

Rotary



Zones 28 & 32  
Innovative Club Advocates

# Rotaract Toolkit

Innovative Club Advocates | Zones 28 & 32

FEBRUARY 2021

<b>Innovative Club Advocates</b>	<b>2</b>
Your Local Innovative Club Advocate Team Leads	
Innovative Club Advocates: This Toolkit	
<b>Using This Toolkit</b>	<b>3</b>
<b>Important Terms to Know</b>	<b>4</b>
<b>Rotaractors in District Structures</b>	<b>5</b>
District Board Inclusion	
Utilizing Your District Rotaract Chair	
Finding Your District Rotaract Representative	
District Rotaract Committees	
Rotaractors on Other District Committees	
District Organization Chart	
District Conference Planning	
District Training	
<b>Diversity, Equity, and Inclusion &amp; Rotaract</b>	<b>13</b>
District DEI Committee	
<b>Other Great Ideas</b>	<b>14</b>
District Governors visiting Rotaract clubs	
Mentorship Program	
Discounted Rates for Rotaractors	
Traffic Light Resource	
<b>Lived Experiences</b>	<b>15</b>
Pulling Rotaract Out of Youth Services	
Too Many Tables / Burnout	
Importance of Rotaract-Rotary Roundtables at Conferences	
<b>Summary</b>	<b>17</b>
<b>Annex</b>	<b>18</b>

## **Innovative Club Advocates**

Your Zones 28 & 32 Innovative Club Advocates are here to help our districts and clubs develop new and innovative Rotary clubs! By including Rotaract in a meaningful way, we are bridging the gap between Rotary and Rotaract and supporting innovation at the District level.

Learn more by visiting our page on the Zones 28 & 32 website [here](#).

## **Your Local Innovative Club Advocate Team Leads**

The Innovative Club Advocate team is ever-growing, but here are the team leads for your area who can get you started!

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## **Innovative Club Advocates: This Toolkit**

This toolkit was primly prepared and authored by two members of the Innovative Club Advocate team, who are both Rotaractors. Please find their contact information below should you have any questions directly related to this toolkit.

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## Using This Toolkit

This Toolkit contains some of the best practices our team has observed across the two zones. The Toolkit attempts to meet you and your district where you are at. Meaning, you don't need to do *everything* in this Toolkit! Instead, engage in conversation with Rotaractors from your district surrounding this Toolkit, and see what you would like to begin together. Truly elevating Rotaract involves grassroots involvement and promotion by everyone involved – this is an excellent first step!

This Toolkit has recommendations, including goals and actions to achieve the recommendation and lived experiences, which recounts Rotaractor's experiences working with the district. By combining tried recommendations and lived experiences, we hope that this document provides tangible ways in which districts can improve their Rotaract experience and truly "Elevate Rotaract."

## Important Terms to Know

**District Rotaract Representative (DRR):** *The district Rotaract representative is a Rotaractor elected by the Rotaract clubs in the district. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee. The district may include other eligibility criteria in its bylaws, including an age limit. If a district has only one Rotaract club, the representative is the most recent and available past Rotaract club president, or current president if the club is recently organized. The representative co-chairs the district Rotaract committee and is the liaison between the Rotaract clubs and the district.*

**District Rotaract Chair:** *The district Rotaract chair is a Rotarian who administers Rotaract within the district and ensures that all clubs report club and membership information to Rotary International every year. The Rotaract chair finds innovative ways to connect Rotaract clubs with one another and to strengthen the link between Rotaract and Rotary.*

**Tokenization:** *A performative/symbolic effort to be inclusive, with no real intent of real inclusion. For more on this, we recommend [this article](#).*

**Accessibility:** *Giving equitable access to everyone along the continuum of human ability and experience. Accessibility encompasses the broader meanings of compliance and refers to how organizations make space for the characteristics that each person brings. For more on this, we recommend [this article](#).*



## Rotaractors in District Structures

How do we get Rotaractors involved at the district level? It's simple: give them a seat! But not just a seat, an *equal* seat that comes with all the rights (and responsibilities) of any other seat, such as voting rights and the opportunity to speak openly and freely. When we provide space and power for Rotaractors, it is meaningful representation. By including Rotaractors at the board and district-committee level, you help remove barriers for Rotaractors and offer them the space to help improve the district!

### District Board Inclusion

**Recommendation:** Instead of the outdated style of only including the district Rotaract chair on the district board, if you have both positions in your district, include both the district Rotaract representative and the district Rotaract chair as equal board positions each with full voting rights.

#### Recommendation Goals:

- Include Rotaract in all decision-making;
- Provide space for Rotaract discussions;
- Include Rotaract in your district's strategy.

#### Steps to getting there:

- Include the district Rotaract representative and district Rotaract chair at all district board meetings;
- Ensure that these board positions are included in the district's policies/bylaws document for continuity and clarity.

**Pro Tip:** Do not have a Rotaractor on the board to simply check a box or because this guide told you to. Should your district decide to take this step, have an open and meaningful discussion (or several) about how you plan to engage these individuals, what the value-add is for both the district and the individuals, and how you can be sure you are not tokenizing them.

## Utilizing Your District Rotaract Chair

**Recommendation:** If this position already exists in your district, appoint a Rotaractor, not a Rotarian (or even better: a dual member!) as your district Rotaract chair! This is an excellent opportunity to engage Rotaractors at the district level and close gaps while increasing opportunities. If you don't have this position in your district, consider the value of creating it; this decision is best made through conversation with your DRR and/or the Rotaractors in your district.

### Recommendation Goals:

- Provide more leadership opportunity to Rotaractors;
- Increase meaningful engagement at the district level;
- Strengthen the local Rotary-Rotaract relationship.

### Steps to getting there:

- Initiate conversations with the relevant stakeholders, namely pre-existing district leaders and Rotaractors;
- See the Resource Annex for D5370's position proposal that was made to the board for this position (*Note: the position name in the proposal is different than "district Rotaract chair", but it is the same position*).

**Pro Tip:** *If your district chooses to fill this role, try to ensure it is a Rotarian who is specifically passionate about Rotaract, not just "new generations" programs. Ideally, they should be able to mentor and support the district Rotaract representative and advocate on behalf of Rotaract when needed.*

## Finding Your District Rotaract Representative

**Recommendation:** Fairly and transparently elect or appoint a district Rotaract representative to serve as a liaison and support between Rotaract clubs and the district. The DRR serves as a representative of all the Rotaractors in the district and should be selected equitably.

### Recommendation Goals:

- Increase Rotaract representation and diversity at the district level;
- Increase Rotaract clubs' awareness of district activities and governance;
- Increase support for and awareness of Rotaract clubs.

### Steps to getting there:

- Read the latest Rotary International Rotaract Handbook to learn more about the position of district Rotaract representative;
- Create a district Rotaract representative election protocol for your district that aligns with your district's values. To get started, check out *Rotaract Canada's Recommended District Rotaract Representative Election Policy*.

**Pro Tip:** *The role of district Rotaract representative can be an incredibly challenging one on many levels. Ensure that your district Rotaract representative has plenty of support, especially if there haven't been many or any DRRs in your district in the recent past.*



## District Rotaract Committees

**Recommendation:** Establish a district Rotaract committee, which is entirely composed of Rotaractors and reports to the district board through a representative, likely your district Rotaract representative or district Rotaract chair.

### Recommendation Goals:

- Increase communication between Rotaractors and the district;
- Incorporate Rotaract into the district's structure;
- Increase and elevate Rotaract voices;
- Reduce Rotaractor tokenization;
- Involve Rotaract ideas at the district-level;
- Have a district-level specific resource for Rotaract clubs;
- The committee makes decisions, creates events, develops programming for Rotaract clubs based on Rotaractors needs;
- Creates, or supports the creation of, a Rotaract budget that exists outside of Youth Services.

### Steps to getting there:

- Have the board create a district Rotaract committee under the leadership of the district Rotaract representative and/or the district Rotaract chair;
- The committee should include a mixture of the district's Rotaract club presidents and general Rotaract members appointed through an equitable process;
- Ensure that the committee has a budget and provide support/education to the committee about creating a budget. Revenue to support the budget can come from district dues from Rotarians, district dues from Rotaractors, or other avenues as appropriate.

***Pro Tip:*** *These committees can be challenging to get started. Commit to supporting it for several years until it can get its legs under it.*

## Rotaractors on Other District Committees

**Recommendation:** Provide opportunities for Rotaractors to have seats on all district committees, not only as observers but as full members of the committee, allowing for diverse perspectives and a sense of ownership for Rotaractors who participate at the district level.

### Recommendation Goals:

- Solidify Rotaract's seat at the table;
- Give Rotaractors greater awareness of district operations, preparing them for future positions and giving them a sense of ownership within the district;
- Generally increase Rotaract involvement.

### Steps to getting there:

- Amend your district bylaws, policies, and other governing documents' terms of reference to include Rotaractors in the membership and the composition of committees;
- Seek out Rotaractors in your district who would be a good fit for each committee and invite them to participate;
- Ensure their voice is heard at each meeting;
- See the Resource Annex for Sample Terms of Reference (TOR)

**Pro Tip:** *When Rotaractors are first invited to participate at the district level, many may feel uncomfortable or unwelcome in sharing their voice. Keep in mind things that may make them feel unwelcome such as a lack of diversity on the committee, age gaps, and attitudes and actively try to counteract them to create a safe space for discussion.*

## District Organization Chart

**Recommendation:** Many Rotaractors want to get involved with the district, but they don't know where to start! Create an easy-to-understand document that highlights the purpose of each district committee and who to contact to find out more. This is helpful when Rotaractors are trying to pick a committee to become involved with. This would be a great resource to add to the district's website!

### Recommendation Goals:

- Increase Rotaract's awareness of district opportunities;
- Provide more opportunities for Rotaractors;
- Create a valuable and multi-purpose resource;

### Steps to getting there:

- Compile short and district-specific descriptions for each of your district's committees;
- Compile the procedures for how one would apply to sit on each committee;
- Send this document to your DRR to disseminate to your district's Rotaract clubs, and/or send it to Rotaractors directly;
- Have this resource up-to-date and easily available on your district website.

**Pro Tip:** While some membership management platforms offer a “district organization chart” feature on their website, these are often insufficient in communicating all relevant information. Consider replacing the auto-generated one with a manually produced one, or having both.

## District Conference Planning

**Recommendation:** Include Rotaractors in your district conference planning committee, and consider hosting a district Rotaract conference alongside it. These often work best when the Rotaractors and Rotarians are sometimes together and sometimes apart at the conference.

### Recommendation Goals:

- Provide more district opportunities for Rotaract;
- Create an inclusive district conference;
- Provide relevant sessions at the district conference.

### Steps to getting there:

- Amend the terms of reference in any relevant documents;
- Ensure Rotaractors are given a platform to speak at meetings;
- Consider having Rotaractor-lead sessions at the event, as Rotaractors often have valuable insight to share;
- When having the conference, consider having Rotary-Rotaract roundtables to have open conversations about bridging the gap and district inclusion. We don't know what we don't know, so it's important to engage in these hard conversations.

**Pro Tip:** When Rotaractors are first invited or first appear in larger numbers at district events, it can sometimes feel like an “us and them” dynamic. Break this down by encouraging Rotaractors and Rotarians to eat together at the same table. However, be careful to avoid too much “forced interaction” or the tokenization of Rotaractors, which can both easily happen at these events. See the Lived Experiences section of this document for more on this.

## District Training

**Recommendation:** Include Rotaractors in your district training committee to ensure that the training needs of Rotaractors are being adequately met. Rotary International strongly suggests that sponsor Rotary clubs cover the costs of training for all Rotaract club officers, and *requires* districts to provide district Rotaract representative training to incoming DRRs.

### Recommendation Goals:

- Bring diverse and Rotaract-knowledgable opinions to the planning committee;
- Incorporate Rotaract training into your district's training;
- Garner more connections.

### Steps to getting there:

- Include Rotaractors in your district training committee's terms of reference;
- Recruit Rotaractors to your district training committee;
- Include Rotaract perspectives in your decision making;
- Include Rotaract club and district executive training with your district Rotary training! Not only are you creating an equal training opportunity for both Rotary and Rotaract, you are helping to create great connections and opportunities for fellowship.

**Pro Tip:** Sometimes finding experts in Rotaract executive leadership can be challenging. Oftentimes it can be just as or more beneficial to send Rotaractors to training events that are designed specifically for them. Look to your nearest Rotaract MDIO for these types of events.

## Diversity, Equity, and Inclusion & Rotaract

### District DEI Committee

**Recommendation:** Create a district diversity, equity, and inclusion committee and be sure to include Rotaractors.

#### Recommendation Goals:

- Increase equity, diversity, and inclusion within your district;
- Create accessible space;
- Increase Rotaract committee opportunities.

#### Steps to getting there:

- Have the board create a DEI committee;
- Include Rotaractors as a part of membership within the terms of reference;
- Consider having a Rotaractor co-chair this committee;
- Ensure that the committee has a budget and provide support/education to the committee about creating a budget;
- Have the committee report to the board.

**Pro Tip:** Some Districts have included a Diversity, Equity, and Inclusion Citation as a part of their district's goals, much like a presidential citation. This can be a great way to encourage clubs to becoming more inclusive. Refer to the Resource Annex for an example!



## **Other Great Ideas**

### **District Governors visiting Rotaract clubs**

If your DG visits the Rotary clubs around your district, have them come to Rotaract clubs as well! This is a great opportunity to meet Rotaractors and introduce them to the district, while meeting them where they are at.

### **Mentorship Program**

Consider creating a mentorship or coaching program between Rotarians and Rotaractors! It can be managed jointly between your district's Rotaract committee and your professional development committee.

Refer to the Resource Annex for some great tips on Rotary-Rotaract mentorship and sample sign-up sheets!

Refer to the Resource Annex for some great ideas for Rotary-Rotaract cross-collaboration, written by Mitty Chang.

### **Discounted Rates for Rotaractors**

Rotaractors are young professionals, who may not have the means to attend some of the incredible opportunities your district has to offer. Consider making a separate and reduced price for Rotaract members to increase the accessibility of your district's events/trainings/conferences.

### **Traffic Light Resource**

Please check out our resource annex for an excellent document which helps demonstrate meaningful ways to engage with youth. Please note that not all Rotaractors are "youth", but the same principles can be extended to Rotaractors.

## **Lived Experiences**

Below are stories shared with us from Rotaractors across Zones 28 & 32. They are only a small selection of a large number of similar stories. These first-hand accounts, shared here anonymously, may give you a look into what life is like for Rotaractors right now. What you choose to take away from them is up to you, but they should serve as tails of triumph and caution when proceeding.

### **Pulling Rotaract Out of Youth Services**

"We lost funding opportunities, structure, and it felt like we were on our own. I didn't really put the committee together for six months because it was overwhelming to build from scratch (we didn't even really have an operational sub-committee). It was ultimately the right decision, but we made it in the middle of a Rotary year, and I had no budget. Even before the start of this Rotary year, no one walked me through how to do a budget, what to include, and how much I could reasonably ask for. Creating terms of reference and budgets/proposals and other "admin" tasks are honestly not accessible skills (but also show me someone not in Rotary between the ages of 18-25 who knows what terms of reference even are) to a majority of young people. Districts need to be prepared to help out and not leave their Rotaractors floundering."

### **Too Many Tables / Burnout**

"Having been involved in the district for a few years now, when I was first showing up and looking for leadership opportunities, there really wasn't anything available. I started creating and asking for positions. Eventually, the district caught up, and suddenly there was a huge increase in demand for Rotaractors (and then Interactors) to join committees and sub-committees, attend trainings, pushing our youth into zone/beyond our district positions, on top of demands from Rotary clubs for volunteers, speakers, and visitors. We have a really strong Rotaract team, but at this point, there are too many seats to fill, and I'm watching my team get burnt out. Most Rotaractors I meet/know are go-getters and want to take on everything, and currently Rotary districts (and beyond) are asking for more than we can supply without jeopardizing mental health. I've been in talks with our district leaders to get them to stop asking too much and limit the amount of committees' youth can reasonably sit on. It's so hard to turn

down positions especially when you think you owe it to your fellow Rotaractors/ Interactors to take the position to "advance" Rotaract or Interact.”

## **Importance of Rotaract-Rotary Roundtables at Conferences**

“I am a big fan of Rotarian-Rotaractor round tables. When I had the opportunity to attend the International Assembly in San Diego, we had similar experiences. I distinctly remember one topic of conversation that led to a Rotarian expressing that their Rotary club sponsor a Rotaract club, and their goal of this way for these Rotaractors to then move on from Rotaract and join the sponsoring Rotary club, but instead Rotaractors from this club expressed to the sponsor club that they want to form a new Rotary club. This Rotarian and his club were taken aback and frustrated and they felt that they did not want to support the starting of this new club. I am honestly so happy that I was in that room for that conversation because I followed this Rotarian's speech and told him to think about it from the perspective of the Rotaractors. Maybe the sponsor club meets at a time that does not work for these Rotaractors who are in their early career; maybe they want to start a new club because the location of where the club meets is not easily accessible for these Rotaractors, maybe it's just the fact that these Rotaractors have grown so close and share the same passion and purely wants to create a new Rotary club because of the relationships that were forged through their service together. I reminded the Rotarian that just because these Rotaractors want to start a new Rotary club, does not mean that they won't continue to support this Rotary club. Why would we fight these passionate leaders whose main focus is to create a club that works better with their goals and passions, when all it truly means, is that we are creating a space for these Rotaractors to continue to serve and make an impact and continue to work together towards the same common goal. That stunned him. Following this conversation, a Rotarian from Australia who approached me after one of these sessions and had expressed to me that he did would never have looked at the situation from the point of view that I brought up.”

## Summary

Throughout this document, we have presented a variety of ideas and recommendations– some of them which contradict each other. **The biggest takeaway from this document should be that it is merely a starting point. Your very first next step should be to have conversations with the Rotaractors in your district to see what they feel are the best next steps.**

Every district is different, every membership composition is different, but open dialogue in safe spaces is the only way to move forward. You must meet each other where you're at, and you won't know where that is until you've had substantial discussion.

## **Annex**

### **Rotaract Handbook**

Rotary International, September 2020

### **Terms of Reference Guide**

District 5370, September 2020

### **Diversity, Equity, and Inclusion Citation**

District 7930

### **Mentoring Tips**

Dr. Julie Connor

### **Sample Rotaract-Rotary Mentorship Email**

District 5360

### **Youth Engagement Traffic Light**

Ontario Centre of Excellence for Child & Youth Mental Health

### **Rotaract-Inclusive Bylaws**

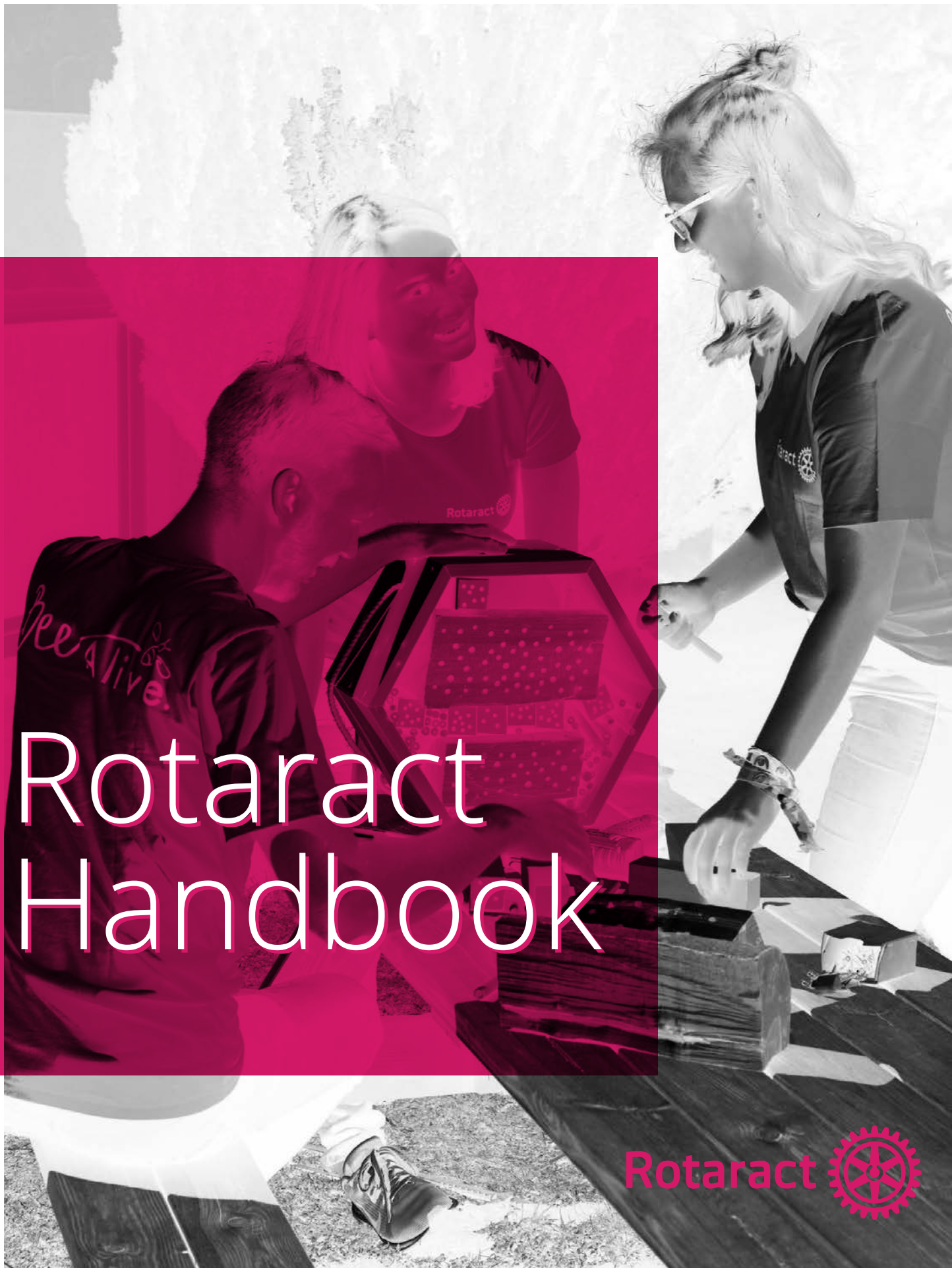
District 5050, May 2020

### **5 Easy and Free Ideas for Rotaract Professional Development**

Rotarian Mitty Chang (District 5170), 2021 Edition

### **Report: Young Professional Position on 5370 Board of Directors**

District 5370



# Rotaract Handbook





# What is Rotaract?

Rotaract is a service club for young people ages 18 and up who are dedicated to finding innovative solutions to the world's most pressing challenges while developing leadership skills and making friends from around the world. Rotaract clubs are members of Rotary International.

Rotaract clubs decide how to organize and run their own clubs, manage their funds, and plan and carry out activities and service projects that are important to their communities. Clubs that sponsor Rotaract clubs offer guidance and support, and work as partners in service.

# CONTENTS

**1**

STARTING A ROTARACT CLUB

**2**

SPONSORS AND ADVISERS

**3**

BUILDING A SUCCESSFUL CLUB

**4**

INNOVATIVE AND SUSTAINABLE  
SERVICE

**5**

DISTRICT, MULTIDISTRICT, AND  
INTERNATIONAL SUPPORT

**6**

MEETINGS AND INTERNATIONAL  
EVENTS

**7**

ROTARACT'S GLOBAL COMMUNITY

**8**

BEYOND ROTARACT

**9**

SAFETY AND RISK MANAGEMENT

**10**

ROTARY RESOURCES

# 1

## STARTING A ROTARACT CLUB

Assess the Needs of Your Community

Establish a Base

Choose Your Sponsorship Option

Find Members

Elect Officers

Make It Official

Celebrate

Connect With Rotary

### Assess the Needs of Your Community

Rotaract clubs are started by motivated and passionate individuals who wish to hone their leadership skills and plan projects that make a difference locally and globally. If your university or community doesn't have a Rotaract club, take action and organize a group of dedicated young people to get started.

Especially in the beginning, it's important that you discuss and assess what type of Rotaract club makes the most sense for your university or community. Consider the following questions:

- What kind of Rotaract club does your area need: community- or university-based?
- Could nearby Rotary or Rotaract clubs sponsor your new Rotaract club? Discuss how these other clubs can best support young people in your community, and how sponsoring a new Rotaract club might fit into these efforts.
- Are you an alumnus of a Rotary program for young leaders? Can you engage with other Rotary alumni in your community, such as former Interactors, Rotary Youth Leadership Awards (RYLA) participants, or Rotary Youth Exchange students, who may be interested in joining?

### Establish a Base

Each Rotaract club is based either at a university or in a community. A university-based club draws its members from one school, university, college, or other institution of higher education, while a community-based club draws members from all over the community.

If your Rotaract club is based at a school, university, college, or similar institution, any eligible student regardless of age may join, as allowed by the school's policies. Community-based clubs are open to young adults throughout the community, ages 18 and up.

Whether your club is based at a school or in your community, meetings can take place in person, online, or a combination of both. This makes Rotaract a flexible option for rural residents, traveling professionals, and university students who are studying abroad or seeking a degree online.

## Choose Your Sponsorship Option

Rotaract clubs can choose to organize with or without a Rotary or Rotaract club sponsor. When you're organizing a new Rotaract club, this is one of the most important decisions you'll have to make. Rotary International's policy is designed to ensure that Rotaract clubs have the flexibility to choose the sponsor relationship that best supports their needs. To determine the best option for your club, consider:

- How could sponsorship benefit the new Rotaract club?  
(Possibilities include help with attracting new members, planning and organizing service projects, offering mentoring or professional development opportunities, and handling finances.)
- What does sponsorship mean to you and your club?

In the next chapter you'll learn more about the role of Rotaract club sponsors to help you make an informed decision.

## Find Members

When you've decided whether to base your club at your school or in your community and which sponsorship option is the right fit, you can begin looking for prospective members. Invite students, young professionals, and service-minded young people, including those from diverse backgrounds to learn more about Rotaract.

Help young people who are already connected to Rotary — family members of Rotarians, Interact and RYLA alumni, and former Youth Exchange students — discover new opportunities through Rotaract. Use your professional and community networks to promote the club to employees or interns at local businesses, members of community centers, and youth groups at places of worship.

University-based clubs should work with school officials or a faculty adviser to find students who might be interested in joining a Rotaract club.

For a community-based club, hang posters in public areas where young people get together to study, play sports, or connect with peers. Give promotional materials to community partners and promote Rotaract through social media.

Meet with potential members to answer their questions and confirm their interest in starting a Rotaract club. This is a good time to decide when, where, and how (online, in person, or a combination of both) the new club will meet.

## Elect Officers

Each Rotaract club has a president, vice president, secretary, treasurer, and board of directors. Clubs can create additional officer posts and define their roles in the club's bylaws. Learn more about officers' roles in this handbook and find information on officer elections in the Standard Rotaract Club Constitution and recommended bylaws.

## Make It Official

Here's how to charter your Rotaract club:

- Adopt the **Standard Rotaract Club Constitution** and customize the **recommended bylaws** as needed.
- Complete and sign the **Rotaract Club Certification Form**, and obtain the required signatures from your district governor and if applicable, your sponsor club(s).
- Scan your completed form and send it to **rotaract@rotary.org**. You can also email, fax, or mail it to your region's **international office**. Keep the original for your club records.
- Until 30 June 2022, new Rotaract clubs must pay a one-time \$50 certification fee. Contact the Rotary International **financial representative** assigned to your district about payment options and instructions.

### GOOD TO KNOW

You don't have to wait for your official certificate to arrive to start club activities. Even before you receive it, members of the new Rotaract club can meet, organize, and take action in the community.

Beginning 1 July 2022, Rotaract clubs will pay per capita dues to Rotary International. University-based clubs will pay \$5 per member each year, and community-based clubs will pay \$8 per member each year. New clubs will no longer have to pay the one-time \$50 certification fee after 1 July 2022.

You'll receive your certificate of organization via email several weeks after Rotary International receives your completed form and payment.

## Celebrate

When the certificate arrives, it's time to celebrate your new Rotaract club. Your celebration can strengthen the connection between Rotaractors and your Rotary district. Invite Rotaractors, Interactors, alumni, family members, school administrators and teachers, community partners, Rotarians, and district leaders.

There's no standard ceremony for chartering a Rotaract club, inducting members, or recognizing officers. You decide how to celebrate these events in a way that will be meaningful to your club and community. You can honor



Rotary traditions or establish your own. Present new club members with an **identification card** or special recognition of their commitment, such as member pins or certificates available from Rotary's **licensed vendors**. And don't forget to share photos and stories on social media.

## Connect With Rotary

Let Rotary know that your club is active by reporting its club and membership information. Rotaract club presidents are required to update this information in Rotary's records by 30 June each year through the **Club Administration** page on My Rotary. Club advisers may also **report their name and contact information** each year.

By keeping Rotary updated about your club, you'll be sure to receive the latest news about Rotaract and the Rotaract Preconvention and have access to Rotary's online tools and resources.

Clubs that do not report their club and membership information each year will be terminated.

# 2

## SPONSORS AND ADVISERS

Sponsor Clubs

Rotaract Advisers

How Sponsors and Advisers Can Support Rotaract Clubs

Clubs that are sponsored by a Rotary or Rotaract club enjoy dynamic partnerships through service projects and lifelong friendships. To build a successful sponsor relationship, it's important to outline expectations and responsibilities for Rotaractors, sponsor clubs, and advisers.

### Sponsor Clubs

The partnership between Rotaract clubs and their sponsor clubs can help each one of them grow and thrive. Hold joint planning meetings, assign sponsor club members as mentors, and find an enthusiastic adviser who can effectively connect Rotary and Rotaract. Sponsor clubs are also encouraged to budget to help Rotaract club leaders attend all necessary district training meetings.

### Rotaract Advisers

Rotaract advisers serve as mentors and club contacts for Rotaract clubs. They support the day-to-day operations of Rotaract clubs, function as the primary liaison to sponsor clubs, and connect Rotaractors with service and leadership opportunities and Rotary resources.

Advisers can be Rotarians or Rotaractors from sponsor clubs, school administrators or faculty, or community volunteers. Although only one adviser can be reported to Rotary International for each Rotaract club, Rotaractors benefit from having several advisers who can help mentor and support their club.

University-based Rotaract clubs should work with a faculty adviser who ensures that clubs carry out activities with the university's full cooperation.

### How Sponsors and Advisers Can Support Rotaract Clubs

Although Rotaract activities vary depending on local custom, the support that sponsor clubs and advisers offer is universal. Here are some ways you can help your Rotaract club succeed:

### FACILITATE (FOR ADVISERS)

- Attend meetings, including Rotaract board meetings, and act as a liaison between sponsor clubs and Rotaractors.
- Provide guidance during officer elections.
- Help maintain accurate club records and manage club funds.
- Ensure that the club president provides updated club and member information to Rotary every year.
- Help coordinate the Rotaract club calendar of events with sponsor club or university schedules.

### MENTOR AND MOTIVATE

- Create mentorship and professional development opportunities that match sponsor club members with Rotaractors based on interests, career path, or expertise.
- Offer advice and expertise during project planning and implementation.
- Give Rotaract members meaningful roles in Rotary club meetings and events so they'll want to stay involved in Rotary for years to come.
- Encourage them to build strong, flexible, and innovative clubs that support Rotary's **Action Plan**.

### LEARN TOGETHER

- Invite Rotaractors to your district conferences and attend district Rotaract training events.
- For sponsor Rotary clubs, pay for and strongly encourage Rotaract club officers, directors, and committee chairs to attend training events to share ideas and network with Rotaract and Rotary leaders.
- Talk with Rotaract leaders to learn what strategies they use to promote Rotaract, train emerging leaders, and help clubs grow.
- Attend the annual **Rotaract Preconvention** to exchange ideas, learn from engaging speakers, and enhance the connection between Rotaract and Rotary internationally.

### PARTNER TO SERVE

- Volunteer at Rotaract club service projects and invite Rotaractors to join your club's projects and fundraisers.
- Develop joint service projects that build on each club's strengths and give Rotaractors the chance to take the lead.
- For sponsor Rotary clubs, involve Rotaract clubs in your global grant projects to give them experience working on large, international projects.
- Help Rotaract clubs develop sustainable service activities that align with Rotary's **areas of focus**.
- Guide members in developing strategies to meet their financial, logistical, and equipment needs for projects and activities.

#### GOOD TO KNOW

Clubs can partner with other clubs in their district to co-sponsor a Rotaract club. Up to three clubs can sponsor a Rotaract club. When clubs co-sponsor, they share the responsibilities of supporting and mentoring Rotaractors.

## PROMOTE ROTARACT

- Recognize Rotaractors' accomplishments at sponsor club meetings and events.
- Encourage clubs to earn the **Rotary Citation for Rotaract Clubs** and to nominate their service projects to receive a **Rotaract Outstanding Project Award**.
- Commemorate World Rotaract Week each March with a joint project or activity.
- Share how Rotaract makes a difference in your community during Youth Service Month in May.
- Promote Rotaract in the community and help clubs develop promotional materials using the customizable templates available in the **Brand Center**.

## STRENGTHEN ROTARY CONNECTIONS

- Encourage Rotaractors to serve as mentors for Interactors or volunteers at RYLA events.
- Design a New Generations Service Exchange that gives Rotaractors the chance to combine their professional goals with a humanitarian project in another country.
- Encourage Rotaractors to apply for a scholarship or Rotary Peace Fellowship.

### GOOD TO KNOW

Rotaract clubs are required to update club and membership information in Rotary's records by 30 June each year. (This includes reporting the incoming president.) Only current year Rotaract club presidents, advisers, and sponsor club officers who have been reported to Rotary International can view and update this information through their My Rotary accounts within the **Club Administration** page on My Rotary.

# 3

## BUILDING A SUCCESSFUL CLUB

Constitution and Bylaws

Leadership Roles and Responsibilities

Club Meetings

Member Engagement and Retention

A strong foundation will help your club grow and thrive. Transparent constitutional documents, clear leadership roles, organized club meetings, and a robust member engagement strategy will ensure your club's success for years to come.

### Constitution and Bylaws

All Rotaract clubs must have a club constitution and bylaws. These documents provide structure and help clubs govern themselves according to Rotary International's policies and procedures. All Rotaract clubs automatically adopt the **Standard Rotaract Club Constitution**, and changes can be made only by Rotary International's Board of Directors. Club bylaws supplement the Standard Rotaract Club Constitution and set common club practices. You are welcome to adapt the **Recommended Rotaract Club Bylaws**, or create your own, as long as they do not conflict with the Standard Rotaract Club Constitution and the **Rotary Code of Policies**.

### Leadership Roles and Responsibilities

A team of strong leaders can help your Rotaract club find and retain members, raise funds, and carry out successful projects. The club's board of directors should be familiar with the Rotaract constitutional documents. In addition, incoming Rotaract club officers must participate in leadership training offered by the district.

#### BOARD OF DIRECTORS

The board of directors serves as the governing body of a Rotaract club and includes the president, immediate past president, vice president, secretary, treasurer, and any additional officers your club decides are needed. Officers' duties and additional roles should be defined in your club bylaws. Advisers should regularly attend board meetings to provide guidance. Sponsor club members may also attend these meetings as observers. The board should meet regularly and report any action taken at the next club meeting.

During its meetings, the board reviews and approves the club's plans and service projects, ensures the club's financial solvency, and delegates

responsibilities. At the end of the Rotary year, the board prepares a final report that describes the major actions taken over the preceding 12 months. A copy of the report should be sent to sponsor clubs, if applicable.

The district Rotaract committee is required to offer training for all incoming Rotaract officers, directors, and committee chairs. We encourage sponsor clubs to budget to help leaders attend all necessary training meetings. The training can vary by district. Sometimes Rotaract leaders participate alongside Rotarians at district Rotary officer training events, or the district committee organizes a separate training event just for Rotaract leaders. Find information about training events and conferences in the Meetings and International Events chapter.

## PRESIDENT

The president's primary role is to lead the club and preside at all meetings of the club and board of directors. The president also motivates, inspires, and coaches club committees to ensure that the club's professional and leadership development activities and service projects are successful.

### Suggested responsibilities:

- Conduct club meetings with detailed agendas that allow enough time for reports from officers and committee members.
- Chair meetings of the board of directors.
- Appoint all standing and special committees, with board approval, and serve as an ex officio member of all committees.
- Appoint committee chairs based on individuals' experience, and seek their opinions about committee members.
- Delegate responsibilities to help members develop their skills for future club leadership roles.
- Encourage club members to get involved in projects that build on their skills and interests.
- Ensure that club activities and service projects are successfully promoted and executed.
- Support a membership strategy that encourages diversity.
- Communicate and collaborate with the adviser, sponsor club members, and district Rotaract officers. In university-based clubs, the president should also consult with the club's faculty adviser.
- Resolve conflict among club members and ensure your club culture and environment encourages diversity, equity, and inclusion, and is free from any form of harassment.
- Update club and membership data every year by 30 June through the **Club Administration** page on My Rotary.

## UPDATE CLUB AND MEMBER INFORMATION

To keep their charter active, Rotaract clubs are required to update club and membership information in Rotary's records by 30 June each year through the **Club Administration** page on My Rotary. (This includes reporting the incoming president.) These updates also ensure that your club stays connected to Rotaract news, Rotaract Preconvention activities, and other resources.

Clubs that fail to report their club and member data each year will be terminated and will no longer be eligible to attend the Rotaract Preconvention or Rotary International Convention, or receive Rotary International resources and support.



## VICE PRESIDENT

The vice president's primary role is to support the president. Some clubs may choose to have the incoming president serve as vice president.

### Suggested responsibilities:

- Preside over meetings in the president's absence.
- Serve on the board of directors and as an ex officio member of all committees.
- Handle special assignments as directed by the president.
- Stay current on club goals and activities.
- Succeed to the office of president if a vacancy occurs.

## SECRETARY

The secretary's primary responsibility is to help the club function efficiently. The secretary should be well organized and have good communication skills.

### Suggested responsibilities:

- Maintain all club records, including membership, committee appointments, attendance, dues payments, and important club documents such as the club's certificate of organization, budgets, and reports.
- Notify the district leaders of members who are interested in joining a Rotary club, either as a current Rotaractor or after leaving Rotaract.
- Provide club and member information to the president for required annual updates to Rotary.
- Take minutes — a clear, concise written record of meeting discussion and actions — at all club meetings.

## TREASURER

The treasurer oversees all funds and maintains accurate financial records, ensures transparency in financial operations, and responds to inquiries from club members and sponsor clubs, if applicable. The treasurer should be a responsible, detail-oriented person.

### Suggested responsibilities:

- Chair the finance committee.
- Collect membership dues.
- Manage all money collected from dues and all proceeds from fundraising projects.
- Pay all club bills and reimbursements for club expenses.
- Prepare and administer the budget.
- Prepare monthly reports that accurately detail the club's finances and expenses.

- Ensure that the club complies with all government financial reporting requirements.
- Prepare and distribute an end-of-year report to club members and the incoming treasurer. Treasurers' reports become part of the club's permanent record.

### IMMEDIATE PAST PRESIDENT

Your club's immediate past president can provide useful opinions and perspective in planning club activities, assisting with special projects, and supporting board and club members.

### CLUB COMMITTEES

Committees help your club carry out its activities and projects. The club president, with the approval of the board, appoints standing committees, such as club service, community service, international service, professional development, and finance, and additional committees as necessary. Your club's bylaws should clearly define the responsibilities for all committees.

Committees should meet regularly to discuss plans and activities. A committee may divide into subcommittees to accomplish all of its tasks. All committee activities and expenses are subject to the board's approval, so committees should share their plans with the club president.

#### GOOD TO KNOW

Rotaract clubs may amend the **Recommended Rotaract Club Bylaws** as long as the changes don't contradict the **Standard Rotaract Club Constitution** and the **Rotary Code of Policies**. Clubs with sponsors should receive approval of their bylaws from their sponsor clubs.

### Club Meetings

Rotaract clubs can decide where, when, and how to meet, including in-person, online, or a combination. Clubs that are sponsored should meet with their sponsor clubs at least once a year, but together they can decide how often to meet or when to attend each other's meetings.

Consider appointing a meeting chair to organize the program for each meeting or nominate a different member each time to serve as the meeting's organizer and facilitator. Involving your members in planning ensures that club meetings are interesting and relevant to everyone. Sponsor clubs can be a good source for program ideas.

Invite experts from the community or university, business leaders, or international guests to speak at your meetings. Consider taking a trip to local businesses, community organizations, or cultural sites. Use a meeting to update members about club projects or new Rotary initiatives.

## AGENDA

Following an agenda is the best way to ensure effective use of everyone's time. Your meeting agenda might include:

1. Time for socializing before the meeting
2. Introduction of guests and new club members
3. Announcements and reminders
4. Board member and committee reports
5. Program presentation
6. Closing
7. Adjournment

## Member Engagement and Retention

### FINDING MEMBERS

A membership strategy or plan can help your club set reasonable goals for finding and keeping club members. You can find ideas in **Strengthening Your Membership: Creating Your Membership Plan**.

The top two reasons people join Rotaract are to meet new people and to get involved in their communities. Many of your peers are likely seeking the same things. Invite them to help with a service project, attend a networking night, or participate in a club gathering so they can experience Rotaract for themselves. Consider these potential individuals for membership:

- Friends
- Relatives
- Classmates or colleagues
- Interactors, Rotary Youth Leadership Awards (RYLA) participants, and Rotary Youth Exchange students

Here are just a few ways you can promote your club and its service projects:

- Develop a club website or blog where prospective members can learn about club projects and how they can get involved. In university-based clubs, ask for a link to your club's site on the university website.
- Use social media to share your club's meeting, event, and project updates.
- Arrange to display photos or show videos of your club's activities at community events. Give potential members promotional cards and brochures so they can contact you.
- Market your club as a professional development and leadership organization where members can accomplish their goals and develop new skills.
- Publicize your club's activities in the university newspaper or other local media.

### GOOD TO KNOW

Rotary's **Brand Center** has colorful, customizable promotional materials to help you promote your club. Create your own double-sided promotional cards, posters, and club logo, or download banner templates and more.

- Arrange for Rotaract displays at local libraries, coffee shops, community centers, and other places where young adults gather. Make it easy to find your club.

## ENERGIZING NEW MEMBERS

Understand your members' motivations for joining Rotaract. Do they want to make the world a better place, develop their leadership skills, expand their circle of friends? Connect members with activities and opportunities that help them achieve their personal goals while making the club stronger.

Some other ideas:

- Welcome and celebrate new members with a special meeting or event.
- Develop an orientation program that engages new members and acclimates them to your club and the Rotary family.
- Ask experienced Rotaractors to mentor new members and make them feel welcome.
- Follow up with new members who miss a meeting.
- Encourage new members to invite their friends and family members to participate in club activities and service projects.

## ENGAGING CURRENT MEMBERS

Retaining club members is just as important as recruiting new ones.

Work hard to deliver an experience that will keep members excited about Rotaract. Successful strategies include:

- Recognizing members for their achievements
- Involving members in club projects and activities
- Encouraging Rotaractors to get involved with Interact, Rotary Youth Exchange, Rotary Youth Leadership Awards (RYLA), and other Rotary opportunities in your area
- Advocating for members to take leadership roles
- Sending monthly email updates
- Regularly asking for members' opinions about club meetings, activities, and programs

### SPONSOR CLUB ADVICE

Sponsor clubs know the importance of strong membership, and they've likely encountered many of the same challenges your club faces. Ask for advice and resources on recruiting and retaining members. Rotary provides membership development strategies and resources that your Rotaract club can use too.

# 4

## INNOVATIVE AND SUSTAINABLE SERVICE

Rotaract clubs should complete at least two service projects each year, one that meets your local community's needs and one that helps a global community. These projects are a great way for Rotaract clubs to get involved in their own community, connect with young adults globally, and attract new members.

### PLANNING SERVICE PROJECTS

Make a lasting impact by choosing service activities that work in collaboration with community members and the recipients of service. Conduct a community assessment to determine how your club's expertise and resources can best support local or global communities. **Community Assessment Tools** can help your Rotaract club work with the community to select a service project that is successful, sustainable, and relevant. To target service efforts, Rotary has identified **areas of focus** where we can contribute to lasting change: peacebuilding and conflict prevention; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; and community economic development.

Include these elements of a successful service project in your planning and implementation:

- Conduct a **community assessment**.
- Align a project with Rotary's **areas of focus**.
- Ask for help with project design, planning, and implementation. Sponsor clubs, Rotary Action Groups, or district leaders, like the district international service chair, can offer advice.
- Secure funding and set up a dedicated fund for your project.
- Make sure your project creates lasting change that the community can continue to support after your club's involvement ends. Learn the **six steps for a sustainable project**. Establish measurement and evaluation benchmarks. Include evaluation findings when developing future projects.
- Celebrate your success. Share your project photos and results on social media, with local media outlets, and on **Rotary Showcase**.
- Use Rotary's **discussion groups** to connect with other Rotaractors and Rotarians, find project partners, and exchange ideas.

## FUNDRAISING

Fundraising helps pay for club service projects and other activities.

Examples of successful Rotaract fundraisers include dinners, festivals, raffles, sporting events, races, and benefit performances.

When organizing a fundraiser, consider these suggestions:

- Be creative. A unique event will attract the attention of potential club members, donors, and the media.
- Try to have an accurate idea of the financial support you need so you can set realistic fundraising goals.
- When asking for money from individuals, businesses, or organizations, make sure they understand how their donations will be used and recognize them for their contribution.
- Take advantage of your members' skills, talents, and contacts. Nominate a confident public speaker to emcee your next fundraiser, and ask your members to activate their networks to support your initiatives.
- Invite the local media to attend (see public relations tips in the next section).
- Ask your sponsor clubs or other Rotaract clubs for tips and best practices. Learn from their experience and success stories.
- Involve your sponsor clubs in implementing and funding your project as partners in service.

### ROTARACT OUTSTANDING PROJECT AWARDS

Each year, Rotary recognizes Rotaract projects for their exceptional community and international service work. Award recipients are invited to present their projects at the annual Rotaract Preconvention. Nominate a project by 1 February. Learn more on Rotary's [Awards page](#).

## PROMOTION AND PUBLIC RELATIONS

Your club and its projects will receive more support if the community knows about them. Having a good image in the community can also help your club recruit members and contribute to a positive impression of Rotaract and Rotary.

Make sure your good works receive the attention they deserve by:

- Taking high-quality photos and video at club events, projects, and fundraisers
- Publicizing club activities on social media channels
- Creating unique and colorful promotional materials and banners, like the ones in Rotary's **Brand Center** or from Rotary's **licensed vendors**
- Briefing club members on important talking points about upcoming or recently completed projects so they can act as promotional ambassadors at school, work, and in the community
- Creating a promotion plan for all upcoming projects so your team can get started early

### WORKING WITH LOCAL MEDIA

Appoint a member to be your public relations contact who can get to know the local media — and tell them how your club is creating real, lasting change. Provide reporters with background materials on your project and club, such as fact sheets or promotional cards, and invite them to cover your events live. Don't forget to send photos and videos after your event, along with a short, clear description so they can promote your activities.

Find more ideas and resources, including sample press releases and tips for working with the media, in Rotary's **Brand Center**.

# 5

## DISTRICT, MULTIDISTRICT, AND INTERNATIONAL SUPPORT

District Roles

District Committees

Rotaract Multidistrict  
Information Organizations

Rotary International Roles

Sponsor clubs can play an important role in guiding and mentoring new Rotaract clubs, but Rotary districts also support Rotaract. A Rotary district is a group of Rotary clubs in a specific area or region. Rotary has more than 530 districts worldwide.

Rotary supports several district-level roles, committees, and training events to promote and strengthen Rotaract. In addition, districts are strongly encouraged to invite and develop a budget for Rotaractors to attend district events, service projects, and training sessions.

### District Roles

Through these roles, each district has the opportunity to support Rotaract.

#### DISTRICT GOVERNOR

The district governor supports all clubs, programs, and activities in the district. The governor approves new Rotaract clubs, as well as appoints the district Rotaract chair. The district governor, in consultation with the district Rotaract committee, resolves any district Rotaract representative election disputes.

District governors are required to pay for district Rotaract representatives to attend a district, multidistrict, or international leadership training meeting.

District governors are also encouraged, but not required, to defray all or part of the costs for district Rotaract representatives-elect to attend the Rotaract Preconvention.

#### DISTRICT ROTARACT CHAIR

The district Rotaract chair is a Rotarian who administers Rotaract within the district and ensures that all clubs report club and membership information to Rotary International every year. The Rotaract chair finds innovative ways to connect Rotaract clubs with one another and to strengthen the link between Rotaract and Rotary.



## DISTRICT ROTARACT REPRESENTATIVE

The district Rotaract representative is a Rotaractor elected by the Rotaract clubs in the district. To be eligible, a Rotaractor must complete one year as a Rotaract club president or member of the district Rotaract committee. The district may include other eligibility criteria in its bylaws, including an age limit. If a district has only one Rotaract club, the representative is the most recent and available past Rotaract club president, or current president if the club is recently organized. The representative co-chairs the district Rotaract committee and is the liaison between the Rotaract clubs and the district.

## DISTRICT ALUMNI CHAIR

The district alumni chair eases the transition from Rotaractor to Rotarian and connects alumni with other Rotary opportunities, including scholarships and exchanges.

## District Committees

District governors are encouraged to appoint a district Rotaract committee to promote and strengthen Rotaract. Rotaractors may serve on this and other district committees, such as finance, membership, public image, training, alumni, community service, international service, convention promotion, Interact, Rotary Youth Leadership Awards, and Rotary Youth Exchange.

## DISTRICT ROTARACT COMMITTEE

Members include an equal number of Rotarians and Rotaractors; the district Rotaract chair and district Rotaract representative serve as co-chairs. This committee promotes Rotaract, encourages new clubs to form, and provides local support for clubs. The co-chairs of this committee also plan and organize a one- to two-day leadership training seminar for all incoming Rotaract club officers, directors, and committee chairs. If anyone on the committee is a dual member (Rotarian/Rotaractor), the district will decide which role that person will represent.

## DISTRICT YOUTH SERVICE COMMITTEE

This committee supports young leaders' transition through Rotary's programs (for example, from Interact to RYLA to Rotaract) and offers them progressively greater leadership opportunities as they develop their skills. It also strengthens connections between the programs and encourages participants to take part in alumni activities.

### DISTRICT ROLES

Rotaractors may serve as chairs of all district committees except the district Rotaract committee. The district Rotaract chair is a Rotarian appointed by the district governor.

### DISTRICT ROTARACT REPRESENTATIVE

Are you a district Rotaract chair or representative? Ask your district governor to confirm that you've been reported to Rotary so that you'll receive emails about Rotaract news and opportunities.

### DISTRICT ROTARACT COMMITTEE

Find out more about the roles and responsibilities of the district Rotaract committee in the Get Ready: District Rotaract Committee course in the **Learning Center**.

## Rotaract Multidistrict Information Organizations

Several districts can work together to form a multidistrict information organization (MDIO). MDIOs spread information about service projects and events and foster communication among districts. Each MDIO comprises two or more Rotary districts and may represent the Rotaract clubs in a region, a country, or several countries. Read more about forming a new MDIO, including a **sample constitution and bylaws**.

## Rotary International Roles

Rotaract policies are strengthened and improved by Rotary International's Board of Directors with advice from the RI Rotaract Committee and dedicated staff at Rotary International.

### RI BOARD OF DIRECTORS

The RI Board of Directors sets policies for Rotary International, including those related to Rotaract. Rotary clubs elect the members of the Board every year at the Rotary International Convention, with each director serving for two years. Only the Board can amend the Standard Rotaract Club Constitution.

### RI ROTARACT COMMITTEE

This committee, appointed by the Rotary International president, advises the Board on Rotaract. It reviews policies for strengthening cooperation, promoting reciprocal mentoring between Rotarians and Rotaractors, and advancing Rotaract's goals of leadership, professional development, and service. Under the direction of the RI president, the committee plans and develops program content for the Rotaract Preconvention.

### SECRETARIAT

Rotary International's global staff of hundreds of professionals certifies new clubs, sends regular updates to club and district leaders, designs meaningful engagement opportunities like the Rotaract Outstanding Project Awards, promotes World Rotaract Week, and develops resources and materials for clubs worldwide. When clubs report their club and member information, they stay connected to all of the latest information and resources from Rotary. Contact **rotaract@rotary.org** or your region's **international office** if you have questions.

# 6

## MEETINGS AND INTERNATIONAL EVENTS

### District and Multidistrict Events

#### International Events

When Rotaractors attend district and international events, they network with other Rotary and Rotaract members, develop their leadership and professional skills, and have fun. Work with your district leaders to bring Rotaractors and Rotarians together at training events and conferences, where they can exchange ideas with other service-minded leaders in your region.

### District and Multidistrict Events

#### ROTARACT CLUB OFFICER TRAINING

One of the district Rotaract committee's most important tasks is to provide training for Rotaract club officers, Rotaract club committee chairs, advisers, and faculty advisers. Schedule the training at least one month before the leaders take office so they have time to familiarize themselves with their new roles. We strongly encourage districts to conduct training of Rotaract leaders in conjunction with the presidents-elect training seminar (PETS) and Rotary club officer training. We also encourage sponsor clubs to develop a budget to help Rotaract club officers attend necessary training.

#### DISTRICT ROTARACT REPRESENTATIVE-ELECT TRAINING

To ensure continuity of leadership, the district Rotaract committee should take an active role in training the new district Rotaract representative. Rotary districts are required to pay for district Rotaract representatives to attend district, multidistrict, or international leadership training meetings. District governors are also encouraged, but not required, to pay for all or part of the costs for district Rotaract representatives-elect to attend the Rotaract Preconvention.

#### DISTRICT ROTARACT CONFERENCES

These annual events, which the district Rotaract representative organizes, give Rotaractors the chance to share project planning ideas, promote their service projects, strengthen international understanding, enhance professional development, and build friendships and networks in your area. Plan your Rotaract district conference in conjunction with the Rotary district conference and include at least one joint session to strengthen the connections between Rotaract and Rotary. Learn more about planning a

district Rotaract conference in the Get Ready: District Rotaract Committee course in the **Learning Center**.

At a district Rotaract conference, Rotaract clubs may vote to undertake a districtwide service project and form a voluntary district Rotaract service fund to raise money for this project. A three-fourths majority of the Rotaract clubs in the district is required and the district governor has final approval of the project and fundraising plans.

### MULTIDISTRICT MEETINGS

Joining together across districts gives Rotaractors an even greater opportunity to learn from one another, work cooperatively on projects, and see the global community of Rotaract in action. The host governor and the host district Rotaract committee are responsible for providing guidance and oversight and maintaining liability insurance.

## International Events

Connect with Rotary on a global scale. Network with leaders, learn from speakers, and travel while making friends from around the world. Rotary's international events are for everyone in the Rotary family. Join us to learn, share, be inspired, and have fun.

### ROTARACT PRECONVENTION

Strengthen your Rotaract club, learn about outstanding Rotaract service projects, and build lasting friendships at our annual Rotaract Preconvention. Join Rotaract leaders from around the world to share ideas in workshops, learn how to enhance your leadership and service, and make lifelong friendships as you explore an exciting new destination each year. Special sessions are offered for district Rotaract representatives-elect.

The event is open to all Rotaractors and Rotarians interested in Rotaract. Plan now to attend the next **Rotaract Preconvention**.

### ROTARY INTERNATIONAL CONVENTION

The annual Rotary International Convention draws Rotary members from around the world to discover new ideas, exchange best practices, and build stronger clubs. Rotaractors are invited to stay after the preconvention to see the full scope of Rotary's international service through forums, workshops, project exhibitions, and general sessions. Register for the **next convention**.

## INTEROTA

Interota is a worldwide Rotaract meeting that Rotaractors organize and host every three years in a different city. While it is not an official RI meeting, Rotary recognizes the value of this event and supports Interota by approving its program content and ensuring that RI leadership is represented at the event. The meeting offers workshops, discussions, and interesting speakers as well as cultural activities. Delegates also present proposals for the location of the next Interota, and participants vote to select the next meeting site. Find out more about Interota on the **Rotaract page** on Rotary.org.

Before making a bid to host an Interota meeting, Rotaractors must obtain approval from the host district governors. After a site is selected, Rotary International will request that the host district Rotaract representative submit a complete proposal at least one year before the event date.

## WORLD ROTARACT WEEK

During World Rotaract Week, Rotaractors and Rotarians around the world commemorate the chartering of the first Rotaract club. The celebration, which takes place during the week that includes 13 March (from Monday through Sunday), is an ideal time for Rotaract clubs and their sponsors to carry out joint activities and promote Rotaract clubs' contributions to their communities. Rotaractors can decide the best way for their club to celebrate — completing one, two, or an entire week's worth of activities.

After clubs have completed their World Rotaract Week events, sponsor clubs or district Rotaract chairs can present them with a certificate of recognition, available on Rotary's **Awards page**.



# ROTARACT'S GLOBAL COMMUNITY

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One of the best things about Rotaract is that it connects young leaders with Rotary's worldwide family, giving them the chance to expand their professional networks and foster international understanding.

Here are some ways for Rotaractors to connect with other clubs, both locally and globally:

- Start with your district. Rotarians can download a list of Rotaract clubs in your district from Rotary Club Central. District Rotaract representatives can download the list from the **District Administration page** on My Rotary. Reach out to neighboring clubs to plan a district service project or invite the members to district leadership training.
- Create a profile on **My Rotary** to connect with other Rotary and Rotaract members. Find an international service project partner, start a twin club relationship, or plan a visit to another club by using the **Club Finder** tool. Exchange ideas in discussion groups for Rotaractors, and explore the good work that Rotaractors and Rotarians are carrying out locally and globally.
- Discover the world of Rotaract through social media. Follow Rotaract on **Facebook** and **Twitter**, and Rotary International on **Instagram** and **Snapchat** @Rotary, to learn what's on the minds of Rotaractors worldwide and see how they take action to improve their communities. Reach out to other Rotaract clubs and districts to develop friendships, exchange project ideas, and share photos on social media.
- Search the web for other clubs and districts worldwide, and connect directly with them through their websites.

# 8

## BEYOND ROTARACT

Rotaract is just one of the ways that Rotary invests in young leaders. Explore some of the other opportunities we offer, and learn how you can take action to create lasting change through Rotary.

ROTARY FELLOWSHIPS bring people together who share a common recreational interest or hobby — you'll find everything from cycling and marathon running to social networking and the environment. **Learn more.**

ROTARY ACTION GROUPS are organized by Rotarians and Rotaractors who are experts in a particular field, such as water and sanitation or HIV/AIDS. You can share your expertise and make a difference in projects beyond your club or district. **Learn more.**

INTERACT is a service club for young people ages 12 to 18 who want to connect with other young people and have fun while serving their communities and learning about the world. Include nearby Interact clubs in your service projects and events or mentor Interactors and help them prepare for university. Rotaract clubs can co-sponsor Interact clubs with one or more Rotary clubs. **Learn more.**

ROTARY YOUTH LEADERSHIP AWARDS, better known as RYLA, is a leadership experience developed by clubs and districts for young people ages 14 to 30. Each RYLA has a particular focus — building confidence, developing skills, providing professional development, or encouraging personal growth — and all of them give young people an opportunity to develop leadership skills and make new friends. Rotaractors can attend, lead, or even organize RYLA events. **Learn more.**

ROTARY YOUTH EXCHANGE activates the global community of Rotary — districts, clubs, host families, and schools — to give students ages 15 to 19 the chance to discover a new culture, learn a different language, and become ambassadors for peace in countries around the world. Encourage young people in your community to participate in this Rotary program and provide peer mentorship to students on exchange. **Learn more.**

NEW GENERATIONS SERVICE EXCHANGE offers a customized and intensive international experience with a humanitarian or vocational focus for participants ages 18 to 30. Rotaractors can design their own New Generation Service Exchange, use their networks to expand exchange programs, and invite visiting participants to join their service projects. **Learn more.**

ROTARY CLUB MEMBERSHIP is the perfect way for Rotaractors to continue their involvement in Rotary and put their leadership skills into action through service. Rotaractors can join Rotary clubs while remaining members of their Rotaract clubs. To appeal to young professionals, Rotary clubs may want to create flexible membership types and unique club experiences, such as relaxed attendance requirements or reduced fees.

ROTARY SCHOLARSHIPS fund secondary, undergraduate, and graduate study. The Rotary Foundation offers Rotary Peace Fellowships (see below) and global grant scholarships that fund graduate study abroad in one of Rotary's areas of focus. **Learn more.**

ROTARY PEACE FELLOWSHIPS provide fully funded training in peace and conflict resolution at premier universities around the world. Each year, The Rotary Foundation awards up to 50 fellowships for master's degrees and 80 for certificate studies at one of seven Rotary Peace Centers. We encourage Rotaractors, alumni, and professionals committed to careers that develop peace and international understanding to apply. **Learn more.**



# 9

## SAFETY AND RISK MANAGEMENT

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As you plan activities and events, it's important to make sure you're taking the necessary steps to ensure the safety of all participants and upholding Rotary's commitment to high ethical standards and code of conduct. All volunteers should understand their responsibilities and role in creating a positive, inclusive experience for each other and the community.

### LIABILITY AND RISK MANAGEMENT

Rotary clubs and Rotary district conferences that invite Rotaractors or Rotaract clubs to participate in their activities and events should have sufficient trip, accident, and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.

Risk management involves identifying situations and factors that may harm people and property, and finding solutions to minimize or avoid risk. Before any Rotaract club activity, evaluate potential risks and develop coordinated plans to address them. University-based clubs should coordinate any risk management plan with their university administration. Rotaract clubs and their sponsors (if applicable) should assess Rotaract-related liability issues and obtain appropriate insurance. Rotaract clubs that do not have a club sponsor may be required to obtain liability insurance on their own or from their district. It's advisable to seek the advice of legal and insurance counsel about liability protection.

Rotary's liability insurance program only covers Rotaract clubs that are based in the United States. Send insurance-related inquiries to **[insurance@rotary.org](mailto:insurance@rotary.org)**.

## CONDUCT FOR ROTARY EVENTS AND ACTIVITIES

Rotary is committed to maintaining an environment that promotes safety, courtesy, dignity, and respect. All members and individuals attending or participating in Rotary or Rotaract events or activities have the right to an environment free of harassment, including unwelcome physical contact, advances, or comments. Rotarians, Rotaractors, and their guests will demonstrate good character, integrity, and leadership by fostering a professional environment at club events and activities. Allegations of unwelcome physical contact, advances, or comments at Rotary or Rotaract events or activities shall be reviewed by the club board and responded to within a reasonable time. If the offending individual is a member of the club board, he or she is expected to recuse himself or herself from the discussion. Any allegation of criminal behavior should be referred to local law enforcement. Failure to adequately address allegations of inappropriate behavior may be referred to the district governor. To learn more, take the Preventing and Addressing Harassment course in the **Learning Center**.

### STATEMENT OF CONDUCT FOR WORKING WITH YOUTH

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotarians, Rotarians' spouses and partners, and other volunteers must safeguard the children and young people they come into contact with and protect them from physical, sexual, and psychological abuse.

If you have questions about this policy, contact **youthprotection@rotary.org**. To learn more, take the Protecting Youth Program Participants course in the **Learning Center**.

# 10

## ROTARY RESOURCES

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### Online Tools

### Events and Awards

### Communications and Publications

### Online Tools

**Brand Center** — Customize and download your Rotaract club logo, promotional materials, and more.

**Rotary Showcase** — Be inspired by completed service projects, and post yours for everyone to see.

**Discussion groups** — Share your experiences and ideas with members around the world.

**Learning Center** — Prepare for your leadership roles with our interactive courses.

**Rotaract Facebook page**

**Rotaract Twitter**

**Rotary International Instagram**

**Rotary Snapchat**

### Events and Awards

**World Rotaract Week** — Celebrate Rotaract's global impact during the week that includes 13 March, Rotaract's anniversary, from Monday to Sunday.

**Rotaract Outstanding Project Awards** — Recognize Rotaract clubs that are making a positive difference through their exceptional community or international service projects.

**Rotary Citation for Rotaract Clubs** — Recognize Rotaract clubs that are achieving goals aligned with Rotary's Action Plan and making a positive difference.

## Communications and Publications

**Young Leaders in Action** — Monthly newsletter covering Rotary's programs for young leaders, including Rotaract

**Rotaract Club Certification Form**

**Standard Rotaract Club Constitution**

**Recommended Rotaract Club Bylaws**

**Rotary's Areas of Focus** — Introduction to the areas of focus, with examples of service projects for each

**Community Assessment Tools** — Guide for identifying effective service projects within the community

**Rotary Code of Policies** (policies related to Rotaract can be found in chapter 2, article 12) — Decisions approved by the RI Board of Directors in support of the RI Constitution and Bylaws

Visit **Rotary.org** for more resources to support Rotaract clubs. Questions? Email **rotaract@rotary.org** or your region's **international office**.

### GOOD TO KNOW

This is the 2020 edition of the Rotaract Handbook. The information contained in it is based on the Constitution and Bylaws of Rotary International and the Rotary Code of Policies. Please refer to those documents for exact Rotary policy. Changes to the documents listed above by the Rotary International Board of Directors override policy as stated in this guide.

Send questions or comments to **rotaract@rotary.org**.



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562-EN—(920)



## District 5370

### Community Services Committee TERMS OF REFERENCE

ITEM	DETAILS
NAME	Community Services Committee
GENERAL PURPOSE	<p>Community Service encourages every Rotarian to find ways to improve the quality of life of people in their communities and to serve the public interest. There is a particular emphasis on protecting and supporting society's most vulnerable, including children, youth, elderly, disabled and other vulnerable persons.</p> <p>The general purpose of this committee is to oversee, support, encourage and celebrate:</p> <ul style="list-style-type: none"><li>• The Rotary Indigenous Committee</li><li>• The Rotary Employment Partnership</li><li>• The Integrity Awards</li><li>• VPRC / District Certificate Compliance</li><li>• Community Services Projects in the District</li></ul> <p>The committee also:</p> <ul style="list-style-type: none"><li>• Improves and contributes to District communication about Community Services.</li><li>• Collects and coordinates information and resources in support of Community Services.</li><li>• Promotes education, awareness and understanding related to Rotarians' relationships and work with communities and community leaders, organizations and groups.</li><li>• Supports and advances the values of integrity, collaboration, equity, diversity and inclusion.</li></ul>
MEMBERSHIP & COMPOSITION	<p>The committee is comprised of no less than one Board member.</p> <p>The committee shall include the leadership of the Rotary Indigenous Committee, the Rotary Employment Partnership, the Rotary Integrity Awards and the Rotaract Committee. It shall also include other Rotarians with expertise or interest in Community Services.</p> <p>While it is expected that all designated members attend committee meetings, in the event that a member is unable to attend, it is left to their discretion to determine a designate to attend in their stead.</p>
ACTIVITY LEVEL	<p>A minimum of one meeting every two months. Additional meetings as required, depending upon work level and committee projects. Approximately four hours per month for work assignments.</p>

MEETINGS	Meetings will be held at the call of the Chair.
LEADERSHIP & GOVERNANCE STRUCTURE	<p>The Community Services Committee is a Standing Committee. It reports to the District Board.</p> <p>The Chair of the committee is the District Chair of Community Services. The Co-Chair is appointed by the District Governor. All committee members, including the Chair, have one vote.</p>
REPORTING	<p>The following reports, for information, will be generated:</p> <ul style="list-style-type: none"> <li>• Meeting Minutes: For distribution to Committee Members after each meeting.</li> <li>• Subject to confidentiality requirements, the Committee shall submit an overview report on the business conducted at each meeting, and shall make recommendations, if appropriate, to the Board of Directors at its next public meeting.</li> </ul>
WORKING PRINCIPLES	<p>Committee business will be discussed in an open and direct manner. The committee will determine the outcomes through voting (majority vote). Quorum represents 50% of the committee membership.</p> <ul style="list-style-type: none"> <li>▪ We will practice kindness and respect.</li> <li>▪ Everybody will hear and be heard.</li> <li>▪ We need everyone's wisdom for the best possible results.</li> <li>▪ There are no wrong answers. All ideas are considered. You can change your mind.</li> </ul>
RESOURCES – FINANCIAL	<p>There shall be dedicated funds for this committee within the Board's budget constraint.</p> <p>Reimbursement for expenses must be authorized and will follow the Board's processes.</p>
ITEM	DETAILS
RESOURCES – HUMAN / OTHER	<p>Other departments and / or staff may be required to attend meetings on an ad hoc or regular basis. These people will be considered resources to the committee and do not have a voting function. Their attendance will be at the discretion of the Chair.</p> <p>The Chair or another delegated Committee member shall act as recording secretary to take minutes.</p>
KEY STRATEGIC DIRECTIONS	The key strategic directions of this Committee shall be determined in the Committee's annual work plan.
COMMUNICATION	<p>External communications will be the responsibility of the Chair.</p> <p>Internal communications will be the responsibility of the Chair and/or Co-Chair.</p> <p>Committee communications will be provided by the Chair and/or Co-Chair.</p> <p>In camera discussion will follow the process approved by the Committee.</p> <p>Agenda items are normally due five days prior to the meeting and will be emailed to Committee Members four days prior to the meeting.</p> <p>The Agenda and materials will be circulated to all Committee Members and invited resource people.</p>
REVIEW & EVALUATION	The Terms of Reference will be reviewed as needed but at least once per year, in August.
RECOGNITION AND THANKS	We will recognize and thank committee members with a reasonable Rotary token.
ADDITIONAL INFORMATION	Committee members should have an interest and, ideally, experience in community services work.



## Rotary District 7930 Diversity, Equity, & Inclusion Citation

Thank you so much in advance for your commitment to making Rotary District 7930 a more diverse and inclusive organization! Not only will more inclusive clubs, policies, and events grow our membership, it will also allow us to spread the amazing experiences and sense of fellowship that we receive from Rotary every day to even more people in our communities.

Your Rotary, Rotaract, or Interact club can earn a ***District 7930 Diversity, Equity, and Inclusion Citation*** for achieving goals that actively work toward making your club more diverse and inclusive. To achieve the Citation, review the available action steps, select at least 13, achieve those goals, then report your achievement to the District Governor. In return, your club will receive a written Diversity, Equity, and Inclusion certificate signed by the District Governor, as well as Rotary DE&I pins to all club members.

Achieving these goals may require actions or decisions that you or your club haven't had to make before. We invite you to read through each one with an open mind, and do further research into any that you don't quite understand.

Goal	Why This Matters	Action Steps
Make it more affordable to be a member of your club	There are many folks in our community who would love to be part of the work that Rotary is doing, but cannot afford to partake in our activities. By eliminating some of the financial barriers to joining, we can make our meetings and events more accessible and ultimately expand our membership.	<ul style="list-style-type: none"><li><input type="checkbox"/> Make paying for the meal portion of the meeting optional.</li><li><input type="checkbox"/> Create a tiered dues structure based on financial need.</li><li><input type="checkbox"/> Offer grants for attending District or Rotary-wide events.</li><li><input type="checkbox"/> Make additional financial contributions (i.e. to club fundraisers, the foundation, conference attendance, etc.) optional rather than required (or subsidize them if needed).</li><li><input type="checkbox"/> Offer a membership first year discount to other individuals that are part of Chambers etc. Work with other organizations to do the same.</li></ul>
Redefine what it means to be a "professional"	Those who work blue collar jobs (restaurant servers, grocery store clerks, etc.) are still part of our community and can bring so much value to our clubs. By reaching beyond members who own their own business or work	<ul style="list-style-type: none"><li><input type="checkbox"/> Invite and convince a member of a community or demographic that your club serves to join you in a service project.</li><li><input type="checkbox"/> Invite and convince a member of a community or demographic that your club serves to come to a meeting.</li></ul>



	in corporate America, we can expand our membership numbers and also more accurately represent our communities.	<input type="checkbox"/> Invite and convince a member of a community or demographic that your club serves to join your club.  <input type="checkbox"/> Collaborate on a project with another service organization within the community.
Replace exclusionary traditions with more inclusive ones	Some traditions can be isolating and can deter different types of people from coming back to your meetings. For example, someone who is not religious may be uncomfortable praying in a group that's supposed to be non-religious. Think about the message each of your traditions is sending and evaluate whether they are inclusive or exclusionary.	<input type="checkbox"/> Remove prayers, singing, and fines during meetings. (Perhaps replace them with a new tradition, such as a "Mindfulness Moment")  <input type="checkbox"/> Add a 'member minute' at the beginning of each meeting to help your members get to know each other better and practice their public speaking skills.  <input type="checkbox"/> Encourage your members to share their preferred gender pronouns when introducing themselves.
Educate yourself and your members	It is critical that everyone in our district is educated on what it means to be inclusive. It is up to you as a leader in your club to provide learning opportunities that will expand perspectives and open up meaningful conversation. Ensure that you are including diverse voices on a wide variety of topics, and consider specifically including speakers on DE&I topics.	<input type="checkbox"/> At least 10% of Club Membership attends a District 7930 web training or discussion on Diversity, Equity, and Inclusion.  <input type="checkbox"/> Host an unconscious bias training with your club  <input type="checkbox"/> Introduce a new meeting speaker on a topic related to diversity, equity, and inclusion.  <input type="checkbox"/> Add a DE&I section to your club's newsletter that highlights your club's commitment to DE&I and educates your readers about relevant topics.
Make your meetings more accessible	Some people in our community would love to join our meetings, but can't because they work hourly jobs, have young children, or can't get up for an early morning meeting. In order to attract and retain as many members as possible, it is important that you think critically about the people in your community and what would work best for them.	<input type="checkbox"/> Reconsider the time of day when you meet. Is your meeting time inclusive/feasible for those who are working? Are your meetings family-friendly? <i>(demonstrate your thought process on a written document in order to check this box)</i>  <input type="checkbox"/> Think about the location where your club meets. Does it make everyone feel welcome? Would it be helpful if you arranged carpools to and from meetings? Can some or all meetings remain virtual (over Zoom)? Would a hybrid in-person/virtual model be feasible? <i>(demonstrate your thought process on a written document in order to check this box)</i>  <input type="checkbox"/> When we return to in-person meetings provide live stream access to your meetings for those who may

		not be able to attend. This can be done via Facebook, Instagram, or Zoom.
Use your platform (website, social media, newsletter) to affirm your club's commitment to DE&I.	Share openly with prospective members and the community what your values are as a club, and how you are working to make changes internally. This will be very attractive to prospective members!	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with the District DE&amp;I committee to ensure your existing messages and supporting materials are equitable and inclusive.</li> <li><input type="checkbox"/> Use the district public image templates to update your website, social media, and newsletter.</li> <li><input type="checkbox"/> Use specific, inviting language on your club's membership page <ul style="list-style-type: none"> <li><input type="checkbox"/> "We actively seek to reflect the community that we serve, and so individuals of all genders, race, sexual orientation, nationality, ability, veteran status, and educational background are strongly encouraged to inquire."</li> </ul> </li> <li><input type="checkbox"/> Create a DE&amp;I series on your social media page(s) showcasing your progress toward achieving these citation goals.</li> <li><input type="checkbox"/> Add members' preferred gender pronouns to their official Rotary nametags.</li> <li><input type="checkbox"/> Post a public pledge to Diversity, Equity, and Inclusion on your club's website home page, incorporating the district's DE&amp;I Mission Statement (see Malden Rotary Club's web page for an example)</li> </ul>

## Mentoring Tips

(<http://drjulieconnor.com/>)

1. **Build relationships grounded in trust.**  
Many teens without mature role models are suspicious of adults. Do not try to become your mentee's best friend or substitute parent. Mentors are positive role models who invite open communication and mutual respect.
2. **Create realistic goals and expectations.**  
Do not expect your mentee to confide in you right away. Ask questions; get to know your mentee. As your relationship grows, your mentee will feel more comfortable sharing his or her life with you.
3. **Have fun together.**  
Find out what kind of activities your mentee enjoys. Go bowling or watch a good movie. Shoot some hoops. Play miniature golf. Walk through a mall or grab a snack at a food bar...what's most valuable is your investment of time
4. **Listen.**  
When you ask questions and listen, you give mentees permission to share their stories and personal experiences without criticism.
5. **If a mentee asks for advice, focus on solutions.**  
Allow your mentee time to release uncomfortable emotions if they need to vent but encourage him or her to consider their options. When they focus less on what they can't control and shift their attention to those areas within their control: including their own thoughts, feelings, decisions, and actions, they reclaim their personal power. Don't get stuck in the problem; consider solutions.
6. **Be positive.**  
Briefly share your own experiences to demonstrate empathy, but your time together is not about you – it's about your mentee. Do not bog down your time or monopolize conversations with stories about your struggles when you were growing up. If your mentee feels "stuck," remind him or her they can change their perspective by changing their thoughts.
7. **Your primary relationship is with your mentee, not their parents or family members.**  
Do not try to act as an intermediary between your mentee and family. Resist efforts as a mentor to be drawn into parental or familial issues. Discuss matters of concern with the program coordinator and chair.
8. **It is your responsibility to set a good example as a mentor.**  
Your mentee will lose trust in you if you can't be depended upon to honor your commitments. Decide upon consistent times to talk or meet with your mentee. Show up on time. Your lack of commitment can be devastating for the young person you offered to support.

## Rotaract-Rotary Mentorship Program 2020-2021

Hello Rotary Family,

The Rotary District 5360 Learning and Development Committee wishes to launch a new mentorship program partnering young Rotaractors with our wonderful Rotarians! We are reaching out to you today to tell you a bit about the program, and invite you to become involved.

Through this program, our goals are to facilitate relationships between Rotaractors and Rotarians, allow Rotaractors to learn professional development skills, and draw on the life-experience of Rotarians. We are looking at matching up Rotarians and Rotaractors based on their career paths and aspirations, as well as their interests. If you are interested in participating, please fill out the Google form attached below as soon as possible! Mentors and mentees will be paired on a first-come first-serve basis!

We are giving Rotary Sponsor Club members priority on becoming mentors for their Rotaract Club! Rotary Sponsor Club members have the opportunity to fill out the Google form until **11:59PM on Monday, November 2nd, 2020**. On November 2nd, this opportunity will officially be offered to all Rotary Club members in District 5360.

The Google form for all Rotarians and Rotaractors will be open until **11:59PM on Monday, November 14th, 2020**. **This will be your opportunity to sign up for the Rotaract-Rotary Mentorship Program for the 2020-2021 year.** Shortly afterwards, we will get back to the mentor/mentee with their assigned matchup. This inaugural program will officially run from November 23rd, 2020 until the end of June 2021.

**Link to registration Google form:**

<https://forms.gle/fV61F2FgAqKDmZN96>

Within this program, it is up to the discretion of mentors and mentees to decide in which manner to meet up. We hope that mentors and mentees will respect each other's comfort levels and circumstances. Below we have written out a few more guidelines for mentors and mentees to keep in mind through this mentoring journey:

**For both mentors and mentees:**

1. Meet with mentor/mentee at least three times from November 2020 to June 2021
2. Establish a main method of communication that both the mentor and mentee are comfortable with (i.e. email, phone, texting)

3. Reach out to the Chair of L&D Committee if challenges arise (through Rick Istead: [rwistead@telus.net](mailto:rwistead@telus.net) )

**For mentors:**

1. Regularly check-in with your mentee
2. Respect the schedule and availability of your mentee
3. Communicate your availability with sufficient notice
4. Share well-thought out advice, tips and lessons learned

**For mentees:**

1. Come prepared with questions for your mentor
2. Respect the schedule and availability of your mentor
3. Communicate your availability with sufficient notice
4. Show appreciation for the thoughts from your mentor (i.e. by genuinely considering advice received)

We hope you will join us in this exciting project to engage the multiple branches of the Rotary family! Please reach out if you have further questions.

Sincerely,

Rotary District 5360 Learning & Development Committee

Charvi Shah - Rotaract Advisor - [charvi.j.shah@gmail.com](mailto:charvi.j.shah@gmail.com)

Iqmat Iyiola - Rotaract Advisor - [iqmatiyiola@gmail.com](mailto:iqmatiyiola@gmail.com)

Rick Istead - Learning & Development Committee Chair - [rwistead@telus.net](mailto:rwistead@telus.net)

# Youth engagement traffic light

This resource will help guide conversations between adults and young people who are planning for organizational, community and system-level youth engagement.



ENGAGEMENT TYPE	WHAT THIS MEANS	EXAMPLE	POSSIBLE EFFECTS
STOP!	<b>Manipulation</b> Young people are directed by adults, without genuine opportunities to provide input.	<ul style="list-style-type: none"> <li>A young person is given a script to speak on behalf of an organization but has little to no understanding of the issue at hand.</li> </ul>	<b>DISENGAGING AND NEGATIVE</b>  <b>Young people may feel:</b> <ul style="list-style-type: none"> <li>anxious</li> <li>uninformed</li> <li>belittled</li> <li>pressured</li> <li>drained</li> <li>frustrated</li> <li>unheard</li> <li>purposeless</li> </ul>
	<b>Decoration</b> A young person is invited to the table, but given little to no purpose, influence or decision-making power.	<ul style="list-style-type: none"> <li>A young person is asked to join a team of adults, but not given space or tools to contribute meaningfully. The adults may occasionally ask for the youth's ideas but do all the actual planning and implementation themselves.</li> </ul>	
	<b>Tokenism</b> A young person is included for the sake of saying youth are included—especially those with diverse identities.	<ul style="list-style-type: none"> <li>A young person with a diverse identity (e.g. a queer youth or indigenous youth) is asked to sit on an advisory committee and is expected, by default, to speak for all young people that share their identity.</li> </ul>	
PROCEED WITH CARE	<b>Informed</b> Young people are kept aware of programs, services or policy changes without contributing to the process.	<ul style="list-style-type: none"> <li>Young people receive information about changes via newsletters, presentations or emails.</li> </ul>	<b>POSITIVE OR NEUTRAL</b>  Depending on how they're engaged, young people may feel heard and valued, or only selectively heard and under-used.
	<b>Consulted</b> Young people have roles, provide input and are told how their input impacts adult decision-making.	<ul style="list-style-type: none"> <li>Adult staff write a document and send to young person to review and make suggestions for changes. Adults provide feedback on how and why young people's suggestions were or weren't used.</li> </ul>	
GO!	<b>Co-development &amp; partnership</b> Young people jointly develop all projects, services and processes that impact or interest them. They have the opportunity to lead activities, share in decision-making and work as equal partners with adults. Young people and adults have authentic relationships (genuine, trusting, collaborative) in which youth expertise and experience is respected and valued.	<ul style="list-style-type: none"> <li>Adults support young people to co-facilitate meetings or events or to co-create a safe, inclusive and accessible space</li> <li>Multiple young people sit on a board, providing advice, direction and input on strategic plans, policies and programs alongside adults.</li> </ul>	<b>POSITIVE YOUTH DEVELOPMENT, BETTER SERVICES &amp; OUTCOMES</b>  <b>Young people may experience:</b> <ul style="list-style-type: none"> <li>increased abilities</li> <li>sense of purpose</li> <li>confidence</li> <li>motivation to contribute meaningfully</li> </ul>

**BYLAWS**  
**OF**  
**ROTARY INTERNATIONAL DISTRICT 5050, A NONPROFIT**  
**CORPORATION**

**PART I - DEFINITIONS**

- 1.1 In these Bylaws unless the context otherwise specifies or requires:
- (a) "Act" means the *Washington Nonprofit Corporation Act*, Revised Code of Washington, Title 24, all amendments thereto, and includes all successor legislation;
  - (b) "Articles" means the Articles of Incorporation of Rotary International District 5050, a Nonprofit Corporation, filed with the Secretary of State for the State of Washington, and all amendments thereto;
  - (c) "Bylaws" means these Bylaws and all amendments thereto;
  - (d) "District" means the district designated as District 5050 by the board of Rotary International;
  - (e) "District Strategic Plan" means the District 5050 Strategic Plan established in accordance with the policies of Rotary International, and all amendments thereto;
  - (f) "District Policy" means the District 5050 Policy Manual as amended from time to time;
  - (g) "Members" means the Rotary Clubs designated to be in District 5050 from time to time pursuant to the bylaws of Rotary International.

**PART II - INTERPRETATION**

- 2.1 If any provision of these Bylaws is not in conformity with the constitution, bylaws or policies of Rotary International, as amended from time to time, the terms of the constitution, bylaws, or policies of Rotary International shall prevail at all times.

**PART III - DIRECTORS**

- 3.1 The Board of Directors shall consist of the following positions:
- |                                  |                               |
|----------------------------------|-------------------------------|
| District Governor                | District Membership Chair     |
| District Governor-Elect          | District Communications Chair |
| District Governor-Nominee        | District Youth Services Chair |
| Immediate Past District Governor | District Trainer              |
| District Finance Chair           | Assistant Governor (1)        |
| District Rotary Foundation Chair | Rotaractor (1)                |
| Vice-Governor                    |                               |

- 3.2 The District Governor, District Governor-Elect, District Governor-Nominee Governor, District Finance Chair, District Rotary Foundation Chair, Vice-Governor, District Membership Chair, District Communications Chair, District Youth Services Chair, District Trainer, one Assistant Governor, and one Rotaractor shall be elected or appointed in accordance with the bylaws of Rotary International and the District Policy. The immediate Past District Governor shall hold office ex officio and will have a vote.
- 3.3 The District Governor, District Governor-Elect, District Governor-Nominee, immediate Past District Governor, District Finance Chair, District Rotary Foundation Chair, Vice-Governor, District Membership Chair, District Communications Chair, District Youth Services Chair, District Trainer shall hold office for so long as they hold those positions in the District.
- 3.4 One third-year Assistant Governor will be elected or selected by current Assistant Governors for a period of one year.
- 3.5 One Rotaractor will be elected or selected by current Rotaractors for a period of one year.
- 3.6 If a vacancy should occur in the Board of Directors the same shall be filled in accordance with the bylaws of Rotary International and the District Policy, where applicable, and otherwise by the District Governor, and any Director so appointed shall hold office for the remainder of the term specified in Bylaw 3.3.

#### **PART IV -ADMINISTRATION OF DISTRICT**

- 4.1 The affairs of the District shall be managed by the Board of Directors in compliance with the constitution, bylaws and policies of Rotary International, the District Policy, the District Strategic Plan, the lawful directives of Rotary International and resolutions approved by the Members in accordance with the District Policy.
- 4.2 The Board of Directors may establish procedures for managing the affairs of the District as they see fit from time to time and may meet in person, by teleconference, by electronic communication, or otherwise in such a manner that allows participation of all persons present at the meeting. A decision consented to in writing by all of the Directors shall have the same effect as a decision made and recorded at a meeting of the Directors.
- 4.3 A majority of the Directors shall constitute a quorum and the decision of the majority of the Directors present at a meeting at which a quorum is present shall constitute the decision of the Board of Directors. Provided further, that no decision of the Board of Directors may derogate from the duties and responsibilities of the District Governor as specified by Rotary International, by the District Strategic Plan, and the District Policy, and if any decision shall purport to do so, such decision shall be of no force or effect.



## **PART V - OFFICERS**

- 5.1 The officers of the District shall consist of the District Governor, the District Governor-Elect, the District Secretary and the District Treasurer.
- 5.2 The District Governor and the District Governor-Elect shall hold office by reason of their election or appointment as such pursuant to the bylaws of Rotary International and the District Policy. The District Secretary and the District Treasurer shall hold office at the pleasure of the District Governor for a maximum term ending with the term of office of the District Governor, but eligible for reappointment by a succeeding District Governor.
- 5.3 The Board of Directors may, upon the advice of the District Governor, appoint such other officers or assistant officers as may be deemed necessary from time to time, for terms expiring June 30<sup>1</sup> next following their appointment, but eligible for reappointment upon the advice of the next District Governor.
- 5.4 The District Governor shall be the chief executive officer of the District and shall be the principal person to speak on behalf of the District. The District Governor shall preside at all meetings of the Board of Directors. In the absence of the District Governor, the Vice Governor shall act in such capacity.
- 5.5 The District Secretary, District Treasurer and any other officers appointed pursuant to these Bylaws, shall have the duties and responsibilities assigned to them by the Board of Directors and as may be specified by Rotary International and in the District Policy.

## **PART VI - ASSISTANT GOVERNORS**

- 6.1 Assistant Governors shall be appointed by and hold office at the pleasure of the District Governor for a term ending with the term of office of the District Governor, but eligible for reappointment upon the advice of the next District Governor.
- 6.2 Assistant Governors shall have the duties and responsibilities assigned to them by the District Strategic Plan and by the District Governor from time to time.

## **PART VII - COMMITTEES**

- 7.1 Standing or ad hoc committees of the District shall be established in accordance with the District Policy, the District Strategic Plan, and by the Board of Directors as it deems fit. District Committees shall have the duties and responsibilities assigned to them in the District Strategic Plan, in the District Policy, and by the Board of Directors from time to time.

- 7.2 The chair of a District Committee shall be appointed by and hold office at the pleasure of the District Governor for a maximum term ending with the term of office of the District Governor, but eligible for reappointment by a succeeding District Governor, save and except for Rotary International designated district chairs (such as the District Rotary Foundation Chair) who shall be appointed and hold office in accordance with the policies of Rotary International.
- 7.3 The District Governor, District Governor-Elect and District Governor-Nominee shall be ex officio members of all District committees. In the event that the District Governor is unable or unavailable, then the Vice-Governor shall be an ex officio member in the place of the District Governor.
- 7.4 Subject to the Bylaws, the District Strategic Plan, the District Policy and any direction of the Board of Directors, committees may meet and establish procedures for the fulfillment of their responsibilities as they see fit and may from time to time.

### **PART VIII- MEETINGS OF MEMBERS**

- 8.1 The Annual General Meeting of the District shall be held each year in conjunction with and at the District Conference. The District Governor shall present an annual report of District activities to the members at the Annual General Meeting.
- 8.2 A special meeting of Members may be held in conjunction with and at the District Training Assembly, at the discretion of the District Governor, by a majority vote of the Board of Directors, or by requisition in writing of 50% of the Members delivered to the District Governor.
- 8.3 Members shall be advised in writing of the time, date and place of any meeting of Members by mail, fax, electronic transmission or personal delivery at least twenty-one days prior to the meeting. In the case of a special meeting, the notice shall also specify the purpose for which the meeting is called.
- 8.4 A quorum at meetings of the Members shall be one-third of the Members, represented in person or by proxy.
- 8.5 Voting on any matter shall be conducted in accordance with the bylaws and policies of Rotary International or the District Policy, as applicable. Voting on a matter may also be conducted by and in accordance with the ballot-by-mail procedure prescribed by the bylaws and policies of Rotary International. Unless otherwise specified by the bylaws or policies of Rotary International, or the District Policy, each Member shall be entitled to one vote and the matter shall be decided by a majority of the votes cast
- 8.6 Save and except for voting at the District Conference or as may be otherwise required by the bylaws and policies of Rotary International, or by the District Policy, voting on a matter may be conducted by electronic transmission when so determined by and in accordance with procedures established by the Board of Directors for such vote.

- 8.7 No error or omission in giving notice of any meeting of Members shall invalidate any resolution passed or any proceedings taken at any such meeting where a quorum of Members was present.

#### **PART IX- DISTRICT POLICIES**

- 9.1 Policies, plans and procedures respecting the District may be adopted from time to time by resolution of the Members in accordance with the District Policy and provided the same are not inconsistent with these Bylaws, the Articles, and the constitution, bylaws and policies of Rotary International.

#### **PART X - FINANCIAL YEAR**

- 10.1 The fiscal year of the District shall correspond with the fiscal year of Rotary International and until changed by Rotary International shall end on June 30.

**PART XI-**  
**AMENDMENT**

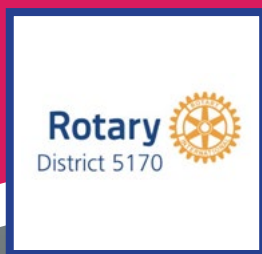
- 11.1 The Board of Directors shall have the power to alter, amend or repeal these Bylaws or adopt new Bylaws upon the unanimous affirmative vote of the Directors.
- 11.2 The Members shall have the power to alter, amend or repeal these Bylaws or adopt new Bylaws upon the affirmative vote of two-thirds of the Members.

DATED: May 2, 2020

2021 Edition

# 5 Easy-and-Free Ideas for Rotaract Professional Development

By Mitty Chang, District Vocational Service Chair 2020-2021  
for Rotary District 5170



## What more can we do?

**Professional Development** is at the core of both Rotaract and Rotary. During the pandemic, here are 5 ideas for professional development that are easy and free to implement.

The ideas were originally shared for Rotarians, and then adapted to fit the Rotaract model. Consider these as inspirations, and feel free to use these ideas in their entirety or just glean the parts you like to create your own initiatives.

### 1: Setup a Recognition Program for Local Business Owners

Consider creating a recognition program that recognizes local business owners for pledging to commit to practicing the Four-Way Test, and for committing a small portion of their time to have their employees do community service during the year. Consider awarding these local businesses who qualify for your own recognition program with a framed certificate, and with a placement in a list of locally recognized businesses that your club shares. Bonus: Create a sticker they can stick

on their place of business, or a digital sticker graphic they can place on their business website.

## **2: Create a “Rotarian-owned” & “Rotaractor-owned” Business List**

Both during and outside of pandemics, Rotarians and Rotaractors love supporting each other. As both Rotary and Rotaract members do well in their businesses, we often see incredible dividends that help with the health of their clubs. An easy idea to implement is to create a list of Rotarian-owned and Rotaractor-owned businesses, and to share that with your local Rotary Area Club Presidents, your local Rotaract Club Presidents, your own Rotaract club members, and to the Rotary District. Participation to be listed is recommended as an opt-in, and members in both Rotary and Rotaract may enjoy knowing the club is trying to help their livelihood. Once the list is shared, your membership committee may also decide that being listed may be considered a perk of membership.

## **3: Host a Small Business Owner Zoom Huddle**

Every savvy business owner knows that keeping in touch with local business owners helps foster success. During the pandemic, business owners may be experiencing hardships that other owners are experiencing, but may not know who to discuss these with. Considering hosting a virtual Zoom Meeting to invite local business owners to discuss relevant current issues they’re facing. Some topics to consider are Tips for Successful Online Sales, Tips for Receiving COVID19 Aid, etc. Ask one of your Rotary or Rotaract members who is a small business owner to host this session. Sometimes small business owners just need a forum to talk.

## **4: Set up an Interclub “Coffee with a Rotaractor” Program based on Affinity**

Rotaractors love meeting other, especially when they find common shared interests and hobbies to discuss. Consider fostering mentorship and friendships between your members, and members of other Rotaract Clubs by creating an opt-in Coffee with a Rotaractor program, where members share what their hobbies and interests are from a list of affinity choices you create. Then setup “Coffee Sessions” per affinity by pairing individuals with a Rotaractor from another club who shares that affinity. It will be up to each pair of Rotaractors to find a time to meet on Zoom to talk. There’s no commitment needed past the first coffee session. If they want to stay in touch, they should organically setup their own follow-ups. Imagine the possibilities – you don’t have to stop at local clubs, since anyone with internet can participate in Coffee with a Rotaractor!

## **5: Create a Professional Development Recognition Program**

We want our members to be better versions of themselves year-after-year. Consider creating a recognition program within your club that recognizes members who complete a certain number of hours per year for professional development. The recognition could be a printed certificate, or even a digital slide during a club meeting that recognizes them. With this program, members are encouraged to consider learning new skills or improving on existing skills through e-learning platforms such as LinkedIn Learning, Udemy, IDEOU, or through an accredited credential program. Consider providing additional recognition points for members willing to learn skills in areas that your club needs, such as website management or social media marketing.

**Follow-up:** These are just five ideas to get you started. There are an endless amount of old and new ideas that work. At the end of the day, it will be up to you to find the right idea that works with your club. If you think you have a good idea, try running an experiment with just a handful of people to see if it gains traction. If there is some success, consider bringing it to your club’s board for formal adoption. An experiment is a great, quick way to test ideas and gather facts.

Written by Mitty Chang  
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Mitty is a past Rotaractor and Charter President for both the Rotaract Club of Davis and the Rotaract Club of Greater Fremont. He is currently a Rotarian with the Rotary eClub of Silicon Valley, and co-founder of Big West Rotaract MDIO. For work, Mitty is CEO & President of Candevor, an award-winning digital agency based in the Silicon Valley.

## Young Professional Position on RI District 5370 Board of Directors

### Rotary Connects the World

Together, we work to make lasting change in our communities and around the world.

**Background:** Rotary International ("Rotary") is striving to invite young people to take action and be part of leadership roles throughout Rotary. New leaders are always emerging. They live in our communities throughout District 5370 and are eager to contribute. Young professionals will make great Rotary leaders, but to bring them into our District, we first have to understand them. This is essential for Rotary's future.

District 5370 is opening the door for young professionals to offer new ideas. To show them that Rotary is a place to learn how to solve important social issues. This is where they can share skills across generations and a place to find themselves.

Understanding younger generations means understanding how changes in society affect them. Technology has given them the opportunity to customize nearly everything in their lives. But, possessions don't sit at the top of their wish list.

Rather, many share a unifying trait: a desire for experience. When young people invest time and money into something, it is with organizations that do good in the world.

That is Rotary.

Younger generations are motivated to change their communities and hope to move quickly along their career paths. They want to build a solid network and learn from mentors, from people with clout and experience.

That is Rotary.

Few organizations span generations and professions and build personal connections the way that Rotary does. We blend tradition with innovation and use trust and respect to close the generation gap. Yet, only 5 percent of Rotary's members are under the age of 40.

There is a disconnect between how we see ourselves and how we are seen by others. To the outside world, Rotary is viewed as an exclusive "old boys' club" that lacks diversity. We are not old-fashioned. We need to talk about ourselves, as we are a modern membership organization that creates social change. We need to change that perception to attract young professionals and that starts with leading by example.

We must ask, "What do you want to see in your community? What are you most passionate about?"

By bringing a young professional to the District 5370 board of directors, we are opening the door and allowing young persons to offer new ideas. To show them that Rotary is a place to learn how to solve important social issues. Our District 5370 board is where they can share skills across generations. A place to find themselves.

Council of Legislation: Among the most important, the 2019 Council on Legislation in Chicago elevated the status of Rotaract clubs. The change broadens the definition of membership in Rotary International

to include Rotaract clubs. The change is intended to increase the support that Rotaract clubs receive from RI and to enhance their ability to serve.

“We need to be an inspiration to our young partners, so they will continue doing the great service that they do,” said RI President Barry Rassin when he presented the measure. “This sends a strong message that they are truly our partners in service.”

When a young person participates and is actively involved in decision-making processes on issues that affect them, they know they are valued. When a young person feels valued they have a “buy in” to the organization and in turn are not only more likely to be a sustaining member but furthermore, one of Rotary’s biggest advocates. Having more young professionals to advocate for Rotary may yield higher numbers of them joining the organization.

Young people wish to belong to something that they see tangible works. If one person shares their positive experience and in turn tells some of their friends who also wish to be a part of impactful philanthropic change then those individuals join and see the payoff, the cycle continues. Rotary is enriched and better decisions are made when young persons can participate in decisions that affect their lives and areas they are passionate about.

When young people’s opinions are sought and valued in decision-making bodies, it is not just an organization that benefits. A greater understanding and respect is developed, greater self-worth can be generated through learning new skills and belonging to a leading board where better decisions are made. These experiences then have the potential to impact positively on society as a whole, and work towards creating a strong and cohesive District.



**The Young Professional board of director:**

- is expected to actively engage in discussions and provide input for decision making
- attend and fully participate at board and committee meetings
- is appointed by the District Governor for a one year term starting July 1 of the Governor's term.
- is a non voting member of the board
- shall meet the duties and responsibilities of a board member as outlined in the RI District 5370 Board of Directors duties and Responsibilities as noted in attachment "A"
- will be welcomed and included by all board of directors discussions and activities.

## Attachment "A"

### RI District 5370 Board of Directors Duties and Responsibilities

#### Duties of a board member:

There are certain general duties and responsibilities that all board members should adhere to, no matter their particular position on the District 5370 Board of Directors.

- Understand and demonstrate a commitment to District 5370 mandate and programs
- Keep up to date with RI mandate and strategic plan, and community issues and trends that affect the District membership
- Be prepared for meetings by reading agendas, minutes, reports and other documentation required to actively participate in them
- Contribute skills and knowledge by participating actively in meetings and committee work
- Make inquiries when clarification or more information is needed
- Understand and monitor the organization's financial affairs
- Avoid any potential conflicts of interest
- Understand and maintain confidentiality
- Ensure the organization is complying with all legal and regulatory requirements

**Accountability:** The board of directors is collectively accountable to RI, District Clubs and membership, community, funders and other stakeholders. The board of directors are accountable for the organizations performance in relation to its mandate and strategic objectives, and for the effective stewardship of financial and human resources.

**Time Commitment:** Four - six hours a month (board meetings, preparing for board meetings, participating in committees and attending special events)

**Term of Office:** Terms of the board are outlined in Article 6 of the By-law of Rotary International District 5370.

**Responsibility:** Board members are responsible for acting in the best long-term interests of District 5370 and the Clubs of the District, and will bring to the task of informed decision-making a broad knowledge and an inclusive perspective.

Every member of the Board of Directors, including the Board's officers, is expected to do the following:

- Prepare for and participate in board meetings
- Listen to others' views, advocate their own, identify common interests and alternatives, and be open to compromise
- Support governance decisions once made
- Participate in the review of the Districts objectives and in the development of a strategic plan
- Help the board to monitor the performance of the District in relation to RI's mandate, objectives, core values and reputation
- Abide by the by-laws, conflict of interest and other policies that apply to the board
- Participate in the approval of the annual budget and monitor the financial performance of the District.

- Act honestly and put the best interests of the District ahead of their own interests.
- Avoid or acknowledge conflicts of interest, and abstain from voting when such a conflict exists. Board of directors also have limits on how they can share information and with whom they may share it.
- Maintaining confidentiality also means that board members must maintain the confidentiality of any personal or sensitive information they acquire during their service to the board.

**Rotary**



Zones 28 & 32  
Innovative Club Advocates