



MEMBER HANDBOOK

WELCOME TO OUR CLUB



What is Rotary



Paul P. Harris, circa 1915

Rotary is an international membership organisation made up of people who share a passion for and commitment to enhancing communities and improving lives across the world. Rotary clubs exist in almost every country. Our members change lives locally and connect with other clubs to work on international projects that address today's most pressing challenges.

Being a member is an opportunity to take action and make a difference, and it brings personal rewards and lifelong friendships in the process.

DID YOU KNOW?

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

Paul Harris, Founder, 1914:

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

THE FOUR-WAY TEST

The Four-Way Test serves as an ethical guide for members to live by in their personal and professional relationships.

Of the things we think, say or do:

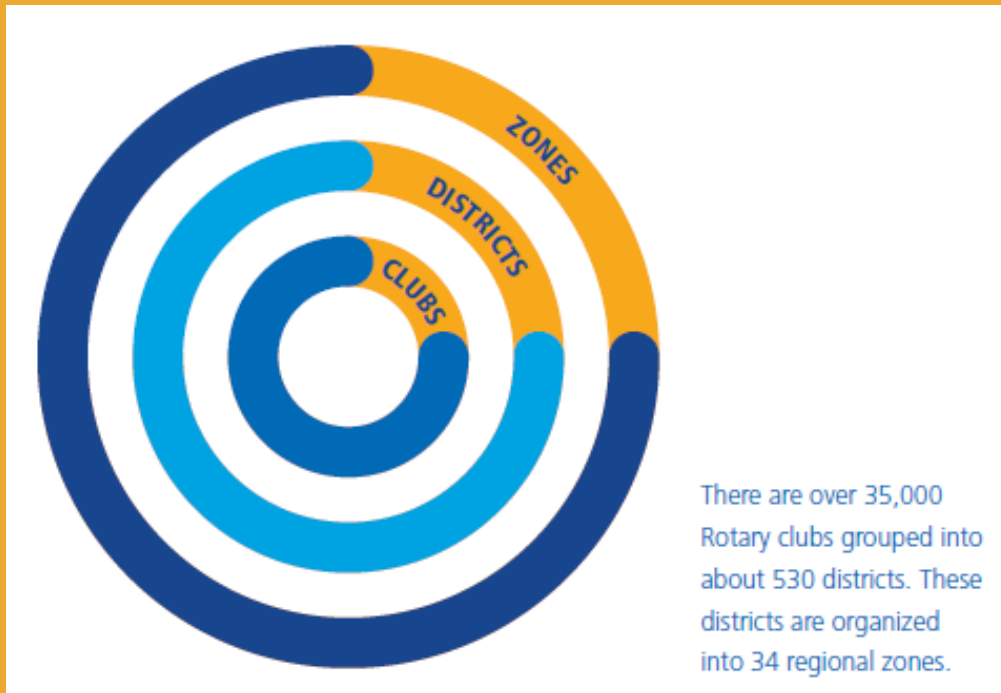
Is it the TRUTH?

Is it FAIR to all concerned?

Will it build GOODWILL and BETTER FRIENDSHIPS?

Will it be BENEFICIAL to all concerned?

How is Rotary Structured?



Clubs

The club is the most important component of Rotary's organisational structure.

There are **over 35,000 Rotary clubs** in more than **220 countries** and geographical areas.

Rotary clubs are autonomous, so the member experience varies from club to club. However, they all operate somewhat similarly. For example, **all clubs** have **presidents, secretaries, and treasurers and committees** that help them run smoothly.

Each Rotary club is considered a member of Rotary International. Strong, well-run clubs enhance our members' experiences and deliver valuable service to our communities.

Districts and Zones

Rotary clubs are **grouped into districts**. District governors serve an important role in Rotary. They're nominated by clubs in their districts for their leadership skills, Rotary experience, and dedication to service. **District governors serve a one-year term**, leading a team of assistant governors and district committees to support and strengthen clubs and motivate them to carry out service projects.

Governors visit each club in the district during the year, oversee the development of new clubs, and plan the district conference and other special events. **Districts are organised into regional zones**, each led by a team of regional leaders. Finally, your Rotary club belongs to the global association, Rotary International (RI), led by the RI president and the RI Board of Directors.

Areas of Focus

- Peace and Conflict Prevention/Resolution
- Disease Prevention and treatment
- Water and Sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development
- The Environment

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

Avenues of Service

Club Service

Vocational Service

Community Service

International Service

Youth Service (includes **Rotaract, Interact, Rotary Youth Leadership Awards and Rotary Youth Exchange**)



Rotary Club of Grahamstown meetings:

1st Thursday of the month - lunch at The Lowlander,
12h45 for 13h00

2nd Thursday of the month - evening social at The
Lowlander, from 17h30

3rd Thursday of the month - lunch at The Lowlander,
12h45 for 13h00

4th Thursday, we hold our monthly Forum meeting at
17h30 at The Highlander Boardroom

Important dates for our Club and Rotary International

23rd February 1905 - The day Rotary was established by
Paul Harris. Our club celebrates with an internationally
themed social event

1st July - Start of the new Rotary year

19th October 1949 - Charter day for our Club. A function
is held around this date to mark the anniversary

24th October - World Polio Day and important day for
Rotary's **End Polio Now** campaign

What To Expect at a Rotary Meeting

Members arrive between 12h45 and 13h00.

Pay for your meal (if you've ordered one and order a drink if you'd like) at the bar in The Lowlander.

Order of Proceedings of the meeting by the MC for the meeting. MCs are selected on an alphabetical, rotational basis by the Secretary.

Members are asked by the MC to participate by reading Opening or Closing thanks or the Four way test.

ORDER OF PROCEEDINGS

Welcome (MC)

Opening Grace

(after Grace members may start eating)

Feedback or Updates

(President and Chairs of Committees)

John's Draw

Sergeant Fines

Happy Bowl (Billy de Klerk, PP)

Four way test

Speaker

Questions and Answers

Closing Grace

Fines, John's Draw and Happy Bowl are all little ways to raise money.



Our club has five committees to help run the club. It is important for members to circulate amongst the committees to gain insight as to how the club operates.



Club Admin

(meets 2nd Monday of the month)

Aim:

- Help the Club Secretary with meeting/lunches/functions/logistics
 - Organise interesting and fun club meetings.
 - Help organise social events for club meetings.
 - All financial matters - report from Treasurer
 - Report back from Sergeant
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Club Public Image

(meets bi-monthly with Membership)

Aim:

- To manage and maintain the club's Facebook page and website
 - Compile and distribute the monthly Bulletin, our club's newsletter.
 - Ensure that all material complies with the Rotary brand guidelines.
 - Develop a public image plan.
 - Send regular articles of interest to Rotary Africa magazine.
 - Advertise Rotary activities in the media with regular press releases.
 - Help create a public image that attracts new members - get our name out there.
 - Create awareness of club activities amongst club members, the media, and the public
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Club Membership

(meets bi-monthly with Public Image)

Aim:

- To work on member retention
 - To encourage new members
 - To organise fellowship in the Club
 - To encourage sponsors of new members to keep motivation high for those they have nominated.
 - To organise fireside chats for new members.
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Club Projects

(meets 1st Monday of the month)

The “nuts and bolts” of what we do in practice!

Aim:

- Organise and monitor both small and large projects such as Carols by Candlelight etc. Plan projects, both local and international, using Club District Grants and Rotary International Grant resources. At present the largest single project in which we are engaged is the 7 Schools' Global Grant (this is now 9 Schools).
 - Run the Kudu Burger Stall events such as during Festival at the Village Green.
 - Work with the CLUB PUBLIC IMAGE committee to promote projects.
 - Carry out projects and involve all members in the Club.
 - Administer District and Global Grants.
 - Discuss ideas for fund-raising.
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Club Foundation

(meets 2nd Tuesday of the month)

Aim:

- END POLIO campaign is the single most important programme in Rotary International (see below)
 - Arrange vocational visits of interest to members.
 - Conduct inspirational Rotary Foundation programmes.
 - Achieve your club's Foundation contribution goals for the year.
 - Educate club members about the Foundation.
 - Encourage club members to participate in Rotary grants and activities and to contribute.
 - Organise and monitor youth exchange programs, Rotaract, Interact and Earlyact. Keep in touch with these groups.
 - Run Polio-Plus activities and report back on Rotary Showcase.
 - Organise International events (such as the annual anniversary of Rotary on 23rd February).
 - Help organising the Rotary Family Health Day.
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COMMONLY USED ROTARY ABBREVIATIONS AND ACRONYMS

It is preferable to avoid the use of abbreviations by saying them in full whenever possible!

AG	Assistant Governor (NB: Use of the previous title “ADG” is incorrect)
D	[number] District [number] – for example District 9370
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DS	District Secretary
GG	Global Grant
IYE	International Youth Exchange (more correctly known as RYE Rotary Youth Exchange)
P	Rotary Club President
PE	President Elect
PETS	Presidents Elect Training Seminar
PDG	Past District Governor
PHF	Paul Harris Fellow
PI	Public Image
PP	Past President
PR	Public Relations
RAW	RAW Rotary Awareness Week
RI	RI Rotary International
RID	RID Rotary International Director
RIP	RIP Rotary International President
RLI	RLI Rotary Leadership Institute (also known in some districts as Rotary Learning and Information)
RYLA	RYLA Rotary Youth Leadership Awards
TRF	TRF The Rotary Foundation
VTT	VTT Vocational Training Team (formerly GSE Group Study Exchange)
4WT	4WT Four-Way Test
WF	WF World Fund (of The Rotary Foundation)
YIR	YIR Yours in Rotary – recommended way to sign correspondence, emails