

***Rotary Club of Mechanicsburg-North
Member Handbook
2019-2020***

The Rotary Club of Mechanicsburg North (RCMN) was chartered with Rotary International on December 28, 1990. There were 25 charter members of which 8 are still members of the club.

Rotary International (RI) is an organization of members who demonstrate a commitment to service through personal involvement in their communities, provide humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world. Rotary International (www.rotary.org) is divided into Districts which is a group of Rotary clubs in a geographical area. The activities and organization of a Rotary district exist to help individual clubs advance Rotary goals. Our District 7390 (www.rotary7390.org) includes clubs in Dauphin, Perry, Adams, Cumberland, York, Lebanon and Lancaster Counties.

Rotary's guiding principal is "Service above Self" and as members we are expected to live by the 4-Way Test of the Things We Think, Say or Do:

1. Is It the Truth?
2. Is It Fair to All Concerned?
3. Will It Build Goodwill and Better Friendships?
4. Will It Be Beneficial to All Concerned?

Objects of Rotary

The Objects 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.

Rotary International Foundation

The mission of The Rotary Foundation of Rotary International is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. The Foundation is not-for-profit and is supported solely by voluntary contributions from Rotarians and friends of the Foundation who share its vision of a better world.

Paul Harris Fellow

Donations of \$1,000 to the Rotary International Foundation or people who have that amount contributed in their name, can be recognized as Paul Harris Fellows. Paul Harris Fellows are recognized with a commemorative pin. Many of our RCMN members are Paul Harris Fellows.

Making contributions is easy and can be done through <https://my.rotary.org/en> once a member logs in.

Purposes of RCMN

The purposes of this club are to pursue the Object of Rotary, carry out successful service projects based on the Five Avenues of Service, contribute to the advancement of Rotary by strengthening membership, support The Rotary Foundation, and develop leaders beyond the club level. As members of RCMN we are expected to give of our time and talents by participating in community work projects; fellowship and social functions; and club and district activities.

We do this through the Five Avenues of Service which are the philosophical and practical framework for the work of our Rotary club. Each Avenue of Service has multiple committees and members are expected to choose to serve on committees of interest. These include:

- 1. Club Service** which involves the actions we take within our club to help us function successfully and to build strong relationships.
- 2. Vocational Service** which involves promoting high ethical standards in our businesses and professions, recognizing the worthiness of all dignified occupations, and fostering the ideal of service in the pursuit of all vocations. As members we are expected to conduct ourselves and our businesses in accordance with Rotary's principles and lend our vocational skills to club-developed projects in order to address the issues and needs of our society.
- 3. Community Service** that encourages us to find ways to improve the quality of life for people in our community and to serve the public interest.
- 4. International Service** that exemplifies our global reach in promoting international understanding, goodwill, and peace by fostering acquaintances with people of other countries, their cultures, customs, accomplishments, aspirations, and problems.
- 5. Youth Service** that recognizes the importance of empowering youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding. Our programs include Students of the Month, scholarships, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

A description of all committees and service activities can be found on page 9. The leadership chairs of those committees is posted on the Club website www.mechanicsburgnorthrotary.org or you can contact a board member for information. You are welcome to join a committee at any time.

Governance of the RCMN

The governing body of the club is the Board of Directors consisting of ten (10) club members: president, president-elect, vice-president, secretary, treasurer, immediate past president, and four (4) directors at large who are elected in accordance with the Club's By-Laws.

The board is governed by the club's Constitution and By-Laws which can be found on the RCMN website at www.mechanicsburgnorthrotary.org. Each year the Board adopts a strategic plan and goals to guide the decision-making process.

The Board meets on a monthly basis and special meetings are called as needed. The 2019-2020 board members are as follows:

President	Juliet Altenburg
President-elect	Jeanne Troy
Vice President	Glen Osborn
Secretary	Stephanie Acri
Treasurer	David Blain
Past President	Rick St. Peter
Board Members	Judith Clovsky
	Sal Franqui
	Rod Silvis
	Dawn Sizer

If a member has questions or needs information about the PM meeting, please contact Kim Istvan or Kim McBride.

Meetings

Attendance at weekly meetings is a benefit of Rotary and we expect members to try to attend 50% of the meetings. If you can't attend a meeting you can make-up at another Rotary club meeting, attend a District function, participate in club service projects and activities or complete a make-up online. We function as one club but have 2 options for meeting attendance. RCMN regular weekly meetings are held on Wednesday at 5:15 PM at the Appalachian Brewing Company, Carlisle Pike, Mechanicsburg; and Thursday at 7:15 AM at the Park Inn West by Radisson, Carlisle Pike, Mechanicsburg. Membership dues are based on which meeting a member most commonly attends. PM meeting dues do not include food so the dues are less expensive than the AM meeting which includes breakfast.

A calendar of events is available on the Club website www.mechanicsburgnorthrotary.org

Membership

The RCMN has two kinds of membership: active and honorary. Each member is assigned a classification that reflects the member's business, profession, or type of community service and is reflective of the activity of the firm, company, or institution with which the member is connected. A retired member maintains their classification.

Prospective members need to be sponsored by a current member or if transferring from another club can be sponsored by that club. Prospective member information, the process for proposing a new member and the sponsor's responsibilities can be found on the club website.

www.mechanicsburgnorthrotary.org

Financial Responsibility of Membership

The Club is dependent on dues and fund-raising projects. Members are expected to support and participate in the fund-raising projects and to pay quarterly dues (July, October, January, and April) within 30 days of receipt of the billing. The quarterly dues include per member dues and other fees that are assessed by Rotary International and the District as well as a voluntary donation to the Rotary Foundation. **Consecutive non-payment of quarterly dues may result in termination from the club by the board.**

Leave of Absence

Upon application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time. Contact the secretary for information and a form to complete. Board approval is required.

Rule of 85

Members may apply for "Rule of 85" status if the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more, the member has been a member of one or more clubs for at least 20 years, and the member has completed and submitted the form requesting to be excused from attendance and the board has approved. Contact the secretary for information and a form to complete.

Club Runner

RCMN uses ClubRunner © for our website. Anyone can view the website at www.mechanicsburgnorthrotary.org however, each member has a user name and password to login in order to access contact info for Rotarians, send group emails, view the member photo directory, and edit personal and business contact information. To login click on the Member Login link located in the upper right corner of the website. Contact the club secretary if you have problems with the login process. A nice feature of ClubRunner © is the ability to download a ClubRunner app to a smartphone. That app will allow you to access contact information for all club members.

Club Committees and Service Activities

- Adopt a Family
 - Description: Each year during the holidays our club supports a family in need by helping to buy gifts and food. Donations are not part of a budget line item but are collected via a “pass the hat” method at our club meetings.
 - Frequency: Annually at holiday time.
- Adopt a Highway
 - Description: As part of the “adopt a highway” program our club supports a fall and spring “highway cleanup” activity in the Orr’s Bridge Road area of Hampden Township. A club member works with the local township to get special vests for club members who pick up trash for several hours on a Saturday morning. The township collects the trash bags along the road.
 - Frequency: Twice per year.
- Beer and Wine Fest Committee
 - Description: This committee plans our club’s premier fundraiser for the year which occurs each September, and has subcommittees dedicated to each facet of preparations.
 - Meeting Frequency: Quarterly at a minimum but more often during the months prior to the event.
- Bethesda Mission
 - Description: Two Thursdays per month a minimum of 2 club volunteers help staff the kitchen at Bethesda mission from 4:30 PM – 6 PM. Members work with staff to serve food to Bethesda mission residents and those in need who are not residents. Members can sign up by going to this link: <https://www.timetosignup.com/simpsonlibrary/sheet/52245>
 - Event frequency: The 1st and 3rd Thursday of the month year-round.
- Communications Committee
 - Description: This committee develops and implements communications plans to promote activities and services of the club and Rotary International. Communication methods include social media, the club website, email, and the Club’s Service Above Self meetup group.
 - Meeting Frequency: Quarterly in person at a minimum
- Local Projects Committee
 - Description: This committee evaluates proposals from the community for the completion of hands-on service activities and utilizes club funds approved by the club board to accomplish the projects.
 - Meeting Frequency: Typically, 2 projects are accomplished per year and often require multiple days of hands-on service. Prior to the service days members of the committee visit the site to assess the nature of the work and resources that will be needed.
- Membership Committee
 - Description: This committee develops and implements a comprehensive plan for the recruitment and retention of members. Leadership of the committee is comprised of a Chair with co-chairs representing the AM and PM meeting venues. Activities include:
 - Developing new member and sponsor resources
 - Proposing and implementing board approved club membership models
 - Spearheading recruitment “mixer” events which introduce the public to our club
 - Meeting Frequency: Quarterly at a minimum with additional meetings as needed.

- New Hope Ministries
 - Description: Club Members support New Hope Ministries food pantry located in Mechanicsburg on a Saturday morning by stocking shelves and assisting guests at the food pantry. Volunteers must go through an application process with New Hope including a background check to be cleared for volunteering.
 - Frequency: The 3rd Saturday of the month from 9:00 AM – 12:30 PM.
- Nominating Committee
 - Description: This 3-person committee comprised of board members is appointed by the club president on an annual basis and prepares a proposed slate of directors annually to be presented to the club membership no later than November 30th. A representative of this committee serves as the recipient of additional nominations from the club membership and presents the slate to the board of directors for their vote at the December board meeting.
 - Meeting frequency: Annually in November.
- Past Presidents Council
 - Description: This committee is comprised of all past presidents of the club and is chaired by the immediate past president. Activities include:
 - Developing and implementing an ongoing mentoring program for all new members of the club including:
 - Assigning a mentor to every new member
 - Developing a group club orientation session for new members
 - Spearheading or working in collaboration with other rotary clubs to complete a project focused on any of the five Rotary avenues of service.
 - Advising the Board of Directors on an as needed basis regarding club operational issues.
 - Meeting Frequency: On an as-needed basis.
- Philanthropy Committee
 - Description: This committee is the first point of contact for the club for philanthropic funding requests. The committee considers and submits recommendations to the RCMN Board of Directors for approval based upon established guidelines. The board approves on an annual basis the amount of money allocated toward funding requests.
 - Meeting Frequency: Varies based on the number of requests but usually no more than 3-4 times per year. Reviews typically occur via email.
- Rotary Foundation Committee
 - Description: This committee develops and implements plans to support the Rotary Foundation through financial contributions and program participation. Additional activities include recognizing individual members for levels of giving to Rotary International.
 - Meeting Frequency: On an as-needed basis.
- Service at Your Seat Committee
 - Description: This committee plans service activities that can be accomplished during the course of a regularly scheduled rotary meeting.
 - Meeting Frequency: As needed based on the needs of the committee Chair.
- Social Events
 - Description: This committee plans and implements social activities for the club including the holiday party, summer picnic and charter night.

- Meeting Frequency: As needed based on the time of year and the needs of the committee chair(s).
- Speakers
 - Description: A key component of every rotary meeting is a presentation by a speaker. The current process is that there is a club member assigned to each month who is responsible for securing speakers for that month and acting as the host for the speaker. The speaker chairperson assures that there are members signed for each month and that the names/organizational affiliations are communicated to the club webmaster for posting on the website and on Facebook. Both the morning and evening venues have separate speaker chairs who fulfill this responsibility.

Youth Activities

- Andy and Elmer Reading Program
 - Description: Club members read the book Andy and Elmer's Apple Dumpling Adventure to all 2nd grade students in the Cumberland Valley School District. Each school is assigned one or two Rotarians that cover their classrooms. In addition to the reading, Rotarians reinforce literacy skills and good citizenship behaviors during the lesson. The story reinforces the Four Way Test which is easily connected to the school's behavior goals. Specific lesson plans with visual aids assist the Rotarians with their reading lesson. Each lesson generally runs from 30-45 minutes.
 - Meeting Frequency: Throughout the school year.
- Dictionary Program
 - Description: Dictionaries are presented to all 3rd grade student in the Cumberland Valley School District by the Andy and Elmer Rotarians working with the school. At the time of the presentation, the Rotarians review the Four Way test they were exposed to the previous year in 2nd grade. The Rotarian takes a few minutes to walk the students through the components of the dictionary. A lesson plan including suggestions is provided in the Andy and Elmer packet. Each lesson takes 10-15 minutes.
- Fishing Derby
 - Description: This annual event is conducted at the Conodoguinet Youth Park in Hampden Township and gives children up to age 15 the opportunity to fish in the Conodoguinet Creek and participate in games/prizes under the supervision of their parents and club members.
 - Event Frequency: Annually on a Saturday in June
- Four Way Essay Contest
 - Description: The club facilitates an essay contest centered around a topic relating to Rotary's Four Way Test. The contest is open to ninth graders at the high schools in the club's service area. A judging panel of three to four Rotarians evaluate the submitted essays and award prizes to the three best essays. The top three winning essays are read at a club meeting with the winning essay advancing to the District 7390 competition.
 - Frequency: Outreach to the high schools begins in August with judging occurring in the February/March time period. The winning essays are usually presented in March.
- Four Way Speech Contest:
 - Description: The club facilitates a speech contest centered around the Four Way Test. Contestants must be 10th, 11th, or 12th grade high school students.

- Frequency: In Sept and Oct a local contest is held to determine who advances to the mid-level. In November and December mid-level contests are held. Finals are at the District Conference.
- Junior Achievement
 - Description: Each year volunteers are provided with an opportunity to participate in The Junior Achievement program in local schools. Junior Achievement is the world's largest organization dedicated to educating students in grades K-12 about financial literacy, work readiness, and entrepreneurship through experiential, hands-on programs. Volunteers from RCMN primarily participate in the elementary grades. At this level, each grade has a set curriculum of 5 lessons. Junior Achievement coordinates placement of volunteers in schools and provides all the necessary material needed to present the classes. You can sign up to participate in the program at any time. Once you are on their list, you are contacted annually (normally in September) to teach each year. Opportunities also exist to participate in 1-day programs at the Middle and High School.
 - Frequency: No formal meetings are held at the club level but a commitment is for 5 lessons to be taught at some time during the school year for grades K-5. Middle school and high school sessions are usually only for 1 day.
- Rotary Youth Exchange Program
 - Description:
 - Inbound Program: Each year our club sponsors an in-bound exchange student (if available) from a foreign country for the entire school year who attends either Cumberland Valley High School or Mechanicsburg High School. The student lives with up to 3 families during the school year each of which is referred to as a "host family". Each student is supported by an "Inbound Counselor" who is a member of our club and with the host family assures that the student is well supported.
 - Inbound Program: Each year our club also sponsors (if available) a student from the Mechanicsburg or Cumberland Valley School District that travels abroad and participates in an exchange program for the school year. The student is supported by a club member who acts as an "outbound counselor" to help the student and his/her family feel supported through the process.
 - Requirements: To serve as a "counselor" in the Rotary Youth exchange program criminal and child abuse clearances must be obtained through District 7390 in addition to successful completion of on-line training.
- RYLA
 - Description: RYLA stands for "Rotary Youth Leadership Awards" and describes an annual event that our club supports monetarily and through active participation by club members. Our club financially supports local high school students in attending this premier district leadership weekend activity
- Interact Club
 - Description: The Interact Club is an RCMN hosted club of students at East Pennsboro High School. Each club has a school contact and club contact who supports the activities of the club.
 - Frequency: The club meets twice per month.
- Students of the Month:
 - Description: The Student of the Month program recognizes one male and one female senior student from Cumberland Valley School District and one male and one female senior student

from Cumberland Perry Area Vocational Technical School during the first Thursday meeting during the months of October, November, January, February, March and April. All students and parents are invited back for the first Thursday meeting in May for a final recognition. Then, one male and one female student from each of the schools (4 total) are selected as the Students of the Year by club members through a voting process. These students are each presented with a \$1,250 scholarship which is awarded at the respective schools' Senior Awards Ceremonies. New for 2019 is support from members of our club's PM meeting for students from the East Pennsboro High School.

- Frequency: Annually during the months of October, November, January, February, March and April.

Note: Please refer to the Avenue Chairs document on the RCMN website for information on members who lead these initiatives. Volunteers are always greatly appreciated!