

Hayward Rotary Club

Est. 1922



NEW MEMBER'S GUIDE

2014-15

Updated April, 2015

Hayward Rotary Club

Post Office Box 629

Hayward, Calif. 94543

www.haywardrotary.org

"Service Above Self"

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INTRODUCTION

Congratulations! You have been proposed for membership in the Hayward Rotary Club. This long-standing service club was established in 1922, and has been a vital community organization in Hayward ever since. Today, Hayward Rotarians raise many thousands of dollars and sponsor dozens of local projects to benefit the Hayward community including the Third Grade Dictionary Project, the Rotary Community Grants Program, and the Pediatric Clinic.

This guide, along with your Club sponsor and mentor, will help you to understand what it means to be a Rotarian. It is meant to be a “living” document, meaning that its contents can and will change and evolve over time as our Club and its members continue to change and evolve.

Hayward Rotary Club has long been the premier service club in Hayward. The success of our Club is due to the hard work, commitment and sacrifice of Rotarians like you—community leaders who embody the spirit and values of Rotary and its motto, “Service Above Self.”

Debby DeAngelis

President

Hayward Rotary Club

2014-15

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ROTARY “FOUR WAY TEST”

Rotary’s credo is embodied in its Four Way Test. In all the things we think say and do, we ask ourselves:

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOOD WILL AND BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?”

QUICK FACTS ABOUT ROTARY

Hayward Rotary Club was established in 1922. It is the premiere service club in the Hayward area, and is the only Rotary Club operating in Hayward. Currently our club has approximately 90 members.

Hayward Rotary is part of a larger Rotary District, which is in turn part of the global Rotary International organization. Worldwide, Rotary International is comprised of 33,000 local clubs, with over 1.2 million members.

District 5170 – Hayward Rotary Club is part of District 5170, which is centered in the San Francisco Bay Area of Northern California. The District includes most of Alameda County, all of Santa Clara, Santa Cruz, and San Benito Counties, and the southern tip of San Mateo County. The district stretches from North Oakland and Emeryville in the north, to Watsonville, Hollister, and San Juan Bautista in the south and east, including the world-famous Silicon Valley. District 5170 is comprised of some 60 clubs, a total of approximately 4,000 members.

Area 2 – Each district is subdivided into smaller Areas. Hayward Rotary is in Area 2. Most of our regional and district meetings are organized around the “**Avenues of Service**”. “**The Four Way Test**” is our international, national and local central set of personal standards -- along with our motto of “**Service above Self**”.

PRESIDENT’S TERM OF OFFICE

Club presidents assume the role of president-elect during the year prior to their term of office. The term begins on July 1 and ends the following June 30. Club members should refer to the President by using her/his title and first name (for example, “President Debby”).

BOARD OF DIRECTORS

A Board of Directors that includes the President, President Elect, Vice President, immediate Past President, Secretary, Treasurer, and eight other members of the Club governs our club. All club members are invited and encouraged to attend the Board meetings. New members are required to attend at least one board meeting in their first year in Rotary.

Try to get to know your officers and members of the Board as soon as you can. They are the generally the most active club members and can answer your questions or help you deal with Club matters at any time, if your sponsor isn't readily available.

WEEKLY LUNCH MEETINGS

- Rotarians are expected to participate in Rotary meetings and activities on a regular basis. Attendance at the weekly luncheon meetings is especially important and is strongly encouraged.
- Regular meetings begin at 12:15 PM on Mondays at the Masonic Hall, 1074 B Street in downtown Hayward.
- Member lunches are billed in advance, as part of the dues and cost less when billed and paid for in advance. Lunch may also be purchased at the meeting at a higher rate.
- At 12:15 PM the president rings the bell to begin the meeting. All in attendance are asked to stand, pledge allegiance to the U.S. flag, and sing a song. Each week, a Rotarian is chosen to present a Thought For The Day.
- All cell phones are to be off, or in a quiet mode. **If your cell phone rings during a meeting it will result in a fine.**
- Visiting Rotarians (from other Rotary clubs) and guests are introduced. They are asked to stand when introduced. Club members acknowledge them as follows.
 - We **call out the name of visiting Rotarians** and say "Hi, (first name)".
 - We **applaud for guests**.
- The Club President will then conduct Club announcements and recognitions, followed by the keynote speaker/program for that week.
- The meeting ends promptly at 1:30 PM.
- If you must leave early, please go to the speaker and introduce yourself and explain that you will be leaving early, and then leave prior to the introduction. You should expect to pay a fine if you don't.

- You are welcome to bring guests and must pay for your guest's lunch (guest lunches can also be charged to your account of pre-paid lunches).
- Rotarians are encouraged to visit other Rotary clubs in the area and wherever they travel.

GUESTS

All members are invited to bring business associates, friends, or family members to our weekly meetings. **It is expected that club members will pay for all meals of their guests.**

NEW MEMBER DUTY CHECKLIST

(Each one to be done at least 2 times – except for Vocational Talk)

INTRODUCING VISITING ROTARIANS

Pick up Visiting Rotarian Cards from the Sgt. At Arms around 12:15. When the President calls for introduction of guests, go to the microphone and read the information on the form in this order.

1. visitor's CLUB NAME first,
2. visitor's CLASSIFICATION second,
3. visitor's NAME last. See example of the format below.

"From [name] Rotary Club, in the Classification of ____, we have [name of person]"

THOUGHT FOR THE DAY

When the president asks for the "thought for the day" please go to the microphone and present your "thought". They can be serious, thought provoking, or humorous. We used to have invocations or prayers so this is a change to a non-religious statement that should provide some food for thought before we have food for the stomach. **This is not an appropriate time for stating political views, partisan beliefs, or the views of a particular religion.** Above all, please be brief.

GREETING MEMBERS

Please greet members **from 11:45 until about 12:10**. There will usually be two greeters – a new member (less than three years in the Club) and a person who has been in the Club for at least three years. Say and/or do whatever you feel is appropriate to **make everyone feel welcome**. You do **not** need to wear a "Greeter" button.

VOCATIONAL TALK

You will have only **ten minutes, sometime between 12:30-1:00**, on your scheduled date. The object is to help other members get to know you. You decide what to tell them. Kinds of items most people touch on are: where you grew up, schools

attended, jobs held, the nature of your work/company now, spouse and children, any prior contact with Rotary, why you joined.

OPTIONAL NEW MEMBER DUTIES

HOUSE COMMITTEE

Arrive around 11:30 and assist other committee members as they set up for the meeting, then help put away everything after the meeting is over.

PLEDGE OF ALLEGIANCE

Begin the pledge when called on by the president.

INTRODUCE SPEAKER

The president or Program Chair will have introductory material for the speaker. You will sit up on the dais and read the material but also try to have a conversation with her/him during lunch. You may pick up something of interest for your introduction that isn't already in the written material.

BLUE BADGE CHECKLIST

In addition to the activities shown above, other actions are to be completed to get to know your fellow Rotarians and to familiarize yourself with Club activities and Rotary's four areas of focus: Club Service, Community Service, Vocational Service and International Service. Your sponsor will help you understand and complete these actions. S/he will initial your checklist as you complete them

- ☐ Update your ClubRunner online profile (members only access)
- ☐ Upload your directory photograph and bio to ClubRunner
- ☐ Attend a Board of Directors meeting
- ☐ Attend a District 5170 event
- ☐ Bring spouse or friend to a Club event
- ☐ Bring a prospective member to Lunch
- ☐ Assist in collecting fines twice
- ☐ Make up at 2 other Clubs (at least one from our local Area #2)
- ☐ Introduce yourself to Club members and get 25 autographs in your Club Directory

- ☐ Participate in 2 Club Activities
- ☐ Choose a Committee on which you'd like to serve
- ☐ Watch a 45 minute online video on, "Youth Protection Awareness".

[Link: http://yex.rotary5170.org/ave_youth/YSVA.asp]

FINANCIAL OBLIGATIONS

What follows is an overview of the minimum financial obligations required of Hayward Rotary members annually:

A. Due at time of initiation

1. Initiation Fee	\$150 (one-time fee – includes \$100 credit towards the member's Paul Harris Fellowship)
2. Annual Dues	\$450 (prorated monthly through June 30)
3. Fine Card	\$100 (annual)
4. Weekly lunches*	\$15 per lunch if paid in advance \$20 per lunch if paid at the door

B. Annually

*Invoiced each July. Payment may be made in full at time of invoicing, or in three equal installments, or in monthly installments. Monthly installment payments will automatically be charged to a credit/debit card each month.

1. Annual Club Dues	\$450 (as noted above)
2. Fine Card	\$100 (as noted above)
3. Hayward Rotary Foundation	\$100 - Suggested Deductible Donation
4. Rotary Int'l Foundation	\$200 - Suggested Deductible Donation
5. Weekly lunches*	\$15 per lunch if paid in advance (as noted above) \$20 per lunch if paid at the door (as noted above)

** Special Events such as Valentine's Day Lunch, Holiday Dinner, Demotion Dinner and other special events may be priced at a different dining rate and are not included in the Weekly Lunch Fee*

FINES

Members can expect to give about \$100 in "fines" during the year—such as for birthdays, wedding anniversaries, recognition in the newspaper, etc. Additional fines can be levied at the discretion of the President. Large fines are always arranged in advance by the President with the member to be fined. Fines present an opportunity to know other Rotarians by acknowledging them for their achievements as well as to just have fun. Every Rotary member receives a pre-paid fine card for \$100, the cost of which is included in the annual dues.

COMMITTEES

Every club member must serve on at least one committee. Committees are established to function in the five “**Avenues of Service**” identified by Rotary International. They are:

1. Club Service
2. Community Service
3. Vocational Service
4. International Service
5. New Generations (“Youth” Service)

Club Presidents propose a set of goals for their year for approval by the Board. They then select club members to serve as Committee Chairs. Some of these committees are listed below. Check the box next to the ones in which you’re interested:

- ☐ Program (schedules speakers for our meetings)
 - ☐ House (assists with meeting room prep and member attendance)
 - ☐ Rotary Foundation
 - ☐ Membership (recruitment, retention, mixers)
 - ☐ Interact
 - ☐ Rotary Youth Exchange (RYE)
 - ☐ **Rowell Ranch Rodeo (our major annual fundraiser)**
 - ☐ **Omelet Brunch (annual fundraiser)**
 - ☐ **ARTscape (annual fundraiser)**
 - ☐ Third Grade Dictionary Project
 - ☐ Let’s Go Fishing project
 - ☐ Rotary Youth Speech Contest
 - ☐ Rotary Scholar
 - ☐ Holiday Party
 - ☐ Children’s Holiday / Back-to-School Shopping Sprees
- ... among many other activities.

ROTARY PINS

Each member is given a lapel pin to wear at our meetings and functions. Members can be fined if they don’t wear it at a meeting and it supposed to be worn at all places you go in public. In addition, each club president wears a president’s pin and, at the end of the term, the president is given a past-presidents’ pin. Throughout the years other pins have been given out for Paul Harris donations, bringing in new members, and other significant achievements. If you see a member wearing a pin you don’t recognize, just ask.

MEMBER CLASSIFICATIONS

The intent of tracking member occupational classifications is to have a Club composed of members from diverse occupational backgrounds without an excessive number from any single occupational category. Each new member's classification will be determined by the Club President after your orientation.

MEMBER ROSTER

It's important to note that your Hayward Rotary **Member Roster** information is to be used **only** for Rotary Club business and **not** for promotion of members' businesses or of communicating personal political views. The official Member Roster is now housed online, and is accessible by members only at www.haywardrotary.org.

HAYWARD ROTARY FOUNDATION

Funds for Hayward Rotary Club projects come from two sources, namely, fundraising -- such as selling refreshments at the Rowell Ranch Rodeo every year and the Omelet Brunch - - and from the Hayward Rotary Foundation.

The Hayward Rotary Club Foundation (HRCF) was created to undertake more ambitious community projects and insulate the Club from the irregular cash flow of fundraisers. HRCF was incorporated in October of 1990. The intent of the Foundation is to make available a percentage of the corpus each year for local Rotary projects.

Proceeds from fundraising events go annually to a variety of worthy community agencies including the Salvation Army, FESCO (homeless families), Silva Clinic (pediatric care), Child Spree (clothing and supplies for needy children), Emergency Shelter (homeless/abused women and their children), Let's Go Fishing (recreation day for handicapped youth), and many, many more.

Over \$2 million in Hayward Rotary Foundation funds have been used for local projects from 1997 to the present day. In addition to the regular dues and lunches, Hayward Rotarians are expected to make an annual contribution to the Hayward Rotary Foundation to help support projects like those names above.

ROTARY INTERNATIONAL

Paul Harris founded the first Rotary Club in Chicago on February 23, 1905 There are now over 33,000 Rotary clubs worldwide with over 1.2 million members. **You are now one of us.** In 1976, Rotary International came up with a one-sentence description of our organization, as follows:

Rotary is an organization of business and professional persons united worldwide who provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

The Rotary emblem is a good symbol for our organization. A cog or gear is an independent functioning part of a machine that has other independent functioning parts, which all work together for the good of the whole.

At the very basic level, *each member* is a part of the greater whole of our club, but the analogy goes farther than that as *each club* is an independent functioning part of Rotary

International (RI). Looking at it another way, each Rotarian is an independent functioning part of the worldwide community.

Rotary places a high value on individuals and the need for clubs to be independent, vital organizations. Rotary International does have some influence on local clubs, and each club does financially support RI; however, the parent club rarely makes demands on the local clubs.

One of the aspects of Rotary that unites members around the world is a presumption that all Rotarians seek to make the world a better place. Sometimes Rotarians work on projects in the local community, and sometimes Rotarians work on projects on the other

side of the world. Often the work of Rotary is done through quietly heroic, unselfish acts that have a positive, life-altering impact on an individual, a family, a school, a village, a city, or a country.

Members who visit other clubs will find the meeting structure similar in most clubs but each club offers a different experience to the visiting member.

ROTARY INTERNATIONAL FOUNDATION

Rotary International created a foundation in 1917 as a not-for-profit corporation. It supports the efforts of Rotary International to achieve world understanding and peace through international humanitarian, educational, and cultural exchange programs. It is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

More than \$117.9 million was contributed in 2004-05. The Foundation's Humanitarian Programs fund international Rotary club and district projects to improve the quality of life, providing health care, clean water, food, education, and other essential needs primarily in the developing world. One of the major Humanitarian Programs is Polio Plus, which seeks to eradicate the poliovirus worldwide. Through its Educational Programs, the Foundation provides funding for some 1,200 students to study abroad each year. Grants are also awarded to university teachers to teach in developing countries and for exchanges of business and professional people.

In addition to the regular dues and lunches and annual contribution to the local Hayward Rotary Foundation, Rotarians are strongly encouraged to make an annual contribution to Rotary International Foundation for projects such as eradicating the polio virus worldwide, and improving literacy rates for children in third world nations.

SPONSORING NEW MEMBERS

Hayward Rotary Club seeks to grow because more members directly translates to being able to do more for our community.

Typically, prospective new members are introduced to Rotary by current members inviting them to a lunch meeting. Also, prospective members can be encouraged to volunteer at Rotary events and fundraisers, or to attend evening social events such as Rotary Membership Mixers.

There is a multi-step process that each person must go through before they will be asked to become a member of our club, and until they are officially proposed for membership, they are announced as guests.

When you identify a prospective member and ask the person to come to a Rotary meeting, avoid telling them you will propose them for membership. There may be some reason they cannot be invited to join.

Bring your prospect to three meetings and have the guest complete the Guest Name Badge each time. Give the top copy to the Sgt. at Arms.

HOW TO PROPOSE/SPONSOR A NEW MEMBER

Membership in Hayward Rotary Club is by referral only. Prospective new members must be sponsored by a current member. Membership applications are subject to board approval, and. What follows is a summary of the steps in the membership process:

- Prospective member attends at least three (3) meetings or Club-sponsored activities or projects.
- Application completed by prospective member and signed by sponsor, then submitted to Club Secretary
- Board of Directors considers the application at a board meeting. The sponsor is encouraged to attend the meeting to present the application, but they must recuse prior to the board discussion. The prospective member does not need to attend this meeting.
- If the Board approves the application, the proposed member's name is published in the High Gear newsletter for at least seven (7) days.
- During the publication period, other Rotarians have the opportunity to comment on the membership proposal.

- After the seven days have passed, if there are no objections from the membership, the proposed member attends a New Member Orientation meeting. This meeting is typically scheduled right before the regular Monday meeting.
- The new member's induction can take place immediately after the New Member Orientation and all other above steps are completed.

HOW TO INTRODUCE YOUR GUEST

Introduce the person during the program in the following manner:

- ✓ "Please join me in welcoming my guest, (name). (Name) is (position & company) in (location). Please welcome (name)."

Describing your guest as "a guest of Rotary" lets other members know that he/she is a prospective member.

CAMPAIGNING AND ADVERTISING

Rotary forbids the use of Rotary Club membership lists for the purpose of furthering political campaigns. It is possible, however, for a Rotarian to bring a guest who is

running for an office. Hayward Rotary forbids the use of the Hayward Rotary Club membership list for any use other than Club mailings. No commercial use or fundraising use is permitted. Blatant advertising is subject to a fine, except in a Vocational Talk, (where a member is asked to tell us about his/her business), and as a speaker for the lunch meeting.

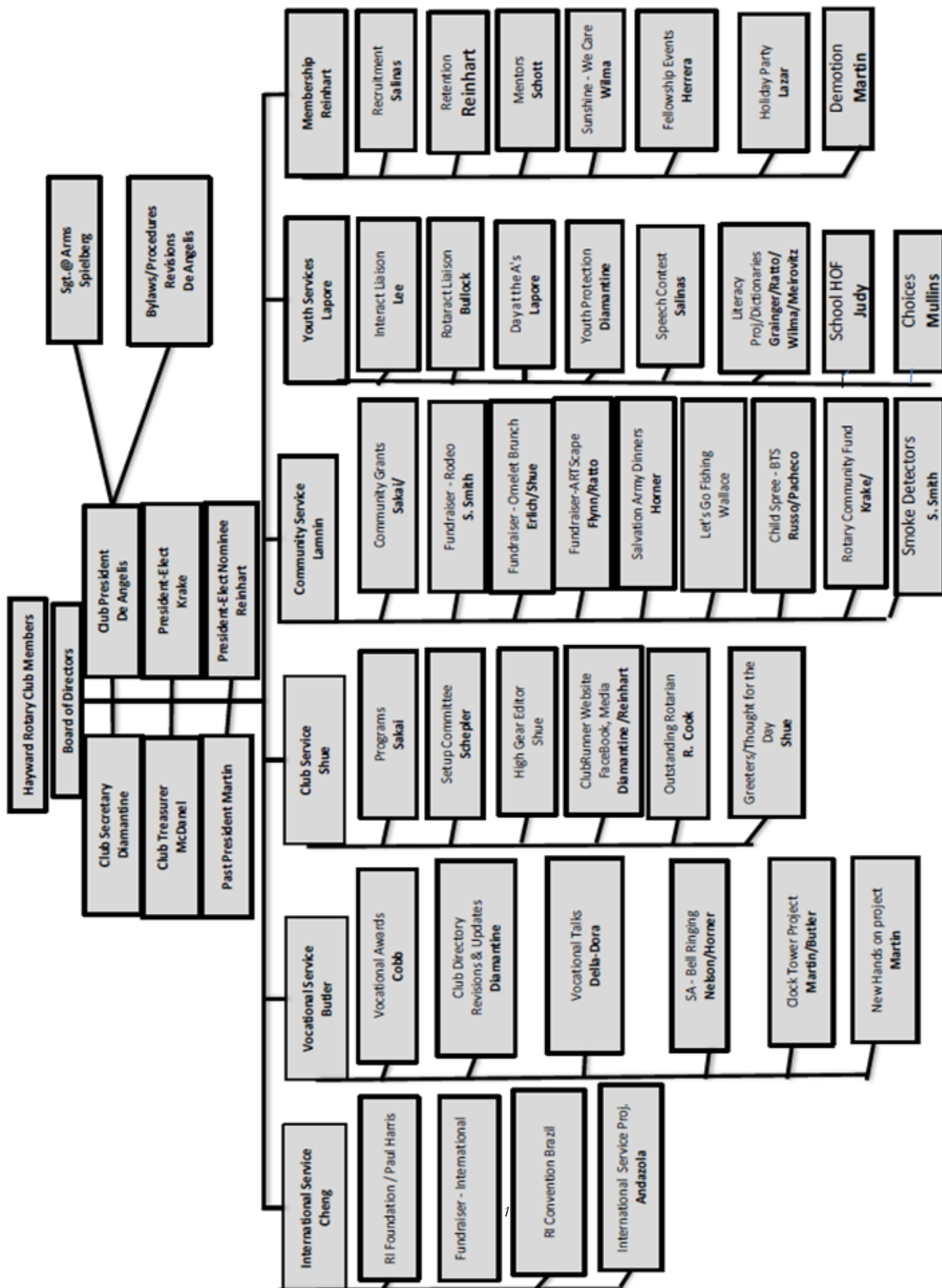
OUTSTANDING ROTARIAN OF THE YEAR

Each year Hayward Rotary selects the "Outstanding Rotarian of the Year". The choice is based on nominations from the membership. The people who won the award during the previous five years form the committee that makes the selection in a given year.

PAUL HARRIS FELLOWS

When members give \$1,000 to the Rotary International Foundation they become Paul Harris Fellows. This important designation is noted with a medallion, lapel pin, and certificate, and is highly respected among Rotarians. Members are recognized *each time* they donate \$1,000 to the Foundation. The money given for Paul Harris Fellowships is used by Rotary International to conduct international projects and some of it comes back for use by districts and individual clubs for their projects.

COMMITTEE STRUCTURE (SUBJECT TO CHANGE)



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ACTIVITY CALENDAR
(Subject to change. Does not include regular Monday meetings)



2014

August 14	Board Meeting
Late August	Child's Spree (<i>Service Project</i>)
September	Third Grade Dictionary Distribution (<i>Service Project</i>)
September 11	Board Meeting
September 15	District Governor Ed Jellen visit (<i>District Event</i>)
September 20	Day at the A's at the Oakland Coliseum
October TBD	Hayward Rotary Scholar (<i>Recognition / Award</i>)
October 9	Board Meeting
October 15	Avenues of Service at the Doubletree in San Jose (<i>District Event</i>)
October 19	Omelet Brunch Fundraiser (<i>Fundraiser</i>)
November 13	Board Meeting
November TBD	Senior Center Thanksgiving Dinner (<i>Service Project</i>)
November 27	Thanksgiving Dinner CSUEB (<i>Service Project</i>)
December 6	Holiday Party (<i>Social Event</i>)
December TBD	Salvation Army Bell Ringing (<i>Service Project</i>)

2015

January 8	Board Meeting
February 2	Youth Speech Contest (<i>Contest / Award</i>)
February 12	Board Meeting
March 12	Board Meeting
April 6	Vocational Awards (<i>Recognition / Award</i>)
April 11	ARTScape (<i>Fundraiser</i>)
April 9	Board Meeting
April 17-19	District Conference at the Doubletree in San Jose (<i>District Event</i>)
April 20	Outstanding Rotarian (<i>Recognition / Award</i>)
April TBD	Let's Go Fishing (<i>Service Project</i>)
May 7	Board Meeting (<i>note: 1st Thursday due to Rodeo</i>)
May 14-17	Rowell Ranch Rodeo (<i>Fundraiser</i>)
May 21	Rotary U at the India Community Center in Milpitas (<i>District Event</i>)
June 11	Joint Board Meeting
June 29	Demotion Dinner (<i>Recognition / Award / Social Event</i>)