



ROTARACT HANDBOOK



Rotary International

Preface

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 Rotary International (RI) President, Luther 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, U.S.A. on 13 March 1968.

Several decades later, the Rotaract program has grown into a strong international network of clubs in over 170 countries and geographical areas, with more than 145,000 members in over 6,400 clubs — clubs organized for young men and women (ages 18 to 30) to serve the physical and social needs of their communities, widen their friendships and professional contacts, and increase their understanding of the world.

Rotarians, Rotaractors and young adults who are considering becoming Rotaractors can all use and benefit from the information found in the pages of this book.

The purpose of this handbook is:

- To inform Rotarians on how to organize a Rotaract club.
- To give Rotarians and Rotaractors information on the administration of a Rotaract club.
- To explain how Rotaract fits into the Rotary structure.
- To show how Rotaract operates at the district level.
- To provide an overview of Rotaract activities.
- To provide information about Rotary International resources available to both Rotarians and Rotaractors.

Table of Contents

Preface

1 Introduction to Rotaract 1

Rotaract: A Key Member of the Rotary Family
Activities Undertaken by Rotaract Clubs
Why Organize a Rotaract Club?

2 Organizing a Rotaract Club 3

Getting Started
Identifying the Membership Base for a Rotaract Club
Informational Meeting
Organizational Meetings
Chartering the Rotaract Club

3 Club Administration and Program 7

Structure
Roles and Responsibilities of Club Officers
Rotaract Club Committees
Meeting Programs

4 The District Structure and Beyond 11

Roles of the District Governor, District Chairperson
and District Rotaract Representative
Rotaract District Committee
District Meetings
Multidistrict Activities, Meetings and Organizations
Regional and International Meetings

5 Rotaract and Rotary International 17

Program Policies
Program Administration
Services
Special Events

6 Resources 21

Resources of Rotary International
Resources of The Rotary Foundation
Other Resources

7 Rotaract in Action 27

8 Administrative Forms and Constitutional Documents 31

1

Introduction to 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 and The Rotary Foundation. Rotary International provides the administrative support that helps Rotaract clubs thrive.

Rotaract: A Key Member of the Rotary Family

Rotary International is a worldwide service organization for leading business and professional men and women with 29,000 Rotary clubs and over 1.2 million members. Each Rotaract club is sponsored by a local Rotary club. This sponsorship is a result of Rotary's concern that young people, or "New Generations," should take an active interest in community life and have the opportunity for professional development. Rotaract provides a vehicle through which New Generations can find that involvement.

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 men and women interested in providing service to their own communities and the global community. Rotarians also serve as resources for Rotaractors who are in the process of becoming professionals and community leaders. In turn, a Rotaract club can bring new energy to a Rotary club, inspire fresh ideas for service, increase support to

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.

Activities Undertaken by Rotaract Clubs

You might ask, "What exactly does a Rotaract club do?" Rotaract clubs organize a variety of projects and activities, depending primarily on the interests of the club members. There are, however, three types of activities within the Rotaract program that all clubs undertake 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:

- special 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 overcoming business, vocational, and professional challenges. Making the club's professional development projects joint Rotaract-Rotary projects can also help Rotaractors get better acquainted with sponsoring Rotarians.

Leadership Development

A club's leadership development activities not only aim to make members more effective leaders in their personal lives, but also 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
- techniques for marketing the Rotaract program to potential members
- building consensus among members
- delegating project responsibilities and ensuring the necessary follow-up
- identifying channels for project publicity and promotion
- finding financial resources for strengthening club development
- assessing project success

Service Projects

Above all other principles, "Service Above Self" is the credo that guides Rotary. 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 starting 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 takes on its own unique qualities, depending on where in the world it is established.

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. Organizing a community-based Rotaract club is challenging and takes perseverance. A Rotarian from the sponsoring Rotary club should be appointed to serve as the primary advisor for the newly forming Rotaract club once the organizers have decided that a community-based club is what they prefer.

University-based clubs also consist of members from ages 18-30, 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 it is Rotary's intention to comply with school regulations regarding student organizations.

If it is determined by university administrators and the Rotaract club organizers 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 advisor to the club. The faculty advisor must be willing to work closely with the students in a non-classroom setting and should be generally well-liked by students. The faculty advisor should also work with an advisor from the sponsoring Rotary club and the Rotaract club organizers to develop a recruitment strategy to attract members to the new club.

Although community-based clubs offer greater flexibility and autonomy than university-based clubs, both approaches to Rotaract club organization have proven successful in various parts of the world.

At this point, the organizers need to review the *Rotaract Club Organization List* and the *Rotaract Membership Application* which can be found in the "Administrative Forms and Constitutional Documents" section of this handbook.

The sections below include detailed strategies for recruiting potential Rotaract club members and the steps that must be taken by them to become officially recognized by RI. Rotarians would be wise to work with current or past Rotaractors during this

time, as they can provide valuable insight into the process.

Established Rotaract clubs may want to start new Rotaract clubs as part of an extension program. Rotaractors should contact their sponsoring club or identify a different Rotary club sponsor and also follow the steps described in this chapter.

Joint Sponsorship of a Rotaract Club

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

- the District Governor gives his or her 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
- each member of the Rotaract club agrees to adhere to the provisions of the constitution and bylaws of the club

Identifying the Membership Base for a Rotaract Club

When you have determined the type of Rotaract club to start, 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 that may benefit from joining a Rotaract club.

Also keep in mind that Youth Exchange students, Interact alumni, returned Ambassadorial Scholars, Group Study Exchange alumni and RYLA participants may be excellent Rotaract candidates. Finally, community centers, churches, health clubs, universities and continuing education programs are just a few community sources for potential club members. Use your

imagination to develop as wide a membership pool as possible.

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

Informational Meeting

Once you have identified the membership base, your Rotary club is ready to convene an informational meeting for them. The informational meeting helps Rotaract club organizers learn about the interests of prospective members and gives organizers a chance to explain how a Rotaract club can help develop these interests. Here are some ideas for an informal meeting that you may wish to consider:

- 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.
- Ask those interested in becoming members to fill out the "Rotaract Membership Application" form (page 49).

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 continue to 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, the following are areas that you will need to address during the organizational phase:

- Identify potential club leaders and hold elections for president, vice-president, secretary, treasurer, and members of the board of directors. Provide them with the “Roles and Responsibilities of Club Officers” found in Chapter 3.
- Discuss and establish annual club dues. These generally range from US\$5 to US\$100, depending on the activities planned by the club.
- 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. It is recommended that there be a minimum of 15 charter members. 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 by-laws consistent with the *Standard Rotaract Club Constitution* and policy established by Rotary International. These by-laws are subject to the approval of the sponsoring Rotary club.

The *Rotaract Club Organization List* 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 *Organization List* must then be signed by the sponsoring Rotary club president and the District Governor and sent with US\$50 to RI World Headquarters or the RI Service Center serving the area for club certification. In some cases, payment may be made in local currency via an RI fiscal agent. Please consult the *RI Official Directory* for a list of authorized fiscal agents.

Upon certification of the Rotaract club, the sponsoring Rotary club will receive a handsome 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.

Inaugural Ceremony

The inaugural ceremony marks the official certification of the Rotaract club by Rotary International, which is an exciting moment in the Rotaract club’s organization. The “Rotaract Certification of Organization” is sent to the president of the sponsoring Rotary club approximately four weeks after the RI Secretariat receives the *Organization List*.

The Rotary club sponsor(s) may wish to plan and host the 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 Chairperson 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. An installation ceremony is then held annually to thank the past officers for their year of dedicated work and 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 Program



With your new Rotaract club chartered, the organizers take on the role of advisors as the club develops its governing structure and program. In order to maintain a viable and healthy Rotaract club, the development of strong leadership and a committed, interested membership is vital.

Structure

Under the leadership of the Rotaract club president, the members of a Rotaract club 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, three directors, 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 prior to 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 he or she leads the entire 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

The Office of President

As the club leader, the president helps members to 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. The president identifies member skills and interests and puts them to work in club projects.

The president is responsible for maintaining club operations, delegating responsibilities, and establishing meeting schedules. The president should develop a plan for the year as early as possible. The "Summary of Rotaract Plans and Objectives" on page 45 provides guidelines for developing the year's plan. The president presides over all

meetings of the club and its board of directors; following parliamentary procedure may help to keep discussion relevant.

The president should also maintain regular communication with the sponsoring Rotary club (through joint activities and meetings), the District Rotaract Representative (through club participation in district activities and meetings) and Rotary International (through participation in the Rotaract Pre-Convention Meeting and annual reporting). To help facilitate communication, a bulletin or newsletter featuring the outstanding Rotaract club projects or activities should be distributed to the Rotary club sponsor(s), the District Rotaract Representative, and Rotary International. With board approval, the president appoints all standing and special committees and follows up on committee progress with the help of the vice-president.

The Office of Vice-President

The club vice-president, a key Rotaract officer, 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 elect to have the incoming president serve as vice-president prior to taking office.

The vice-president presides at all meetings when the president is absent. The vice-president also serves on the board of directors and as an ex-officio member of all committees. Additionally, the vice-president 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 the president time to develop new and exciting club projects and activities.

The Office of Secretary

The Rotaract club secretary has many responsibilities that require a person who is detail-oriented and organized. Often, Rotaract clubs will appoint a second secretary to be trained and to provide assistance. 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 members reach the age limit of 30, the secretary sends the "Notice of Rotaract Alumnus (Potential Rotarian)" form (page 50) to the secretary of the sponsoring Rotary club.

The Office of Treasurer

As the collector and disbursing officer of club funds, the treasurer is responsible for the club's solvency and financial stability. The treasurer chairs the finance committee, works with the board of directors to develop the budget, collects dues and all funds raised by the club and pays all club bills and reimbursements for club expenses. The treasurer reports the club's financial status at each meeting and has the books audited at the end of the fiscal year. In preparing for this assignment, the treasurer should meet with the previous treasurer and consult the sponsoring Rotary club treasurer and a certified accountant.

Recording and managing the club funds is an important responsibility that requires continual review. Often, Rotaract clubs will appoint a second treasurer to train and assist. This guarantees continuity and ensures a trained substitute treasurer.

All incoming Rotaract club officers should be provided with Rotaract club officer leadership training at the district level, which includes a one- to two-day leadership training seminar conducted by the Rotaract district committee in coordination with the RI district.

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*. These include the Club Service, Community Service, International Service, Professional Development and Finance Committees. Additional special committees may be appointed as needed.

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

Club Service Committee: This committee plans strategies for membership development and retention, takes meeting minutes, writes and distributes the club bulletin and plans fellowship activities for the membership.

Community Service Committee: This committee reviews suggestions and develops plans for the club's annual community service project(s) and takes a leadership role organizing and facilitating the project(s).

International Service Committee: This committee reviews suggestions and develops plans for the club's annual international service project(s) and takes a leadership role in organizing and facilitating the project(s). In addition, this committee develops other activities that promote international understanding among club members and in the community.

Professional Development Committee: This committee reviews suggestions and develops plans to provide opportunities for professional development for the club's membership and takes a leadership role in facilitating programs and projects related to this area.

Finance Committee: This committee is responsible for any district and club dues collection as well as planning for club fundraising to support club administration and service activities. The treasurer acts as the committee chairperson.

Meeting Programs

Programs may draw on experts from the community or university, outstanding business leaders or international guests, or 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 make the program varied in format (e.g., speakers, panel discussions, debates, videos, slides, entertainment, and trips).

Although the president should review all program content, he or she will probably want to appoint a meeting chairperson to organize the year's programs or ask different members to organize one meeting program each year. If numerous Rotaractors are involved in planning meeting programs during the year, you will likely produce fresh and original programs. Remember, the sponsoring Rotary club can be an excellent source for interesting programs.

Spread the Word

Rotaract clubs may wish to produce a bulletin or newsletter to inform club members of upcoming activities or share reports about past events. This type of information should also be shared with the sponsoring Rotary club(s) and key community members who support Rotaract. Clubs should also provide a copy to the District Governor, District Rotaract Representative and Rotary International to keep them updated on club activities.

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. *Effective Public Relations: A Guide for Rotary Clubs* (257-EN) is an excellent resource for Rotaractors to use in a variety of situations, whether you are writing a press release in order to recruit new members or seeking community support for a service project.

4

The District Structure and Beyond



Rotaract activities at the district level provide opportunities for joint projects between 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 Chairperson and District Rotaract Representative

The 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 Chairperson 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 district-wide training for Rotaract club officers.

The District Rotaract Chairperson

The District Rotaract Chairperson is a Rotarian appointed by the District Governor who assists him or her in publicizing the Rotaract program, promoting the organization of new Rotaract clubs, and administering the Rotaract program within the district. The chairperson also provides the leadership necessary for the members of the District Rotaract Committee to carry out these objectives.

The District Rotaract Chairperson can develop the Rotaract program through an active Rotaract publicity and promotion campaign. The chairperson 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.

The District Rotaract Representative

The District Rotaract Representative is a Rotaractor elected by the Rotaract clubs in the district by secret ballot.* In districts where there is only one Rotaract club, the

* A Rotaractor must complete one year as Rotaract club president or as a member of the Rotaract District Committee before serving as District Rotaract Representative.

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 both from the district and from 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 monthly issues of *THE ROTARIAN* magazine, the *Rotary World* newspaper, and *Rotaract News*. Conversely, 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.

The District Rotaract Representative also appoints the Rotaract district committee (comprised of Rotaractors).

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 district-wide 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

Two important district-wide Rotaract meetings are held each year: the Rotaract District Assembly and the Rotaract District Conference.

Rotaract District Assembly

The purpose of the Rotaract District Assembly is to provide training to the incoming Rotaract club officers. The Rotaract District Assembly can be held any time after club open elections are held. Normally, this is done before the Rotary year in which the officers serve their term. The meeting is planned and implemented by the District Rotaract Representative and District Rotaract Chairman, and their respective committees.

Participants at the Rotaract District Assembly include incoming Rotaract club officers, directors and committee chairmen; current and incoming District Rotaract Representatives; the District Governor; District Rotaract Committee (consisting of Rotarians); Rotaract district committee (consisting of Rotaractors); Rotary club Rotaract committee chairperson and members; and Rotaract club advisors.

The conference should feature a mix of general sessions and small group discussions designed to provide training to Rotaract club officers and committee chairpersons and to develop rapport between the Rotaract club leadership and the sponsoring Rotary club and district leadership. Individual sessions should be planned to discuss the roles of the various club officers. General sessions might address Rotaract activities at the district level as well as provide an opportunity for sharing ideas on service activities and membership development and retention. The program should be developed jointly by the District Rotaract Representative and the District Rotaract Chairman and be approved by the District Governor.

General sessions should be led by the District Rotaract Representative, with assistance from the District Rotaract Committee Chairperson. Group sessions should be led by Rotaractors, with Rotarians assigned to each group as resource specialists to supply any necessary information and guidance. This provides an excellent opportunity for Rotaractors to develop their leadership skills.

The Rotarians and Rotaractors on the District Rotaract Committee and Rotaract district committee, respectively, should work together to plan all aspects of the meeting. In addition to conducting the meeting, the District Rotaract Representative should recommend Rotaractors to serve as discussion group leaders and also help promote attendance at the meeting.

The expenses for all incoming Rotaract club officers, directors and committee chairpersons are to be paid 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. The District Governor should approve the final financial proposal for the Rotaract District Assembly.

Rotaract District Conference

A Rotaract District Conference gives Rotaractors throughout the district a chance to congregate and celebrate the year's successes. The conference also provides an important forum for exchanging information and ideas, evaluating completed projects and planning new ones, and strengthening the spirit of teamwork and friendship.

Every Rotaractor in the district should be invited to the district conference, as well as Rotarians on the District Rotaract Committee, Rotaract club advisors and the District Governor. The Rotaract District Conference can be held at the end of May or in June and should be held at a central location that offers easy and economical access for Rotaractors throughout the district. Keep in mind that it shouldn't conflict with the Rotaract Pre-Convention Meeting.

All aspects of the meeting should be planned by the Rotaractors and Rotarians on the district committees. The current and incoming District Rotaract Representatives should have primary responsibility for coordinating the meeting.

The cost of the conference can be covered in various ways. Often, however, general Rotaract club and district funds are used to cover meeting expenses, and Rotaractors pay a registration fee that includes meals, entertainment and accommodations if the meeting runs longer than one day.

There are no set guidelines for program content, but it should be informative and enjoyable. Based on the interests of the district's Rotaractors, the current and incoming District Rotaract Representatives, in consultation with the Rotaract district committee, should plan a program that motivates the participants and promotes the formation of district-wide friendships.

The plenary sessions might feature speakers from regional government agencies, businesses, or community organizations whose knowledge and insights would be informative and inspirational for Rotaractors. If the conference focuses on a specific theme that the District Rotaract Representative has developed over the year (e.g., drug abuse prevention or literacy promotion), choose speakers who specialize in related fields. The plenary sessions also provide an opportunity to spotlight the talents of Rotaractors who are musicians, dancers, or artists and to recognize individual Rotaractors or clubs that have provided outstanding service to their community during the year. This is also a good time to elect the District Rotaract Representative for the following year, thus allowing a full year for preparation and training for the office.

Discussion group sessions can follow any number of formats, including: service project workshops featuring panels of specialists; idea exchange assemblies; or group discussions on specific district concerns, with group recommendations reported on at an open forum during the general session.

Generally, a Rotaract club is asked to host the meeting, which involves obtaining the meeting place and organizing conference logistics.

Contact your District Rotaract Representative for the dates of these two meetings. For those districts with only one or two Rotaract clubs, these meetings are especially important and should not be disregarded. However, if resources are limited, it may prove more productive to coordinate the Rotaract District Assembly and/or Conference with the Rotary District Assembly or Conference. This gives Rotaractors direct contact with Rotarians in the district and a better understanding of Rotary and increases Rotaract visibility among Rotarians.

Multidistrict Activities, Meetings and Organizations

Multidistrict activities are Rotaract-sponsored service projects (other than meetings) involving clubs in two or more districts. For example, in Japan, Rotaractors organize a multidistrict service project to celebrate their “National Rotaract Day,” generating publicity about Rotaract that attracts new members.

To organize a multidistrict project, 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 project 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 capita fee.

All groups undertaking multidistrict projects should submit annual financial and descriptive progress reports on their projects — along with photographs — to RI World Headquarters. These reports are used to feature successful multidistrict Rotaract activities in the *Rotary World* newspaper, *THE ROTARIAN* magazine, *Rotaract News* and other RI publications.

Multidistrict meetings are conferences, seminars or meetings which involve Rotaract clubs from several districts coming 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 director(s) from the zone(s) and the RI General Secretary of the event.

Additionally, multidistrict meetings at the worldwide level require the approval of the RI director(s) from the zone and the approval of the RI Board. 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 organizations, frequently called Multidistrict Information Organizations (MDIOs), may be formed for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned. 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, as needed, 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 organizations have no decision-making or legislative powers, except for decisions concerning activities of the organization, for which each member (District Rotaract Representative) has one vote.

Regional and International Meetings

Rotaract Pre-Convention Meeting

The Rotaract Pre-Convention 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. This is a meeting that every District Rotaract Representative and club president should attend.

RI Convention

Rotaractors are invited and encouraged to participate in the four-day RI Convention that follows the Rotaract Pre-Convention 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. It can provide Rotaractors with a better sense of how Rotaract fits into the Rotary family.

INTEROTA

INTEROTA is a worldwide Rotaract meeting held every three years. It is an opportunity for Rotaractors to sample another culture, tour the local sights, and see what kinds of activities and projects their counterparts are developing. Past INTEROTA meeting sites have included South Africa, Turkey and Mexico.

Unlike the Rotaract Pre-Convention Meeting, INTEROTA is not sponsored by RI. Rather, Rotaractors compete with one another to host INTEROTA. At the meeting, delegations from various countries present conference proposals for the upcoming INTEROTA, and participants then vote to

select the next meeting site. Before a Rotaract club or district makes a proposal to host INTEROTA, they need to secure the approval of their current District Governor and the RI director from their region. Once a site is selected, the hosting Rotaractors are required to submit a proposal to the RI Board for approval, as described in the “Rotaract Multi-district Meetings” section of the *RI Manual of Procedure*, and to ensure that their District Governors and RI directors are kept informed of the meeting plans in the years leading up to the event.

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 (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. Rotaractors and Rotarians wishing to propose changes to the Rotaract program should work through either this committee or the Board member from their region to bring their suggestions to the attention of the Board.

Changes to the Rotaract program that would affect the constitution and by-laws of Rotary International or the RI-prescribed constitution and by-laws of Rotary clubs must be considered and acted upon by the Council on Legislation. The Council on Legislation is the legislative body of RI. 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. 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

RI Secretariat and Rotaract

The RI Secretariat is made up of the RI World Headquarters in Evanston, Illinois, U.S.A. and its eight Service Centers in Argentina, Australia, Brazil, India, Japan, Korea, the Philippines, and Switzerland. RI staff are committed to providing excellent service in administering the Rotaract program worldwide. Addresses and phone/fax numbers for RI Secretariat offices can be found on page 57.

Communication

Good communication between RI, Rotaract clubs and sponsoring Rotary clubs is key to the health and growth of this important program. To facilitate this, program mailings are sent each year from RI World Headquarters providing program updates, information on new publications, and announcements about special activities such as World Rotaract Week and the Rotaract Pre-Convention Meeting. Rotaract clubs should make a special effort to keep RI informed of their activities.

RI President's Theme

Each year the new RI president introduces a special theme that aims to unite the service projects of your Rotaract club and sponsoring Rotary club with those of Rotaract and

Rotary 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 year the RI president appoints an international committee to serve in an advisory capacity to the Board regarding the Rotaract program. It has become customary for the committee to include both Rotarians and Rotaractors from around the world. Rotaractors and Rotarians 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 have a Rotarian write to the RI president-elect recommending him or her as a worthy candidate for consideration. All committee appointments are made at the discretion of the president-elect.

Rotaract Club Certification, Registration and Termination

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

Each year, a Rotaract club is required to provide updated address information to RI World Headquarters to ensure the records are accurate.

RI will terminate Rotaract clubs* if mail is returned to the Secretariat and RI staff are unable to reach the club president through the District Rotaract Representative, the District Rotaract Chairman, the sponsoring Rotary club secretary, or the District Governor. These individuals will have 90 days to

provide updated contact information to RI, after which time the Rotaract club will be terminated. This policy makes it essential for Rotaract clubs to submit the names and addresses of their club presidents or contact persons *each year*, so that not only can the correct club information appear in the *Worldwide Rotaract Directory*, but also so that active Rotaract clubs are not terminated. In addition, if at any time *during* the Rotary year a Rotaract club president or contact person's address changes, he or she must notify Rotary International so that mail sent from the Secretariat is not returned as undeliverable.

If a Rotaract club wishes to be reinstated after having been terminated by Rotary International, they may do so at any time provided they have the support of their sponsoring Rotary club. If the Rotaract club wishes to be reinstated *within one year* of their official termination by RI, then the Rotaract club *is not required* to pay the US\$50 certification fee. If, however, a Rotaract club has been officially terminated for a period of *more than one year*, it *must pay* the US\$50 certification fee in order to be officially reinstated with Rotary International.

Services

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 prior to 1 April guarantees that your club will be included in the *Worldwide Rotaract Directory*. These reports should be sent to:

Official Directory
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201, USA
Fax: 847-328-8554

By submitting the Rotaract Annual Report form, clubs can indicate their interest in participating in international Home Hosting and Partner Club projects.

* For a complete listing of other reasons for which a Rotaract club may be terminated, please see Article III, Section 5 of the *Standard Rotaract Club Constitution* and Section 19 of the *Rotaract Statement of Policy*.

THE ROTARIAN, Rotary World and Rotaract News

The RI Secretariat also develops promotional pieces to help the Rotaract program. Foremost among RI publications are *THE ROTARIAN*, *Rotary World* and *Rotaract News*. *THE ROTARIAN*, published monthly, is the official magazine of RI and an international magazine for business and professional people. *Rotary World* is a newspaper published five times a year that includes reports on innovative club and district projects in communities around the world. *Rotaract News* is the biannual newsletter published exclusively for the Rotaract audience. To enhance these publications, Rotaract clubs are asked each year to submit to RI photographs and "Project Report Forms" (see pages 53-54) detailing their community and international service projects. Your club's communication with the RI Secretariat is essential in promoting the worldwide success of Rotaract.

Every registered Rotaract club should receive a copy of *Rotary World* and *Rotaract News*. If your club does not receive a copy it may not be correctly registered, and you should contact RI World Headquarters immediately.

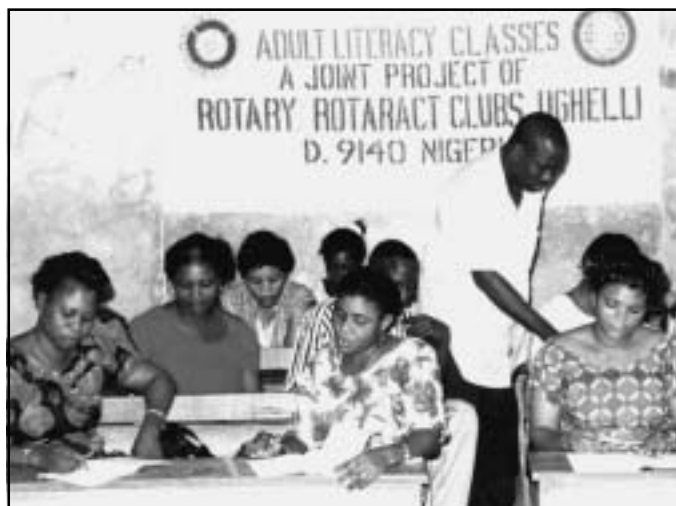
Special Events

World Rotaract Week

During the week in which 13 March falls, Rotaract clubs and their sponsors join in a worldwide celebration of World Rotaract Week. This celebration coincides with the date that the first Rotaract club was officially certified by Rotary International. In celebration of this week, Rotaract clubs are invited to join with their Rotary club sponsors to carry out partner activities.

6

Resources



One of the primary goals of Rotaract clubs is to provide service both locally and internationally. Rotary International and The Rotary Foundation have a variety of programs, activities and emphases to support the efforts of both Rotary and Rotaract clubs in developing their service projects. The following section details Rotary International and Rotary Foundation programs, activities and emphases and explains how your Rotaract club can obtain additional information. Publications listed as resources below can be ordered from the latest RI *Catalog* (019-EN), or by completing the “Publication Order Form” found on page 35 and sending it to the Service Center for your area. In addition, RI’s Web site (www.rotary.org) has a wealth of information.

Resources of Rotary International

The RI Programs Department acts as a clearinghouse for information on club and district service activities worldwide. Through its program publications and Projects Database, programs staff can help Rotaractors develop effective service projects by sharing the experience and knowledge of others from around the world.

The Projects Database contains several hundred project models and ideas along with project contact information and resource organizations, providing concise information on Community, Vocational and International Service projects. Rotarians and Rotaractors are encouraged to submit their projects for possible inclusion so that

others might benefit from their experience. To obtain information from the Projects Database, contact the Programs Department at RI World Headquarters, specifying what types of project examples you are interested in receiving.

AIDS

The RI Board encourages Rotary clubs to work with governmental health agencies and non-governmental organizations to increase awareness among their membership and the broader community about AIDS education and prevention. Rotary clubs have been asked by the Board to use United Nations Programme on HIV/AIDS (UNAIDS) materials in expanding collaborative activities with Rotaractors and Interactors. Rotaractors can be key leaders in enhancing AIDS awareness among their peers, working within cultural and community sensitivities.

For more information, consult the RI publication, *Rotary Responds to AIDS* (604-EN).

Children at Risk

Recognizing that children are an especially vulnerable population and need special care and protection, RI’s Children at Risk emphasis encourages clubs to undertake projects to alleviate the hardships suffered by children living in exceptionally difficult conditions in order to enable them to grow into adulthood in an environment of peace, dignity, tolerance, freedom and equality. This emphasis is an extension of RI’s

endorsement and support of the rights of all children to food, shelter, health care, education and freedom from abuse and violence, regardless of race, creed or nationality. Service projects encompassed by the Children at Risk emphasis focus on hunger, literacy and primary education, health care and immunization, safe communities and schools, drug and alcohol abuse prevention, alleviating homelessness and promoting stable and nurturing homes.

Concern for the Aging

As people's life expectancy expands, concern for the aging is a growing need in many communities. This Community Service activity is designed to encourage Rotary and Rotaract clubs to undertake projects that respond to the social, physical, vocational, and educational needs of senior citizens. Concern for the aging projects incorporate senior citizens into community activities and help break down generational barriers.

For more information, consult the RI publication *Learning from Experience* (621-EN).

Drug and Alcohol Abuse Prevention

Through its emphasis on drug and alcohol abuse prevention, RI is drawing attention to a problem of global proportions. Rotary and Rotaract clubs are encouraged to undertake service projects that help reduce substance abuse in the community, particularly through educational programs on the dangers of drug and alcohol abuse. Given the importance of addressing this problem as early as possible, Rotaractors are in an ideal position both to influence younger children and their peers with respect to this issue.

For more information, consult the RI publication, *Combating Substance Abuse* (627-EN).

Interact

Interact is an international organization of service and social clubs for young people ages 14-18 that fosters leadership and responsible citizenship and promotes international understanding and peace. Each Interact club is sponsored by a local Rotary club — which acts as an advisor — but clubs are self-governing and self-supporting.

Each year, Interact clubs complete a community service project and a project that furthers international understanding and goodwill. Interact is also a social organization. Interactors develop a worldwide network of friends through exchanges with local clubs and those from different countries. Interactors within a community serve as excellent future prospects for the local Rotaract club.

For more information, consult the *Interact Handbook* (654-EN) or your District Interact Chairperson.

Hunger Alleviation

Poverty is on the rise and one of its chief effects is hunger. RI encourages Rotary and Rotaract clubs to undertake projects to alleviate starvation; to substantially reduce malnutrition and mortality among children; to tangibly reduce chronic hunger; and to eliminate major diseases resulting from inadequate nutrition.

Consult *Combating Hunger and Poverty Through Rotary* (307-EN) for further information.

Literacy and Numeracy Promotion

RI's Literacy and Numeracy program addresses the critical need of increasing people's functional literacy levels and basic math skills. Rotary and Rotaract clubs are asked to examine community literacy and numeracy needs and develop appropriate projects such as adult literacy classes, or reading programs for children.

For more information, consult the RI publication, *Rotary Promotes Literacy* (601-EN).

Preserve Planet Earth Program

The Preserve Planet Earth program seeks to address rising concerns over the state of the environment. Rotaract and Rotary clubs can help to increase ecological and environmental awareness in their homes, communities, and throughout the world. Whenever possible, clubs should try to incorporate environmental protection components into all ongoing community and international service projects.

For further information, consult the *Preserve Planet Earth Handbook* (378-EN).

Rotary Community Corps (RCC) Program

The Rotary Community Corps program encourages Rotary and Rotaract clubs to identify service-minded non-Rotarians with leadership potential who require organizational and technical assistance to carry out local community development projects. Through Rotary club sponsorship, RCCs are organized and receive Rotary, Rotaract, or Interact assistance to advance their projects. The purpose of the RCC program is to promote grass-roots, self-help projects; develop local leadership abilities; maximize local resources; and use appropriate cost-efficient technology.

For more information, consult the *Rotary Community Corps Handbook* (770-EN).

Rotary Volunteers Program

The Rotary Volunteers program links Rotarians and spouses, Rotaractors, Rotary Foundation scholars, and non-Rotarians with exciting volunteer opportunities in community and international service projects. The Rotary Volunteers program is designed to create greater awareness among Rotarians/Rotaractors of volunteer opportunities within their own and other communities, provide expertise or skills not available within the community to service projects, and increase and facilitate participation in all types of volunteer activities.

Rotaractors interested in volunteering their expertise to a service project should begin by seeking out community and district opportunities. Those Rotaractors unable to identify such opportunities and willing to volunteer outside the district, should contact the district Vocational Service chairperson and complete the RI registration form for Rotary volunteer opportunities. Volunteers are expected to independently follow up on possible Rotary or non-Rotary projects which could use their volunteer expertise.

For more information, consult the *Rotary Volunteers Handbook* (263-EN).

Rotary Youth Leadership Awards (RYLA)

Organized at the Rotary club, district or multidistrict level, RYLA seminars focus on topics of interest to students and young professionals. Participants exchange ideas, explore career paths, learn more about Rotary, gain insights for organizing youth and community service projects, and discuss approaches for resolving family, social, and professional problems.

The connection between Rotaract and RYLA works on many levels. In some cases, Rotaractors are selected by their Rotary clubs to participate in RYLA seminars. Rotaract clubs may work with a Rotary club or district RYLA committee to organize the seminar. RYLA seminars also provide Rotaract clubs with a pool of excellent candidates for Rotaract membership.

Those Rotaractors interested in learning more about RYLA activities should contact their sponsoring Rotary club or District Governor or consult the RI publication, *Rotary Youth Leadership Awards Guidelines* (694-EN).

Urban Peace and Conflict Resolution

Rotarians' efforts in the arenas of urban peace and conflict resolution focus on areas of concern to all communities, including community terrorism, gun violence, domestic/family violence, ethnic and religious intolerance, deteriorating inner cities, lack of recreational facilities, alternative dispute resolution, homelessness and unemployment. Rotarians and Rotaractors are encouraged to demonstrate their commitment to urban peace through projects and activities in these areas.

For more information, consult *Building Peace in the Community* (377-EN).

World Community Service (WCS) Program

The purpose of the World Community Service program is to encourage international cooperation; carry out projects to improve living standards and satisfy basic needs; and increase international understanding and goodwill through professional, technical, and material assistance. A World Community Service project is one in which two clubs from different countries join forces to address a community need by providing international funding, volunteer assistance, or material support. The *World Community Service Projects Exchange (754-EN)* lists projects needing international Rotary and Rotaract club partners. Rotaract clubs may also list projects that need support in the *WCS Projects Exchange* with the endorsement of the sponsoring Rotary club. The *WCS Projects Exchange* can also be found on RI's Web site.

Another WCS resource is the Donations-in-kind Information Network (DIN), a database listing goods and services donated by Rotarians and Rotaractors for use in WCS projects.

For more information and registration forms for this program, consult the *World Community Service Handbook: A Guide to Action (742-EN)*.

Youth Exchange

The Youth Exchange program sends students of secondary school age to engage in study or travel abroad for up to one academic year in order to advance international understanding and goodwill. Youth Exchange students, typically between the ages of 15 and 19, live with host families and experience first-hand life, culture and education in another country. Sponsored by sending and receiving Rotary clubs or districts, the exchangees are selected according to guidelines and procedures suggested by the RI Board. Returned Youth Exchange students are a great source of potential Rotaract members.

For more information, consult the *Youth Exchange Handbook (746-EN)* or your district Youth Exchange chairperson.

Resources of The Rotary Foundation

Through its humanitarian, educational and cultural exchange programs, The Rotary Foundation provides financial assistance to international Rotary/Rotaract service projects that aim to increase world understanding and peace. The guidelines used in judging applications for financial assistance require that projects involve two or more countries and subscribe to established criteria set by The Rotary Foundation Trustees. In addition, funding is available for international scholarships.

Discovery Grants

Discovery Grants subsidize the advance planning activities of Rotary clubs and districts designing significant international service projects by contributing to the travel, food and ancillary expenses of individuals selected by the sponsor club or district to travel from one country to another to further such planning. Discovery Grants of up to US\$3,000 permit teams of Rotarians or teams of experts led by at least one Rotarian to travel to another country for an unrestricted length of time.

For more information, consult the booklet *Humanitarian Grants Programs (130-EN)*.

Grants for Rotary Volunteers

The Grants for Rotary Volunteers program allocates stipends to cover travel and per diem expenses for Rotarians, Rotary Foundation alumni, and Rotaractors who serve as international service volunteers for a minimum of four weeks in a Rotary or non-Rotary international service project. To be eligible for funding, prospective volunteers must first be registered with the RI Rotary Volunteers program.

For more information, consult the booklet *Humanitarian Grants Programs (130-EN)*.

Group Study Exchange (GSE)

Awards are given to Rotary districts to send teams of four business or professional people to visit another country for four to six weeks to study its business institutions, observe professions as practiced in the host country, and experience a different way of life. The Rotary Foundation provides funding for round-trip transportation. Host Rotarians pay expenses directly associated with the visiting team's study tour. (Children and grandchildren of Rotarians are not eligible for Group Study Exchange awards.)

For more information, consult the *Group Study Exchange* brochure (160-EN).

Health, Hunger and Humanity (3-H) Grants

A 3-H Grant provides funding for large-scale (US\$100,000 to US\$500,000) one- to five-year international humanitarian service projects that are designed to improve health, alleviate hunger, enhance human and social development, and advance international understanding, goodwill and peace. The project must involve Rotary clubs from two or more countries. Rotaractors can participate in 3-H projects, but informally.

For more information, consult the booklet *Humanitarian Grants Programs* (130-EN).

Helping Grants for International Humanitarian Projects

Helping Grants are designed to provide support for humanitarian service projects in areas of the world where there is no local Rotary club or where a local club cannot significantly contribute to a project. These grants provide up to US\$15,000, matching one dollar for every two contributed by a sponsoring club or district. Although projects may be funded and monitored by Rotaractors, the Rotaractors' sponsoring Rotary clubs must approve and sign Helping Grant applications.

For more information, consult the booklet *Humanitarian Grants Programs* (130-EN).

Matching Grants for International Humanitarian Projects

A Matching Grant offers matched financial assistance up to US\$50,000 for the purpose of advancing an international Rotary service project. These grants match international Rotary/Rotaract club contributions or project funds raised jointly between the project's sponsor club and an international Rotary or Rotaract club partner. Although projects may be funded and monitored by Rotaractors, the Rotaractors' sponsoring Rotary clubs must approve and sign Matching Grant applications.

For more information, consult the booklet *Humanitarian Grants Programs* (130-EN).

Rotary Foundation Ambassadorial Scholarships

Rotary Foundation Ambassadorial Scholarships fund study in another country, during which time scholars serve as goodwill ambassadors and are available to speak about their homeland. Upon return, scholars give talks on their international experiences with an aim to increase world understanding. Scholarships are available for one, two or three academic years. In addition, there are cultural ambassadorial scholarships for intensive language training and cultural study in another country for either three or six months. (Children and grandchildren of Rotarians are not eligible for these scholarships.)

To learn more about availability, eligibility and deadlines, consult the *Rotary Foundation Ambassadorial Scholarships* leaflet (132-EN).

Other Resources

Other sources of information include the following Internet sites.

www.rotaract.org — This site, called the *Global Rotaract Information Center*, is an extensive source of information relating to the Rotaract program. It includes details about Rotaract clubs and districts worldwide, hot topic chat rooms, free e-mail and events listings. This site also contains a Press Room that lists current Rotaract events and announcements, an on-line *Rotaract Handbook*, and information on Rotary-Rotaract partnerships.

www.rotaract.de/service/ — This site, maintained by two German Rotaractors, contains a searchable database of Rotary, Rotaract and Interact projects. All types of project descriptions are readily accessible for downloading, and there is an area where individual clubs can enter information about their own service activities.

www.icufr.org — The International Computer Users Fellowship of Rotarians, or ICUFR, is an official Fellowship for Rotarians who use computer-based technology in their everyday lives. This site contains several links to Rotary club and district Web sites around the world, as well as the Rotarians On-line Conference Center, or ROCC. The ROCC includes chat rooms on a variety of Rotary-related subjects as well as message posting forums for topics that range from developments in Web technology to jokes and anecdotes.

http://roti.ultra.net.au/index.html — Rotarians on the Internet, or ROTI, is another Fellowship for those interested in combining their affiliation with Rotary and their passion for the Internet. The Rotarians who maintain this site are dedicated to keeping track of all Rotary clubs that have a presence on the Internet. Contained in this site are links to Rotary clubs and districts worldwide, 24-hour chat rooms, on-line Rotary manuals, and many other features.

7

Rotaract in Action



There is no limit to the creativity and enthusiasm employed by Rotaract clubs in carrying out both local and international projects. Below is a sampling of noteworthy Rotaract projects worldwide that provides clubs with ideas for initiating their own service projects.

- In response to devastation caused by flooding in North Gujarat State in India, the Rotaract Club of Visnagar undertook the “Epidemic Preventive Efforts (Disaster Relief Operation)” project to help shoulder the responsibility of epidemic prevention. In the wake of the floods, many residents were killed, thousands were left homeless, drinking water was contaminated, cattle died, and homes and roads were damaged or destroyed. Working with a preventative health clinic run by their Rotary club sponsor, they helped curb the spread of diseases, including malaria and cholera. In addition to the health initiatives, a disease awareness campaign was undertaken, chlorine tablets were distributed to every residence in Visnagar city, and dead animal carcasses were burned. Many Rotarians, Rotaractors, Interactors and those involved with Inner Wheel and Rotary Community Corps from neighboring clubs pitched in and worked together with various government agencies and non-governmental organizations to make this project a success.
- The Rotaract Club of Kampala, Uganda, used its “Bandwe Community Health Project” to improve the social welfare and quality of life of the Bandwe community by providing both basic and general health care services to local people. The area has a population of approximately 30,000 but does not have a health center to meet residents’ health needs. Through the Bandwe project, the club offers services which include disease immunization (including polio), dental services, and primary health care talks on family planning, hygiene, nutrition and dental care, to name a few. In its early days the club project did not have a permanent structure, and immunizations were carried out under a tree and in a school classroom. Thanks to the monetary and moral support of the District Governor and a Rotarian from the Rotary club of Mengo, the Rotaractors’ Rotary sponsor, a permanent health care facility has been erected.
- Thalassaemia is an inherited blood disorder that keeps the afflicted person from producing blood of his/her own, making regular transfusions necessary. The disease, for which there is currently no cure, is most common among small children and is growing at alarming rates. The treatment for this disease is not only agonizing, but very expensive.

- The Rotaract Club of East Calcutta, India, began addressing the issue in 1991 through a blood donation camp, which then grew into a district-wide project which included awareness programs and projects with local clubs and schools in the community. The success of their project has inspired other Rotaract clubs from India, Israel, Turkey and England to see how they can work together to help fight the spread of this disease.
- The Rotaract Club of Curitiba Cidade Sorriso, Brazil, is consistent in its ongoing service to the local community. Their “Brazilian Citizenship Project” is one of many of their successful joint Rotary-Rotaract projects that provides needy community residents with information, instruction and support to solve problems in the areas of health, education, law, recreation and culture, and ecology. Club members organize two-day seminars with lecturers from many government, non-government, public and private agencies. The specialists provide community members with practical advice and information on health, environmental, and local neighborhood issues.
 - The Rotaract Club of Novi Ligure, Italy, sensitive to the social and economical problems of their community, decided to promote entrepreneurship, with the goal of motivating an entrepreneurial spirit among local youth and making the public aware of the importance of a thriving business community in their region. In cooperation with their city council, a local savings bank and the sponsoring Rotary club of Novi Ligure, a series of five lectures relating to business, finance, communication and technology was presented to the public over a period of four months. In addition to the lecture, a 40-hour series of free training courses was provided to young professionals and potential entrepreneurs, starting in October and ending in December. These formative seminars were designed to teach the participants about the specific ‘ins and outs’ of small- and medium-size businesses competing in today’s global economy, as well as the practical steps needed to get started.
 - The Twin Cities Rotaract Club of Minneapolis-St. Paul, USA, purchased a two-seat recumbent-style bicycle and donated it to a school serving physically and mentally disabled students. This community service project provides present and future students of Highview Middle School with the opportunity to enjoy the simple pleasure of a bicycle ride. They are also in partnership with the Rotaract Club of Minsk, Belarus, to collect clothing, school supplies and other packaged goods to send to a specialized orphan house in Rudensk, Belarus. The local club in Belarus arranges the delivery of the clothing and supplies once the packages arrive in Rudensk. The efforts of these Rotaract clubs resulted in a great deal of media exposure in newspaper articles and local television coverage, which has led to an increased awareness of Rotaract in their local communities.
 - “Project Golden Child,” an ambitious four-day camp dedicated to improving the lives of children living with cancer, was undertaken by the Rotaract clubs of District 3300, Malaysia. Rotaractors and Rotarians from all over Malaysia and Singapore, as well as other outside organizations who donated their time, money and expertise, helped to make the dream of Project Golden Child a reality. A committed group of Rotaractors undertook innovative fundraising projects to raise awareness of the challenges faced by these children and also took on the role of “big brother/big sister” by getting to know these children and their families on a personal level. The project was publicized in the media, and an informational souvenir booklet was produced, highlighting the extensive activities that took place. Besides engaging these children in life-affirming and esteem-building activities, Project Golden Child also provided a respite for parents and families of these children. The Rotaractors who participated in the project stated that in the four days they learned the spirit of teamwork, gained the strength to overcome their fears and deepened their desire and ability to share love.

- The Rotaract Clubs of Moscow, Russia, and Adalar (Istanbul), Turkey, co-sponsored two classical concerts to benefit needy children. The concerts featured an internationally recognized Russian chamber ensemble. The Russian Rotaractors handled the logistical and travel arrangements for the trio's visit to Turkey, while the Turkish Rotaractors arranged for the concert hall, publicized the concert and sold tickets, and provided host family accommodations for the visiting musicians. The two Rotaract clubs split the proceeds, with each club using its share to support a children's organization. In Moscow, a children's clinic for nervous disorders was the beneficiary, while the Turkish Rotaractors donated their portion of the profits to a local orphanage.

8

Administrative Forms and Constitutional Documents

This section contains all the necessary forms, pertinent documents and relevant lists needed for Rotaract club operation. Pages in this section may be removed for photocopying. Photocopies may serve as originals. Below is a list of the materials you will find in this section with their page numbers.

List of Materials

Licensed Suppliers for Rotaract Emblem Merchandise	32
Specification for Rotaract Emblem	33
Rotaract Resource List	34
RI Publication Order Form	35
Standard Rotaract Club Constitution	37
Rotaract Statement of Policy	41
Summary of Rotaract Plans and Objectives	45
Rotaract Club Organization List	47
Rotaract Membership Application	49
Notice of Rotaract Alumnus (Potential Rotarian)	50
Rotaract Member Guide	51
Rotaract Annual Project Reports	53
Rotary International Calendar	55
Service Centers and Regional Offices of the RI Secretariat	57



Licensed Suppliers for Rotaract Emblem Merchandise

Please help protect the Rotaract emblem from illegal use. Should you choose to purchase merchandise bearing the Rotaract emblem, please confirm that the individual or firm from whom you've purchased a product is licensed by Rotary International.

Below is a list of firms licensed by Rotary International to produce the Rotaract emblem on merchandise for sale. If you discover an individual or firm selling emblem merchandise not listed below, please contact the Service Center for your area or the Licensing Section at RI World Headquarters in Evanston.

Please note that the information listed below was accurate at the time of printing but may not be current at the time you refer to it. For the most up-to-date list of licensees, consult the *Official Directory*.

ARGENTINA

Ghirimoldi Y Lerose, S.C.P.A.,
Uruguay 247-49, 1015 Buenos Aires
C.F. Tel: 54-1-372-8060

AUSTRALIA

John Giles Pty. Ltd., 2 Green St.,
Revesby, N.S.W. 2015. Tel: 61-2-699-
1455; Fax: 61-2-699-9903

Patrick Australia Pty. Ltd., 84-88
Leveson Street, North Melbourne,
Vic. 3051. Tel: 61-3-329-9200; Fax: 61-
3-326-5010

R.D.U. Pty. Ltd., P.O. Box 604,
Parramatta, N.S.W. 2150. Tel: 61-2-
633-4888; Fax: 61-2-891-5984;
E-mail: rduinc@msn.com;
Internet: www.rotarnet.com.au

CANADA

Russell-Hampton Canada Ltd.,
384 Westney Rd. S.; P.O. Box 426,
Ajax, Ont. L1S 3C5. Tel: 905-427-
2379; Fax: 905-427-9102

ENGLAND

A.W. Matthews, 54, High Street,
Gillingham, Kent, ME7 1BA. Tel: 44-
1634-853020; Fax: 44-1634-576330

Toye, Kenning & Spencer Limited,
Regalia House, Newtown Road,
Bedworth, Warwickshire, CV12
8QR. Tel: 44-121-236-3615; Fax: 44-
121-236-7217

FRANCE

Toye Kenning & Spencer Ltd.,
(Agent — SECAL, Ltd.) Passage Le
Dauphin, 34200 Sete. Tel: 33 67 46 15
43; Fax: 33 67 74 63 74

GERMANY

M.A. Wilm, Ballindamm 26, D-
20095 Hamburg. Tel: 49-46-5145454;
Fax: 49-40-331357

HONG KONG

Harilela's, 29-43 Ashley Rd.,
Kowloon Centre, 2/Fl., TST; P.O.
Box 98508, Kowloon. Tel: 852-3-
692114; Fax: 852-3-7214266

INDIA

Better Services, 22 Meghna, 64 S.V.
Road, Santacruz (W), Mumbai
400054. Tel: 91-22-545152; Fax: 91-22-
6498201

Gupta's Arts & Crafts, 11-6-31
Station Rd., Anakapalle 531001.
Tel: 91-8924-2336; Fax: 91-8924-2222

JAPAN

G. Ikoma, Ltd., 2-12, 2-chome,
Hiranomachi, Higashiku, Osaka,
Osaka. Tel: 81-6-231-0751; Fax: 81-6-
231-0766

Octon Inc., 3-21 Kanda Sakuma-cho,
Chiyoda-ku, Tokyo 101. Tel: 81-3-
3866-0481; Fax: 81-3-3861-2090

Seki-Bikodo Co. Ltd., 7-38 Tennejiji-
machi, Aizau-Wakamatsu,
Fukushima. Tel: 81-242-29-4875;
Fax: 81-242-29-6055

Wako Company Ltd., 4-5 Ginza,
Chuo-ku, Tokyo 104. Tel: 81-3-3562-
2111; Fax: 81-3-3562-0957

NEW ZEALAND

RDU Proprietary Limited,
Box 128-166, Remuera, Auckland.
Tel: 64-09-529-4400, 0800-738-695;
Fax: 64-09-529-4500; E-mail:
rotarydu@extra.co.nz; Internet:
www.rotarydownunder.co.nz

SWEDEN

Sporrong AB, Box 98, 18211
Danderyd. Tel: 46-8-622-6840;
Fax: 46-8-622-6672

TAIWAN

**B & E Enterprises Company
Limited**, No. 37 Chuan Chow Street,
P.O. Box 72-40, Taipei. Tel: 886-2-
305-2861, 886-2-305-2891; Fax: 886-2-
301-4288, 886-2-304-7963

U.S.A.

All-American Specialty Co., 6019
W. Howard St., Niles, Illinois 60714.
Tel: 847-588-2580; Fax: 847-588-2146

American Logo Works, 280 Route 9
North & Union Hill Road,
Morganville, NJ 07751. Tel: 732-536-
6561/800-962-7055; Fax: 732-536-
6902; E-mail: amerlogo@
sprynet.com

C.H. Wallbank Co., 1524 VFW
Pkway., Rte. 1, West Roxbury,
Massachusetts 02132. Tel: 617-323-
8562; Fax: 617-323-9623

The Gerry White Pin Co., 4024
Keats Drive, Sarasota, Florida 34241.
Tel: 941-342-6060; Fax: 941-377-5041;
E-mail: bagnew@gte.net

Russell-Hampton Co. Inc., 15440 W.
109th St., Lenexa, Kansas 66219.
Tel: 800-841-1777; Fax: 913-599-3353;
E-mail: orders@ruh.com;
Internet: www.ruh.com

Wayside Furniture Shops Inc.,
P.O. Box 5280, Milford, Connecti-
cut 06460. Tel: 203-878-1781

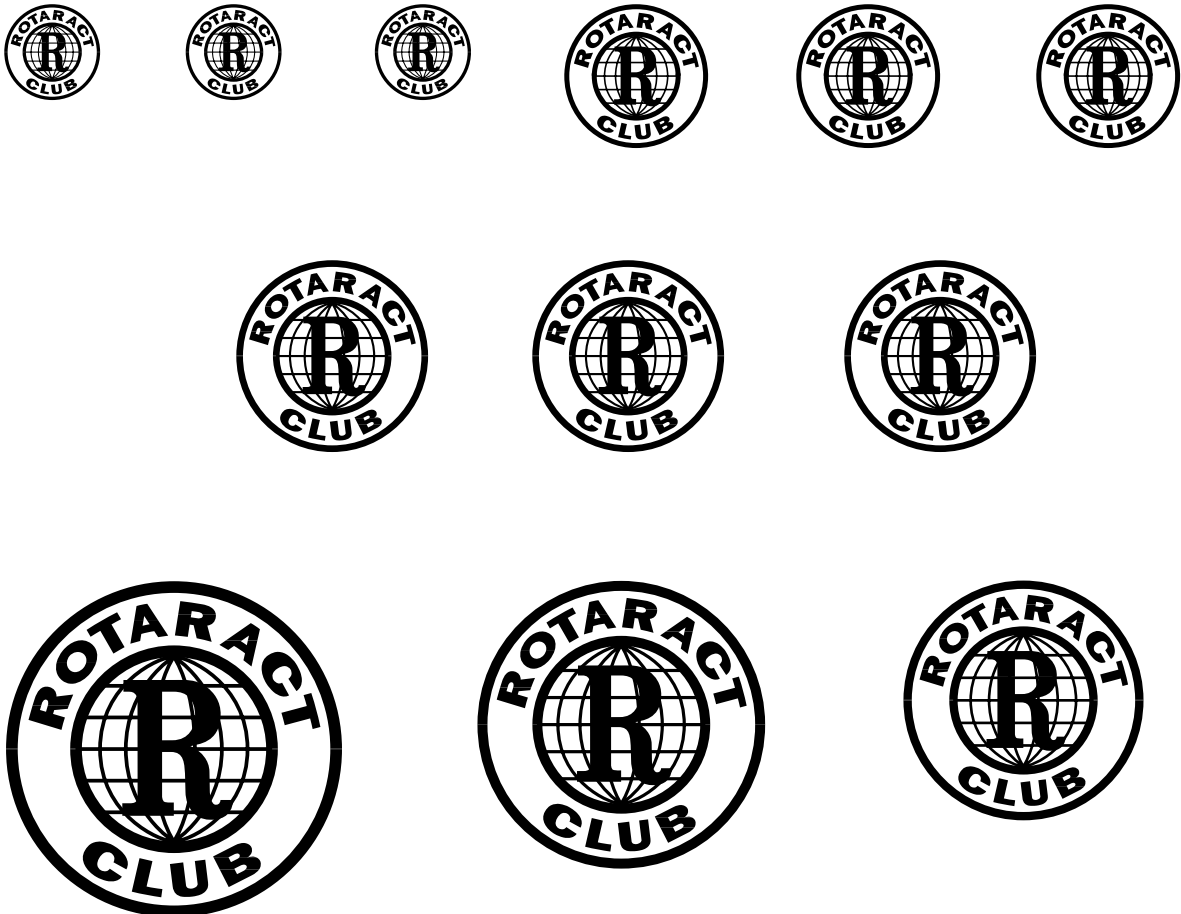


Specification for Rotaract Emblem

The emblem of Rotaract is a round emblem 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 below. With the "R" standing vertically, the word "ROTARACT" is centered directly above 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 proportions for the correct design are:

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

The 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. All raised lettering and detail is gold.





Rotaract Resource List

Below is a list of Rotary publications and materials that may be helpful in organizing and sponsoring a new Rotaract club in your community. These items may be ordered from the office of the RI Secretariat serving your area. Consult the RI *Catalog* or your RI Service Center for pricing and lot size.

Rotaract Handbook

This is a newly revised publication that contains the basic steps for organizing a Rotaract club, including how to start and manage a Rotaract club; it also provides resource information and examples of community service projects.

Order no. 562-EN.

Rotaract Club Organization List

Club organization list, to be completed by the new Rotaract club officers, signed by their sponsoring Rotary club president and the District Governor, then submitted to RI. When the completed form is received at RI, the "Rotaract Club Certificate of Organization" is issued.

Order no. 672-EN. Also included in the *Rotaract Handbook*.

Rotaract: Building A Better Tomorrow

Promotional brochure, informing new and potential members about club activities and purpose.

Order no. 663-EN.

Standard Rotaract Club Constitution

Order no. 661-EN. Also included in the *Rotaract Handbook*.

Rotaract Statement of Policy

Order no. 660-EN. Also included in the *Rotaract Handbook*.

Rotaract Membership Application Form

Included in the *Rotaract Handbook*.

Rotaract Identification Cards

Wallet-size ID cards for club members.

Order no. 665-EN.

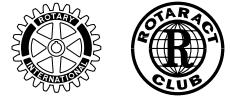
Rotaract Member Guide

Informative guide for new club members to orient them to the Rotaract structure, policy, and service areas. Included in the *Rotaract Handbook*.

Worldwide Rotaract Directory

Directory with annual Rotaract statistics, and names and addresses of District Rotaract Representatives and Chairpersons, all certified Rotaract clubs around the world, and regional Rotary magazines. *Gratis, annual distribution to all District Rotaract Representatives and active Rotaract clubs.*

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, based on recognition of the worth of each individual;
3. To recognize the dignity and value of all useful occupations as opportunities to serve;
4. To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities;
5. To develop knowledge and understanding of the needs, problems and opportunities in the community and worldwide;
6. To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people.

ARTICLE III — Sponsorship

Rotary Club Sponsor

1. The sponsor of this Rotaract club is the Rotary Club of _____ which, through a committee of not less than five Rotarians, 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 club shall include on all of its stationary the name of its sponsoring Rotary club.
3. 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.
4. This club is a non-political, non-sectarian organization.
5. 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 120 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. In cases where Rotaractors wish to make up at a Rotary club, the Rotaractor must gain permission from the club before attending its meeting.
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.

* 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 requires 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, provided that notice is given to the sponsoring Rotary club and the district Rotaract representative.
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 written permission of Rotary International.

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 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.

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

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 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 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. 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.

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

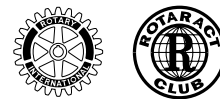
- Fees and Dues**
1. The admission for the new members shall be _____. Annual dues shall be _____ per member.
 2. All fees and dues must be paid before a member will be considered in good standing.

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, based on recognition of the worth of each individual;
 - c) To recognize the dignity and value of all useful occupations as opportunities to serve;
 - d) To recognize, practice, and promote ethical standards as leadership qualities and vocational responsibilities;
 - e) To develop knowledge and understanding of the needs, problems, and opportunities in the community and worldwide;
 - f) To provide opportunities for personal and group activities to serve the community and promote international understanding and goodwill toward all people.
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.

* 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.

- 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.
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.



Summary of Rotaract Plans and Objectives

Rotaract Club of _____ District _____

Sponsoring Rotary club _____

For use by *incoming* Rotaract club president. Send copies of completed form to sponsoring Rotary club and District Rotaract Representative.

- Major Objectives
- 1.
 - 2.
 - 3.

Plans for Annual Community Service Project — (RI-emphasized Community Service areas: AIDS, Urban Peace, Functional Literacy and Numeracy Promotion, Concern for the Aging, Drug and Alcohol Abuse Prevention, Preserve Planet Earth, PolioPlus vaccinations, Assistance to the Disabled, Children at Risk and Hunger Alleviation).

Purpose _____ Expense _____

- Goals
- 1.
 - 2.
 - 3.

Sources of Funding _____

Agencies Assisting in Project Development _____

- Plan of Action
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

Plans for Annual International Service Project — (RI program resources and Rotary Foundation grants provide assistance for International Service projects: World Community Service Projects Exchange, Rotary Volunteers International Volunteer and Site Lists, Grants for Rotary Volunteers, Matching Grants, and 3-H Grants).

Purpose _____ Expense _____

- Goals
- 1.
 - 2.
 - 3.

Sources of Funding _____

Agencies Assisting in Project Development _____

- Plan of Action
- 1.
 - 2.
 - 3.
 - 4.
 - 5.

Club Service Plans (list possible activities)

Membership Recruitment (areas to target such as universities, health clubs, churches)

- 1.
- 2.

Fundraising (possible corporate sponsors, project ideas)

- 1.
- 2.

Club Promotion (available media resources, materials to be developed)

- 1.
- 2.

Meeting Programs (possible speakers, field trips)

- 1.
- 2.

Professional Development Series (Rotarians to provide talks, agencies to provide seminars, and other resources)

- 1.
- 2.

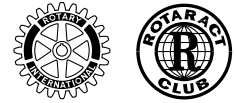
Member Leadership Training (training in RI and Rotary Foundation programs, project development, club development for officers)

- 1.
- 2.

Major Social Activities (RI provides information on international Rotaract meetings)

- 1.
- 2.

Rotaract Club Organization List



Rotaract Club of _____ District _____

Mailing address of Rotaract club _____

Phone number _____ Fax number _____

E-mail _____

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 Service Center 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 Chairperson and the District Rotaract Representative.
5. Please submit payment for the "RI Rotaract Club Organization Fee" to the RI Service Center or fiscal agent nearest you, in check or money order equivalent to US\$50 and payable to "Rotary International".

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.
All must be between the ages of 18 and 30.



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
3. The Rotary Foundation offers opportunities to Rotaractors (who are not children or grandchildren of Rotarians) for study and travel abroad. Please indicate if you are a child or grandchild of a Rotarian.
 Yes, I am. No, I am not.

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 by-laws of the club.

Signature: _____

Date: _____

Rotaract club secretary should retain this form for club records.



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:

Is 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: If the above individual's classification is filled in your club, he or she may be eligible for additional active membership under Article III, Section 3 of the "By-laws of Rotary International." However, there is no obligation to your club to consider the above-named person for membership. No acknowledgment of this notification is necessary.



Rotaract Member Guide

As a member of the local Rotaract club, sponsored by the leading professionals and businessmen in your community, you are also part of an international organization with more than 6,400 clubs around the world. Rotaract offers exciting ways to learn how to organize community service projects, develop fundraising skills, learn methods for club promotion, and lead others in developing their ideals and skills. With members in over 170 countries and geographical areas, Rotaract also provides a window to the world.

Here are a few ways to make the most of your membership.

What would you like to accomplish?

- Serve your community
- Provide good leadership
- Build friendships
- Improve public relations
- Advance professionally
- Become a fund developer
- Develop international contacts

How can Rotaract help?

- Rotaract Community Service Projects
- Rotaract committee work, Rotaract District Assemblies, Rotary Youth Leadership Award Seminars
- Rotaract fellowship activities
- Rotaract club and project promotion
- Rotaract Professional Development Series
- Fundraising for Rotaract Service Projects
- Rotaract Exchange Teams
- Home Hospitality, Rotaract Pre-Convention Meeting

What can you do?

- Volunteer for the Community Service Committee
- Chair a committee or serve as club officer
- Plan the next social activity or membership drive
- Volunteer to contact media for club and project promotion
- Help match Rotaract interests with Rotarian expertise

- Organize a club fundraising project
- Help set up an exchange team, host Rotaractors from another country, or participate in an international meeting

The *Rotaract Handbook* is a comprehensive resource that describes these opportunities for Rotaract clubs and their members. Once you are familiar with the Rotaract program, you can begin to chart your course with the help of Rotaract club officers and the sponsoring Rotarians.

For copies of the *Rotaract Handbook* contact: Community Programs Section, Rotary International, One Rotary Center, 1560 Sherman Avenue, Evanston, IL 60201 USA, Fax: 847-866-6116

The best way to get started in Rotaract is to:

1. Become active in club meetings and social activities;
2. Find out how you can attend a Rotary club meeting;
3. Participate in regional Rotaract meetings and conferences;
4. Volunteer for service projects;
5. Help plan meeting programs;
6. Visit other Rotaract clubs when you travel;
7. Attend the annual Rotaract Pre-Convention Meeting.

The better you know your fellow Rotaractors and Rotarian sponsors, the easier it will be to get involved in Rotaract activities. Let your club and district know that you want to be active in Rotaract.

Start at the club level by assisting with club projects and activities. Think of ideas that you are willing to turn into reality. Then

you may be ready to chair a club committee (community service, international service, professional development, club service, or finance). After showing you can effectively manage a committee and inspire success among committee members, your Rotaract colleagues may elect you to serve as a club officer (secretary, treasurer, vice-president, president, or a member of the board of directors). As a committee chairperson or officer, you will have an opportunity to attend the Rotaract District Assembly and learn more about Rotaract at the district level.

Next, make yourself known at the district level as a Rotaractor who is responsible for well-organized projects that promote the Rotary ideal of *Service Above Self*. Share your successes with the District Rotaract Representative, and the District Governor, and let them know that they can rely on you to carry out successful projects and provide club direction.

Your Rotaract district has the same geographic borders as the Rotary district. It may have only one Rotaract club or perhaps 100. Whatever its size, the district is the means for spreading Rotaract to new communities. The district level is also the springboard to international Rotaract opportunities. Get to know Rotaractors from the region and other countries. Correspond with Rotaractors internationally through the *Worldwide Rotaract Directory*.

Your success in extending Rotaract in the district may lead to your election as District Rotaract Representative, giving you an opportunity to help others with their project organization and leadership training. As District Rotaract Representative, you also are responsible for planning the Rotaract District Assembly and Rotaract District Conference.

There are also multidistrict Rotaract opportunities — for example, planning a special national Rotaract conference or developing a conference proposal for your district to host the triennial international Rotaract conference, INTEROTA. Rotaractors with leadership experience and valuable ideas may be asked to serve as advisors to Rotaract or youth committees of Rotary International. There are endless opportunities, all you have to do is get started!



Rotaract Annual Project Report

COMMUNITY SERVICE

Rotaract Club: _____ District: _____

Sponsoring
Rotary Club: _____

Country: _____

Project Name: _____

Date project began: _____ Date project was completed: _____

Project Location: _____

Cost of project: _____

How many
individuals
were benefited? _____

Describe project detailing Rotaract-Rotary involvement, types of publicity received, funds raised, equipment purchased, program(s) developed specifically for the project, and assistance from outside organizations. Please attach a separate sheet of paper if necessary.

If possible, please include at least one photo, showing the project in action, to be considered for publication in *THE ROTARIAN*, *Rotaract News*, and *Rotary World*. Also include newspaper clippings whenever possible.

Mail all reports by 1 MAY to:

Community Programs Section
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201 USA
Or Fax: 847-866-6116



Rotaract Annual Project Report

INTERNATIONAL SERVICE

Rotaract Club: _____ District: _____

Sponsoring
Rotary Club: _____

Country: _____

Project Name: _____

Date project began: _____ Date project was completed: _____

Project Location: _____

Cost of project: _____

How many
individuals
were benefited? _____

Describe project detailing Rotaract-Rotary involvement, types of publicity received, funds raised, equipment purchased, program(s) developed specifically for the project, and assistance from outside organizations. Please attach a separate sheet of paper if necessary.

If possible, please include at least one photo, showing the project in action, to be considered for publication in *THE ROTARIAN*, *Rotaract News* and *Rotary World*. Also include newspaper clippings whenever possible.

Mail all reports by 1 MAY to:

Community Programs Section
Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201 USA
Or Fax: 847-866-6116

The Rotary International Calendar



<p>JULY</p> <p>Literacy Month</p> <p><i>1 July, Beginning of Rotary year</i></p>	<p>FEBRUARY</p> <p>World Understanding Month</p> <p><i>23 February, Rotary's Anniversary</i></p>
<p>AUGUST</p> <p>Membership Extension Month</p>	<p>MARCH</p> <p><i>1 March, Submit RI Recognition of Outstanding Projects form to RI</i></p> <p><i>Week of 13 March, World Rotaract Week</i></p> <p><i>15 March, Deadline for submitting information and original photos to RI for issue one of Rotaract News</i></p>
<p>SEPTEMBER</p> <p>New Generations Month</p> <p><i>15 September, Deadline for submitting information and original photos to RI for issue two of Rotaract News</i></p>	<p>APRIL</p> <p>Magazine Month</p> <p><i>1 April, Submit Rotaract Data form and DRR appointments to RI</i></p> <p><i>15 April, Submit World Rotaract Week Recognition form to RI</i></p>
<p>OCTOBER</p> <p>Vocational Service Month</p>	<p>MAY</p> <p><i>No Designation</i></p>
<p>NOVEMBER</p> <p>The Rotary Foundation Month</p>	<p>JUNE</p> <p>Rotaract Pre-Convention Meeting</p> <p>RI Convention</p> <p><i>30 June, End of Rotary year</i></p>
<p>DECEMBER</p> <p><i>No Designation</i></p>	
<p>JANUARY</p> <p>Rotary Awareness Month</p>	



Service Centers and Regional Offices of the RI Secretariat

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*.

World Headquarters:

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, Illinois, 60201 USA
Tel: (847) 866-3000
Fax: (847) 328-8554 or (847) 328-8281
or (847) 866-6116
Web site: www.rotary.org

Brazil Service Center:

Rotary International
Rua Tagipuru 209, 01156-000
São Paulo, S.P., Brazil
Tel: (55-11) 826-2966
Fax: (55-11) 3667-6575
Web site: www.rotaryint.com.br

Europe/Africa Service Center:

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

Japan Service Center:

Rotary International
c/o San Catherina Bldg., 36-12 Shinjuku
1-chome, Shinjuku-ku, Tokyo
Japan 160-0022
Tel: (81-3) 3355-5391
Fax: (81-3) 3226-4606/3355-5429

Korea Service Center:

Rotary International
Rm. 705, Miwon Bldg.
43 Yoido-dong, Yongsongpo-gu
Seoul, Rep. of Korea 150-010
Tel: (82-2) 783-3077/3078/3079
Fax: (82-2) 783-3079

South Asia Service Center:

Rotary International
Sucheta Bhavan
11A Vishnu Digambar Marg.
New Delhi, India 110 002
Tel: (91-11) 323-9416 to 9420
Fax: (91-11) 323-6711/6712

Southeast Asia Service Center:

Rotary International
Philcox Bldg., 3rd Floor, 172 Salcedo Street
Legaspi Village, Makati City
Philippines 1200
Tel: (63-2) 810-7165
Fax: (63-2) 817-1296
E-mail: 105113.3022@compuserve.com

Southern South America Service Center:

Rotary International
Florida 1, Piso 2
1005 Buenos Aires, C.F., Argentina
Tel: (54-11) 4342-2625/2735
Fax: (54-11) 4331-4839
E-mail: george@riarg.mhs.compuserve.com

Southwest Pacific Service Center:

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

RI in Great Britain and Ireland:

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



Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201 USA