



ORIENTATION BOOKLET
FOR
A PROPOSED NEW MEMBER
TO
THE ROTARY CLUB OF KERNERSVILLE

30 July 2004

(Revised: Seventh Edition)

PREFACE

This *Orientation Booklet for a Proposed New Member to a Rotary Club* has been prepared for the proposed new member who may be coming into a Rotary club but has not yet been inducted. The proposed new member may have little or no knowledge of Rotary other than what has been told to her or him by the Rotarian who invited the candidate to consider becoming a member, or told to the proposed new member by a committee person of the club's Rotary Information Committee who may have visited with the nominee prior to her or his orientation.

Enclosed, as an addendum, is the two-page (front and back) form entitled "How to Propose a New Member." Please note that, approximately, only 20 percent of all current Rotarians have proposed 80 percent of the new members into Rotary. Please be a part of that 20 percent when you become a Rotarian.

To paraphrase Helen Keller: "What you do in Rotary may be only a drop, but without it the ocean will be incomplete."

To You and Yours in Rotary Service,

Richard Davis Howe, PP(4) and PDG(2)

Rotary Club of Boone
A.S.U., POB 32040
Boone, NC 28608
(O) 828 262-2124
(F) 828 262-2126
(E) howerd@appstate.edu

TABLE OF CONTENTS

Section	Page
<u>INTRODUCTION</u>	1
<u>KINDS OF MEMBERSHIPS</u>	3
<u>HISTORY AND GROWTH</u>	4
<u>INTERNATIONALIZATION</u>	5
<u>MOTTO</u>	5
<u>EMBLEM</u>	5
<u>PURPOSE AND OBJECT</u>	6
<u>ACTIVE AND HONORARY MEMBERSHIPS</u>	7
<u>CLASSIFICATIONS</u>	8
<u>CARDINAL PRINCIPLES</u>	8
<u>COMMUNITY SERVICE</u>	9
<u>POLITICS AND RELIGION</u>	9
<u>EDUCATION</u>	9
<u>EXPECTATIONS</u>	10
<u>YOUR CLUB</u>	12
<u>CALLING MEMBERS BY FIRST NAME</u>	12
<u>ATTENDANCE</u>	13
<u>YOUR DISTRICT</u>	16
<u>ROTARY INTERNATIONAL</u>	19
<u>THE ROTARIAN</u>	19
<u>THE ROTARY FOUNDATION</u>	19

ORIENTATION

INTRODUCTION

_____ (name of the new member to be oriented), you have been invited to join the Rotary Club of Kernersville. You have made your application, and you have been accepted for membership or soon will be.

We of the Rotary Club of Kernersville are happy to present you with a copy of this *Orientation Booklet* so that you may read it at your leisure, thoroughly understand its contents, and refer to it again and again.

You were invited to become a member of this club because you were found to be eligible:

- (1) To be eligible for membership in a Rotary club, a person must be engaged as a proprietor, partner, corporate officer, or manager of a worthy and recognized business or profession; or
- (2) The person must hold an important position in an executive capacity with discretionary authority in a worthy and recognized business or profession; and
- (3) The person must be actively engaged in the business or profession in which she or he has been classified in the club, within the territorial limits of the club; or
- (4) A person who has retired from active business or professional life but who is otherwise qualified for Rotary club membership under Article V, Section 2 (a) (iii) of the Constitution of Rotary International.

You were found to be a worthy representative of your particular vocation by virtue of your reputation, your character, and your willingness to serve. We hope you will become another ambassador who will carry to others in your business or profession the ideals and principles of service for which Rotary stands. In other words, we believe you possess those qualities of head and heart that make a good Rotarian.

The basic procedure by which an individual is proposed for and elected to membership in a Rotary club is:

- (1) The prospective member's application is submitted to the club's Secretary on the proposed member form provided to you.
- (2) The club's Secretary ensures that the person is fully qualified and approves or disapproves of the proposal within a few days. The Rotary Member Sponsor of the proposed new member is notified through the Club Secretary.
- (3) The entire membership of The Rotary Club of Kernersville is informed of the application for membership, then asked to give any objection to this person joining the organization.
- (4) If no objections to the proposal are received within seven days following the publication of the name, that person, upon payment of an admission fee, is a new Rotarian.
- (5) The Club Secretary sends a completed new member report form to Rotary International as recommended by Rotary Club Bylaws or submits the new member's name via www.rotary.org.

<http://www.rotary.org>.

KINDS OF MEMBERSHIPS

Prior to 1 July 2001, there were five types of membership: active, additional active, senior active, past service and honorary. Each had its own set of qualifications.

Enactment 01-148, which was adopted by the 2001 Council on Legislation, reduced the types of membership in a Rotary club to two: active and honorary. As of 1 July 2001, additional active, senior active and past service members became “active members.” This enactment also amended provisions in the RI Constitution about how many Rotarians may have the same classification in one Rotary club. A club may now have five active members from a given classification no matter the size of the club. If a club has more than 50 members, however, it may elect a person to active membership in a classification so long as it will not result in a classification with more than 10 percent of the club’s active membership. Irrespective of these changes, each club shall have a well-balanced membership in which no one business or profession dominates and no one who is a member of a Rotary club as of 1 July 2001 shall lose membership by reason of the provisions of this enactment.

In addition, the club’s membership efforts should benefit greatly from an important change in policy effected by the 1995 Council on Legislation. Retired persons in your community are now eligible for membership in your club, even if they have never previously been Rotarians, provided that they would have been eligible for membership prior to retirement. Members who are retired shall not be included in the total when counting the active members in any single classification.

HISTORY AND GROWTH

As a new member in Rotary, you should know something about the history and growth of Rotary.

It was on Thursday evening, February 23, 1905, that Paul Harris, a young lawyer in Chicago, Illinois, asked three friends to meet with him. At a later meeting, he presented an idea: "Would it not be a good idea for the four of us, as a group, to enlarge our circle of business and professional acquaintances?"

Out of the discussions that followed among those four men came the idea of a club whose membership would be limited to one representative from each business and profession. It was agreed that each new member should be a proprietor, a partner, or a corporate officer.

At first, meetings were held, in turn, at the places of business of the members. The Club Secretary kept track of the business done between members. Later, this was dropped. Since the meetings were held in rotation, first at one member's place of business and then another, the name Rotary was suggested.

Thus it was that a lawyer, a mining engineer, a merchant tailor, and a coal dealer formed the first group ever gathered together in the fellowship of Rotary. A printer was added later and then a realtor.

It is important for you to know that these men met in fellowship. They were congenial and friendly and each represented a different vocation. They had been selected without regard to religious, racial, or political differences. It is, therefore, seriously important to understand that Rotary is a non-sectarian club/organization which is non-political.

More than three years elapsed between the establishment of the first Rotary club and the formation of a second club. Yet, by August 1910, when the first Rotary convention was held in Chicago, there were 16 clubs in existence, 14 of which were represented at the convention.

INTERNATIONALIZATION

The Rotary club idea quickly spread. By 1910, the National Association of Rotary Clubs was formed. By 1912, a club had been organized in Winnipeg, Canada and a cabled application for affiliation from the Rotary Club of London was received. To meet this extension of Rotary into other nations, the National Association of Rotary Clubs gave way, and the International Association of Rotary Clubs came into existence. In 1922, this name was shortened to Rotary International— as we have it today.

MOTTO

The principal motto of Rotary is "Service Above Self" so as to be a more useful member of society.

EMBLEM

The emblem of Rotary is a wheel with hub, spokes, cogs and a keyway—the hub representing the club, the spokes representing the influences that radiate from the club, the cogs representing the individual members, and the keyway to make everything work. The wheel has been an important element in industry and commerce and a vital factor in all human progress. Eliminate the wheel and civilization would slip backward for thousands of years. All transportation systems would be put out of commission, every machine would be idle, and every manufacturing plant would be shut down.

As the wheel is indispensable to industry, so are the principles and precepts of Rotary inseparable from the interests and wellbeing of those engaged in commercial and professional life. The wheel is a faithful servant of humanity. As every cog is necessary to proper performance of the wheel, so is the united effort and cooperation of every member essential to proper club operation. Thus is our emblem expressive of that fine spirit of cooperative service which is characteristic of the true Rotarian.

PURPOSE AND OBJECT

The Rotary club has for its purpose the formation of a club representing a cross-section of the worthy businesses and professions within the boundaries granted to the club by its charter.

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.

ACTIVE AND HONORARY MEMBERSHIPS

As stated above, there are two kinds of memberships: (1) Active and (2) Honorary.

- (1) The new member in Rotary is elected to “active” membership, which requires her or him to be an adult person of good character and good business or professional reputation. She or he must also be eligible for membership as described in the first part of this course. Any active member of this club may propose for, and the club may elect to, active membership any other person for any classification which is not yet “full.” Further, the active member may also elect to active membership a former active member of another Rotary club who is actively engaged at a place of business, or who resides within the territorial limits of the club and who is otherwise qualified for membership.
- (2) Honorary members shall have no vote and shall not be eligible to hold any office in the club. They are entitled to attend all meetings and enjoy all the other privileges of the club in which they hold membership. Furthermore, honorary members may now visit other Rotary clubs without being a guest of a Rotarian, but have no further rights as visitors. An honorary member is a person who has distinguished herself or himself by meritorious service in the furtherance of Rotary ideals and may be elected to honorary membership in more than one club. Honorary members shall be exempt from the payment of admission fees and dues. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of the club in which they hold such membership. No honorary member of a club is entitled to any rights or privileges in any other club.

CLASSIFICATIONS

Each active member shall be classified in accordance with the member's business or profession.

A unique feature of a Rotary club is that its active membership is limited to but five representatives from each classification of business or profession, excepting religion, news media and diplomatic services. There are several reasons for this. Every member must be a leader in her or his field. With only five members to represent a classification, the Rotary club - thus represents a cross-section of the community and is manifestly a better-balanced organization than if it were composed of many members from fewer vocations.

CARDINAL PRINCIPLES

There are four cardinal principles to membership in a Rotary club:

Acquaintanceship, Friendship, Fair Dealing, and Service to Others

To help effect these principles, please ask yourself:

THE FOUR-WAY TEST

...of the things we think, say or do

first... Is it the TRUTH?

second... Is it FAIR to all concerned?

third... Will it build GOODWILL and BETTER FRIENDSHIPS?

fourth... Will it be BENEFICIAL to all concerned?

[Copyright-1946,

ROTARY INTERNATIONAL]

COMMUNITY SERVICE

Rotary does not exist solely for fellowship. Rotary is far more than getting together once a week for a meal, some singing perhaps, or some kind of a program. Rotary operates on the principle that she or he who serves must act—not once a week, but day-by-day and hour-by-hour as opportunities to serve may arise.

The Rotary club's function is not to consider all the problems of a local community or the international community. However, it is within the realm of a Rotary club to address problems whenever and wherever it sees an opportunity to serve positively.

POLITICS AND RELIGION

Rotary is not concerned with a person's political or religious affiliations. At any meeting of Rotary, the world over, you may find in attendance Rotarians of various faiths—Moslems, Hindus, Buddhists, Jews, Christians, or of other faiths. Also, there should be NO politics and no political jokes in Rotary.

EDUCATION

Education is a theme worthy of Rotary. If any club, or several clubs in concert, can furnish a scholarship for some worthy student, it or they will have put the spirit of Rotary in motion.

Education that will make any Rotarian come forward with new and bold concepts of service will aid in shaping the future of Rotary. We must seek education that will enable us to help shape the future by daring to face the present, sharing the Object of Rotary, strengthening our heritage, and finding our personal paths to peace and understanding.

EXPECTATIONS

Just as every Rotarian expects to learn something from Rotary in service, fellowship, acquaintanceship, and promoting community welfare, just so does Rotary expect certain things from every Rotarian. Each member will:

- (1) Apply herself or himself and learn of Rotary—for knowledge is essential to growth
in our organization
- (2) Do what she or he is called on to do for the club
- (3) Do her or his part in helping carry out the club's financial program
- (4) Keep her or his private business and social conduct above reproach
- (5) Dignify her or his trade or profession—for every classification recognized by
Rotary is a worthy classification
- (6) Take Rotary ideals to her or his trade or profession
- (7) Place service above self, and freely join with other members in the effort to make a
worth while contribution in terms of service to the community, the state, and the
world
- (8) Understand that any attempt to commercialize Rotary will be looked upon with
disfavor

You, as a new member, know how you became a member, you know a little of the history and growth of Rotary, you know its purpose and the Object of Rotary, you know the eligibility requirements, you know the classifications requirements, you know the kinds of memberships and their limitations, and you have memorized “The Four-Way Test.”

You cannot be fully informed about Rotary in an hour, a day, a year, or several years.

It takes many years to learn about Rotary—years of service in your club, your district, and in Rotary International.

You know what Rotary expects from you as a member, and right here it is well that we reiterate some traditional sayings in Rotary:

Rotary is a luxury. It is a luxury of time given to others. Rotary needs your time more than it wants your money. You are supposed to be a successful business or professional person or were one before you retired; one who can give quality time to Rotary as well as financially carry out your obligations in Rotary. And one who can support the projects adopted by our club without depriving yourself or your family of any of the necessities of life, and forcing them to stint in their manner of living.

Rotary is more an investment in others than a cost to oneself.

The word “no” is not in the Rotary dictionary. When asked to be nominated or appointed to a Rotary job or position, your only answer is “YES.”

It is what you do for Rotary “between the weekly meetings” that counts the most in your “Service Above Self.”

If you feel you cannot personally support Rotary with your time and money, right now is your opportunity to refuse membership in this club. After the induction ceremony you will have been accepted as a promising Rotarian who is willing to give of your time and money to your club’s greater good both locally and internationally.

Learn to take part in discussions. Introduce yourself to members and guests at meetings. Put fellowship into practice. Attend all the meetings of your club and “make up” your absences as needed. Other than “making up” at another club, you can also make up in cyberspace at: www.Rotaryclubone.org. And remember, fun and frolic, as well as fellowship and friendship, has its place in Rotary.

We asked that you bring your partner to this orientation course and the induction ceremony for a definite purpose. She or he should know just what it is you are getting into.

YOUR CLUB

Your club was chartered on November 24, 1987.

The governing body of this club is its Board of Directors. Your copy of the Constitution and By-Laws of this club will tell you who constitutes the Board of Directors, how they are elected, their duties, duration of membership, dates of meetings at which officers and directors are nominated, method of nomination, and date of election of officers and directors and how elected.

Your copy of the Constitution and By-Laws of your club will also inform you as to the committees that constitute the various Avenues of Rotary, and the duties of these committees.

It is earnestly desired by Rotary International that all members of a club be placed on the Board of Directors at one time or another, so that each member may become familiar with the challenges and opportunities confronting the officers and directors.

If you are appointed as a chairperson or a member of a committee, accept it and do your utmost to serve well. If you are appointed as a chairperson of one of the Avenues of Rotary by virtue of your being a director, you are to be congratulated because you have reached the point where you can really place service above self. Pick the chairpersons of your committees with care and consideration; meet with them and plan the actions of each committee. Rotary International (RI) furnishes all the information necessary to enable you to become a good member or serve as chairperson of any committee. The Secretary of your club has the necessary information that will enable her or him to order for you all the supplemental literature needed by any Rotary club committee.

CALLING MEMBERS BY FIRST NAME

It is a practice in every Rotary club for members to call each other by her or his given name. Learn the first name or nickname of every member of your club.

ATTENDANCE

The pride of every true Rotarian is her or his attendance record. Attendance in Rotary is essential to membership. All members (except as provided in the Constitution) in good standing in the club on the day of the regular meeting must be counted PRESENT or ABSENT, and attendance must be evidenced by the member's being present for at least 60 percent of the time devoted to the regular meeting attended either at the member's club (36 minutes) or at any other Rotary club.

When you attend a meeting at your club, shake hands with and have a pleasant word for members, visiting Rotarians and guests of Rotarians. This is fellowship. If all members in a club made this a practice, that club would become known as a "friendly" club and one well worth visiting.

Prior to calling the meeting to order, there may be a shortage of help in recording the visiting Rotarians who are "making up." Do not hesitate to give a helping hand to the Secretary or Treasurer. Your help will be appreciated. Too many Rotarians think because it is not their job, they need not offer to help.

When attending a meeting at another club for a "make-up," be sure to write legibly or print your name, club, and classification on the "make-up" card. Know the name of your Club

Secretary and her or his address. Address that portion of the card to be sent to your Club Secretary. This will avoid errors and delay in receiving credit for the “make-up.” Members shall only be counted as being in attendance if a notice of the “make-up” is given to the Club Secretary by the member personally.

The official statement on attendance and termination for non-attendance as written in the Club Constitution (Article VIII Attendance) is:

Section 1 — *General Provisions*. Each member should attend this club’s regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

- (a) *14 Days Before or After the Meeting*. If, within fourteen (14) days before or after the regular time for that meeting, the member
 - (1) Attends at least 60 percent of the regular meeting of another club or of a provisional club; or
 - (2) Attends a regular meeting of a Rotaract or Interact club or Rotary Community Corps or of a provisional Rotaract or Interact club or Rotary Community Corps; or
 - (3) Attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the board of directors of RI, a Rotary district conference, a Rotary

district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or

(4) Is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place;

OR

(5) Attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or

(6) Attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

(b) *At the Time of the Meeting.* If, at the time of the meeting, the member is

(1) Traveling with reasonable directness to or from one of the meetings specified in sub-section (a) (3) of this section; or

(2) Serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or

(3) Serving as the special representative of the district governor in the formation of a new club; or

(4) On Rotary business in the employ of RI; or

(5) Directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or

(6) Engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 — *Excused Absences*. A member's absences shall be excused if

(a) The absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.

(b) The aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

[Manual Of Procedure (MOP), 2001, pages 252-253]

YOUR DISTRICT

For the purpose of more efficient and effective administration, the Board of Directors of RI is authorized to divide the territory covered by member clubs into districts. The International President, as directed by the RI Board of Directors, promulgates a list of districts together with their boundaries, provided that no change or addition shall be made over the objection of a majority of the clubs in the district or districts affected thereby.

One district governor is elected annually for each district. Each district governor shall be an Active Member in good standing of a member club in the district from which she or he is nominated, and shall be the representative of RI in the said district.

The clubs in each district pay a per capita levy into the district fund. In this district, the per capita levy is _____ per member, per year. The fiscal year of the district runs concurrently with the fiscal year of the clubs in the district—i.e., 1 July through 30 June.

It is the duty of the district governor to hold district assemblies, a district conference, and district institutes or seminars within specified periods. These are held for the purposes of conferring and receiving information as to club activities. Seminars are held for the presidents-elect and assemblies for all officers, including the presidents-elect, and for any interested member. The assemblies are most informative and instructive and you should attend them.

There is nothing that will ever take the place of actually meeting and conferring with other Rotarians. Meeting at assemblies, conferences, seminars, and conventions is where and when we learn more about Rotary.

All district governors are required to write monthly letters to the clubs in their districts. These letters tell of things to come and what is going on in Rotary. They remind you to be prepared to attend the various conferences, assemblies, institutes and other district-wide meetings.

It is the responsibility of the president of your club to share these monthly letters with you. It is our belief that the president should read the letters (or extracts from them) to the membership, prior to the planned program. Information as to what is going to happen in Rotary will often enable a member to make preparation so that she or he may attend a future district-wide meeting.

Along with the Governor's Letter, there is usually a list of the clubs in the district showing a comparison of membership and attendance among the clubs in percentages. Where there is a proper Rotary spirit and a worthy program, and very good planning and execution, both the membership and attendance percentages will be very high.

At least once a year, your district governor will request a date from your club on which to make her or his official visit. Your president will consult with the directors of the club and a date will be set. At some time prior to the date of the governor's official visit, your president will call a club assembly wherein all chairpersons report to the club on the plans and progress of their respective avenues of service and/or committees. Later, at the time of the governor's visit, these chairpersons will report to the governor of their plans and progress. It is important, and common courtesy, that every member be present for this assembly and all club assemblies.

Clubs should have several club assemblies each year (at least six, with four occurring during the first six months) to make sure the committees are working and, equally important, to make sure all members know what is going on and are made to feel a part of the club.

If you are a chairperson of a committee, it is absolutely necessary that you submit a report of what your committee has done up to the time of the club assembly, and what it is planning to do for the remainder of the year.

ROTARY INTERNATIONAL

The purposes of Rotary International (RI) are to encourage, promote, extend, and supervise Rotary throughout the world, and to coordinate and generally direct the activities of RI.

The administrative body of RI is a board of directors consisting of 19 members, including the president of RI and the president-elect of RI. The president of RI is the chairperson of the board of directors.

The members of each club in the world pay a per-capita assessment to RI, as provided by the By-Laws of RI. Any member club of RI may be disciplined or dropped by the RI Board of Directors for non-payment of the club's required assessment.

Any member club may be required to terminate its membership if it fails to function or does not reorganize and become a functioning club within a given period.

It is the function of RI to make arrangements for the annual international convention where all that you have ever heard about Rotary is confirmed. Rotary conventions are held in cities around the entire world and it is our intention that our club can support the president-elect and her or his spouse to attend the annual international convention wherever it is held.

It is at the headquarters of RI, located at One Rotary Center, 1560 Sherman Avenue, Evanston, Illinois 60201 [847 866-3000], where every conceivable tool is available to help every member and every officer of Rotary. These tools are in the forms of books, pamphlets,

brochures, videos, and leaflets dealing with every phase of Rotary. Many of them are free for the asking. The others cost only a small amount.

THE ROTARIAN

With the payment of your dues to the club, you automatically become a subscriber to *The Rotarian*. This is the official magazine of RI. The purpose of this magazine is to serve as a medium to assist the RI Board of Directors in furthering the purposes of RI and the attainment of the Object of Rotary.

THE ROTARY FOUNDATION

The Rotary Foundation (TRF) is organized as a separate corporation from RI. It is a not-for-profit corporation in the State of Illinois and is qualified for tax exemption under the laws of the USA. Contributions to TRF qualify for charitable tax deductions. Unlike RI, TRF has but a single avenue of service, International, and a single purpose: to support the efforts of RI to achieve world understanding and peace through international humanitarian, educational and cultural exchange programs.

The SHARE system is TRF's unique contribution allocation system which allows your district to determine how contributions are spent and enables us to participate in TRF's programs which are of most interest to us. Through SHARE, all district Annual Giving is totaled at the end of the contribution year and is divided into two funds, with 50 percent credited to the "District Designated Fund" (DDF) and 50 percent credited to the "World Fund" (WF) of TRF itself. This

rather new division begins with the 2006-07 program year and will affect contributions collected in 2003-04.

Our district is given an opportunity to allocate its DDF to fund the programs listed as SHARE options. The WF pays for the other programs for which every district may apply. Because of TRF's three-year funding cycle, contributions are used for programs three years after they are received. This three-year cycle gives your district time for program planning and participant selection, and allows TRF to invest contributions from all the districts to pay for administration, program operations, and fund development costs. The program options are grouped into four broad allocation categories: humanitarian, educational, program enhancement, and donation.

Subject to such restrictions as may be prescribed by the By-Laws or by resolution of a convention of RI, the Board of Directors of RI through the Trustees of TRF, under such terms as TRF deems advisable, are empowered to accept gifts of money or property from donors.

The Rotary Foundation receives most of its annual funds from Rotarians, and others, through a recognition program called Paul Harris Fellows (PHF). Upon request, an individual is designated a PHF when she or he contributes at least \$1,000 to TRF, or when that amount is contributed in her or his name. This program was begun in 1957 and, later, the Paul Harris Sustaining Member (PHSM) program was created [now called Rotary Foundation Sustaining Member (RFSM)] to allow individuals to achieve this recognition over a period of several years with an initial donation of \$100. It annually receives more than \$60 million, primarily, PHF and RFSM Donations.

Any donor who has made a provision in an estate plan for a gift to the Permanent Fund of TRF, or who makes an outright gift of \$1,000 or more to the Permanent Fund, is considered a BENEFACTOR. The corpus of the Permanent Fund is never spent, only the interest generated.

The RI Board and TRF Trustees have agreed that every club and every Rotarian should be a contributor to The Rotary Foundation. [MOP, 2001, page 165]

If you are interested in how the funds of TRF are administered, further information on it and almost everything about RI may be obtained by reading applicable parts of the most recent edition of the MOP, 2001—see your club secretary for a copy. Also, any interested Rotarian may access RI’s web site at <http://www.rotary.org>. The website provides dozens of documents for downloading and other timely information of both RI and TRF. Finally, the address of RI and TRF is:

One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201

The telephone number is (847) 866-3000; and, the FAX number is (847) 328-8554.

It is hoped we have succeeded in our effort to acquaint you with Rotary. You can readily see that our organization is not a mere knife-and-fork community club where one meets, eats, and returns to her or his business or profession without having been made conscious of her or his responsibility as a Rotarian.

We anticipate that you will not only be in Rotary but will have Rotary in you!

“SERVICE ABOVE SELF”