

**Rotary**  
Club of Hamilton



*MEMBER*  
*HANDBOOK*

# ***PURPOSE***

The purpose of this handbook is:

- To give you a bird's eye view of Rotary
- To let you know what you may expect of membership
- To let you know what our Club will expect of you
- To answer your questions about Rotary, in general, and our Club.

## **SOCIAL MEDIA**

Find us:

**Website:** [www.rotaryclubhamilton.ca](http://www.rotaryclubhamilton.ca)

**Facebook:** Rotary Club of Hamilton

**Twitter:** @rotaryhamilton

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## **ROTARY MOTTO**

The first motto of Rotary International, “He Profits Most Who Serves Best”, was approved in 1911 at the Rotary Convention held in Portland, Oregon. Around the same time, a Minneapolis Rotary Club commented that the proper way to organize a Rotary Club was through the principle that their Club adopted, “Service, Not Self”. After many changes, the 1989 Council on Legislation finally established the principal motto of Rotary International since it best explains the philosophy of unselfish volunteer service. Our motto is...

**“SERVICE ABOVE SELF”.**

## **ROTARY HISTORY**

Paul Harris organized the first Rotary Club in Chicago in 1905. The Club met in rotation at the offices of the members; thus the name, ”Rotary”. There are now more than 30,000 Rotary Clubs worldwide with a total Rotary membership of over 1.2 million men and women.

## **ROTARY INTERNATIONAL AND ROTARY DISTRICTS**

As a Rotarian, you will be a member of the Rotary Club of Hamilton which, in turn, is a member of Rotary International. The world is divided into territories known as Rotary Districts. Each Club is assigned to a Rotary District based on geography. There are now 530 Districts in the world in 162 countries.

Rotary International is governed by a president and board of directors elected from all over the world. Annually, each District elects a District Governor and each Club elects its officers and directors.

## **ROTARY WHEEL EMBLEM**

A wheel has been the symbol of Rotary since our earliest days. Chicago Rotarian Montague Bear, an engraver who drew a simple wagon wheel with a few lines to show dust and motion, made the first design. The wheel was said to illustrate “civilization and movement”.

Most of the early Rotary Clubs had some form of wagon wheel on their publications and stationery.

In 1922, Rotary International decided that all Rotary Clubs should adopt a single wheel with 24 cogs and six spokes.

In 1923, a group of engineers advised that the gear wheel was mechanically unsound and would not work without a “keyway” in the centre of the gear to attach it to a power source. The addition of the keyway was formally adopted and the design has remained the official emblem for Rotary International and all Rotary Clubs.

## OBJECT OF ROTARY



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

1. The development of acquaintance as an opportunity for service;
2. High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian’s occupation as an opportunity to serve society;
3. The application of the ideal of service in each Rotarian’s personal, business and community life;
4. The advancement of international understanding, goodwill and peace through a world of fellowship of business and professional people united in the ideal of service.

## FOUR-WAY TEST

The “Four-Way Test” is the Rotary credo of business, professional and personal conduct. These are the questions we ask of the things we think, say and do:

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

## FOUR AVENUES OF SERVICE

We implement the “Object of Rotary” through the “Four Avenues of Service” which are:

1. Club service
2. Community service
3. Vocational service
4. International service

Each Rotarian is encouraged to participate in one of the “Four Avenues of Service” through membership on one of the Club’s committees.

## ROTARY FOUNDATION

The goal of the Rotary Foundation is to further understanding and friendly relations among the world’s people by funding educational and humanitarian programs including:

- Ambassadorial scholarships
- Health, hunger and humanity (3-H) grants
- Grants for university teachers to serve in developing countries
- Matching grants
- Paul Harris fellowships
- Peace programs
- Polio-plus program

Several of these programs send scholars and volunteer workers abroad to study, learn about other cultures, offer assistance and promote goodwill within a host country.

## **ROTARY CLUB OF HAMILTON**

### **General Information**

Our Club, the Rotary Club of Hamilton, is in District 7090. Seventy-five Rotary Clubs are in District 7090.

Our District is unique in that it spans the Canada/USA border. It encompasses Rotary Clubs from Simcoe through Hamilton and the Niagara peninsula and into the state of western New York from Lewiston, Buffalo and through to Jamestown and Ellicottville.

The Rotary Club of Hamilton is part of Area 2, known as the “Hamilton Group”.

Our Club is the original Hamilton Rotary Club, founded in 1913 by Dr. Bruce Carey and Mr. Russell Kelley, when the population of Hamilton was about 100,000.

Over the years, our Club membership (a very influential group) has contributed in a variety of ways to the development of Hamilton as our City has grown to its present size such as sponsoring the move to Hamilton of McMaster University and supporting the development of the Hamilton Chamber of Commerce, to name just two. Our motto, “Service Above Self”, has manifested itself in a number of Rotary programs over the years, many involving child development and international relations.

Our meetings are held:

**When:** Every Thursday from 12:15 p.m. to 1:30 p.m. \*\*Starting September 2015 there will be no lunch meeting the second Thursday of each month. There will be Rotary After Dark held at 5:00pm at the Hamilton Club.

**Where:** Art Gallery of Hamilton  
123 King Street West  
Hamilton, ON L8P 4S8

**Telephone:** (905) 527-6610, Extension 273

**Facsimile:** (905) 577-6940

**E-Mail:** [admin@rotaryclubhamilton.ca](mailto:admin@rotaryclubhamilton.ca)

## **Our Club Objectives**

The objectives of the Rotary Club of Hamilton are to work locally to implement the ideals set forth in the “Object of Rotary” and to strengthen the Club by striving to achieve the following five objectives:

1. Select, lead and implement annually two or more projects which energize and involve Club members;
2. Communicate and publicize relevant information concerning the Rotary Club of Hamilton to Rotary Club members, new members, potential new members and organizations receiving Rotary support;
3. Retain the active participation of current members and achieve an annual net gain of members. Focus on leaders in business, industry, government and community organizations;
4. Promote fellowship, hospitality and involvement within our Club for the purpose of multiplying and strengthening members’ commitments to the Club;
5. Focus the Club’s financial and volunteer resources where they are most needed, making a difference in people’s lives. This entails defining the major Club charities and activities for the year based upon the advice and consensus of active members.

## **Our Club Organization**

Each year, the members of the Rotary Club of Hamilton elect Club officers and directors. (See Appendix B for a list of the current officers and directors). These officers and directors conduct the general business of the Club. The President, with the approval of the Board of Directors, makes committee appointments based upon the “Four Avenues of Service”. The actual committee’s organization will depend upon the President’s plan for the year and may include the following:

### **International Service**

International service is provided through the following three committees:

1. World Community Service Committee - This Committee has developed a detailed format for the evaluation of project proposals from around the world against criteria for projects.
2. Rotary Foundation Committee – This Committee promotes and supports the activities of the Rotary Foundation. This includes educating members on the role of the Foundation and encouraging members to donate to the Foundation through Paul Harris fellowships and the annual giving program.
3. Youth Exchange Committee – Our Club sponsors two local students to go abroad for a year and hosts two inbound students from overseas. This Committee promotes the exchange program to local high schools, recruits prospective exchange students and selects suitable candidates. All qualified students are assigned a councillor who serves as liaison between the Club, the host family and the community. The committee arranges for host families for inbound students and assists with special events and trips.

### Community Service

Community service is provided through the following committee:

1. Inner City Initiatives and Youth Committee – This Committee works to carry out the interests of the Club in making a positive difference for Hamilton inner city children and their families. Annual events include a community party at an inner city park, a school Christmas party and reading programs. Additionally, this Committee recently joined with the Youth Committee which is active in promoting the Rotary Youth Leadership Award (RYLA), the Easter Seals Christmas party, Junior Achievement, the youth photo contest, McMaster Rotaract Club and youth achievement awards.

### Club Service

Club service is provided through the following four committees:

1. Attendance Committee – This Committee monitors Club members’ attendance records and contacts those members who have missed three consecutive meetings to check on their status and encourage them to make up their attendance. This Committee also reports prolonged absences to the Director of the Committee as well as arranges for the recognition of Club members who have achieved perfect attendance.
2. Membership Committee – This Committee identifies and attracts new members, arranges for the mentoring of new members, arranges a “New Members’ Day”, classification talks, fireside chats, leaves of absence, resignations and classifications.
3. Membership Recognition Committee – This Committee arranges for the recognition of members for their years of service in the Club.
4. Project Caring Committee – This Committee contacts members who are sick, arranges transportation to Rotary meetings for members who are not mobile, sends cards and flowers on behalf of the Club, organizes a visitation program for members who are shut-in and updates the Club President on a weekly basis of Club members who are ill and/or needing visits.

### Vocational Service

From time to time, projects are undertaken to complement members’ vocations as a vehicle for community service.

## **YOU AND ROTARY**

Members of Rotary gain significant benefits and, in turn, accept the responsibilities of membership. Only through the active participation and support of members can Rotary successfully implement the “Object of Rotary”. (See separate section on this for further details.)

### **Benefits of Membership**

- Friendship with your peers, business and professional leaders throughout
  - Your community
  - Neighbouring cities
  - Canada
  - The international community;



- Satisfaction from serving your community, developing international goodwill and understanding, and helping build higher ethical standards within your vocation. (See Appendix A for a detailed description of benefits.)

## **Responsibilities of Membership**

### Participation

To be a Rotarian, you will be expected to give your time and talents to the following:

- Community work
- Social functions
- Club and District activities

### Attendance

Strong attendance is urged and honoured in Rotary. To achieve this goal:

- Attend each weekly meeting of our Club and, preferably, stay for the entire meeting;
- If regular attendance at our Club proves to be difficult, attendance at a “make-up” meeting at other Rotary Clubs is allowed. (See separate section on this for further details.);
- Strive to maintain at least 80% attendance, however, a minimum of 60% attendance is required.
- Participation in other make-ups, Rotary events, committees and significant Rotary work will count as “attendance”. Members can self-report attendance to our Club Administrator (admin@rotaryclubhamilton.ca).

### “Make-Up” Meeting Attendance

If you are unable to attend the weekly meeting at your home Rotary Club, you can still maintain attendance by visiting other Rotary Clubs anywhere in the world. This provides excellent exposure to the world of Rotary. Here’s how:

- Attend another Rotary Club meeting within 14 days before or after a missed meeting of our Club. Each Club’s meeting time and location is listed on the Rotary District website [www.rotarydistrict7090.org](http://www.rotarydistrict7090.org) or the Rotary International website [www.rotary.org](http://www.rotary.org);
- Attend a District, Region or International meeting, conference or convention, or any meeting that will be attended by the District Governor;
- Attend one of our Club’s committee meetings or take an active part in a project that has been authorized by our Club’s Board of Directors as eligible for “make-up” meeting attendance.

### Financial Obligations

- Annual membership dues \$425.00 annually  
(This amount is pro-rated for the first year of membership based on the membership year July 1 to June 30.)
- Weekly meetings fee \$25.00  
(This amount covers the cost of meals and facilities.)

- Rotary Foundation donation \$100 US annually recommended  
(This donation is at your discretion. See separate section on this for details on the Foundation.)
- Sunshine Fund donation \$125.00 annually recommended  
(This donation supports charities in the Hamilton community. Donors will receive a tax receipt.)

### **FUNDRAISING/FELLOWSHIP EVENTS**

The following special events raise funds and provide fellowship opportunities for our Club members. Members are given advance notice to purchase tickets.

- The annual “Fall Classic Golf Tournament” is usually held in September.
- The annual “Spring Uncorked” is a wine and food extravaganza and is usually held in March or early April.
- The annual “Garden Party” is a cocktail reception and buffet dinner held in June.

### **ROTARY CLUB MEMBERSHIP PROCESS**

The life and vitality of all Rotary Clubs is assured and enriched by new members. Our Club strives to attract reputable leaders in business, industry government and community organizations in vocations that will broaden our Club’s membership base and provide a mix of new ideas and enthusiasm to complement the energy of our current members.

Here is how the process works. An existing member of our Club recommends potential new members to the Membership Committee. The Committee reviews the resumes of the candidates. The immediate Past President and the sponsoring member meet the candidate to explain Rotary and answer any questions. The new member is introduced to the Club by the sponsoring member. The entire process can be completed within a few weeks.

We all became Rotarians because an existing member proposed us as potential members. Hopefully, someday you will return the favour by proposing a new member every chance you get.

## **2015/2016 OFFICERS AND DIRECTORS**

### **Officers**

President  
Rosemary Knechtel

President Elect  
Kevin Anstee

Vice President  
Helen Pelton

Past President  
Peter Quaglia

Treasurer  
Andrew Jubenville

Secretary  
Drew Hauser

Sergeant-at-Arms  
Anne Birmingham

### **Directors**

Communications  
Adam Oldfield

Community Service  
Marvin Caplan

Fundraising  
Jake DeJong

International Service  
Rebecca Beatty

Club Program and Fellowship  
Mindy Tweedle

Club Service  
Heather Moroz

## DUTY ROSTER



### **ROLE DESCRIPTION:**

**GREETER:** Arriving promptly at 11:45 AM, the role of the greeter is to meet and welcome every Rotarian and guest, visiting Rotarian or Guest Speaker (if any) that arrives. Before the lunch meeting begins at 12:00 p.m., the greeter reports to the President the name, occupation and any other information of guests and the Guest Speaker, visiting Rotarian. This will help with acknowledgements and introductions. The greeter is to see that all the members are inside the room by meeting time at 12 noon. The greeter should make every effort to make the attendees feel welcome and encourage interaction among the group and see that members are seated promptly and without confusion. If feasible, the greeter is to ensure there are no vacant places between members; no cliques are sitting together; and all guests are taken care of properly.

**BADGE BOARD:** Arriving promptly at 11:45 AM, the role of the badge board is to open all of the Rotary Badges and put them in their chronological order. Upon arrival of a Rotarian, the badge board operator is to provide each member with their applicable badge. The badge board operator ensures that all members are wearing their name badges / pins. These badges are especially helpful to visitors and new members in identifying Rotarians at the lunch.

**GUESTS & VISITORS:** Arriving promptly at 11:45 AM, the role of the guests and visitors position is to obtain the names of all guests and visitors from the attendance record. When called upon, the person in charge of guests and visitors role inform the guest and visitors to stand as their name is called in order to be acknowledged by our club. Once all guests and visitors names have been called and they are all standing, the role of the guests and visitors position is to then ask the fellow Rotarians to welcome these guests and visitors.

**ATTENDANCE RECORD/ LUNCH TICKET SALES:** Arriving promptly at 11:45 AM, the role of the attendance/lunch ticket sales position is to obtain any applicable lunch fee or lunch tickets from Rotarians entering the meeting. Once payment has been made, the attendance record/lunch ticket salesperson provides the Rotarian with a lunch ticket and puts the corresponding lunch ticket number onto the attendance record. The attendance record/sans ticket sales person is also to record any guests and visitors names on the attendance record and provide this information to person in charge of guests and visitors so they can be properly acknowledged. The attendance record/lunch ticket sales person collects all funds received and provides these funds along with the attendance record to the administrative assistant.

**DRAW TICKET SALES:** Arriving promptly at 11:45 AM, the role of the draw ticket salesperson is to sell tickets for the donor prize draw. The draw ticket salesperson will have a role of tickets of which one portion of the ticket goes to the person who purchased the ticket and the other portion of the ticket goes in to the drop in. The draw ticket salesperson collects all of the global funds and provides them to the administrative assistant. The draw ticket salesperson also takes the drop in and provides it to the president so that applicable winner can be drawn.

**GRACE:** Arriving promptly at 11:45 AM, the role of the grace sayer lines up according to the instructions by the Sgt. at arms or the president. When called upon, the grace sayer prior to lunch being eaten by the membership, provides a short but relevant non-denominational prayer before the meal.

**LUNCH TICKET COLLECTOR:** Arriving promptly at 11:45 AM, the role of the after lunch ticket collector is to collect all of the lunch tickets at an appropriate time during the meeting once the meal has been served. The lunch ticket collector then puts these lunch tickets in their chronological order and provides them to the administrative assistant.

**DONOR:** The prize donor is to obtain and bring a prize that is minimally worth \$40.00 to the lunch meeting. Arriving promptly at 11:45 AM, the donor of the prize provides the item to the applicable draw ticket salesperson so that it can be on display during ticket sales.

**INTRODUCER:** Arriving promptly at 11:45 AM, the role of the introducer is to introduce the speaker when called upon by the Sergeant-At-Arms. The biography will be sent to the introducer prior to the lunch meeting by Club Program Director. The introducer should greet the speaker and inform the speaker that they will be introducing him/her at the meeting.

During the lunch meeting, the introducer should welcome the speaker to our club and prepare a brief introduction that includes the speaker's biographical information. The introducer should then welcome the speaker and invite the speaker to take the podium (see *introducer protocol*).

**THANKER:** Arriving promptly at 11:45 AM, the role of the thanker is to thank the speaker on behalf of our club once the speaker has finished. The thanker should begin by stating "*On behalf of the Rotary Club of Hamilton, we would like to thank you for taking time to speak with us*". The thanker then should inform the speaker that a donation has been made to a literacy book cart on their behalf which will assist children in our community with their literacy needs. The thanker will then provide the speaker with a plaque which indicates a donation has been made on their behalf and thanking them for speaking to our club. *Please note that the plaque will be provided before the lunch meeting begins and will be placed at the head table for easy access (see thanker protocol).*

### ROTARY FUNDRAISING CHART

Name of Fundraiser	Description	Where Does the Money Go	How to Donate	Benefits of Donating
<b>Sunshine Fund</b>	The Sunshine Fund is the year-round charitable arm of the Rotary Club of Hamilton.	To support local and international projects and initiatives.	Weekly fines and happy dollars.  General donations to support projects and initiatives.	Donations over \$10.00 are provided with a tax receipt.
<b>Rotary Forever Fund</b>	The Rotary Forever Fund is a year-round way for a Rotarian to leave a legacy to Rotary.  The Broadfoot Circle Recognition event each fall recognizes members who have promised an estate gift.	The interest earned from money donated may be distributed to support our Rotary Club projects.	Donations, commemorative gifts, and bequests.  Complete a Rotary Forever Fund Intention Form ( <i>available online or in the office</i> ).	The interest accumulated on this investment is used toward local/international initiatives at the discretion of the Board of Directors.  A promised bequest enables donors to become members of the Broadfoot Circle.  All donations are tax-deductible.
<b>Sunshine Fund Members Appeal</b>	The Sunshine Fund Members Appeal is an initiative that encourages all members to assist with this fund financially each year.  The appeal takes place annually in July through September.	Funds raised through the Sunshine Fund Members Appeal support the work of our Rotary committees: Donations Advisory, World Community Service, and Inner City & Youth Initiatives.	Donate on your membership renewal form or any time throughout the year.	The funds raised support our committees.  There is a tax receipt for the donation.

<b>Name of Fundraiser</b>	<b>Description</b>	<b>Where Does the Money Go</b>	<b>How to Donate</b>	<b>Benefits of Donating</b>
<b>Spring Uncorked</b>	<p>Spring Uncorked is held yearly in the spring and is an opportunity to enjoy tastings from local restaurants and award-winning Ontario wineries.</p> <p>Spring Uncorked is our major fundraiser.</p>	<p>Proceeds support literacy and leadership projects for at risk children in Hamilton and internationally.</p>	<p>Purchase tickets to attend the event.</p> <p>Sponsorship opportunities.</p> <p>Tickets for raffle draw at the event.</p>	<p>A great event to attend for friends and colleagues.</p> <p>Exposure to unique restaurants and wineries.</p> <p>Chance to win wine cellar through raffle tickets.</p> <p>A tax receipt will be issued for a portion of the event ticket price.</p>
<b>The Rotary Fall Classic Golf Tournament</b>	<p>An annual golf tournament for experienced or new golfers to enjoy golf, network and dinner.</p> <p>The golf tournament is held annually in the Fall.</p>	<p>Proceeds from this event support local camperships and nutritional programs, polio eradication and clean water projects internationally.</p>	<p>Purchase a foursome. Event and hole sponsorship opportunities.</p>	<p>Enjoy the golf tournament.</p> <p>Target is unique market.</p> <p>Networking and fellowship.</p>

<b>Name of Fundraiser</b>	<b>Description</b>	<b>Where Does the Money Go</b>	<b>How to Donate</b>	<b>Benefits of Donating</b>
<b>Rotary Foundation</b>	<p>The Rotary Foundation consists of three areas: Paul Harris Fellowship, Rotary Foundation, and PolioPlus Fund.</p> <p>November is Rotary Foundation month where there is a pledge awareness campaign.</p>	<p>Local/international projects.</p> <p>Advance world understanding, goodwill, peace through the improvement of health, support of education, and the alleviation of poverty.</p> <p>Funds are used to eradicate polio worldwide.</p>	<p>Contribute to the Rotary Foundation yearly.</p>	<p>Each dollar donated is put toward a Paul Harris Fellowship award.</p> <p>For members who contribute \$1000 US, they receive a Paul Harris award and begin collecting points toward for the next year toward a Paul Harris Fellowship award.</p> <p>Half of the contribution comes back to the club to spend on local/international projects.</p> <p>There is a tax receipt for the donation.</p>