

ROTARY BASICS

a reference
guide for
members



“Whatever Rotary may mean to us,
to the world it will be known by
the results it achieves.”

— Paul Harris, 1914

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WHAT'S ROTARY?

Rotary is a global network of more than 1.4 million people of action in more than 46,000 clubs who share a passion for and commitment to enhancing communities and improving lives around the world. Rotary and Rotaract clubs exist in almost every country. Our members change lives locally and connect with other clubs to work on international projects that address today's most pressing challenges. They take action and make a difference, and it brings them personal rewards and lifelong friendships in the process.

DID YOU KNOW?

The name *Rotary* was selected by early members because meeting locations rotated among their offices.

HOW WE'RE STRUCTURED?

Rotary is made up of three parts: our clubs, Rotary International, and The Rotary Foundation. Rotary and Rotaract clubs belong to the global association Rotary International (RI). Rotary International supports its clubs worldwide by coordinating global programs and initiatives. The Rotary Foundation helps fund our humanitarian activities, from local service projects to global initiatives.

CLUBS

The club is the most important component of Rotary's organizational structure. More than 36,000 Rotary clubs and 10,000 Rotaract clubs in more than 200 countries and geographical areas unite people to create lasting change in their communities, around the world, and in themselves. Rotaract clubs are like Rotary clubs but are primarily intended for university students and young professionals. Clubs are autonomous, so the member experience varies from club to club. But they all operate somewhat similarly. For example, all clubs have officers and committees that help them run smoothly. Each Rotary or Rotaract club is considered a member of Rotary International. Strong, well-run clubs enhance our members' experiences and deliver valuable service to our communities.

DID YOU KNOW?

If you know someone who would enjoy getting involved but can't attend your club's meetings, you can refer them to another club through the **Member Center**.

MEMBERS

There are approximately 1.2 million Rotary club members, or Rotarians, and more than 200,000 Rotaract club members, or Rotaractors, around the world. As a member, you have far greater potential to do good in your community than you did before you joined. You'll have the opportunity to make a difference in the lives of others by contributing your expertise, skills, and talents as well as the privilege of working with other professionals and community leaders.

DID YOU KNOW?

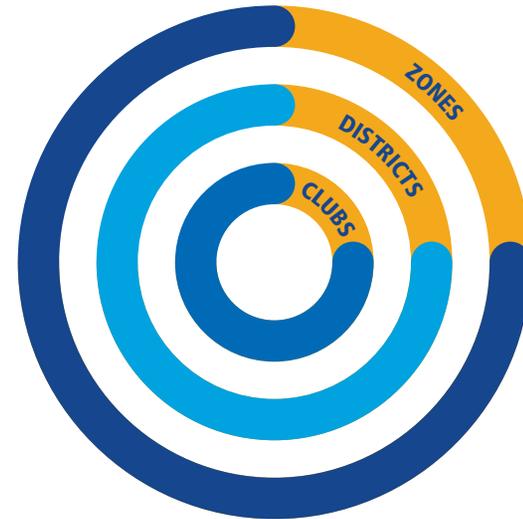
The first Rotary club met in Chicago, Illinois, USA, on 23 February 1905.

MEETINGS

Rotary and Rotaract clubs unite dedicated people to exchange ideas, build relationships, and take action. The frequency and format of club meetings vary. Clubs meet in person, online, or both. Rotary is both apolitical and nonreligious, and clubs are expected to create a welcoming and inclusive environment for all members and guests.

DISTRICTS AND ZONES

Clubs are grouped into approximately 520 districts. Districts are led by governors, who serve an important role in Rotary. Rotary clubs in their districts nominate them because of their leadership skills, Rotary experience, and dedication to service. District governors are trained extensively both in their regions and together through the International Assembly, an annual training event for incoming governors, who are known as district governors-elect in the year before their term as governor. District governors serve for one year, leading a team of assistant governors and district committees in supporting and strengthening clubs and motivating them to carry out service projects. They visit or check in virtually with each Rotary



There are more than 36,000 Rotary clubs and 10,000 Rotaract clubs grouped into approximately 520 districts. These districts are organized into 34 regional zones.

club in the district during the year, oversee the development of new clubs, and plan the district conference and other special events.

Districts are organized into 34 zones of approximately equal numbers of Rotarians for the purposes of nominating directors and electing the committee that nominates the president of Rotary International.

OUR LEADERS

Our leaders at Rotary exemplify all of the qualities that make our members extraordinary: integrity, expertise, and a commitment to service.

The executive staff, led by the general secretary, manages operations, including programs and member services, financial services, information technology, polio and philanthropy, communications,

strategy, and legal services, at our world headquarters in Evanston, USA, and offices in Norwest, Australia; São Paulo, Brazil; New Delhi, India; Seoul, Korea; Tokyo, Japan; and Zurich, Switzerland.

Rotary's president presides over the RI Board of Directors and is elected to a one-year term.

The Board of Directors establishes Rotary International's policies and provides guidance that helps our clubs thrive. Rotary clubs elect directors every year at Rotary's international convention, and each director serves for two years.

The Board of Trustees manages the business of The Rotary Foundation, the charitable arm of our organization. The RI president-elect nominates trustees, and the Board of Directors elects them to four-year terms.

DID YOU KNOW?

Rotary's constitutional documents govern our clubs. Find them on [My Rotary](#).

OUR HISTORY

We've been making history and bringing our world closer together for over 100 years. The first Rotary club was started in Chicago, Illinois, USA, in 1905 by an attorney named Paul Harris. Harris wanted to bring together a group of professionals with different backgrounds and skills as a way to exchange ideas and form meaningful acquaintances. In August 1910, the 16 Rotary clubs then in the United States formed the National Association of Rotary Clubs, now Rotary International. In 1912, Rotary expanded to a few more countries, and less than a decade later, Rotary clubs had been established in Africa, Asia, Central America, Europe, Oceania, and South America. Rotaract began as a Rotary youth program in 1968. In 2019, Rotaract clubs were elevated from a program to a distinct membership type. Today, there are more than 36,000 Rotary clubs and 10,000 Rotaract clubs, and they are in almost every country in the world. For more information about Rotary's history, go to rotary.org/history.



The first four Rotarians: Gustavus Loehr, Silvester Schiele, Hiram Shorey, and Paul P. Harris, circa 1905-12.

WHAT WE VALUE

Rotary was founded on principles that remain at the heart of the organization today. These principles reflect our core values — integrity, diversity, service, leadership, and fellowship, or friendship. Our core values emerge as themes in our guiding principles.

AVENUES OF SERVICE

We channel our commitment to service through five Avenues of Service, which are the foundation of club activity:

- Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
- Vocational Service calls on all members to work with integrity and contribute their expertise to the problems and needs of society.
- Community Service encourages every member to find ways to improve the quality of life of people in their communities and to serve the public interest.
- International Service exemplifies our global reach in promoting peace and understanding. We support this avenue by sponsoring or volunteering on international projects, using local member expertise to build long-term partnerships for sustainable projects, seeking service partners abroad, and more.
- Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as **Interact, Rotary Youth Leadership Awards, Rotary Youth Exchange, and New Generations Service Exchange.**

AREAS OF FOCUS

The causes we target to maximize our impact are called our areas of focus. Our most successful and sustainable projects and activities fall within these areas.

Through global grants and other resources, we help clubs focus their service efforts on:

- Peacebuilding and conflict prevention
- Disease prevention and treatment
- Water, sanitation, and hygiene
- Maternal and child health
- Basic education and literacy
- Community economic development
- Environment

Projects that focus on these causes are eligible for global grant funding from The Rotary Foundation.



Areas of focus icons

DID YOU KNOW?

Rotary's motto, Service Above Self, reflects our belief in unselfish volunteer service.

THE FOUR-WAY TEST

From the beginning, members have emphasized the importance of acting responsibly and ethically and using our professions as an opportunity to serve. Honoring our commitments, however bold they are, is an ideal characteristic of a Rotary member. In 1932, The Four-Way Test was developed by Herbert Taylor, a Rotary Club of Chicago member and 1954-55 RI president, to guide his attempt to save a faltering aluminum company. Rotary later adopted it, and it underscores Rotary's value of integrity. The Four-Way Test has long served as an ethical guide for members to live by in their personal and professional relationships.

OF THE THINGS WE THINK, SAY OR DO:

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
4. Will it be **BENEFICIAL** to all concerned?

OBJECT OF ROTARY

In Rotary's first decade, members set out guiding principles that evolved into what is now known as the Object of Rotary. They added the advancement of peace in 1921 and made the language more gender-neutral in 1989 and 1995.

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

FIRST: The development of acquaintance as an opportunity for service;

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

THIRD: The application of the ideal of service in each Rotarian's personal, business, and community life;

FOURTH: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Although your club may not emphasize all of these principles, understanding them puts your club experience into perspective and adds meaning to being a part of this organization.

DIVERSITY

As an international organization, Rotary values its diversity around the world and within each club. One of our top priorities is growing and diversifying our membership to make sure it reflects the communities we serve and is inclusive of all cultures, experiences, and identities. To help meet that goal, we adopted a diversity, equity, and inclusion (DEI) statement:

At Rotary, we understand that cultivating a diverse, equitable, and inclusive culture is essential to realizing our vision of a world where people unite and take action to create lasting change.

We value diversity and celebrate the contributions of people of all backgrounds, across age, ethnicity, race, color, disability, learning style, religion, faith, socioeconomic status, culture, marital status, languages spoken, sex, sexual orientation, and gender identity as well as differences in ideas, thoughts, values, and beliefs.

Recognizing that individuals from certain groups have historically experienced barriers to membership, participation, and leadership, we commit to advancing equity in all aspects of Rotary, including in our community partnerships, so that each person has the necessary access to resources, opportunities, networks, and support to thrive.

We believe that all people hold visible and invisible qualities that inherently make them unique, and we strive to create an inclusive culture where each person knows they are valued and belong.

In line with our value of integrity, we are committed to being honest and transparent about where we are in our DEI journey as an organization, and to continuing to learn and do better.

Clubs are encouraged to reflect the diversity of their communities by including members from a mix of professions, genders, ages, and ethnicities. Having members with different backgrounds and viewpoints gives your club a broader understanding of the community and its problems and better equips it to find solutions. Equally important is fostering a culture of inclusion in which these differences are respected, supported, and valued. Visit rotary.org/dei to learn more.



Clubs are most successful when they reflect the community they serve.

ROTARY INTERNATIONAL OFFICES



Rotary International
World Headquarters in
Evanston, Illinois, USA

Rotary International is administered by the Secretariat, which comprises more than 800 employees. Rotary's world headquarters is in Evanston, Illinois, USA, in a building called One Rotary Center. It has a 190-seat auditorium, Rotary's archives, and an executive suite with conference rooms for the RI Board of Directors and Rotary Foundation Trustees and the offices of the RI president and other senior officers. It also features a replica of Room 711, the site of the first Rotary club meeting.

Rotary's staff supports members, clubs, districts, and program participants and alumni and works to make Rotary International and The Rotary Foundation run smoothly and effectively. The staff at the international offices are a part of the Secretariat and support members in their regions.

Club and District Support (CDS) representatives provide regionalized expertise to the clubs and districts they work with and guidance on Rotary's policies, procedures, resources, and tools. They often attend club and district meetings to meet with and train local Rotary leaders. Find your club's CDS representative at rotary.org/cds. You can also contact Rotary's Support Center at +1-847-866-3000 or rotarysupportcenter@rotary.org to ask questions about Rotary and its programs.



The Arch Klumph
Society Gallery from
the 18th floor of
Rotary International
World Headquarters

DID YOU KNOW?

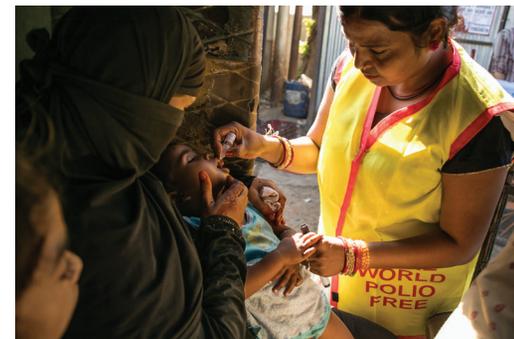
One Rotary Center hosts more than 2,000 members and guests each year. Free guided tours are offered in several languages Monday through Friday. Request a tour at rotary.org/tours.

THE ROTARY FOUNDATION

In 1917, Rotary President Arch Klumph announced his idea for an endowment fund dedicated to “doing good in the world.” With this short statement, Klumph inspired the establishment of The Rotary Foundation. Today, The Rotary Foundation helps clubs and districts work together to perform meaningful, sustainable service.

Our top-rated, award-winning Foundation has spent more than \$4 billion on life-changing, sustainable projects that help people in need around the world get clean water, medical care, literacy classes, and other essentials.

Our members’ and others’ contributions to the Foundation allow us to bring sustainable change to communities in need. Ask your club’s Rotary Foundation expert or visit rotary.org/donate to learn how you can support our Foundation. To learn more, download **The Rotary Foundation Reference Guide** or take the **Rotary Foundation Basics course** in Rotary’s **Learning Center**.



A Rotarian administers the polio vaccine.



Rotary International’s world headquarters and international offices:

- One Rotary Center, Evanston, Illinois, USA
- Europe and Africa office, Zurich, Switzerland
- South Asia office, New Delhi, India
- Brazil office, São Paulo
- Japan office, Tokyo
- Korea office, Seoul
- South Pacific and Philippines office, Norwest (Sydney), New South Wales, Australia
- Rotary International in Great Britain and Ireland (RIBI), Alcester, England, an office that is independent but affiliated with Rotary

ERADICATING POLIO WORLDWIDE

One benefit of membership is that you can take pride in being part of an organization that truly makes a difference in the world. Since 1985, Rotary members have served as community-based mobilizers for polio eradication, motivating international groups, governments, private organizations, communities, and individuals to join the global effort to rid the world of polio. Rotary works with partners in the Global Polio Eradication Initiative (GPEI), including the World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC), United Nations Children’s Fund (UNICEF), the Bill & Melinda Gates Foundation, Gavi, the Vaccine Alliance, and the governments of the world to achieve this historic public health goal.

As part of the effort, members contribute their time and money to the cause, raising funds, advocating for government support, helping immunize children, and raising awareness in their communities. By the time the world is certified polio-free, Rotary’s contributions to the global eradication effort will exceed \$2.7 billion, including matching funds from the Gates Foundation. Hundreds of thousands of volunteers have supported National Immunization Days. Since 1988, nearly 3 billion children have received oral polio vaccine, and we’ve achieved a 99.9% reduction in polio cases. It may be considered the greatest humanitarian service the world has ever seen, and every Rotary member can take pride in this achievement.

To learn how you can support Rotary’s efforts to eradicate polio, visit endpolio.org.

DID YOU KNOW?

Rotary International began its fight against polio in 1979 with a multiyear immunization project in the Philippines.

ROTARY PEACE CENTERS

Each year, up to 130 peace and development leaders are selected as Rotary Peace Fellows. They earn either a master’s degree or a professional development certificate in peace and conflict studies at one of the Rotary Peace Centers at leading universities around the world.

Through academic training, hands-on projects, and global networking opportunities, the Rotary Peace Centers program develops the capacity of peace and development professionals to be effective catalysts for peace.

Rotary districts may nominate as many candidates as they wish for the competitive selection process every year. Rotary Peace Fellows go on to serve as leaders in government, nongovernmental organizations, education, the military, law enforcement, humanitarian action, and international agencies such as the United Nations.

ROTARY GRANTS

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. **Global grants** fund large international projects that have long-term, sustainable outcomes and are aligned with Rotary’s areas of focus. **District grants** fund smaller-scale, short-term projects that address immediate needs locally or abroad. **Disaster response grants** support relief and recovery efforts in areas that have been affected by a natural disaster. To learn more, talk to your club or district Rotary Foundation chair or visit rotary.org/grants.

PROGRAMS OF SCALE

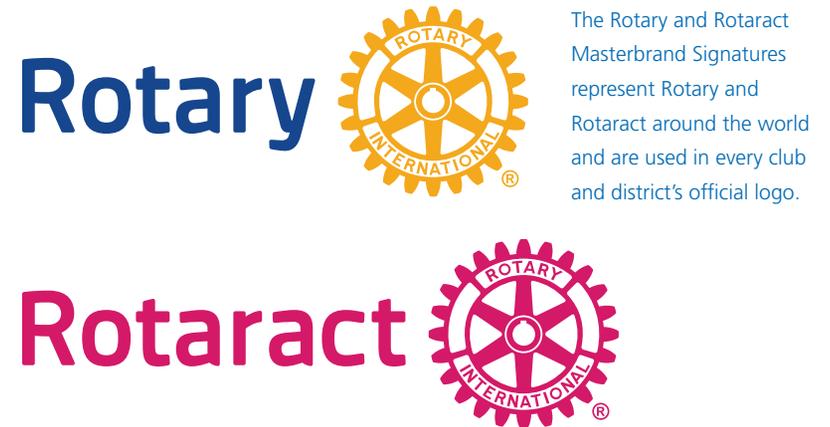
Programs of Scale grants build on the scope, impact, and sustainability of successful Rotary service projects in our areas of focus. They empower Rotary members to work with experienced partners to implement large-scale, high-impact programs that address a critical need for large numbers of people across a significant geographic area. The Rotary Foundation awards one \$2 million Programs of Scale grant each year to expand a member-led program over three to five years to create lasting change. Strong monitoring and evaluation systems measure impact, and the knowledge that is gained is shared with other clubs and districts to strengthen their local and international service. Visit rotary.org/programsofscale.



One of the women trained to be a public health worker in Zambia supported by the first Programs of Scale grant

ROTARY'S IMAGE

A positive public image of Rotary enhances our ability to do good in the world. As a member, you represent Rotary through your words and actions, and joining a Rotary or Rotaract club means committing to live by Rotary's values. Each of us also has the ability to improve the public's understanding of Rotary by telling the Rotary story and why we're proud to be a part of it. By telling our stories, we make sure Rotary is recognized for the important work we do. Rotary members can talk to their club leaders to learn how to propose new members to your club.



ROTARY.ORG AND MY ROTARY

Rotary.org is primarily for the public, program participants, and other nonmembers. It describes our programs and initiatives and also includes content of interest to members, like the latest Rotary news and online giving opportunities.

Rotary's official website for members, **My Rotary**, offers information about membership, scholarships, Rotary events, and stories of Rotary service and other activities all over the globe. When you register for a My Rotary account, you gain access to a variety of resources:

- **Brand Center** — Find messaging and visual guidelines along with customizable materials you can use to promote your club, projects, and programs.
- **Club Finder** — Whether you're traveling across town or around the globe, find a club to visit.
- **Grant Center** — Apply for and manage your club's grants.
- **Learning Center** — Take online courses about Rotary and professional development topics.
- **Rotary Club Central** — See your Rotary club's profile and goals.

With a My Rotary account, you can also register for international events and network with other professionals. To learn how to get one, download **How to Create a My Rotary Account**.

SOCIAL MEDIA

Rotary posts on social media tell the Rotary world about recent initiatives and stories and help us connect with one other. You can follow Rotary on:

- **Facebook**
- **Instagram**
- **LinkedIn**
- **Miappi**
- **SlideShare**
- **Snapchat**
- **Twitter**
- **Vimeo**
- **YouTube**



Rotarians demonstrate through their humanitarian service that they are people of action.

INTERNATIONAL EXPERIENCES

Another benefit of being a member is the opportunity to have international experiences and connections. Whether you host a Rotary Youth Exchange student, attend an international Rotary meeting, or partner with a club in another country on a project, Rotary offers many ways to connect with people from around the world.



Rotary is a network of members around the world who work together to exchange ideas and take action.

THE ROTARY INTERNATIONAL CONVENTION

The Rotary International Convention takes place each May or June and welcomes all members, their families, and program participants and alumni. It's held in a different city each year and is attended by 20,000 to 40,000 people. At the convention, we celebrate Rotary, network, and connect with members from around the world.

DID YOU KNOW?

The first Rotary Convention was held in Chicago, Illinois, USA, in August 1910.



Attendees at the Rotary International Convention in 2019

ROTARY FELLOWSHIPS AND ROTARY ACTION GROUPS

Members' skills, passions, and identities are as diverse as they are. Two types of international groups offer Rotarians, Rotaractors, and the entire family of Rotary ways to build community globally while pursuing interests they have in common with others worldwide. Rotary Fellowships center around professional or recreational interests and Rotary Action Groups focus on service in specific areas.

Rotary Fellowships represent an abundance of recreational pursuits, including cycling, fishing, skiing, golf, and beekeeping, and professional interests such as public health, graphic design, leadership development, law enforcement, and photography. They also help build community around shared identities, such as Latin Culture, LGBT+, and Argentine Culture. Their activities are as varied as their interests. Learn more at rotary.org/fellowships.

Rotary Action Groups help Rotary and Rotaract clubs and districts plan and implement large-scale humanitarian projects in their area of expertise. For example, the Water, Sanitation, and Hygiene Rotary Action Group functions as an expert consulting entity that advises clubs and districts on how to undertake water and sanitation

projects that have real impact. The Rotary Action Group for Family Health and AIDS Prevention mobilizes members to help tens of thousands of people in under-resourced communities get low-cost, comprehensive health services and screenings. Learn more at rotary.org/actiongroups.

THE CADRE OF TECHNICAL ADVISERS

The Rotary Foundation Cadre of Technical Advisers is a group of Rotarians who volunteer their professional skills and technical expertise in our **areas of focus** and financial management of grants. The Cadre's mission is to strengthen the impact of Rotary's grants by assisting members in planning projects and safeguarding Foundation funds. Learn more at rotary.org/cadre-technical-advisers.

ROTARY FRIENDSHIP EXCHANGE

Rotary Friendship Exchange gives participants opportunities to explore new cultures and discover diverse perspectives. Participating in an exchange is a wonderful way to make new friends, establish international service partnerships, and strengthen intercultural understanding. Nonmembers are welcome to participate in the program as well as members.

DID YOU KNOW?

You can experience new Rotary cultures by visiting other clubs. Use the Find a club tool in the Search button on My Rotary, download the Club Locator app, or look on clubs' websites to find their meeting details and contact information.

ROTARY COMMUNITY CORPS

A Rotary Community Corps (RCC) is a Rotary club-sponsored group of nonmembers who want to help their own community through service projects. Rotarians provide professional expertise, guidance, encouragement, organizational structure, and some material assistance to the RCC, whose members contribute their labor and knowledge of community needs. This community-based service program was initiated in 1986 to improve the quality of life in villages, neighborhoods, and other communities.



Rotary members and members of the community come together to serve.

PROGRAMS FOR YOUNG LEADERS

We believe in investing in our future by empowering young leaders, helping them learn leadership skills, and giving them opportunities to have cross-cultural experiences.

INTERACT

Interact clubs give young people 12-18 years old the chance to work together and have fun while learning about service and promoting international understanding. Each club is required to complete at least two major projects each year, one to serve the community and the other to promote international understanding. Interact clubs are sponsored by nearby Rotary clubs and may be co-sponsored by Rotaract clubs. Ask your club leaders how you can get involved if you'd like to work with an Interact club.

ROTARY YOUTH EXCHANGE

Rotary Youth Exchange promotes international understanding and lifelong friendships by letting young people explore another culture. Exchanges can be long-term or short-term. Short-term exchanges last from a few days to several months and often take place when school is not in session. Students typically stay with a local family in the host country, but they might also attend a youth camp or tour the country with other foreign students. During a long-term exchange, students spend a year in another country, attending school and living with host families. Exchanges vary widely among districts, so contact your district's Rotary Youth Exchange chair to learn what's available in your area.

ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

Each year, thousands of young people are selected to attend club-, district-, or multidistrict-sponsored leadership camps or seminars through Rotary Youth Leadership Awards (RYLA). In an informal atmosphere, participants spend several days in a challenging program of leadership training, facilitated discussions, inspirational addresses, and social activities designed to enhance their personal development, leadership skills, and good citizenship. Each RYLA program or event is customized to the participants' age range.



RYLA events instill values of service and leadership.

NEW GENERATIONS SERVICE EXCHANGE

University students and other young adults ages 18-30 can enjoy short-term exchanges. These offer participants a chance to develop their skills, learn a new language, and take action through humanitarian or vocational service. Some exchanges include vocational mentorship, unpaid internships, team volunteering, or study groups. Each experience is unique, and the participants and districts coordinate travel, activities, and accommodations.

Youth protection and risk management

The safety of young people is a top priority for any Rotary-related activity. All members and volunteers who work with youth should attend a youth protection training seminar. Find our Statement of Conduct for Working With Youth and more information on student safety and risk management in the **Rotary Youth Protection Guide** (PDF). Take the online course **Protecting Youth Program Participants** in the Learning Center.

TRAINING AND SKILL BUILDING

Your club may offer new members a formal orientation to acquaint them with Rotary and the club. Members can also take courses on topics that interest them in the **Learning Center** (rotary.org/learn) or join Rotary discussion groups to exchange ideas with other members. Your club may offer leadership training as well. Talk to your club mentor or club leaders and find out how you can get involved.

Your district runs the district vibrant club workshop and grant management seminar for all interested members. All districts also hold annual district conferences to celebrate the year's accomplishments. Club members and their families are invited to attend and enjoy the inspirational speeches and entertainment and the acquaintances they make. These training meetings and events are great ways to meet people who share an interest in service and the community.

Districts also hold role-based training events for Rotary club presidents, secretaries, treasurers, and committee chairs and for members who serve as assistant governors and district committee

DID YOU KNOW?

You can improve your communication and leadership skills by taking courses from Rotary's **Professional development catalog** in the **Learning Center**.

chairs. When you get involved as a speaker or trainer, you'll learn skills, like project management, public speaking, and event planning, that can also help you in your personal and professional life.



Use Learning Center courses in your club meeting or train yourself in a new skill to enhance your presentation skills.

WHAT'S NEXT?

The key to getting the most out of your Rotary or Rotaract membership is to get involved in ways that suit your interests. The time and energy you invest will yield rich rewards. You can shape your club by talking with club leaders about your ideas, and as a member, you, too, are eligible to be a club leader. Over time, active members find that the connections they make through Rotary and Rotaract become lifelong friendships.

To see how you can get involved, go to appendix A: Optimize Your Member Experience. You can also check out our publication **Connect for Good**, which gives an overview of opportunities to be an engaged member of our organization.

APPENDIX A: OPTIMIZE YOUR MEMBER EXPERIENCE

- Take a course in the **Learning Center**, such as the Toastmasters-developed communication and leadership courses.
- Attend as many club meetings and events as you can. Connect with different people each time.
- Volunteer your skills and take on a role such as committee member, greeter, or webmaster.
- Identify a need in your community and suggest a hands-on project that addresses it.
- Develop and practice your leadership skills by taking courses in the **professional development catalog** in Rotary's **Learning Center**.
- Tell friends and colleagues how your club is giving back to your community, and emphasize the unique opportunity Rotary provides for networking with leaders in many professions.
- Get involved in your club's service projects.
- Discover Rotary voices from around the world at **blog.rotary.org**.

- Stay up-to-date by subscribing to newsletters from Rotary International at **rotary.org/newsletters**, reading your club and district newsletters, and visiting your club and district websites and **My Rotary**.
- Help your club or district **raise funds** to eradicate polio.
- Set a personal contribution goal in support of your club's **Annual Fund** giving goal, or donate through The Rotary Foundation's recurring giving program, **Rotary Direct**.
- Propose a friend or colleague for membership in your club, or refer a prospective member to a different club.
- Ask your club leaders how you can get involved in Rotary Youth Exchange, Interact, or RYLA.
- Talk to club leaders about where your expertise is most needed.
- Attend your club's next assembly and help plan club activities.
- Volunteer to help with your club's signature project — one your club is known for in the community.
- Check out the **Member Center** and other resources on My Rotary.
- Join a Rotary Fellowship and meet members from other countries who share your interests.
- Participate in your district conference and the **Rotary International Convention**.
- Check out another Rotary or Rotaract club's meeting. If you don't already know of a club you'd like to visit, use **Club Finder** to find one. Then get its leaders' contact information from the club's website and contact them to make arrangements.

APPENDIX B: ROTARY GLOSSARY

- active member** An active Rotary member is one who pays RI dues and enjoys all the obligations, responsibilities, and privileges of membership as provided in the RI Constitution and Bylaws or the Rotaract Constitution and Bylaws.
- areas of focus** The causes that Rotary focuses on are peacebuilding and conflict resolution; disease prevention and treatment; water, sanitation, and hygiene; maternal and child health; basic education and literacy; community economic development; and environment.
- Cadre** The Rotary Foundation Cadre of Technical Advisers is a group of Rotarians who volunteer to use their professional skills and technical expertise in Rotary's areas of focus and financial management of grants.
- Club and District Support (CDS)** Rotary staff members who are knowledgeable about specific regions and specialize in training, Rotary policies and procedures, and Rotary resources and tools

Code of Policies A document that details Rotary's policies and procedures and is updated after each RI Board meeting at which decisions are made

constitutional documents The governing documents of RI are the RI Constitution, the RI Bylaws, and the Standard Rotary Club Constitution. These documents can be amended only by the Council on Legislation. The Standard Rotaract Club Constitution can be amended only by the RI Board of Directors.

Council on Legislation (COL) A meeting where representatives from each Rotary district vote on policy that affects clubs worldwide. It takes place every three years.

Council on Resolutions (COR) A meeting held online every year to vote on proposed resolutions, which express opinions and make recommendations to the RI Board

district conference An annual celebration of district accomplishments and a meeting where district decisions are made. It is open to all members in the district.

District Designated Fund (DDF) Money that districts can use to fund service projects. It is made up of 50% of the district's contributions to Annual Fund-SHARE from three years ago, plus 50% of any spendable earnings available from its contributions to Endowment Fund-SHARE from three years ago.

district governor (DG)	An officer of RI who works with a district team to run and lead the district, motivating and training clubs and connecting them with resources	family of Rotary	Along with members, the family of Rotary includes all nonmembers who are affected by Rotary's efforts, including alumni of Rotary programs and those who benefit from Rotary projects.
district governor-elect (DGE)	The person chosen to serve as district governor for the coming year	general secretary	The head of the Secretariat, the general secretary manages staff at Rotary International World Headquarters and Rotary's international offices.
district governor-nominee (DGN)	The person who will serve as governor in two years	governors-elect training seminar (GETS)	An annual training event where incoming district governors are trained by their regional leaders
district membership committee	The committee that identifies and promotes strategies for strengthening membership to clubs in the district, manages district membership leads, and nurtures new clubs	honorary member	Also referred to as honorary Rotarians or Rotaractors, these members have the right to visit any club, but they cannot vote or serve as club officers. Clubs can elect honorary members who have distinguished themselves in humanitarian efforts or have otherwise exemplified Rotary's values.
district Rotary Foundation chair (DRFC)	The chair of the committee that teaches clubs about the Foundation and inspires them to support its programs and activities	Interact	Clubs for young people ages 12-18 who want to connect with others in their community or school. Members have fun while carrying out service projects and learning about the world. Interact clubs are sponsored by Rotary and Rotaract clubs.
district training assembly	A training event where incoming club leaders are prepared for their roles		
End Polio Now coordinator (EPNC)	A regional leader who serves as a resource for local polio eradication efforts		
endowment/major gifts adviser (E/MGA)	A regional leader who serves as a source of expertise on major gifts and Endowment Fund matters		

International Assembly	An annual international training event where incoming district governors, known as governors-elect, from all Rotary districts are trained together	presidents-elect training seminar (PETS)	A district-level seminar that trains incoming club presidents on their role and responsibilities
Manual of Procedure	A concise version of Rotary's policies and procedures, updated every three years after the Council on Legislation	quorum	The minimum number of participants who must be present when a vote is taken. Rotary's recommended bylaws leave it to clubs to define a quorum for voting purposes.
Official Directory	An online listing of information about Rotary's Board, Trustees, and committees, as well as a listing of zones and Rotary Fellowships. It includes contact information for the more than 36,000 Rotary clubs.	regional leaders	Regional Rotary Foundation coordinators, Rotary coordinators, Rotary public image coordinators, endowment/major gifts advisers, and End Polio Now coordinators
Paul Harris Fellow	A person who has contributed \$1,000 to The Rotary Foundation's Annual Fund, PolioPlus, or approved Foundation grants. The Foundation recognizes fellows with a lapel pin and certificate.	regional Rotary Foundation coordinator (RRFC)	A regional leader who supports and promotes the Foundation's grants and its fundraising for programs, such as PolioPlus and the Rotary Peace Centers
Paul Harris Society	Members of the Paul Harris Society commit to give at least \$1,000 each year to the Annual Fund, PolioPlus, or approved Foundation grants.	RI director	A Rotarian who serves on the RI Board for a two-year term. Each director is nominated by a Rotary club in his or her zone but is elected at the convention.
PolioPlus	The program launched by Rotary International in 1985 to achieve global polio eradication through the mass vaccination of children	RI president	A Rotarian who serves as the leader of the organization for one year
		RI president-elect	A Rotarian who will serve as the leader of Rotary International for the coming year

Rotaract clubs Clubs for university students and young professionals age 18 and over who take action through community and international service, learn leadership skills, participate in professional development, and make friends around the world. Members are called Rotaractors. These clubs may be sponsored by a Rotary club or another Rotaract club or may be founded by their own members.

Rotaractor An active member of a Rotaract club

Rotarian An active member of a Rotary club

Rotary Action Group An autonomous group of Rotarians, Rotaractors, family members, program participants, and alumni who are experts in a particular field, such as microcredit or water and sanitation, and advise clubs and districts on service projects

Rotary alumni People who have participated in the following programs, among others: Interact, Rotary Youth Exchange, New Generations Service Exchange, Rotary Youth Leadership Awards (RYLA), Rotary Peace Fellowships, Rotary Scholarships (funded by global grants or district grants), vocational training teams. Former Rotaractors are also considered alumni.

Rotary Citation An award earned by clubs that accomplish a number of goals that align with Rotary's Action Plan. The Rotary Citation may be awarded to Rotary, Rotaract, and Interact clubs.

Rotary Community Corps (RCC) A group of nonmembers who share our commitment to service, plan and carry out projects in their communities, and support local Rotary club projects

Rotary coordinator (RC) A regional leader appointed by the RI president who offers support and practical strategies for boosting club membership and keeping members engaged

Rotary Fellowships International groups that share a vocational or recreational interest. An example is the International Skiing Fellowship of Rotarians.

Rotary Friendship Exchange An international exchange opportunity for Rotary members, spouses, and nonmembers, funded by participants

Rotary International (RI) The organization as a whole, not including The Rotary Foundation

Rotary International Convention The annual gathering held in a different city each year. Members, their families, and program participants and alumni attend to celebrate Rotary's accomplishments, get updates and exchange inspiring stories, and learn more about Rotary.

Rotary International in Great Britain and Ireland (RIBI)	An independent unit of Rotary International, subject to certain approvals by the RI Constitution
Rotary member	A Rotaractor or Rotarian
Rotary public image coordinator (RPIC)	A regional leader appointed by the RI president because of their expertise in public relations, journalism, and communications, to advise clubs on public image
Rotary senior leaders	Current, incoming, and past RI presidents, RI directors, and Rotary Foundation trustees
Rotary year	1 July-30 June
Rotary Youth Leadership Awards (RYLA)	A leadership development program for students or young adults that is organized by a club, a district, or multiple districts
Secretariat	The staff of Rotary International and The Rotary Foundation, which works at Rotary International World Headquarters and Rotary's international offices and is led by the general secretary
SHARE	The system that transforms contributions to The Rotary Foundation into grants and programs

The Rotary Foundation (TRF)	The charitable arm of Rotary, created for humanitarian and educational purposes, which leads our efforts to end polio and promote peace. It also funds service projects and scholarships through its grants and takes on other global initiatives. Members and friends of Rotary support the Foundation's work through voluntary contributions.
trustee	A member of the Board of Trustees of The Rotary Foundation, appointed by the RI president-elect
vocational training team	A team of professionals who travel abroad to build their own capacity or the capacity of the community they visit
zone	A grouping of districts, established by the RI Bylaws and defined by the RI Board, for the purposes of nominating directors and electing the committee that nominates the president of Rotary International



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