to them. The Club is happy to host a prospective new member, including breakfast at the Club's expense, for a maximum of three meetings. Proposal forms are available from the Secretary and can be given to any Board member for processing. For information or further questions about how to propose a new member, contact the Membership Chair or any Board member.

Applications for membership in the Club are submitted by the prospective member's sponsor to the Board for approval. Following approval by the Board, the club Secretary circulates the proposed member's name and classification to the Club's members via email or by announcement at a regularly scheduled meeting. Club members have seven days to consider and express an objection or other concern to a prospective member's application. If none are received, arrangements are made to formally receive the applicant as a member at a general meeting of the Club. The applicant officially becomes a Rotarian following the payment of membership fees and an induction ceremony.

Following induction, a new member is assigned a mentor (often the sponsoring member). It is the mentor's responsibility to ensure the new member is introduced to all other members and to answer or find the answer to questions about Rotary that the new member might have. Mentors also encourage and support the new member in

finding his or her place in the Club by working with them on specific functions and projects.

Avenues of Service

There are five avenues of service in Rotary. As a Rotarian you are expected to contribute to Morning Star Rotary Club of Bethlehem through one of the following avenues: Community Service, International Service, Club Service, Youth Service, and Vocational Service. Each year the new president will ask club members to commit to one or more of these areas of service or specific projects the Club has established as a priority.

Community Service

Community Service refers to the work of Rotary in the local community and often includes our fundraising activities. Each year we designate thousands of dollars for donations to local non-profit agencies. Typical donations can range from \$500 to \$100,000. Following are some of the more notable local projects we have supported with funding:

- Bethlehem Area Public Library
- Bethlehem Special Olympics
- South Side Dental Clinic (partnership with downtown Bethlehem Rotary)
- Victory House
- District Grants
- Shelter Box Relief

We also invite some of the key leaders in our community, local non-profits and business people who have information that may be of interest to our members to our meetings to learn more about their impact on and/or outreach to the community. We hear from our members and from people with interesting stories to tell. All of this is geared toward making us more aware of our community and its needs.

International Service

International Service refers to the work of Rotary internationally. In addition to contributions to the Rotary Foundation, which supports international projects, and becoming a Paul Harris Fellow, the following are some of the more notable international projects we have funded:

- Youth Exchange Hosting
- Purchasing Cows

- Shelter Boxes
- Polio Plus
- Rotaplast
- Countries who have suffered from tornadoes, tsunamis, earthquakes
- Global Clean Water needs

Each year, Rotary International publishes a list of worthwhile projects throughout the world, which are also featured in your "Rotarian" magazine.

Although a committee is charged with recommending projects, anyone - this includes you - can offer an idea. This is why Rotary is uniquely able to serve. With a base of diverse and enthusiastic leaders in the club from a variety of vocations, we can draw on the expertise and talents of our members to do things others might not be able to accomplish. Thus, make your ideas and expertise available when you think there is a need that we can fill.

There are many facets of Rotary's international efforts - some of which are noted above and are more fully explained here:

The Rotary Foundation: "Every Rotarian, Every Year". Each year Rotarians are encouraged to make a donation to the Rotary Foundation of \$100. There is a challenge in District 7430 for each Club to contribute \$100 per member annually. See www.rotary.org website. To facilitate this for our members Morning Star allows members to donate \$2 per meeting over the course of the year and also makes it easier for members to become a Paul Harris Fellow. Annually, a portion of this money is returned to the District through grants for club service projects.

Paul Harris Fellows: Members who donate \$1,000 or more to Rotary International become Paul Harris Fellows. This can be done in one lump sum or by becoming a sustaining member by making contributions toward the \$1,000 goal over time. Members who reach \$1000 can choose to nominate a deserving person to be a Paul Harris Fellow in their stead. Our club occasionally awards annual Paul Harris Fellows to a deserving club member or non-member who has made significant contributions to the club or the community. Paul Harris membership does not end with the first \$1000. For every \$1000 donated the member receives additional Paul Harris recognition. Several of our members are multiple Paul Harris Fellows. (All contributions are tax deductible.)

Youth Exchange Hosting: Our club regularly participates in Youth Exchange programs where members volunteer to be a "host family" for a foreign student for 3 months or longer during the school year. There is no monetary assistance provided for host families

but students do receive an allowance for incidental expenses. The friendships made as a result of these exchanges last a lifetime and far exceed any monetary value. If this sounds interesting to you, it is just another way to demonstrate "Service above Self." While in the United States students all live by four basic rules: "No drinking, no driving, no dating, no drugs." This does not preclude them from having a wonderful, fun-filled experience while here and becoming goodwill ambassadors for the US in their countries upon their return. Several of our students have returned for visits or have moved to the US, allowing us to continue our relationship with them.

Club Service

Club Service refers to the work required to plan and deliver weekly meetings, provide member education, plan and run social events. It also includes serving on committees, becoming a committee chair, board membership and holding positions as board officers.

Weekly Programs: The Program Chair is traditionally the President-Elect. S/he plans the weekly programs. All members help by providing suggestions for topics and names of potential speakers. With every program we seek to achieve balance and variety. Typically, the club has steered away from political programs that are partisan. We do not want to turn the club into a forum for political grandstanding. On occasion we schedule off-site, business or vocational tours to promote awareness and understanding. Barring any unforeseen circumstances, members will know well in advance of any change in location.

Participation in Events: All members are encouraged to participate in club events that raise money for the community. At Morning Star these include:

- Spaghetti Dinner
- Golf Outing
- 5K/10K
- Salute the Troops Concert
- Dictionaries Project
- Community Development Grants

Classification Talks: One of the best ways for members to get to know one another is through what Rotary calls the Classification Talk. This gives members an opportunity to share details about their jobs, their companies, their career, their family and what makes them tick. Some members have shared their hobbies and special interests, a "typical day in my life", or things about which they are passionate. Others have shared personal information and given us an intimate look at who they are.

Etiquette: As a new member, you should know that you are expected to attend from the opening ring of the bell to the very end of the meeting. There may be occasions where a member has to leave a meeting early, in which case we ask that you leave before the main program starts. If you know that you will be leaving early sit at the "Sneaker Table" a table near the main exit door. You place a \$1.00 fine in the sneaker on the table before leaving.

Youth Service:

Youth Service refers to the work Rotary does to encourage youth to become involved in their communities. This includes:

- ***Camp Neidig:*** Camp Neidig is a leadership program sponsored by all the Rotary Clubs in the Rotary District 7430 for students entering their senior year of high school. Its purpose is to provide exceptional young men and women with the opportunity to live, work, and socialize together in a dynamic leadership environment.

The activities are focused upon contemporary problems, ethical situations, and decision making that will contribute to the young person's development as a leader. These include:

- ◆ group discussions
- ◆ problem solving
- ◆ team building
- ◆ guest presentations, and
- ◆ outdoor activities.

Scheduled over a weekend in June, it provides each participant with the opportunity to share this experience with approximately 150 outstanding young men and women from about 80 high schools within the Rotary District.

RYLA: The **Rotary Youth Leadership Assembly** is an opportunity for young people ages 14 to 30 to participate in a youth leadership training event for one weekend. RYLA emphasizes leadership, citizenship and personal growth. Its goals are to:

- ◆ Demonstrate Rotary's respect and concern for youth
- ◆ Provide an effective training experience for selected youth who show leadership potential
- ◆ Encourage leadership of youth by other youth
- ◆ Recognize publicly young people who are rendering service to their communities

- **YAIL: Youth Adventures in Leadership** provides an opportunity for students between the ages of 15-17 to gain insights into what it means, and what it takes, to become a well-rounded leader with broad perspectives.

YAIL will teach participants to empower students for network, plan and set goals, through a variety of exercises involving leadership and growth.

- **ROTARACT:** Rotaract is a service club for young men & women ages 18-30. These clubs are either community- or university-based, and sponsored by a local Rotary club. They are true "partners in service" and key members of the Rotary family.

All Rotaract clubs begin at the local, grassroots level, with members addressing their communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service.

- **INTERACT:** This is an international service club for young people ages 12-18. These clubs, like Rotaract clubs, are sponsored by individual Rotary clubs, that provide support and guidance, but they are self-governing and self-supporting.

Each year, Interact clubs complete at least two community service projects, one of which furthers international understanding and goodwill.

Through these efforts, Interactors develop a network of friendships with local and overseas clubs and learn the importance of:

- ◆ Developing leadership skills and personal integrity
 - ◆ Demonstrating helpfulness and respect for others
 - ◆ Understanding the value of individual responsibility and hard work
 - ◆ Advancing international understanding and goodwill
- **ROTARY YOUTH EXCHANGE:** For over 75 years, students and host families have learned from one another. More than 80 countries and over 8,000 students each year participate in the program.

Students spend up to a year living with host families and attending school in a different country.

Whether a student is in a long-term or short-term program, they'll learn a new way of living, a great deal about themselves, and maybe even a new language.

Exchange students are ambassadors, teaching people about the US, our culture and ideas. This provides an opportunity for greater global understanding and, at the same time, students will make some good - and frequently lifetime - friends. Morning Star Rotary is very involved in this program.

Vocational Service:

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.

What is vocational service? If you are an active, engaged Rotarian, you will probably view vocational service as a way of life, even if you find it difficult to articulate a clear definition. The Object of Rotary is a philosophical statement of Rotary's purpose and the responsibilities of Rotarians. The concept of vocational service is rooted in the Second Object, which calls on Rotarians to "encourage and foster":

- High ethical standards in business and professions
- The recognition of the worthiness of all useful occupations
- The dignifying of each Rotarian's occupation as an opportunity to serve society

As a Rotarian, how can you put these ideals into action? Consider these suggestions:

- Talk about your vocation in your club, and take time to learn about fellow members' vocations.
- Use your professional skills to serve a community.
- Practice your profession with integrity, and inspire others to behave ethically through your own words and actions.
- Help a young person achieve his/her career aspirations.
- Guide and encourage others in their professional development.

If you do any of these things, you are performing vocational service. And if vocational service motivates and energizes you, then you are in the right place, because vocational service is the very essence of Rotary. It is what sets Rotary apart from other service organizations.

Fundraising:

Fundraising events are an important way for Rotarians to use their professional skills and knowledge in the community to help serve the needs of our area, both in planning and executing the event and in determining the best ways to utilize those funds.

As noted above, Morning Star Rotary has four major fundraising events each year. We welcome any new ideas for improvements to them or for new ones. We also welcome anyone who would like to serve on the committees.

Spaghetti Dinner

Held in the spring, this is a great fellowship event for the club. It typically raises about \$2,500 annually for the Community grant program. Rotarians cook all the food and serve it. Preparation for the event and the enjoyment of our guests make for a great deal of fun and camaraderie.

Golf Tournament

Held in June, we run this event in partnership with the Downtown Bethlehem Club. One grant recipient is chosen each year. The event raises between \$12,000-\$17,000 annually. It's a wonderful event for all, whether you are a golfer or not.

5K/10K

Held on the last Saturday of September. The committee starts meeting in the late spring. We currently partner with Celtic Fest. The race runs on the north side of Bethlehem and attracts between 400-550 runners. It raises between \$7,000-\$12,000 annually depending on the weather. The first \$5000 goes to Bethlehem Special Olympics and the remainder goes to fund our Community Grants. Almost everyone in the club plays a role in this event although the committee, which is always looking for additional members, handle all the planning for the event.

Salute the Troops Concert

Held in November, close to Veterans Day, we run this event in partnership with the Allentown Band. This is a Patriotic concert. The majority of the proceeds benefit

Victory House, which is a homeless shelter for veterans. Typically this event raises \$7-\$8,000 annually.

All Morning Star Rotarians are expected to help out in some way with our fundraising events, whether it is handling a particular job at the event itself or working on an organizing committee. Our main fundraising initiatives require ticket sales and we expect all members to actively participate and promote sales for the events.

Money Matters:

Dues are set by the Board. Annual Dues are assessed one time annually and prorated for new members based on when they become a member. Dues may be paid all at once on July 1st of each year or divided into two payments that are payable on July 1 and January 1.

In the event that payment of annual dues should become a hardship, please speak with the Treasurer, or any officer of the club with whom you are comfortable and a payment arrangement may be worked out. Our club is required to pay a portion of our dues to the District 7430 and Rotary International at the start of each Rotary year, which is July 1st. Should you decide to resign from the club, it is essential that you inform the Treasurer to ensure the club does not incur dues otherwise payable to the District 7430 and Rotary International.

Meals Members are expected to pay for their meals at the weekly meetings.

Happy Dollars are voluntary donations made so the member can tell the club a story about something of interest going on at home or work. It's not uncommon to hear about a child's achievements or an anniversary when happy dollars are collected. There is no fixed amount in order to be able to participate. A \$1 is sufficient even though you may see others throw in \$5 or even larger amounts from time to time - usually to compensate for a series of absences or the amount of time they have taken up to share their story. The intent is not to put pressure on members to pay large amounts but to keep meetings fun and informative.

Should you ever feel you are being repeatedly singled out, or resent the way the fine situation is being handled, please share your concerns with the Sergeant-at-arms or any Board member. There is never any deliberate intention to offend a member.

Business Solicitation Policy

Networking is a fundamental part of the Rotary experience. Rotary encourages Rotarians to support the success of fellow Rotarians by doing business with them, and by referring others to them.

Being mindful of that, direct mailing to members that are notifications of business opportunities, events or sales is acceptable. However, attempting to obtain direct sales appointments and engaging in promotional solicitations, unless specifically requested by a member, is prohibited. Classification speeches, advertising opportunities and networking events will provide exposure for commercial ventures. This policy does not preclude conversation among Rotarians regarding the general nature of the work in which s/he is engaged.

- Club Runner (our website host) may only be used for club business.
- The club welcomes communication of “Community Service Events” with which any commercial business may be involved.
- This policy will not preclude not-for-profits from making members of the club aware of service/event opportunities sponsored by their organization in keeping with Rotary's motto of "Service Above Self".
- All members should use common sense in the manner in which they handle their business affairs and comply with the *Rotary Code of Conduct* (set forth above)

Any questions about this policy or issues arising from alleged infractions thereof should be addressed to and by the Board of Directors.

Use of Funds

The bulk of our dues goes to Rotary International and District 7430. Meal fees and fines are used to pay for weekly meal and meeting room costs. Morning Star Rotary operates on a very tight budget. What Morning Star retains is used for providing a stipend to our exchange student, social events, website hosting, and miscellaneous operating expenses. We try to cover all our Club expenses through these sources. Club policy does not permit fundraising proceeds to be used for Club operations. All such proceeds must be used for charitable purposes.

An annual budget is prepared for the Club and presented at the first Club Assembly, usually in July or August, for discussion and approval. Rotary International's main focus for project support is in the areas of: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

Public Relations:

Rotary International and our club are working hard to make the public aware of what Rotary is and what it does. We encourage our new members to learn all they can about Rotary. A question often asked is: **What is Rotary?** Your response could sound something like this:

"Rotary is a global network of community volunteers. Rotary members are business, professional, and community leaders who provide humanitarian service, encourage high ethical standards, and help build goodwill and peace in the world. Over 35,000 Rotary clubs in more than 230 countries and geographical areas initiate service projects to address today's challenges, including illiteracy, disease, hunger, poverty, lack of clean water, and environmental concerns."

There are various opportunities throughout the year to issue Press Releases to the local media and share what our club is doing. The Marketing & Communications committee is responsible for actively promoting these events to bring awareness to our contribution to and partnership with the community. Ever expanding use of social media is vigorously employed to touch people in our evolving technological world.

Odds & Ends:

HOW TO - Log In to the MSR Website

If you haven't logged in recently (*or maybe ever?*), here are **step-by-step instructions**:

1. Go to www.morningstarrotary.org
2. Click Member Login (at top right)
3. If you don't know your Login Name or Password, click "New and existing users - Retrieve your password"
4. Fill in your last name and email address. ClubRunner will immediately email your Login Name and Password.
5. Note: the email address must match what ClubRunner has on file for you. If you can no longer access that email address, contact Ron Searfoss, Jeff Kicska or Jean Searfoss with your new address, and we will update it in ClubRunner for you.

After logging in, **click on "Member Area" at the top right**. Then look under "My ClubRunner" on the left side for a wide variety of club documents and information. Several Directory formats are available to print and/or download. **To download member info in Word or pdf, the recommended line to click is eDirectory Report.**

HOW TO – Log In to Rotary International’s website for members – please see the following three pages.

HOW TO CREATE A MY ROTARY ACCOUNT



3

If you are not a first time user, enter your email address and password. Then click on **Sign In**.

SIGN IN

SIGN-IN EMAIL *

[Forgot email?](#)

PASSWORD *

[Forgot password?](#)

☒ REMEMBER ME ?

SIGN IN

If you are a first time user, click on **Create account**.

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current user ID. For tips on registering and using the site, see our [website resources](#). For assistance, [contact us](#).

CREATE ACCOUNT

ACCOUNT REGISTRATION

*Required

FIRST NAME *

LAST NAME *

SIGN-IN EMAIL *

ARE YOU 18 YEARS OLD OR OLDER? *

☐ YES

☐ NO

CONTINUE

Fill in the Account registration information and click on **Continue**.

4

5

ROTARY.ORG > MY ROTARY

Rotary



You will be informed that an e-mail has been sent to you.

ACCOUNT REGISTRATION

Thank you for registering, you've completed the first step in the process. You will receive an email sent to your sign-in email with a link to activate your account.



October 2014

6

Complete your Rotary.org registration

Hello

You're just one step away from completing your registration. You can now connect with Rotary leaders, exchange ideas, and take action.

Activate my [account](#)

Check your email for the address you provided in the step above. You will receive this message. Click on the blue link to finalize the process.

ACCOUNT SET-UP

Thank you for activating your account. Just a few more steps to complete the process.

*Required

CREATE PASSWORD *

Your password must be at least eight characters and contain one lowercase letter and one uppercase letter, and any part of your sign in email address.

CONFIRM PASSWORD *

SECURITY QUESTION * ?

- select -

ANSWER *

(The answer to your security question must be at least four characters.)

CREATE ACCOUNT

Fill in all the mandatory information and click on **Create account.**

7

ACCOUNT SET-UP

Congratulations, your account was successfully created.

Your profile has been created.

As part of becoming a registered user of My Rotary, you've also created a profile. Once you sign in you can complete your profile and review or change your privacy settings to control who sees your information.

You are a member of the community.

You can also participate right away in the Rotary community by joining discussion groups and connecting to other members.

☐ REMEMBER ME

CONTINUE

MY PROFILE

Click on **Continue.**

8

ROTARY.ORG > MY ROTARY

Rotary



My
Rotary

Congratulations! You have created your **My Rotary account.**

Learn
& Engage

9

MY ROTARY



October 2014

Pin/Name Tag: You are expected to wear your pin and name tag at every club meeting. Wear them with pride at all times. It also helps us remember each other's names, vocations, and is very helpful for guest speakers and visitors.

Rotary Supplies: Would you like a golf umbrella, windbreaker, or a satchel with the Rotary emblem? Our club secretary can order Rotary supplies, clothing, and all sorts of items for your personal use. You can also place an order directly at shop.rotary.org.

"The Rotarian": This is the official magazine of Rotary International and is included in your membership dues. If you don't start receiving this after about three months, check with the club secretary. Also advise the Secretary if you need to change your mailing address. The Secretary is responsible for maintaining a current list of member names and addresses with Rotary International.

Club Directory: A current listing of members and their contact information is available on our website. It is up to you to keep your contact information up to date.

Club Website: The official club website is www.morningstarrotary.org. You will be provided login information to access the member's only area of the site after you have been formally inducted as a member. Please contact the Club Secretary or President if you run into any problems. They can arrange a brief tutorial. Many club documents including minutes of the Board Meetings are kept on the club website and can be reviewed at any time by a member.

Moving: If you should ever have to move from the area, there are several things you can do to ease your entry back into Rotary at your new location. First of all, let the Club Secretary know and he/she can send a special recommendation to clubs in your new area. Look up clubs in the area on www.rotary.org and attend some of their meetings to find one that meets your expectations and matches your personality. Ask the club president to sponsor your membership.

Guests: We urge our members to bring guests to any regular meeting. Guests may be prospective members, coworkers, family members or friends visiting from out of the area. The cost of the guest's meal is your responsibility as host unless he/she is the guest speaker or a prospective member.

Learning More: Rotary International is based in Evanston, Illinois and has an excellent website which contains a wealth of information about Rotary. Just click on www.rotary.org. Rotary International publishes a variety of books, pamphlets and materials for just about every facet of the organization. If you are interested in seeing a list of these supplies, just ask the Club Secretary.

Our local District 7430 also has a website full of information about clubs and events in our district at www.district7430.org.

Another way to learn more about Rotary is to take time to attend the District Assembly, the Rotary Leadership Institute and the District Conference held each year in the spring, or think about combining a vacation with attendance at the annual International Convention. All of our members who have attended these district or international meetings return with a renewed commitment to the goals and values of Rotary International.

By becoming a Rotarian, you are now a member of the oldest and most prestigious service organization in the world. The time and money you contribute are used to strengthen our local and world communities. We hope this introduction to the Morningstar Rotary Club of Bethlehem has helped familiarize you with what it means to be a Rotarian and a member of our club. Don't hesitate to approach the Club President or any other Board Members if you have any other questions, concerns or suggestions.

New Member Checklist:

Remember: **ROTARY IS ONLY AS SUCCESSFUL AS EACH OF ITS MEMBERS
PLEASE BE AN ACTIVE PARTICIPANT**

Upon induction a new member is given a red badge so the membership can recognize them and assist them in becoming comfortable and engaged in the club. The time table for obtaining a blue badge depends upon the individual; some will take a shorter period of time, some will take longer. The suggested timeline and requirements for a blue badge are:

Within three months the new member is encouraged to complete the following:

- Act as official greeter at weekly meetings
- Introduce guests & visitors
- Invite a guest to a Rotary Meeting
- Actively participate in a minimum of one Club committee

Within six months

- Give a Classification Talk
- Do a makeup at another Club
- Participate in a Fundraiser with the Club
- Attend a Club Social Event

Within one year

- Sponsor a new member
- Attend the District Conference, Assembly or District Training Event
- Provide a meeting program idea
- Attend a new member soiree and/or lunch

Transferees/Reactivated Members Checklist:

Within three months the transferees/reactivated member will:

- Receive a blue badge (upon induction)
- Act as official greeter at no less than two (2) meetings
- Give a Classification Talk



Rotary Club of Bethlehem Morning Star

For more information about our club and
a complete listing of the current Club Officers and Directors,
please visit our website at:

www.morningstarrotary.org

