



# Rotaract Handbook



Rotary International

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# 1

## Introduction to Rotaract

### What is Rotaract?

Rotaract clubs are part of a global effort to bring peace and international understanding to the world. This effort starts at the community level but knows no limits in its outreach. Rotaractors have access to the many resources of Rotary International (RI) and The Rotary Foundation. Rotary International provides the administrative support that helps Rotaract clubs thrive.

### History

Rotaract has evolved quickly in its short but dynamic history. In the early 1960s, Rotary clubs around the world began to sponsor university youth groups as community service projects. The 1967-68 RI president, Luther H. Hodges, and the RI Board of Directors considered this club

activity to have international relevance, and Rotaract was approved in 1968 as an official program for Rotary clubs. The first club chartered was the Rotaract Club of North Charlotte, North Carolina, USA, on 13 March 1968.

Several decades later, the Rotaract program has grown into a strong, international network of 7,300 clubs in more than 150 countries and geographical areas. Rotaract's 145,000 members are young men and women (ages 18 to 30) who serve the needs of their communities, widen their personal and professional contacts, and increase their understanding of the world.

### Goals

Rotaract has the following goals:

- To develop professional and leadership skills
- To emphasize respect for the rights of others, based on recognition of the worth of each individual
- To recognize the dignity and value of all useful occupations as opportunities to serve
- To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities
- To develop knowledge and understanding of the needs, problems, and opportunities in the community and worldwide
- To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people



## How does Rotaract fit into the Rotary family?

Rotary International is a worldwide service organization for leading business and professional men and women, with more than 1.2 million members in over 31,000 Rotary clubs. Each Rotaract club is sponsored by a local Rotary club. This sponsorship is a result of Rotary's belief that young people, or New Generations, should take an active interest in community life and have the opportunity for professional development.

Organizing a Rotaract club is one of the most rewarding activities a Rotary club can undertake in its community. The Rotaract program gives Rotarians the opportunity to mentor dynamic young women and men interested in providing service to their own communities as well as the global community. In turn, a Rotaract club can bring new energy to a Rotary club, inspire fresh ideas for service, increase support for projects, and help develop future Rotary club members.

Rotaract clubs are self-governed and largely self-financed at the local level. Working in cooperation with their sponsoring Rotary clubs as partners in service, Rotaractors are an important part of Rotary's extended family.

*The Standard Rotaract Club Constitution defines the role of the Rotary club sponsor in Articles III, V, and XIII.*

## What does a Rotaract club do?

Rotaract clubs organize a variety of projects and activities, depending primarily on the interests of the club members. However, within the Rotaract program, all clubs undertake three types of activities in varying degrees: professional development, leadership development, and service



projects. Together, these three areas ensure a balanced club program and provide important experience and opportunities for the personal development of each Rotaractor.

### Professional Development

A club's professional development activities should expand the members' understanding of the work environment and business opportunities within their community. These activities should highlight the Rotaractor's role in the community's economic development and illustrate how skills developed through service activities can help in resolving problems in the workplace. Each Rotaract club should provide professional development opportunities to its members through activities such as:

- Professional and vocational forums
- Business technology updates
- Management and marketing seminars
- Conferences on business and professional ethics
- Presentations on finance and credit options for business start-up

Sponsoring Rotarians can enhance the professional development of Rotaractors by providing practical advice on entering the business world and tackling business, vocational, and professional challenges. Making the club's professional development projects into joint Rotaract-Rotary projects can also help Rotaractors get better acquainted with sponsoring Rotarians.

### Leadership Development

A club's leadership development activities aim not only to make members more effective leaders in their personal lives, but also to teach them how to develop and sustain strong clubs with relevant projects. Important topics to address in training club leaders include:

- Improving public speaking skills
- Developing techniques for marketing the Rotaract program to potential members
- Building consensus among members
- Delegating project responsibilities and ensuring necessary follow-up
- Identifying channels for project publicity and promotion
- Finding financial resources for strengthening club development
- Assessing project success

## **Service Projects**

Service Above Self is Rotary's foremost guiding principle. A Rotaract club's service projects are designed to improve the quality of life at home and abroad. These projects often address today's most critical issues, such as violence, drug abuse, AIDS, hunger, the environment, and illiteracy. Each Rotaract club is required to complete at least two major service projects annually, one to serve the community and the other to promote international understanding. Each should involve all or most of the members of the club.

*Article VII of the Standard Rotaract Club Constitution outlines Rotaract club activity and project guidelines.*

## **Why organize a Rotaract club?**

Today's young people will become tomorrow's parents, professionals, business leaders, and community leaders. With the help of programs like Rotaract, they can gain the tools and skills necessary to develop into responsible, productive members of society. Now is the time for Rotary clubs to focus on the future by challenging the New Generations to test their talents, develop new skills, and confront issues they will face in their lifetime. The Rotaract program can instill in its members life skills that can be shared with others for generations to come.

# 2

## Organizing a Rotaract Club

Rotary clubs should fully understand the Rotaract program before considering sponsorship of a new Rotaract club. This handbook is just one of many resources available to learn about Rotaract. Potential Rotaract club sponsors should talk with other Rotarians and Rotaractors who are already involved in Rotaract to get a firsthand impression of the program. Rotaract, like Rotary, is diverse, and each club has its own unique qualities. (See the Resource List for Organizing a Rotaract Club, page 37, for publications and materials that will help you organize and sponsor a new club.)

### Getting Started

Once you have a feel for the program and the types of young people who would be attracted to a Rotaract club, you are ready to plan your strategy for starting a new club. There are two types of Rotaract clubs to consider: community-based clubs and university-based clubs. In community-based clubs, all members of the community ages 18-30 are potential candidates

for membership. A Rotarian from the sponsoring Rotary club should be appointed to serve as the primary adviser for the newly forming Rotaract club once the organizers have decided that a community-based club is preferred.

University-based clubs also consist of members from ages 18 to 30, but they must be enrolled in university courses (Rotaract clubs established at colleges would be considered university-based). Those who wish to organize a university-based Rotaract club should work closely with the university administration, explaining the purpose and goals of both Rotary and Rotaract. It is important to stress that Rotary intends to comply with school regulations regarding student organizations.

If university administrators and the Rotaract club organizers determine that a university-based club would be mutually beneficial, then the Rotaract club organizers should find a member of the faculty to serve as an adviser to the club. The faculty adviser must be willing to work closely with the students in a nonclassroom setting and should be generally well liked by students. The faculty adviser should also work with an adviser from the sponsoring Rotary club and the Rotaract club organizers to develop a recruitment strategy to attract members to the new club.



## Establishing Joint Sponsorship

A Rotaract club can be organized and sponsored jointly by more than one Rotary club under the following conditions:

- The district governor gives approval in writing.
- The circumstances must be such that the organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the community or university.
- A joint Rotaract committee is created with representation from each of the sponsoring Rotary clubs.

## Identifying the Membership Base

When you have determined the type of Rotaract club to sponsor, it's time to develop a recruitment strategy. To identify eligible young professionals, you may wish to start with the sons, daughters, and other family members of Rotarians in the area. Rotarians may have young employees or interns who may benefit from joining a Rotaract club. Community centers, churches, health clubs, universities, and continuing education programs are just a few community sources for potential club members. Also keep in mind that Youth Exchange students, Interact alumni, former Ambassadorial Scholars, Group Study Exchange alumni, and RYLA participants may be excellent Rotaract candidates. Use your imagination to develop as wide a membership pool as possible.

Also try to recruit potential Rotaractors of different ages and, once the club has been established, maintain a balance among young and older members through ongoing recruitment. This will ensure continuity in the club.

*Refer to Article IV of the Standard Rotaract Club Constitution for more details regarding membership qualifications for Rotaract.*

## Holding an Informational Meeting

Once you have identified the membership base, your Rotary club is ready to convene an informational meeting for prospective members. Open-ended discussion at this meeting should give the Rotaract club organizers a good gauge of the interests of potential Rotaractors. Do they want to serve their community, polish their leadership skills, advance professionally, make friends and develop international contacts? Once you have a sense of what excites the prospective members, you can best explain how a Rotaract club can help meet their interests, whether it be through service activities, professional development seminars, partnership with Rotary, or club, regional, and international events. By letting potential Rotaractors know some of the many opportunities available through Rotaract, you can help them begin to chart their own course. You may wish to consider the following ideas for an informal meeting:

- Invite a Rotarian from the sponsoring Rotary club to provide welcoming remarks and a brief explanation of Rotary.
- Invite a Rotaractor (district Rotaract representative or Rotaract club officer) to explain Rotaract's purpose, goals, and activities, as well as member attendance and participation requirements.
- Gather information on those interested in becoming members. Consider using the Rotaract Membership Application (page 41).

## Holding Organizational Meetings

Once prospective Rotaractors have demonstrated interest, you can begin working with them to organize and plan activities. To maintain a high level of enthusiasm in your core membership pool, you may want to space organizational meetings no more than two weeks apart. Be sure to keep a record of the names, addresses, telephone numbers, and e-mail addresses of those who attend so that you can invite them to future meetings. Always encourage them to invite their friends as well to expand your charter membership base.

There are no requirements for the number of meetings to be held prior to a Rotaract club's official certification. Each club's development is unique. However, during the organizational phase, you will need to

- Identify potential club leaders and hold elections for president, vice president, secretary, treasurer, and members of the board of directors. Provide them with the information about the roles and responsibilities of club officers, (see chapter 3)
- Discuss and establish annual club dues
- Determine meeting place and time (clubs are required to meet at least twice a month)

## Chartering the Rotaract Club

When a prospective Rotaract club has achieved a strong base of members, it should be ready to proceed with applying for official RI certification. **A minimum of 15 charter members is recommended.** In accordance with the Rotaract Statement of Policy, the prospective club should first adopt the Standard Rotaract Club Constitution and all its amendments. It should also adopt bylaws consistent with the Standard Rotaract Club Constitution established by Rotary International. These bylaws are subject to the approval of the sponsoring Rotary club.

The Rotaract Club Organization List (p. 31) should then be filled out listing all charter members who have committed to attending a minimum of 60 percent of the club's service and social activities. The completed list must be signed by the sponsoring Rotary club president and the district governor and sent with US\$50 to RI World Headquarters or the international office serving your area. In some cases, payment may be made in local currency via an RI fiscal agent. Please consult your sponsoring Rotary club or the RI *Official Directory* for a list of authorized fiscal agents.

Upon certification of the Rotaract club, the sponsoring Rotary club will receive a certificate that can be presented to the newly formed Rotaract club. Follow-up materials are also sent, including the *Worldwide Rotaract Directory* and information about RI resources available to assist with club service projects.

## Rotaract Club Chartering Checklist

- Adopt Standard Rotaract Club Constitution
- Complete Rotaract Club Organization List
- Have organization list signed by sponsoring Rotary club president and district governor
- Send list to RI World Headquarters or local international office with US\$50 charter fee

## Inaugural Ceremony

The inaugural ceremony marks the official certification of the Rotaract club by Rotary International. The Rotary club sponsor(s) may wish to plan and host an inaugural ceremony welcoming new Rotaractors as partners in Rotary service. Each ceremony is unique and has no set format. You might wish to invite district leaders such as the district governor, district Rotaract chair, and district Rotaract representative to this celebration to help establish the presence of the new Rotaract club in the district.

## Installation Ceremony

Another special moment for your new Rotaract club will be the installation of club officers. An officer installation can be a ceremonious occasion or a gala at which the new club officers are officially recognized as the club's leadership for the year. After the inaugural year, the annual installation ceremony is held to thank the past officers for their year of dedicated work and to greet new officers for the year to come. The incoming president and officers of the sponsoring Rotary club should be invited to this event so they can get acquainted with the new Rotaract club officers. This can increase communication between Rotaract and Rotary clubs and strengthen joint projects and activities.



# 3

## Club Administration and Service

Once a new Rotaract club is chartered, the organizers take on the role of advisers as the club develops its governing structure, plans, and goals. For a Rotaract club to thrive, the development of strong leadership and a committed, interested membership is vital.

### Structure

Under the leadership of the Rotaract club president, club members plan professional development activities, leadership training, community and international service projects, fundraisers, and social events. It is the role of the club's board of directors to review and approve these plans.

A Rotaract club's board of directors consists of the following elected officers: president, immediate past president, vice president, secretary, treasurer, and additional officers deemed necessary by the president and the club. The board is the governing body for the club and meets at least once a month. Club members in good standing may attend board meetings as observers.

As a procedural matter, most of the club business should be transacted during board meetings rather than club meetings. The board must report to the membership on all actions taken and policies approved during its meetings. Every board report should be discussed by the membership at the earliest opportunity.

The incoming president should meet with the board of directors before taking office to develop a working relationship. The board and the incoming president should review new club activities and discuss successful past activities. The president's ability to work effectively with the Rotaract board of directors ultimately measures how well the president leads the club.

Much like the board of directors for a business, the Rotaract board of directors ensures that the club will not undertake activities that will risk its financial solvency. It ensures that administrative responsibility, member recruitment, and fundraising are balanced with program activities to keep the club active and strong.

### Roles and Responsibilities of Club Officers

#### President

As the club leader, the president helps members develop as leaders and works to ensure that the club's professional and leadership development activities and community and international service projects are successfully promoted and completed.



## **Responsibilities of President**

- Identifies members' skills and interests and puts them to work in club projects
- Maintains club operations, delegating responsibilities and establishing meeting schedules
- Develops a plan for the year as early as possible (Planning Guide for Effective Rotaract Clubs, page 42, provides guidelines for developing the year's plan)
- Presides over all meetings of the club and its board of directors (following parliamentary procedure may help to keep discussion relevant)
- Appoints all standing and special committees, with board approval, and follows up on committee progress with the help of the vice president

The president should maintain regular communication with

- Sponsoring Rotary club through joint activities and meetings
- District Rotaract representative through club participation in district activities and meetings
- Rotary International through participation in the Rotaract Preconvention Meeting and annual reporting

To help facilitate communication, the above groups should also receive the club's bulletin or newsletter featuring the outstanding Rotaract club projects or activities.

## **Vice President**

The club vice president can serve more effectively by understanding the year's goals, projects, and activities, and being well versed in community and Rotary resources. To that end, it is important that the club president and vice president work together as a team. This can be particularly helpful for clubs that choose to have the incoming president serve as vice president before taking office.

The vice president presides at all meetings when the president is absent and serves on the board of directors and as an ex-officio member of all committees. The vice president also acts as the "officer at large," responsible for all assignments that are designated by the president.

A well-organized and responsible vice president is often the key to a successful Rotaract year. The vice president can reduce the administrative load, allowing time for the president to develop new and exciting club projects and activities.

## **Secretary**

The Rotaract club secretary has many responsibilities that require a person who is detail oriented and organized. Because the secretary promotes the club through correspondence to the Rotary club sponsor(s), outside agencies, prospective members, Rotary International, and other Rotaract clubs, this individual must have good communication skills.

The secretary handles the club's communication with the public, maintains all club records, and takes the minutes for all board and club meetings. Once club members reach the Rotaract age limit of 30, the secretary sends the Notice of Rotaract Alumnus (Potential Rotarian) form (page 45) to the secretary of the sponsoring Rotary club.

## **Treasurer**

As the collector and disbursing officer of club funds, the treasurer is responsible for the club's solvency and financial stability. In preparing for this assignment, the treasurer should meet with the previous treasurer and consult the sponsoring Rotary club treasurer and a certified accountant.

### **Responsibilities of Treasurer**

- Chairs the finance committee
- Works with the board of directors to develop the budget
- Collects dues and all funds raised by the club
- Pays all club bills and reimbursements for club expenses
- Reports the club's financial status at each meeting
- Has the books audited at the end of the fiscal year

## **Training for Club Officers**

All incoming Rotaract club officers should receive Rotaract club officer leadership training at the district level, which includes a one- or two-day leadership training seminar conducted by the Rotaract district committee in coordination with the RI district. To ensure continuity of leadership, immediate past officers should be involved in training whenever possible.

The sponsoring Rotary clubs cover the cost of attendance for their Rotaract club officers at district-level leadership training meetings. Or, when circumstances dictate, these meetings are paid for through mutually agreed upon financial

arrangements involving the sponsoring Rotary clubs, the Rotary district, and the Rotaract participants.

*Articles V, VI, VIII, and IX of the Standard Rotaract Club Constitution provide a more detailed overview of the Rotaract club structure.*

## Rotaract Club Committees

Club committees are vital in effectively carrying out the activities of the Rotaract club. The club president appoints five standing committees, with the approval of the board of directors, as prescribed by the Standard Rotaract Club Constitution: club service, community service, international service, professional development, and finance committees. Additional committees may be appointed as needed.

Committees should meet at least once a month to discuss plans and activities and share them with the president. All committee activities and expenses are subject to board approval.

### Club Service Committee

- Develops strategies for membership development and retention
- Takes meeting minutes
- Writes and distributes the club bulletin
- Plans fellowship activities for the membership

### Community Service Committee

- Reviews suggestions and develops plans for the club's annual community service project(s)
- Takes a leadership role in organizing and facilitating the project(s)

### International Service Committee

- Reviews suggestions and develops plans for the club's annual international service project(s)
- Takes a leadership role in organizing and facilitating the project(s)
- Develops other activities that promote international understanding among club members and in the community

### Professional Development Committee

- Reviews suggestions and develops plans to provide opportunities for professional development for the club's membership
- Takes a leadership role in facilitating programs and projects related to this area

### Finance Committee (chaired by treasurer)

- Collects any district and club dues
- Plans for club fundraising to support club administration and service activities

## Meeting Agendas

Programming for meetings may draw on experts from the community or university, outstanding business leaders, or international guests, or may feature field trips to historical sites, businesses, and factories. Some meetings may be designated for updates on Rotary programs or Rotaract club projects. To keep meetings interesting and lively, you may want to vary the agenda format (e.g., speakers, panel discussions, debates, videos, slides, entertainment, trips).

Although the president should review all programming content, he or she will probably want to appoint a meeting chair to organize the year's programming or ask different members to organize one meeting agenda each year. Involving numerous Rotaractors in the planning throughout the year will likely produce fresh and original programming. Remember, the sponsoring Rotary club can be an excellent source for interesting ideas.

## Service Project Ideas

The projects that Rotaract club members undertake are limited only by their imagination and that of the sponsoring Rotary club. Rotaractors are encouraged to reach out to their local and international communities by fulfilling at least one community service project and one international service project per year. RI provides Rotaractors with the project development tools they will need to tackle these social issues (see chapter 6). Following are some project activities that Rotaract clubs may choose to pursue. For other project ideas, visit the online Community Projects Database at [www.rotary.org](http://www.rotary.org).

### Community Facilities

- Build or renovate an existing water park
- Find a building to use as a community youth center or plan a multiuse community center
- Build or locate a building to be used as an educational center for children, enabling mothers to pursue paid employment and boost family income
- Plan community-improvement projects such as cleanups, tree plantings, and community fairs or celebrations

## **Youth**

- Start activities such as art classes, sports leagues, tutoring sessions, and job training
- Set up a mentoring program to offer guidance to school-age children
- Help children gain access to information and services they need, such as nonformal education, skills training, medical treatment, meals, and safe places to play
- Participate in programs that assist victims of child abuse

## **People with Disabilities**

- Support a program to train people for job interviews and assist them in finding meaningful employment
- Ensure that buildings and parks are accessible to people with disabilities
- Coordinate an outing or a short trip for people with disabilities
- Distribute donated medical equipment and supplies such as wheelchairs, eyeglasses, and crutches to assist people in low-income communities

## **Spread the Word**

Projects are more likely to receive support if the public knows of the Rotary movement and its achievements. By sharing your club's accomplishments, you contribute to an accurate, positive image of Rotary in your community. Of equal importance is creating awareness of your Rotaract club in the community as a means of attracting potential new members. Public relations should be directed to several audiences including local government officials, the business community and other civic leaders and organizations, and people directly affected by Rotaract service projects.

Public relations campaigns don't happen by chance; they require time, effort, and planning. Whether you are writing a press release in order to recruit new members or seeking community support for a service project, the RI Web site at [www.rotary.org](http://www.rotary.org) is an excellent resource for Rotaractors (see the Effective Public Relations for Clubs and Districts section and the Rotaract public relations materials in the download center).

## **Health Care and Nutrition**

- Recruit medical professionals to conduct monthly health camps
- Educate community residents on health concerns by organizing awareness campaigns (e.g., AIDS walk, immunization campaigns, family planning programs or blood drives)
- Fund nutrition and agricultural education in developing countries

## **Education and Literacy**

- Develop a program to teach illiterate people in their communities and workplaces
- Coordinate the collection of books for students and class libraries at home and abroad
- Establish a literacy center with a library where people can meet tutors
- Provide child care for parents attending literacy classes

## **Vocational Training**

- Ask Rotarians or other community members to teach courses on technology and other marketable skills
- Establish a job matching program in which unemployed community members are matched with local institutions in need of contractual services
- Work with a local Rotary club to start a revolving loan fund

## **Hunger and Food Banks**

- Start a seed bank and provide training to impoverished families to enable them to raise food in their own gardens
- Start a hot lunch program at a local school to meet the nutritional needs of disadvantaged children
- Coordinate a hunger banquet to raise funds and raise awareness of the issue

## **Preserve Planet Earth**

- Support beautification projects such as urban gardens, parks, woodlands, and greenbelts
- Help poor communities obtain safe water and sanitation systems
- Organize a community program to collect and sort glass, paper products, and other recyclable materials

# 4

## The District Structure and Beyond

Rotaract activities at the district level provide opportunities for joint projects among Rotaract clubs, training of new club officers, sharing ideas for strengthening club service, and promoting Rotaract extension to new areas. Rotaractors involved in these activities inevitably get to know Rotaract better. For Rotary districts with only one Rotaract club, Rotaract district activities focus on developing a mechanism for Rotaract club extension to new communities in the district. The more you promote Rotaract in neighboring communities, the more Rotaract grows in your own community.



### Roles of the District Governor, District Rotaract Chair, and District Rotaract Representative

#### District Governor

Each of the more than 500 Rotary districts worldwide is led by a district governor, an elected Rotarian who serves as an officer of RI and represents the RI Board of Directors in the field. The district governor is concerned with the organization and development of Rotaract clubs and appoints a district Rotaract chair and the district Rotaract committee (comprised of Rotarians) to address this issue. This committee works to organize new Rotaract clubs in the district, increase communication among Rotaract clubs, and plan districtwide training for Rotaract club officers.

#### District Rotaract Chair

The district Rotaract chair is a Rotarian appointed by the district governor who helps the governor publicize the Rotaract program, promotes the organization of new Rotaract clubs, and administers the Rotaract program within the district. The chair also provides the leadership necessary for the members of the district Rotaract committee to carry out these objectives.

The district Rotaract chair can develop the Rotaract program through an active Rotaract publicity and promotion campaign. The chair should also be a knowledgeable, accessible Rotaract resource person for both Rotary and Rotaract clubs and should take the lead in providing training for the district Rotaract representative.

## District Rotaract Representative

The district Rotaract representative is a Rotaractor elected by the Rotaract clubs in the district. A Rotaractor must complete one year as a Rotaract club president or as a member of the Rotaract district committee, which is comprised of Rotaractors, before serving as district Rotaract representative. In districts with only one Rotaract club, the district Rotaract representative is the most recent, available past Rotaract club president, or current president if the club is recently organized.

The district Rotaract representative serves as a liaison between the Rotaract clubs and the district Rotaract committee (comprised of Rotarians) and Rotary International. In order to effectively carry out this function, the district Rotaract representative must develop a strong communication network among clubs. This same network can be used to relay information from both the district and RI, including such things as Rotaract program and promotional materials, training materials for new club officers, information on special events like World Rotaract Week (the week of 13 March), and copies of *THE ROTARIAN*, *Rotary World*, and the online newsletter *Rotaract News*. The district Rotaract representative should provide the district and RI World Headquarters with reports of exceptional club projects for international promotion. Rotaract clubs can help the district Rotaract representative strengthen the district communication network by providing regular updates on new club officers and address changes.

## Rotaract District Committee

The district Rotaract representative may also appoint a Rotaract district committee comprised of at least five Rotaract members from various clubs in the district. The number of members appointed to this committee varies according to the size of the district and the district Rotaract representative's plans for the year. The Rotaract district committee plans districtwide projects and activities, recommends club service ideas to strengthen clubs, and works with the Rotarians on the district Rotaract committee to organize new clubs and district training sessions for Rotaract club officers.

## District Meetings

Rotaractors are encouraged to organize two district meetings per year. The purpose of districtwide Rotaract meetings is to promote

community service projects, increase international understanding, and enhance professional development in a context of friendship and camaraderie.

For example, you might hold the first districtwide meeting to train new club and district leaders. This meeting can be as simple as a breakout session within the district assembly (a leadership training event for Rotary district leaders) or a weekend-long event planned by the district specifically for Rotaract leaders. You might hold the second districtwide meeting to promote fellowship within the district. Rotaractors would have a chance to celebrate the year's successes, share ideas, and plan service projects, leadership, and professional development activities for the following year. For more information on planning a districtwide meeting, see the *District Rotaract Representatives' Training Manual* (Web-only publication).

*Articles 23, 25, and 26 of the Rotaract Statement of Policy give more guidance on district meetings.*

## Multidistrict Activities, Meetings, and Organizations

### Multidistrict Activities

Multidistrict activities are Rotaract-sponsored service projects (other than meetings) involving clubs in two or more districts. To organize a multidistrict activity, a Rotaract district must provide RI World Headquarters with documentation demonstrating the approval of the district Rotaract representatives and district governors from the participating districts, as well as support from at least two-thirds of the Rotaract clubs in each district. Once approved by the general secretary, the multidistrict activity must be directly supervised by the district Rotaract representatives, who should make it clear to the clubs that participation is voluntary and costs are to be covered by minimal contributions rather than a mandatory per person fee.

### Multidistrict Meetings

Multidistrict meetings are conferences, seminars, or meetings at which Rotaract clubs from several districts come together to discuss issues of importance beyond the district level. All such meetings require that the host district Rotaract representative provide to the district governors concerned a copy of the meeting proposal, which describes the date, location, facilities, participants, program, budget, and proof of adequate

liability insurance. The host governor must also approve any multidistrict meetings. The district Rotaract representative should inform the RI directors from the zones and the RI general secretary of the event.

Additionally, multidistrict meetings at the worldwide level require the approval of the RI directors from the zones and the approval of the RI Board of Directors. Proposals for such meetings, including all of the information noted above, should be submitted by the host district Rotaract representative to Rotary International well in advance of the meeting to ensure adequate time for RI Board consideration.

### **Multidistrict Information Organizations**

Multidistrict information organizations may be formed between Rotaract clubs in two or more districts to help clubs share information and improve communication. Approval for such organizations must be secured from the governors of the districts involved and the RI Board. Rotaract representatives of the districts involved comprise the membership of such organizations. Each district Rotaract representative may appoint a member of his or her district organization to carry out the activities of the multidistrict organization. Funds needed to implement a multidistrict organization's activities must be obtained on a voluntary basis only.

Multidistrict information organizations have no decision-making or legislative powers, except for decisions concerning activities of the organization, for which each district Rotaract representative has one vote.

### **International Initiatives**

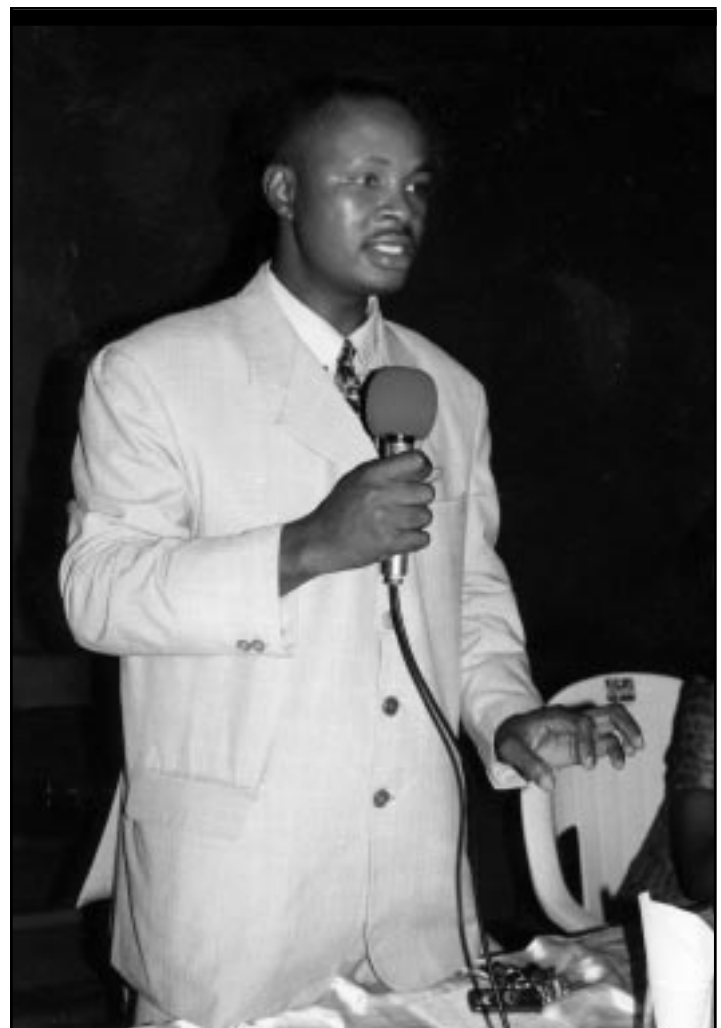
At the international level, Rotaractors coordinate several initiatives. While these initiatives are not coordinated by Rotary International, they prove beneficial to the Rotaract program.

### **Interota**

Interota is a worldwide Rotaract meeting held every three years. This triennial meeting offers workshops, discussions, and speakers on topics of interest. It is also an opportunity to network and socialize with fellow Rotaractors from around the world. At the meeting, delegations from various countries present conference proposals for the upcoming Interota, and participants then vote to

select the next meeting site. Past Interota meeting sites have included Brazil, Mexico, South Africa, and Turkey.

While not an official Rotary International meeting, RI recognizes the value of this event and supports Interota through approval of its program content and by ensuring representation of RI leadership at this event.



# 5

## Rotaract and Rotary International

### Program Policies

Guiding policies for the Rotaract program come from the RI Board of Directors, which consists of 18 past district governors from around the world, and the RI president who is elected annually by the Rotary clubs. Each year the RI president appoints a Rotaract committee whose role is to advise the Board on proposed changes in program policy. Changes to the Rotaract program that would affect the constitution of Rotary International or the RI-prescribed constitution of Rotary clubs can also be considered and acted upon by the Council on Legislation. This legislative body

of RI meets every third year and is attended by a representative of the Rotary clubs of each district. The Rotaract program does not have a separate legislative body for considering constitutional amendments. If a Rotaract club supports such a change, consideration of the proposal should be pursued through the sponsoring Rotary club. However, a sponsoring Rotary club is not obliged to submit such a proposal on behalf of the Rotaract club to the Council on Legislation.

### Program Administration

#### Rotary Theme

Each year, the new RI president introduces a theme that aims to unite the service projects of Rotary and Rotaract clubs around the world. Through this theme, the president invites Rotaract clubs to take part in a global effort to improve world understanding and peace.

#### RI Rotaract Committee

Each RI president appoints an international committee to advise the Board on the Rotaract program. This standing committee includes both Rotarians and Rotaractors from around the world. Those who wish to make proposals to the Board regarding the Rotaract program should work through the RI Rotaract Committee. Rotaractors interested in serving on this committee should ask a Rotarian to submit a letter of recommendation on their behalf to the RI president-elect. All committee appointments are made at the discretion of the president-elect.

#### RI Secretariat and Rotaract

The RI Secretariat is made up of RI World Headquarters in Evanston, Illinois, USA, and seven international offices in Argentina, Australia,





Brazil, India, Japan, Korea, and Switzerland. RI staff are committed to providing excellent service in administering the Rotaract program worldwide. Addresses and phone and fax numbers for RI Secretariat offices are listed on page 39.

## Rotaract Club Certification and Termination

The RI Secretariat acts as a central administrator for Rotaract clubs. Each new Rotaract club is required to submit a completed Rotaract Club Organization List to the international office serving its area, along with a club organization fee equivalent to US\$50. This information becomes part of a database of officially organized Rotaract clubs maintained at RI World Headquarters, making it possible to promote international and regional communication among Rotaract clubs.

Once each year, Rotaract clubs are required to provide updated address information to RI World Headquarters to ensure the records are accurate. In addition, if the name or address information for a club president or contact person changes *at any time during the Rotary year*, that individual must notify Rotary International immediately so that mail sent from the Secretariat is not returned as undeliverable. Keeping RI informed of such changes is crucial because RI has a strict compliance policy:

1. If mail sent to a club is returned to the Secretariat and RI staff are unable to reach the club president through the district Rotaract representative, the district Rotaract chair, the sponsoring Rotary club secretary, or the district governor, the club is in danger of being terminated by RI.
2. The Rotaract club has a 90-day suspension period in which to provide updated contact information to RI. If RI doesn't receive an update within this time, the club will be terminated.
3. If a Rotaract club wishes to be reinstated after having been terminated by Rotary International, it may do so at any time provided it has the support of its sponsoring Rotary club.
  - Clubs *reinstated within one year* of official termination by RI are *not required* to pay the US\$50 organization fee.
  - Clubs officially *terminated for more than one year must pay* the \$50 organization fee in order to be officially reinstated with Rotary International.

## Communication

Good communication between RI, Rotaract clubs, and sponsoring Rotary clubs is key to the health and growth of Rotaract. To facilitate this, RI World Headquarters sends mailings each year that provide program updates, information on new publications, and announcements about special activities such as World Rotaract Week and the Rotaract Preconvention Meeting. Rotaract clubs should also make a special effort to keep RI informed of their activities.

## Worldwide Rotaract Directory

Each year, the *Official Directory* section of the Secretariat mails to all Rotaract clubs a Rotaract Data Form to verify each club's contact information and activity. Returning the form before 1 May ensures that your club will be included in the *Worldwide Rotaract Directory*. Send your Rotaract Data Form to:

Rotary International  
Official Directory  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698, USA  
Fax: (847) 328-8554  
E-mail: [data@rotaryintl.org](mailto:data@rotaryintl.org)

By submitting the Rotaract Data Form, clubs can also indicate their interest in participating in international home hosting and partner club projects.

## RI Publications

The RI Secretariat consistently promotes the Rotaract program through four of its periodicals:

- *THE ROTARIAN*, published monthly, is the official magazine of Rotary International. An annual subscription is US\$12 a year.
- *Rotary World*, published five times a year in nine languages, is a tabloid-size newspaper for Rotary club, district, and international leaders. An annual subscription is US\$5.
- *Rotary News Basket* is a weekly four-page report of Rotary news and features. An annual subscription, sent by airmail, is US\$22.
- *Rotaract News* is an online newsletter published exclusively for the Rotaract audience four times a year: 15 July, 15 October, 15 January, and 15 April. You will find *Rotaract News* at [www.rotary.org](http://www.rotary.org), along with a wealth of other Rotaract information, from downloadable materials to links to club and district Web sites.

You can view current and back issues of RI's print publications on the News and Information section of the RI Web site. To look up regional Rotary magazines and the language editions of *Rotary World*, click on Language Communities on the RI home page.

To ensure that each of RI's publications conveys the diversity and vitality of Rotaract, clubs are asked each year to submit to RI photographs and RI Projects Database Project Submission Forms (see pages 35-36) detailing their community and international service projects. Your club's communication with the RI Secretariat is essential in promoting the worldwide success of Rotaract.

## Special Events and Recognition

### Rotaract Preconvention Meeting

The Rotaract Preconvention Meeting, sponsored by Rotary International, brings together Rotaractors and Rotarians from around the world to share ideas for projects and fellowship. This meeting, usually held in June, immediately precedes the RI Convention. It updates participants on new Rotaract policies and activities, recognizes outstanding Rotaract club projects around the world, and affords an opportunity for Rotaractors to share their ideas with RI officers and staff. Every district Rotaract representative should attend this meeting. In addition, all club officers and members are invited and encouraged to attend the preconvention meeting whenever possible.

### RI Convention

Rotaractors are invited and encouraged to participate in the four-day RI Convention that follows the Rotaract Preconvention Meeting. Rotaractors take part in special forums, workshops, the projects exhibition, and plenary sessions. Participation in the RI Convention gives Rotaractors a broader understanding of Rotary, its internationality, and its service to the world, as well as a better sense of how Rotaract fits into the Rotary family.

### World Rotaract Week

During the week of 13 March, Rotaract clubs and their sponsors join in a celebration of World Rotaract Week, commemorating the date on

## Subscribing to RI Publications

Most subscription requests can be submitted to:

Rotary International  
RI Circulation Department  
1560 Sherman Avenue  
Evanston, IL 60201-3698, USA  
E-mail: [data@rotaryintl.org](mailto:data@rotaryintl.org)

- To subscribe to *THE ROTARIAN*, contact the RI Circulation Department. To order by phone, call (847) 866-3172 or 866-3168.
- To subscribe to *Rotary World*, contact the RI Circulation Department. To order by phone, call (847) 866-3171.
- To subscribe to *Rotary News Basket*, call the RI Publications Department at (847) 866-3409 or fax at (847) 866-9732.
- *Rotaract News* is available for free on the RI Web site at [www.rotary.org/programs/rotaract](http://www.rotary.org/programs/rotaract).

which Rotary International officially certified the first Rotaract club. In honor of this week, Rotaract clubs are invited to join with their Rotary club sponsors to carry out partner activities. Those who participate receive recognition from Rotary International.

### Outstanding Project Awards

Each year, at the Rotaract Preconvention Meeting, one club is honored for the best international service project, and several regional projects are also recognized. Entries for this competition must be received at RI World Headquarters by 1 March. Entries are judged on

- The degree of collaboration between Rotaractors and Rotarians
- The level of project promotion
- The percentage of club members involved
- Quantitative and qualitative results of the project
- Project innovation

# 6

## RI and The Rotary Foundation Resources

One of the primary goals of Rotaract clubs is to provide service locally and internationally. Rotary International and The Rotary Foundation of RI have a variety of programs to support the efforts of both Rotary and Rotaract clubs in developing their service projects. This chapter details some of these offerings and explains how your Rotaract club can obtain additional information. To order any of the publications listed below, complete the RI Publication Order Form found on page 33 and send it to the international office for your area, or order through the RI Online Publications Catalog at [www.rotary.org](http://www.rotary.org). The publication number for each item is listed in parentheses. An asterisk (\*) denotes a publication that is also available for download from the RI Web site ([www.rotary.org](http://www.rotary.org)); (WO) indicates a publication that is available *only* by download.

### Rotary International Resources



#### Rotary Friendship Exchange

Rotary Friendship Exchange offers Rotarians and their families the opportunity to carry out reciprocal visits, living for a few days in the homes of Rotarian families in other countries. The program advances international understanding, goodwill, and peace through interpersonal contact across national boundaries.

*Rotary Friendship Exchange Handbook* (WO)  
— Guide to arranging a Friendship Exchange

#### Rotary Fellowships

Rotary Fellowships bring together Rotarians with common interests for fellowship and service opportunities. The fellowships are organized by Rotarians for Rotarians and represent a wide array of activities and occupations.

*Rotary Fellowships Handbook* (729-EN)\*





### **Rotary Volunteers**

Volunteers registered with this RI program learn of service opportunities in and beyond their communities. The Rotary Foundation may assist international volunteers — Rotarians, Rotaractors, and qualifying Rotary Foundation alumni — who meet eligibility criteria.

*Rotary Volunteers Handbook* (263-EN)\*

*Rotary Volunteers International Volunteer Personal Registration Form* (284-EN)\*



### **Rotary Youth Leadership Awards (RYLA)**

RYLA is a program sponsored by Rotarians at the local level in which young people between the ages of 14 and 30 are selected to attend a leadership training program. The 3- to 10-day workshops focus on leadership and professional development topics of interest to their specific age group. The seminars are organized and run by Rotarians.

*RYLA* brochure (636-EN) — Full-color promotional brochure describing the RYLA program and its benefits

*Rotary Youth Leadership Awards Guidelines* (694-EN)\* — Suggestions for club or district plans that wish to develop RYLA programs

*RYLA* poster (635-EN) — Colorful poster promoting the RYLA program



### **World Community Service (WCS)**

World Community Service occurs whenever a Rotary club in one country assists a club in another country with a service project. The *World Community Service Projects Exchange* is a “help wanted” database where Rotary clubs seeking international assistance can publicize their community service initiatives. This registry, which is available on the RI Web site ([www.rotary.org](http://www.rotary.org)), is updated twice a year.

*World Community Service Handbook: A Guide to Action* (742-EN) — Provides information on WCS and gives an overview of the Donations-in-kind Information Network and Rotary Volunteers

*International Service in Action: A WCS Video Workshop* (753-EN) — A video outlining four basic steps for Rotarians in developing and carrying out international service projects

### **Other Resources**

#### **Vocational Service**

*Vocational Service in Your Community* (509-EN)\* — Guidebook presents a brief history of vocational service and project models from Rotary clubs worldwide. Includes step-by-step instructions on planning and managing vocational service projects.

#### **Community Service**

*Communities in Action: A Guide to Effective Projects* (605A-EN)\* — This booklet offers step-by-step instructions on how to develop, carry out, and evaluate a service project, including information on conducting a community-needs assessment and working with other organizations.

*A Menu of Service Opportunities* (605B-EN)\* — This packet of information on recommended types of service projects for clubs and districts is a companion piece to *Communities in Action: A Guide to Effective Projects* (605A-EN). It provides an overview of each of the nine suggested service areas and gives examples of successful club projects in each area.

#### **RI Web Site**

The RI Web site ([www.rotary.org](http://www.rotary.org)) provides up-to-date information on Rotary and its programs. Included on the site is the Community Projects Database, a searchable collection of project examples. You can use the database to collect project ideas for your club and to get contact information for Rotarians who have completed projects of interest to you and your club so that you can exchange ideas and experiences.

## **The Rotary Foundation Resources**

The mission of The Rotary Foundation of RI is to support the efforts of Rotary International in the fulfillment of the Object of Rotary, Rotary's mission, and the achievement of world understanding and peace through local, national, and international humanitarian, educational, and cultural programs. For information on how Rotaractors can use or support these programs, either individually or through their sponsoring Rotary clubs, contact RI Rotaract staff by e-mail at [rotaract@rotaryintl.org](mailto:rotaract@rotaryintl.org) or phone at (847) 866-3315.

# 7

## Forms and Constitutional Documents

This chapter contains all the necessary and relevant forms, documents, and lists needed for Rotaract club operation. Pages can be removed for photocopying, and photocopies may serve as originals. Note: An asterisk (\*) denotes material that is also available on the RI Web site ([www.rotary.org](http://www.rotary.org)).

### **RI Constitutional Documents**

- Standard Rotaract Club Constitution\* 23
- Rotaract Statement of Policy\* 27

### **RI Forms, Guidelines, and Contact Information**

- Rotaract Club Organization List\* 31
- RI Publication Order Form\* 33
- RI Projects Database Project Submission Form 35
- Resource List for Organizing a Rotaract Club 37
- Authorized Use of the Rotaract Emblem 38
- International and Regional Offices of the RI Secretariat 39
- RI Calendar 40

### **Optional Forms for Club Use**

- Sample Rotaract Membership Application 41
- Planning Guide for Effective Rotaract Clubs 42
- Notice of Rotaract Alumnus (Potential Rotarian) 45

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# Standard Rotaract Club Constitution



## ARTICLE I — Name

The name of this organization shall be the Rotaract Club of \_\_\_\_\_

## ARTICLE II — Purpose and Goals

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

### Goals

The goals of Rotaract are:

1. To develop professional and leadership skills;
2. To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
3. To provide opportunities for young people to address the needs and concerns of the community and our world;
4. To provide opportunities for working in cooperation with sponsoring Rotary clubs;
5. To motivate young people for eventual membership in Rotary.

## ARTICLE III — Sponsorship

### Rotary Club Sponsor

1. The sponsor of this Rotaract club is the Rotary Club of \_\_\_\_\_ which, through a committee of its Rotarians, the number of which shall be determined by the club, shall provide guidance and have supportive responsibility for this Rotaract club. The continued well-being of this club shall depend on the continued active personal participation of the sponsoring Rotary club.
2. The basis of organization shall be young men and women residing, employed, or studying anywhere in the vicinity of the sponsoring Rotary club. Where a university or other institution of higher education is located within the vicinity of the sponsoring Rotary club, the student body of each institution may also be a basis of organization. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.
3. This club is a non-political, non-sectarian organization.
4. In the event that the sponsoring Rotary club is terminated, the governor of the Rotary district will seek to install another sponsoring Rotary club; if one cannot be found within 180 days, the Rotaract club will be terminated.

## ARTICLE IV — Membership

### Membership Qualifications

1. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 30.\* It is recommended, but not mandated, that there be a minimum of 15 charter members when chartering a new club.
2. The method of electing members of this club shall be determined by this club in consultation with the sponsoring Rotary club. The method of electing new members of university-based\*\* Rotaract clubs shall have the approval of the appropriate authorities.
3. Each member of this Rotaract club shall attend at least 60% of the club's regularly scheduled meetings annually, provided that absence from a regularly scheduled meeting of the club may be made up as follows: any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotaract club or any Rotary club on any day of the two weeks immediately preceding or following the day of the absence, or attendance and participation in a club service project or a club-sponsored community event or meeting authorized by the board.
4. All Rotary Foundation scholars, who are within the age guidelines adopted by the board for the Rotaract program, shall be eligible for guest Rotaract club membership during the period of their study in another country.

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\* On 30 June of the Rotaract year in which the member becomes 30 years old his/her Rotaract membership will end.

\*\* As used in this constitution, the term "university" is intended to include all institutions of higher education.

5. Membership shall automatically terminate (a) upon failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason or (b) by termination of the club or (c) on 30 June of the Rotaract year in which the member becomes 30 years old.
6. Membership may be terminated (a) upon failure to continue to meet the qualifications for membership, or (b) for cause, as determined by this club by vote of not less than 2/3 of all the members in good standing.

#### **ARTICLE V — Meetings**

##### **Bimonthly Meetings**

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time and place suited to the convenience of the members.
2. The board of directors shall meet as provided in the by-laws.
3. Rotary International recommends each sponsoring Rotary club to designate one or more members of its club to attend the meeting(s) of its Rotaract club(s) at least once a month.
4. Meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors. The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, an epidemic, a disaster affecting the whole community, or an armed conflict in the community that endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.
5. Minutes of the meetings of the club and board of directors shall be provided to the chairman of the sponsor Rotary club's Rotaract committee within two weeks after each meeting is held.

#### **ARTICLE VI — Officers and Directors**

##### **Governing Body**

1. The officers of this club shall be a president, vice-president, secretary, treasurer and such additional officer(s) as may be provided in the by-laws.
2. The governing body of this club shall be a board of directors composed of the president, immediate past president, vice-president, secretary, treasurer, and additional directors whose number shall be determined by this club, all to be elected from among the members in good standing. All decisions, policies, and actions of the board and of the club shall be subject to the provisions of this constitution and policy established by Rotary International and its members.

If university-based, this club shall be subject to the same regulations and policies established by the appropriate authorities for all student organizations and extracurricular activities of the university.

The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.

3. Elections of officers and directors shall be held annually prior to 1 March by methods compatible with local customs and procedures, but in no case shall more than simple majority of the members present and in good standing be required for elections. All Rotaract club presidents and district representatives who reach the age of 30 during the term of office may serve one additional year as immediate past president or immediate past district representative, to provide continuity in leadership.

The term of office of all officers and directors shall be one year. No provisions shall be made for a term of office shorter than one year except with the permission of the sponsoring Rotary club.

4. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee\* in conjunction with the RI district Rotaract committee.\*\*

#### **ARTICLE VII — Activities and Projects**

##### **Objective**

1. Within the limits prescribed in Section 1 of Article III, this club shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply money, manpower, and creative imagination necessary thereto, except in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
2. This club shall undertake among its activities at least two major service projects annually, one to serve the community and the other to promote international understanding, and each shall involve all or most of the members of the club.
3. This club shall provide for a professional development program for its members.
4. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from the sponsoring Rotary club, nor shall it make

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\* District Rotaract committee (composed of Rotaractors) \*\* RI district Rotaract committee (composed of Rotarians)



general solicitation from Rotary clubs other than its sponsoring Rotary club or from other Rotaract clubs; nor shall it solicit financial assistance from individuals, businesses, or organizations in the community without giving something of value in return. All funds raised for service projects must be expended for that purpose.

#### **ARTICLE VIII — Committees**

- 5 Committees**
1. There shall be provided in the by-laws of this club the following standing committees; club service, international service, community service, professional development, finance, and such other standing committees as may be deemed necessary or convenient for the administration of the club.
  2. The president, with the approval of the board, may appoint such special committees as he/she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his/her term of office, whichever occurs first.

#### **ARTICLE IX — Fees**

- Fees**
1. Each sponsoring Rotary club upon organization of a new Rotaract club shall be required to pay an RI Rotaract organization fee equivalent to US\$50 with the “Rotaract Club Organization List.”
  2. Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall be raised apart from such fees, dues, or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club’s financial transactions.

#### **ARTICLE X — Acceptance of Constitution and By-Laws**

- Constitution**
- Every member of the club, by acceptance of membership, thereby accepts the principles of Rotaract as expressed in its purpose and goals and agrees to comply with the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that a copy of them has not been received.

#### **ARTICLE XI — Standard By-Laws**

- Standard By-Laws**
- The club shall adopt the “Standard Rotaract Club By-Laws,” together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the “Standard Rotaract Club By-Laws.”

#### **ARTICLE XII — Rotaract Emblem**

- Rotaract Emblem**
1. The Rotaract emblem shall be preserved for the exclusive use and benefit of Rotaract club members. Each member of this club shall be entitled to wear or otherwise display the Rotaract emblem in a dignified and appropriate manner during the period of membership. Such entitlement shall be relinquished upon termination of membership or termination of this club.
  2. When displayed by individual club members, the emblem may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem.

#### **ARTICLE XIII — Duration**

- Duration of Club**
- This club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy relating to Rotaract established by Rotary International, or until it is terminated (a) by this club upon its own determination and action, (b) by the sponsoring Rotary club upon withdrawal of its sponsorship, after consultation with the district governor and district Rotaract representative, or (c) by Rotary International for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Rotaract name and emblem shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsoring Rotary club.

#### **ARTICLE XIV — Administration**

- Amendment**
- The constitution may be amended only by the Board of Directors of Rotary International and all amendments to the “Standard Rotaract Club Constitution” adopted by the Board of Directors of Rotary International shall automatically amend the Constitution.

# STANDARD ROTARACT CLUB BY-LAWS

By-Laws of the Rotaract Club of \_\_\_\_\_

## ARTICLE I — Elections

- Voting Method**
1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually prior to 1 March. A Rotaract club year is the same as a Rotary club year. Those elected shall take office on 1 July.
  2. Nominations of officers shall be made in writing. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
  3. In addition to president, vice-president, secretary, and treasurer there shall be elected \_\_\_\_\_ directors.

## ARTICLE II — Duties of Officers

- Official Duties**
1. President. The president shall preside at all regular and special meetings of the club and the board of directors. He shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He shall be an ex officio member of all committees. He shall maintain communication with the sponsor club and the district Rotaract representative to ensure they are continually informed of all actions taken by the club.
  2. Vice-President. The vice-president shall succeed to the office of president in the event or removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.
  3. Secretary. The secretary shall maintain all club records, He shall keep minutes of all the meetings of the club and board of directors, and provide copies of such to the chairman of the sponsor Rotary club's Rotaract committee.
  4. Treasurer. The treasurer shall have custody of all club funds, maintaining all necessary records and depositing all such funds in a bank approved by the board of directors. He shall report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member. All disbursements shall be by check and with the signature of two authorized officers.

## ARTICLE III — Meetings

- Quorum Requirement**
1. Meetings of the club shall be not less than twice a month, and meetings of the board not less than once a month, at a time and place suited to the convenience of the membership.
  2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice-president, shall constitute a quorum at any meeting of the board.

## ARTICLE IV — Fees and Dues

- Fees and Dues**
1. The admission for the new members shall be \_\_\_\_\_. Annual dues shall be \_\_\_\_\_ per member.
  2. All fees and dues must be paid before a member will be considered in good standing.

## ARTICLE V — Committees

- Committee Duties**
- The president, with the approval of the board of directors, shall appoint the following standing committees:
1. Club service. This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
  2. International service. This committee shall be charged with primary responsibility for enhancing knowledge and understanding of worldwide needs, problems, and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.
  3. Community service. This committee shall have responsibility for enhancing knowledge and understanding of community needs, problems and opportunities, and for formulating and developing appropriate activities for serving the community (including the university community).
  4. Professional development. This committee shall be responsible for developing a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.
  5. Finance. This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

The international service and community service committees shall each have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

## ARTICLE VI — Amendments

- Amendments**
1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
  2. Nothing in these by-laws shall contravene any provision of this club's constitution.



# Rotaract Statement of Policy

1. The Rotaract program was created by and is an activity of Rotary International, who holds authority for the establishment of constitutional provisions, organizational requirements, and standards of procedure, as well as the protection of the Rotaract name and emblem.
2. A Rotaract club is a Rotary club-sponsored organization of young men and women between the ages of 18 and 30\* whose purpose is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service, and whose goals are:
  - a) To develop professional and leadership skills;
  - b) To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
  - c) To provide opportunities for young people to address the needs and concerns of the community and our world;
  - d) To provide opportunities for working in cooperation with sponsoring Rotary clubs;
  - e) To motivate young people for eventual membership in Rotary.
3. Rotaract club programming shall consist of professional development, leadership development, and service program development as outlined in the "Standard Rotaract Club Constitution."
4. A Rotaract club is organized, sponsored, and counseled by a Rotary club or clubs and is established following the endorsement of the district governor upon certification by Rotary International; its existence depends upon the continued sponsorship of its sponsoring Rotary club and continued recognition by Rotary International.
5. It is recommended, but not mandated, that a new Rotaract club have a minimum of 15 charter members.
6. Within the framework established by Rotary International, the sponsoring Rotary club is responsible for organizing the Rotaract club and providing it with guidance thereafter.
7. Rotary clubs which sponsor Rotaract clubs are encouraged to invite Rotaractors on at least a quarterly basis to their regularly scheduled meetings, project planning meetings, and special events, and are encouraged to review Rotary club membership potential within their Rotaract clubs on a periodic basis.
8. Rotaract clubs are encouraged to invite their sponsoring Rotary club to Rotaract club meetings, project planning meetings, and special events on at least a quarterly basis.
9. Rotaract clubs are encouraged to develop lists of their club members who might hold a Rotary classification as well as maintain lists of current and past club members indicating their interest in Rotary service projects, both lists to be shared with their sponsoring Rotary club(s).
10. Where the Rotaract club is university-based, control and counsel by the sponsoring Rotary club shall be exercised in full cooperation with the university authorities, with the understanding that such a club is subject to the same regulations and policies established by the authorities for all student organizations and extracurricular activities of the university.\*\*
11. All Rotaract club activities, projects and programs shall be conducted in harmony with the policies of Rotary International.
12. There shall be a standard Rotaract club constitution prescribed by Rotary International and subject to amendment only by the board of directors of Rotary International. As a prerequisite of its organization and certification, each Rotaract club shall adopt the "Standard Rotaract Club Constitution" and all amendments.
13. Each Rotaract club shall adopt bylaws not inconsistent with the "Standard Rotaract Club Constitution" and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsoring Rotary club.
14. A Rotaract club may be organized and sponsored jointly by more than one Rotary club under the following conditions:
  - a) The district governor must give his approval, stating in writing that, in his considered judgment, the best interests of the district, the Rotary clubs concerned and the Rotaract program would be served by the proposed joint sponsorship.
  - b) The circumstances must be such that the organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the community or university.
  - c) A joint Rotaract committee must be created with effective representation from each of the sponsoring Rotary clubs.

\* On 30 June of the Rotaract year in which the member becomes 30 years old, his/her Rotaract membership will end.

\*\* As used in this statement of policy, the term "university" is intended to include all institutions of higher education.

15. Each member of a Rotaract club agrees to accept and to adhere to the provisions of the constitution and bylaws of his or her club.
16. Membership in a Rotaract club shall be evidenced by Rotaract club membership identification cards supplied to Rotaract clubs by Rotary International.
17. The Rotaract name and emblem are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Rotaract program. When displayed by individual club members, the emblems may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem. Where a Rotary district exists, it may use the respective emblem but only in conjunction with reference to the district and its number.
18. A Rotaract club member shall be entitled to use and display the Rotaract name and emblem in an appropriate and dignified manner during the period of his or her membership in a Rotaract club. He or she shall relinquish such entitlement upon termination of his or her membership in his or her Rotaract club or upon the termination of his or her Rotaract club.
19. A Rotaract club may be terminated:
  - a) By Rotary International, with or without the consent, approval or concurrence of the sponsoring Rotary club, for failure to function in accordance with its constitution, or for other cause.
  - b) By its sponsoring Rotary club, after consultation with the district governor and the district Rotaract representative, or
  - c) By the Rotaract club itself upon its own determination.
20. Upon termination of a Rotaract club, all rights and privileges relating to the name and emblem shall be relinquished by the club and by its members individually and collectively.
21. As a matter of policy, the board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any commercial purpose, except in the case of Rotaractors who are responsible for organizing Rotaract club, district and multidistrict meetings.
22. District governors are requested to appoint district Rotaract committees, composed of Rotarians from various parts of the district, to assist the district governor in publicizing the Rotaract program, promoting the organization of new Rotaract clubs, and administering the program of Rotaract within the district. Where feasible and practicable in the appointment of district Rotaract committees, there should be provision for continuity of membership by appointing one or more members for a second term.
23. Rotaract organization and meetings beyond the club level:
  - a) A district with two or more Rotaract clubs must elect a district Rotaract representative from among their membership. The method of election shall be determined by the Rotaract membership. As a qualification for election to Rotaract representative, a person must have served as a Rotaract club president or as a member of the Rotaract district committee for one year.
  - b) In a district with one Rotaract club, the district Rotaract representative shall be the most recent, available past Rotaract club president.
  - c) The district Rotaract representative will be guided and counseled by the Rotary district governor, the Rotary district Rotaract committee, or other appropriate Rotary district committee.
  - d) Each district is encouraged to develop a district Rotaract organization, headed by the district Rotaract representative, to carry out the following responsibilities:
    - 1) Develop and distribute a district Rotaract newsletter;
    - 2) Plan, arrange, and hold a district Rotaract conference;
    - 3) Encourage attendance and participation at the Rotary district conference;
    - 4) Conduct Rotaract promotion and extension activities throughout the district in coordination with the district Rotaract chairperson;
    - 5) Serve as Rotaract information liaison to the RI Secretariat for the district;
    - 6) Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district);
    - 7) Provide advice and support to Rotaract clubs in implementing their projects;
    - 8) Work with the district Rotaract chairperson to help coordinate Rotary/Rotaract activities in the district;
    - 9) Coordinate public relations activities for Rotaract at the district level;
    - 10) Work with the district Rotaract chairperson to plan and implement a training session for Rotaract club officers in the district.

- e) The purpose of the district-wide meeting of Rotaract clubs is to promote community service projects, increase international understanding and enhance professional development in a context of friendship and camaraderie.
- f) No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration.
- g) At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project and to establish a district Rotaract service fund to raise funds for this project. Contributions to such a fund must be voluntary. Such a project and service fund must be approved by the district governor, and specific plans and instructions for the administration of the district project and use of the fund must also have the approval of the district governor and three-fourths of the Rotaract clubs in the district. The district governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of Rotaractors from the district and at least one Rotarian from the district Rotaract committee. The district service fund must be kept in a bank account which clearly indicates that the fund is the property of the district Rotaract organization and not the personal property of any individual Rotaractor or Rotaract club.
- h) All district Rotaract activities shall be financed by the Rotaract clubs in the district. No expenses of district Rotaract club meetings shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.

#### 24. Rotaract activities beyond the district level

- a) Rotaract Multidistrict Service Projects. Rotaract-sponsored service projects involving clubs in two or more districts may be implemented provided that such projects
  - 1) are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities in furthering the program of Rotaract at the club level;
  - 2) shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
  - 3) shall be undertaken with the approval of the district governors concerned;
  - 4) shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;
  - 5) shall be undertaken only after the district Rotaract representatives have jointly secured in advance the authorization of the general secretary, acting on behalf of the board, to undertake the project;
  - 6) shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;
- b) Rotaract Multidistrict Information Organizations. Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that
  - 1) there is no objection by the district governors of each of the districts concerned;
  - 2) approval is secured from the RI Board of Directors to develop such an organization;
  - 3) Rotaract representatives of the districts concerned comprise the membership of such organizations. Each district Rotaract representative may appoint a member for his or her district organization, as needed, to carry out the activities of the multidistrict organization;
  - 4) funds needed to implement the organization's activities (e.g., production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) shall be obtained on a voluntary basis only;
  - 5) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization, for which each member (district Rotaract representative) shall have one vote.
- c) Rotaract Multidistrict Meetings
  - 1) Rotaract worldwide meetings shall require the approval of the host district governor(s) and RI director for the region, and shall also require approval of the RI Board of Directors. Proposals for such meetings shall be submitted by the host district Rotaract representative and the proposal shall describe date, location, facilities, participants, program, budget and include proof of adequate liability insurance;
  - 2) Rotaract multidistrict meetings (not at a worldwide level) shall require that the host district Rotaract representative provide a copy of the meeting proposal which describes date, location, facilities, participants, program budget and includes

proof of adequate liability insurance to the district governors concerned, and the approval of the host district governor. The district Rotaract representative shall inform the RI director(s) for the region(s) and the general secretary of the event;

- 3) Rotaract exchange teams are encouraged when undertaken in accordance with the guidelines established by the RI board;
- 4) as part of the official program of the annual RI convention, a special Rotaract forum two days prior to the commencement of the convention shall be arranged and implemented by RI, to include discussion of issues identified by the RI Rotaract committee as important to Rotaractors;
- 5) the Rotaract pre-convention forum may be used as an opportunity to informally gauge Rotaract opinion on policy or program matters, with each district represented having one vote. Any recommendations made at the pre-convention meeting shall be forwarded to the RI Rotaract committee for its review and consideration.

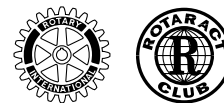
#### 25. Leadership Training

- a) All incoming Rotaract club officers shall be provided with Rotaract club officers leadership training at the district level, such training to include a one- to two-day leadership training seminar conducted by the district Rotaract committee in coordination with the RI district Rotaract committee for all incoming Rotaract club officers, directors, and committee chairpersons to be paid for by the sponsoring Rotary clubs, or where circumstances dictate, by a mutually agreed-upon financial arrangement involving the sponsoring Rotary clubs, Rotary district, and the Rotaract participants.
- b) Rotary districts shall provide leadership training of district Rotaract committees on a multidistrict basis.

#### 26. Financing the cost of the Rotaract program:

- a) Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration;
- b) Rotaract clubs shall pay annual fees or dues to their district Rotaract organization to cover the cost of district administration;
- c) Sponsoring Rotary clubs shall pay for the attendance of their Rotaract club officers, directors, and committee chairpersons at district level leadership training meetings (or, when circumstances dictate, these meetings shall be paid for through mutually agreed upon financial arrangements involving the sponsoring Rotary clubs, the Rotary district, and the Rotaract participants);
- d) Rotary districts shall pay for the attendance of their districts' Rotaract representatives at multidistrict leadership training meetings;
- e) Rotaract program financial policy includes the following:
  - 1) Rotary International shall provide for Rotaract activities at the international convention and shall provide program materials to district Rotaract chairpersons, representatives, and Rotaract clubs.
  - 2) No part of the expenses of meetings of Rotaract clubs or groups of Rotaract clubs shall be paid by Rotary International, with the exception of the annual Rotaract Pre-Convention Meeting.
  - 3) Any dues or assessments on the membership of any Rotaract club should be nominal and should be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Rotaract clubs should be raised by such clubs apart from such dues or assessments.
  - 4) It is the responsibility of the Rotaract club to raise the funds necessary to carry out the program of the club.
  - 5) Rotary clubs and Rotary district conferences inviting members or Rotaract clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip, accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.
  - 6) Rotaract clubs should not make general solicitations for financial assistance from Rotary clubs or from other Rotaract clubs.
  - 7) Contributions to fund district Rotaract service projects must be voluntary and cannot be made enforceable upon the individual Rotaractor or Rotaract club.

#### 27. As a matter of principle, Rotaract clubs are not authorized to assume membership or merge with other organizations regardless of the purpose of such organizations.



# Rotaract Club Organization List

Please type or print clearly

Rotaract Club of \_\_\_\_\_ District \_\_\_\_\_

Mailing address of Rotaract club \_\_\_\_\_

City \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_

E-mail \_\_\_\_\_ Web address \_\_\_\_\_

Sponsoring Rotary club(s) \_\_\_\_\_

This list constitutes official notification to Rotary International of the organization of a Rotaract club.

1. Print or type the name of each charter member, including age, gender, and mailing address.
2. **Obtain required signatures on the back page.**
3. Keep a copy for your files, and send the original organization list to your district governor and a copy to your district Rotaract representative.
4. Ask the district governor to sign the form, and send the original to the RI international office serving your area and a copy to your club. The district governor should also send copies of the signed Rotaract Club Organization List to the district Rotaract committee chair and the district Rotaract representative.
5. Please submit payment for the RI Rotaract club organization fee to the RI international office or fiscal agent nearest you, in check or money order equivalent to US\$50 and payable to "Rotary International." A copy of this payment must be attached to the Rotaract club organization list.

| Name     | Age | Gender | Address |
|----------|-----|--------|---------|
| (Pres.)  |     |        |         |
| (V.P.)   |     |        |         |
| (Sec'y.) |     |        |         |
| (Treas.) |     |        |         |
| (Dir.)   |     |        |         |
| (Dir.)   |     |        |         |
|          |     |        |         |
|          |     |        |         |

The RI Board recommends, but does not mandate, a minimum of 15 charter members who are between the ages of 18 and 30.

| Name | Age | Gender | Address |
|------|-----|--------|---------|
|      |     |        |         |
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The members listed above are all young adults of good character and leadership potential, between the ages of 18 and 30, who live, work, or study in the vicinity of the sponsoring Rotary club. This club understands and accepts the provisions of the standard Rotaract club constitution and the Rotaract Statement of Policy. *Note: If US\$50 (or fiscal agent receipt) is not attached, charter will not be issued.*

In what language do you prefer to receive correspondence?

- English       French       German       Italian       Japanese
- Korean       Portugese       Spanish       Swedish

Is the Rotaract club organization fee for US\$50 (or fiscal agent receipt) attached?       Yes       No

Signatures:

\_\_\_\_\_  
President, Rotaract club

\_\_\_\_\_  
Date Rotaract club organized

\_\_\_\_\_  
President, sponsoring Rotary club

\_\_\_\_\_  
District Governor

**Rotaract Club Chartering Checklist**

- Adopt Standard Rotaract Club Constitution.
- Complete Rotaract Club Organization List.
- Have organization list signed by sponsoring Rotary club president and district governor.
- Send list to RI World Headquarters or local international office with US\$50 organization fee.



# RI Publication Order Form



Tel. (847) 866-4600  
 0800 – 1700 hours, Central Time (USA)  
 Monday – Friday  
 Fax (847) 866-3276

## Order Form

(Please print clearly)

|                          |                        |                  |
|--------------------------|------------------------|------------------|
| Date                     | Club Number            |                  |
| Name                     | Club Office Held       |                  |
| Shipping Address         |                        | City             |
| State/Province           | Country                | Postal/Zip Code  |
| Rotaract Club            | Sponsoring Rotary Club | District         |
| Daytime Telephone Number | Fax Number             | Name of Business |

**METHOD OF PAYMENT:**

- Remittance enclosed
- Please charge my credit card\* (US\$4 minimum on all charges)

|   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |  |  |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|--|--|
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |  |  |

- VISA
- MasterCard

To avoid confusion, please fax or mail this form, not both.

All international orders require a telephone number.

Prices of RI Catalog items include the costs of shipping and handling.

If paying by credit card, please fill out the following:

Name of cardholder \_\_\_\_\_

Signature (as shown on card) \_\_\_\_\_

Card Number  Expiration date \_\_\_\_\_ (Month/Year)

| Title        | Catalog No. | Language | Quantity | Unit Cost (US\$) or Gratis | Total (US\$) |
|--------------|-------------|----------|----------|----------------------------|--------------|
|              |             |          |          |                            |              |
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|              |             |          |          |                            |              |
| <b>Total</b> |             |          |          |                            |              |

Orders will not be fulfilled unless prepaid.  
 Prices are subject to change without notice.  
 \*Credit card orders may also be placed via the RI Web site: [www.rotary.org](http://www.rotary.org).

Send this form to the RI office serving your club. If sending to RI World Headquarters, please use the following address or fax number:

RI Publications Order Services Section  
 Rotary International, 930 Pitner Avenue  
 Evanston, IL 60202 USA

Fax (847) 866-3276 **Do not send this form to the RI Lockbox.**

337R-EN-(402)

# RI Projects Database Project Submission Form



(Please print or type information)

This form should be submitted after each service project is complete. Please send completed forms by mail to Rotary International, Community Programs Section (PD210), One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201-3698, USA; or by Fax to 847-866-6116.

Project Title \_\_\_\_\_

Districts \_\_\_\_\_

Country \_\_\_\_\_

Type of club(s):  Rotary     Interact     Rotaract     Rotary Community Corps

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Ongoing?  Yes  No

Topic(s):

(select topics from the list below or add your own in the space provided)

- |   |   |  |   |
|---|---|--|---|
| <input type="checkbox"/> 4-Way Test         | <input type="checkbox"/> Drug/Alcohol Abuse | <input type="checkbox"/> Literacy            | <input type="checkbox"/> Small Businesses   |
| <input type="checkbox"/> Adult Education    | <input type="checkbox"/> Education          | <input type="checkbox"/> Medical Supplies    | <input type="checkbox"/> Training           |
| <input type="checkbox"/> Aging              | <input type="checkbox"/> Environment        | <input type="checkbox"/> Peace               | <input type="checkbox"/> Tree Planting      |
| <input type="checkbox"/> Agriculture        | <input type="checkbox"/> Ethics             | <input type="checkbox"/> Population          | <input type="checkbox"/> Tutoring           |
| <input type="checkbox"/> AIDS               | <input type="checkbox"/> Food Distribution  | <input type="checkbox"/> Poverty             | <input type="checkbox"/> Unemployment       |
| <input type="checkbox"/> Animal Husbandry   | <input type="checkbox"/> Fundraising        | <input type="checkbox"/> RCC                 | <input type="checkbox"/> Vocational Service |
| <input type="checkbox"/> Awards             | <input type="checkbox"/> Health             | <input type="checkbox"/> Recycling           | <input type="checkbox"/> Water              |
| <input type="checkbox"/> Career Development | <input type="checkbox"/> Homelessness       | <input type="checkbox"/> Revolving Loan Fund | <input type="checkbox"/> Women              |
| <input type="checkbox"/> Children           | <input type="checkbox"/> Housing            | <input type="checkbox"/> Rotaract            | <input type="checkbox"/> Youth              |
| <input type="checkbox"/> Clean-Up           | <input type="checkbox"/> Hunger             | <input type="checkbox"/> Sanitation          | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Disabled           | <input type="checkbox"/> Immunization       | <input type="checkbox"/> Scholarships        | <input type="checkbox"/> _____              |
| <input type="checkbox"/> Diseases           | <input type="checkbox"/> Interact           | <input type="checkbox"/> Schools             | <input type="checkbox"/> _____              |

Project Objectives:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How did your club determine the need for this project?

\_\_\_\_\_  
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Project Description (from planning stage to completion):

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Who benefited, either directly or indirectly, from this project?

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Why was this project successful?

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Please attach additional information if necessary.

Contact Information:

Name \_\_\_\_\_

Rotary Club \_\_\_\_\_

Address \_\_\_\_\_

City, State \_\_\_\_\_

Country \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

*I give my permission for my name and address to be listed for contact information  
in Rotary publications and on the RI Web site.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Resource List for Organizing a Rotaract Club



The following Rotary publications and materials may be helpful in organizing and sponsoring a new Rotaract club in your community. You can order these items from the RI international office serving your area. Consult the RI *Catalog* or your international office for pricing and lot size. Materials can also be ordered online at the RI Web site.

*Note:* Publication codes are given in parentheses. (W) indicates a printed publication also available for download at the RI Web site; (WO) indicates a publication available only online.

## ***Rotaract Handbook***

This publication contains the basic steps for organizing a Rotaract club, including how to start and manage a club. (562-EN) (W)

## **Rotaract Club Organization List**

This form should be completed by the new Rotaract club officers, signed by their sponsoring Rotary club president and the district governor, then submitted to RI with the charter organization fee. When the completed form is received at RI, the Rotaract Club Certificate of Organization is issued. (W) Also in this handbook, p. 31.

## **Standard Rotaract Club Constitution**

Also in this handbook, p. 23. (W)

## **Rotaract Statement of Policy**

Also in this handbook, p. 27. (W)

## ***Rotaract* brochure**

This promotional brochure informs potential members about club activities and purpose. (663-EN)(W)

## **Rotaract Identification Cards**

Wallet-size ID cards for club members. (665-EN)

## ***Worldwide Rotaract Directory***

Directory of district Rotaract representatives and chairs, all certified Rotaract clubs around the world, and regional Rotary magazines. Distributed gratis annually to all district Rotaract representatives, district Rotaract chairs, and active Rotaract clubs.

## ***District Rotaract Representatives' Training Manual***

This training tool for district Rotaract representatives and district Rotaract chairs is designed to provide district-level Rotaract leadership with useful tools and resources. (WO)

## ***Rotary's Commitment to Youth***

Dynamic new four-minute music video depicting Rotaract, Interact, RYLA and Youth Exchange worldwide. Ideal for generating interest among Rotarians and program participants alike. (596-MU)



# Authorized Use of the Rotaract Emblem

The Rotaract logo is a trademark owned by Rotary International. Clubs and districts are welcome to use the Rotaract logo, subject to the guidelines for the use of the Rotary marks as set forth by the RI Board of Directors. Firms licensed by Rotary International to produce the Rotaract emblem on merchandise for sale are listed in the *Official Directory* and online in the Administrative Services section. If you discover an individual or firm selling emblem merchandise not listed in these sources, please contact the international office for your area or RI's Licensing Section at RI World Headquarters at [rlicensing@rotaryintl.org](mailto:rlicensing@rotaryintl.org).

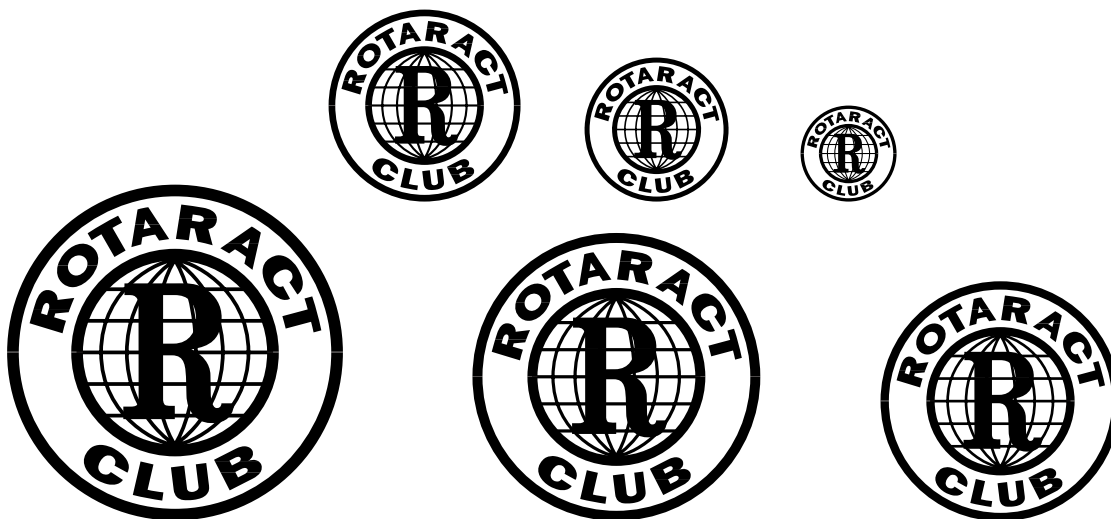
## Specifications for Rotaract Emblem

The emblem of Rotaract is a circle with a capital R superimposed over five horizontal and six vertical curved lines in the center circular space. These elements are designed in accordance with the proportions given in the table. With the R placed vertically, the word "ROTARACT" is centered directly above and is contained within the exterior ring. The word "CLUB" is centered directly beneath the R and is contained within the exterior ring. This lettering is raised from depressed space. The outside edge is a perfectly round, raised wall to contain all the elements.

The official Rotaract colors are deep red and gold and should be worked into the emblem as follows: the depressed space in the exterior ring is deep red, and all raised lettering and detail are gold. Gold can be represented as a metallic color or as a yellow. The following specific PMS colors should be used: PMS 201 Red; PMS 871 Metallic Gold, or PMS 129 Gold (yellow).

### Design Proportions

|                              |             |
|------------------------------|-------------|
| Overall diameter             | 78 units    |
| Width of exterior (red) ring | 12 units    |
| Width of both (gold) circles | 3 units     |
| Diameter of inner circle     | 42 units    |
| Height of R at vertical      | 31 units    |
| Width of R at top            | 23 units    |
| Width of R at bottom         | 26 units    |
| Width of vertical bar on R   | 5 1/2 units |
| Height of letters            | 8 units     |
| Width of the letter O        | 11 units    |



# International and Regional Offices of the RI Secretariat



## **World Headquarters**

Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698  
USA  
Tel: (847) 866-3000  
Fax: (847) 328-8554, -8281  
Web site: [www.rotary.org](http://www.rotary.org)

## **Brazil International Office**

Rotary International  
Rua Tagipuru 209  
01156-000 São Paulo, S.P.  
Brazil  
Tel: (55-11) 3826-2966  
Fax: (55-11) 3667-6575  
Web site: [www.rotaryint.com.br](http://www.rotaryint.com.br)

## **Europe and Africa International Office**

Rotary International  
Witikonstrasse 15  
CH-8032 Zurich  
Switzerland  
Tel: (41-1) 387-71-11  
Fax: (41-1) 422-50-41

## **Japan International Office**

Rotary International  
NS3 Bldg. 1F  
2-51-3 Akabane  
Kita-ku, Tokyo  
Japan 115-0045  
Tel: (81-3) 3903-3161  
Fax: (81-3) 3903-3781

## **Korea International Office**

Rotary International  
Rm. 705, Miwon Bldg.  
43 Yoido-dong, Yongdungpo-gu  
Seoul  
Republic of Korea 150-733  
Tel: (82-2) 783-3077, 3078  
Fax: (82-2) 783-3079

## **South Asia International Office**

Rotary International  
Thapar House (2nd Floor, Central Wing)  
124 Janpath  
New Delhi, 110 001  
India  
Tel: (91-11) 2374-8101 to 05  
Fax: (91-11) 2334-0895, -0896

## **Southern South America International Office**

Rotary International  
Florida 1, Piso 2  
1005 Buenos Aires, C.F.  
Argentina  
Tel: (54-11) 5032-0096, -0097, -0098  
Fax: (54-11) 5032-0099

## **South Pacific and Philippines International Office**

Rotary International  
McNamara Centre, Level 2  
100 George St.  
Parramatta, N.S.W.  
Australia 2150  
Tel: (61-2) 9635-3537  
Fax: (61-2) 9689-3169

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## **RI in Great Britain and Ireland**

Rotary International  
Kinwarton Road, Alcester  
Warwickshire  
England B49 6PB  
Tel: (44-1789) 765-411  
Fax: (44-1789) 765-570  
E-mail: [secretary@ribi.org](mailto:secretary@ribi.org)

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This information was accurate at the time of printing. For the most up-to-date contact information, consult the RI *Official Directory* or the *Worldwide Rotaract Directory*.



|   |   |
|---|---|
| <p><b>JULY</b></p> <p>Literacy Month</p> <p>1 July — Beginning of Rotary year</p>   | <p><b>FEBRUARY</b></p> <p>World Understanding Month</p> <p>Family Week (second week of February, Monday-Sunday)</p> <p>15 February — Submit information and original photos to RI for April edition of <i>Rotaract News</i></p> <p>23 February — Rotary's anniversary</p> |
| <p><b>AUGUST</b></p> <p>Membership and Extension Month</p> <p>15 August — Submit information and original photos to RI for October edition of <i>Rotaract News</i></p>  | <p><b>MARCH</b></p> <p>1 March — Submit RI Recognition of Outstanding Projects form to RI</p> <p>World Rotaract Week (week of 13 March, Monday-Sunday)</p>  |
| <p><b>SEPTEMBER</b></p> <p>New Generations Month</p>  | <p><b>APRIL</b></p> <p>Magazine Month</p> <p>15 April — Submit World Rotaract Week Recognition form to RI</p>   |
| <p><b>OCTOBER</b></p> <p>Vocational Service Month</p>   | <p><b>MAY</b></p> <p>1 May — Submit Rotaract Data Form and district Rotaract representative appointments to RI</p> <p>15 May — Submit information and original photos to RI for July edition of <i>Rotaract News</i></p>  |
| <p><b>NOVEMBER</b></p> <p>The Rotary Foundation Month</p> <p>15 November — Submit information and original photos to RI for January edition of <i>Rotaract News</i></p> | <p><b>JUNE</b></p> <p>Rotaract Preconvention Meeting</p> <p>RI Convention</p> <p>30 June — End of Rotary year</p>   |
| <p><b>DECEMBER</b></p> <p>No RI designation</p>   |   |
| <p><b>JANUARY</b></p> <p>Rotary Awareness Month</p>   |   |

# Sample Rotaract Membership Application



Name \_\_\_\_\_  
Family Name First Middle

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

Office Address \_\_\_\_\_  
\_\_\_\_\_

Telephone/  
Fax Numbers \_\_\_\_\_

E-mail Address \_\_\_\_\_

Occupational  
Classification/  
Area of Study \_\_\_\_\_

- Areas of Interest
- Community Service
  - International Service
  - Professional Development
  - Youth Service
  - Club Service

1. Will you take part in 60% of the club's social and service activities?  Yes  No

2. Are you willing to pay member dues?  Yes  No

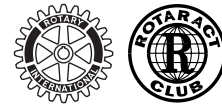
I understand and accept the principles of Rotaract as expressed in its purpose and objectives and agree to comply with and be bound by the Standard Rotaract Club Constitution, Rotaract Statement of Policy, and bylaws of the club.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Rotaract club secretary should retain this form for club records.*





# Planning Guide for Effective Rotaract Clubs

The *Planning Guide for Effective Rotaract Clubs* is a tool to help clubs establish goals for the coming year. It can be used to help track general club trends in membership and club administration. The planning guide is based on the elements of an effective Rotary club, including sustaining and increasing the membership base and implementing successful projects that address the needs of the community and communities in other countries.

The options listed under each section reflect common ways Rotaract clubs might choose to pursue goals. It is recognized that there are alternative ways clubs can achieve their goals that may not be listed.

Please type or print legibly.

ROTARACT CLUB OF \_\_\_\_\_

Name of president \_\_\_\_\_

Rotaract year of office \_\_\_\_\_

Mailing address \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## DEMOGRAPHIC INFORMATION (AS OF 30 JUNE)

Current number of members \_\_\_\_\_

Number of members as of 30 June last year \_\_\_\_\_ Number of members five years ago \_\_\_\_\_

Number of male members \_\_\_\_\_ Number of female members \_\_\_\_\_

Average age of members \_\_\_\_\_

Number of Rotaractors who have been members for

Less than 1 year \_\_\_\_\_

3-5 years \_\_\_\_\_

1-3 years \_\_\_\_\_

5-10 years \_\_\_\_\_

Number of members who have proposed a new member in the previous two years \_\_\_\_\_

## MEMBERSHIP GROWTH (NEW MEMBERS AND RETENTION OF CURRENT MEMBERS)

Our club has established the following membership goal for the upcoming Rotary year:

Our club will strive to have \_\_\_\_\_ members by 30 June \_\_\_\_\_.  
(number) (year)

We have identified the following sources of potential members within the community:

How does the club plan on achieving its membership goals? (check all that apply)

- Through a retention plan that focuses on maintaining high levels of enthusiasm through participation in interesting programs, projects, and fellowship activities
- By appointing a committee of club members who have been trained in effective recruitment techniques

- Through a recruitment plan that focuses on a true representation of the business and professional leadership in the community
- Through a recruitment plan that clearly explains the expectations of membership to potential Rotaractors
- Through an orientation program for new members to support their successful assimilation into the club
- Through a brochure that provides general information about Rotaract as well as specific information about our club
- By assigning an experienced Rotaract mentor for every new club member
- By recognizing Rotaractors who sponsor new members
- Through a public awareness program targeted at the business and professional community (or university) to increase awareness about what Rotaract is and what it does
- Other (please describe):

What makes this a good club to attract new members?

What negative aspects of this club could pose a barrier to attracting new members?

Points of specific action:

## **EFFECTIVE SERVICE PROJECTS**

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Our club has established the following service goals for the upcoming Rotaract year:

For our local community:

For communities in other countries (international service):

How does the club plan on achieving its service goals? (check all that apply)

- By appointing a committee of club members who have been trained in how to plan and conduct a successful service project
- By reviewing the club's current and ongoing service projects to determine whether they are relevant, needed, and of interest to club members
- By assessing the club's fundraising activities to determine if they meet the club's project funding needs
- By involving each member of the club in some way in the club's service projects
- By conducting or obtaining a needs assessment of our community or communities in other countries

- By recognizing club members who participate in and provide leadership to the club's service projects
- By identifying a partner club with which to carry out an international service project
- By using the resources of The Rotary Foundation to support a project identified by the club
- By conducting projects regarding career development, employer-employee relations, employment training, or vocational recognition

Other club service project plans (please describe):

Points of specific action:

## **GENERAL ADMINISTRATION**

---

Our club would like assistance from our sponsoring Rotary club with the following:

- Establishing club goals
- Orientation of new members
- The Rotary Foundation
- Other (please describe):

\_\_\_\_\_  
Club President

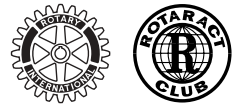
\_\_\_\_\_  
Rotary Year

\_\_\_\_\_  
Sponsoring Rotary Club President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Notice of Rotaract Alumnus (Potential Rotarian)



To the Secretary of  
the Rotary Club of \_\_\_\_\_

(club name)

**PLEASE BE INFORMED THAT THE ROTARACT ALUMNUS LISTED BELOW MAY BE ELIGIBLE FOR ROTARY CLUB MEMBERSHIP.**

Rotaract Alumnus \_\_\_\_\_

(name of individual)

Address \_\_\_\_\_

Associated with \_\_\_\_\_

(firm, company, or institution)

Rotaract Membership Data

Admission date \_\_\_\_\_

Past club offices

- 1.
- 2.
- 3.
- 4.

Rotaract Club of \_\_\_\_\_

Signature of  
Rotaract Club  
Secretary \_\_\_\_\_

*Note:* There is no obligation to your club to consider the above-named person for membership. No acknowledgment of this notification is necessary.



Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, IL 60201-3698 USA  
[www.rotary.org](http://www.rotary.org)