

ROTARY CLUB OF EDMONDS

CLUB INFORMATION MANUAL



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WELCOME TO ROTARY

The day you join the Rotary Club of Edmonds, it becomes a new club because your personality, ideas, and participation gives our club a new character and a new collective personality. Our Rotary club is composed of distinct individuals who, when they come together as Rotarians, create something new and special. When we gain a new member, we are immediately aware of a significant new addition that will impact our club. Each member has a great opportunity to bring new ideas and enthusiasm to our Rotary club. Your membership will further strengthen our Rotary club, and we eagerly anticipate your active participation.

This guide is intended to help orient you to club activities and describe many facets of Rotary.

WHAT IS ROTARY?

Rotary is an organization of business and professional men and women united worldwide to conduct humanitarian service, encourage high ethical standards in all vocations, and help build goodwill and peace in the world.

Rotary began in Chicago in 1905 by man named Paul Harris and three of his friends, Gus Loehr, Silvester Schiele and Hiram Shorey. The international headquarters is in Evanston, Illinois. There are over 1,220,000 members belonging to over 32,500 clubs in over 168 countries.

In addition there are over 420,000 young people (Interact & Rotaract) in 18,300 clubs in 276 countries.

OBJECT OF ROTARY

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

First: The development of acquaintance as an opportunity for service;

Second: High ethical standards in business and professions, the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

Third: The application of the ideal of service in each Rotarian's personal, business, and community life; and

Fourth: The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

HISTORY OF THE EDMONDS ROTARY CLUB

The Edmonds Rotary Club was chartered in 1951. During our early years we met in the basement of the Edmonds National Bank of Commerce. Years later we met at the Edmonds Yacht Club. In 1984 we moved to Sailors Restaurant, and in 1990 we moved to Fish house Charlie's, which then became Panzini's Restaurant, then again at the Yacht Club. Currently we are again meeting at the Edmonds Conference Center.

In 1965 the Evergreen State Fair asked us to put together a booth to sell corn on the cob at the fair in Monroe. For thirty years this was one of our annual fund raising projects and a lot of fun. Over the years we have raised money and provided the labor for many community projects such as resurfacing the old junior high playfield, building a bandstand in Edmonds City Park, and purchasing the original Medic 7 van. As we were unable to raise sufficient funds for this van, many of our members jointly signed a note at a bank until payment was possible. In 1987 our members teamed with the Lynnwood Rotary Club to replace the obsolete original van. In one year, with the help of citizens of South Snohomish County, we raised approximately \$45,000 to purchase this replacement van.

In 1991 we took responsibility for the Edmonds Waterfront Festival, and in 1994 we started a fund raising tradition with the Edmonds Running of the Balls. We are proud of these accomplishments.

In addition, we've sent and hosted students to and from other countries. Lifetime friendships have been developed. We have provided scholarships to graduating high school seniors, purchased special equipment for the handicapped, and contributed money to many community organizations and projects. We provided the start-up funds for the Share Foundation which provides exercise equipment for paralyzed people.

In 2005, Rotary's Centennial year, our major project was to provide, with the help of a prominent Edmonds citizen and the YWCA, a 24 until apartment style building for women in transition called Trinity Place.

The most significant feature of our club has been the enjoyment and warmth we have at our meetings, and working together on many projects for the good of our community, our nation, and our world.

PAST PRESIDENTS OF ROTARY CLUB OF EDMONDS

1951/52	John W. Goddard
1952/53	Phil Smart
1953/54	Terry Ward
1954/55	John Pierce
1955/56	Harry Fredericksen
1956/57	Larry Neumeyer
1957/58	John A. Porter
1958/59	Harold A. Bucklin
1959/60	Al Christensen
1960/61	Albert Culverwell
1961/62	Russel Graves

1962/63	John Whitaker
1963/64	Gerry Calstrom
1964/65	Larry Hoover
1965/66	Oscar Magnuson
1966/67	George W. Fischer
1967/68	William C. Bell
1968/69	Hartford Barnes
1969/70	Frank W. Moffett
1970/71	William Phillips
1971/72	Roy Stringer
1972/73	Roy Burns
1973/74	Jack Cooper
1974/75	John Macleod
1975/76	Richard Cole
1976/77	Tom Carns
1977/78	James Tuura
1978/79	Merville Davis
1979/80	William T. Moran
1980/81	Bill Crump
1981/82	Mario Foster
1982/83	Bert Ketcham
1983/84	Richard Tilschner
1984/85	Stephen C. Johnson
1985/86	John Harter
1986/87	Daniel Prinz
1987/88	George Brent
1988/89	Robert Smith
1989/90	J. Reece Lewis
1990/91	Stan Dickison
1991/92	James "Rock" Roth
1992/93	Dr. Theodore Ferry
1993/94	James Traner
1994/95	Robert Hilton
1995/96	Christie Samples
1996/97	George Smith
1997/98	Jaclyn Paul
1998/99	Patricia Thorpe
1999/00	Pat Shields
2000/01	Staser Holcomb
2001/02	Pam Halsan
2002/03	Sally Hyde
2003/04	Vern Chase
2004/05	Elizabeth Crouch
2005/06	Michael Kealy
2006/07	Alex Hopkins

HOW YOU WERE SELECTED

Membership in Rotary is by invitation only. One of our members proposed you for membership because you are considered an outstanding representative of your vocation in our community. Your proposed membership was reviewed by the Membership Committee which considered you for your potential to become an active and contributing member. The classification Committee determined your occupational "classification." The Board of Directors has officially approved your proposed membership. All club members were informed by special notice of your interest in joining our club

Rotary cannot be likened to a country club or fraternal lodge. There are responsibilities and opportunities far beyond those of simply "belonging" and occasionally attending luncheons with a congenial group of individuals. You will find your horizons broadened as you make new friends who are active in a wide variety of occupations and professions in our club's area.

TYPES OF MEMBERSHIP

There are two types of membership in Rotary, active and honorary.

An active member is one who is currently, or in the past, engaged as a proprietor, partner, corporate officer or manager, or an executive position with discretionary authority in his or her business or profession.

An honorary member is a person who has been elected to membership due to distinguished service in the furtherance of Rotary ideals

CLASSIFICATIONS

An active member holds a classification which is the word or phrase that describes the principal and recognized activity of the firm, company, or institution with which he or she is connected, or that describes his or her principal and recognized business or professional activity.

Your classification is not given to you; instead it is considered on loan to you, for as long as you are an active member of the club. Represent it well. Should your business change, your classification will also change.

The purpose of the classification system is to create a membership that is diverse and representative of the community from which the membership is drawn. To this end, there is a limit on the number of members who hold the same or similar classifications. That limit is the greater of (1) five persons, or (2) ten percent of our total membership.

SERVICE IN ROTARY

The motto of Rotary is “Service above self.” Service is what Rotary is all about. That is why the word service is first in our motto. The phrase “above self” means exactly that: Rotarians put service ahead of their own interests. It means we serve even when it is inconvenient or costly.

Although some outsiders may believe Rotary is a club for business, in fact it is a club made up of businessmen and businesswomen who strive to find effective ways to provide service in four avenues of service. As a Rotarian, you will enjoy the company of others in your own community and the pleasure of working with them for the good of your community and of the world.

FOUR AVENUES OF SERVICE

All activities of a Rotary club fall within the basic Rotary service structure known as the “Four Avenues of Service:”

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

(If you remember the Object of Rotary, you will note these avenues are an operational organization of the Object.)

Each avenue has an overall committee. Most of these committees have subcommittees which focus on specific areas of that avenue. These avenues are explained in detail in our club’s By-Laws.

You will have the opportunity to serve in one or more of these committees. You need not wait to be asked—you may volunteer at any time. If you are shy, don’t worry: we will assign you somewhere. Every member of the club serves on at least one committee.

CLUB ORGANIZATION

Every club is chartered by Rotary International (RI), which is the umbrella organization for Rotary. RI requires that every club adopt a “standard constitution” which insures that all clubs are similarly structured. Each club then adopts its own distinctive by-laws for its operations.

Our club is governed by a Board of Directors. The officers of the club, who are also directors, are president, president-elect, vice president, secretary, and treasurer. The officers and directors are elected in accordance with our club by-laws for its operations.

The reason for early election is to allow for preparation time. The president is elected at the December meeting, but serves first as president-elect for a year beginning on the next July 1st, then as Meetings of the Board of Directors are held monthly, at a

time and place announced by the president. All directors must attend, and all other members are sincerely invited as well. Since the business of the club is done at the board meetings, it is a great opportunity to learn about your club.

DISTRICT ORGANIZATION

All Rotary clubs are grouped into “districts” which are composed of forty to sixty clubs each. There are over 500 Districts worldwide.

Our club is a member of District 5030 which comprises fifty-six clubs in King County and south Snohomish County. There are about 3,500 members in those clubs. The district is a support organization designed to help members, committees, officers, and directors of clubs. The district is headed by a “District Governor” who is a member of a club in the district. The person elected as District Governor is an outstanding Rotarian with many years of successful leadership. The District Governor is an officer of Rotary International, and as such, provides the link between Rotary International and the individual clubs.

The District Governor visits every club in the first part of the Rotary year.

The District website is www.rotary5030.org

INTERNATIONAL ORGANIZATION

Rotary International is the international organization to which all clubs belong. Individuals belong to their clubs, not to RI.

RI is governed by a Board of Directors and headed by the international president.

These leaders are nominated by a RI nominating committee and elected at the annual international convention.

RI organizes zones and districts; charters clubs; stages the international convention and assembly, and provides administrative and support activities for clubs

RI is headquartered at One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201
Phone: 1-708-866-3000
Website: www.rotary.org

CONFERENCES, ASSEMBLIES, AND CONVENTIONS

One of the duties of the District Governor is to organize the district conference. The conference is a three day event held in the spring, and usually convened in a resort location. Its purpose is information, inspiration, and fellowship. All members of the district are urged to attend and to bring their families.

The district also sponsors a District Assembly each spring. Its purpose differs from that of the conference in that the purpose of the district assembly is to provide practical, how-to information on various Rotary subjects. The program lasts from four to

six hours and is free. All members who wish to improve their knowledge of Rotary should attend.

Rotary International annually holds the International Convention for Rotarians from all over the world. Recent locations include Portland, OR; Munich, Germany; Birmingham, UK, Mexico City, Barcelona, Spain, Brisbane, Australia, Osaka, Japan, Chicago, IL and Copenhagen, Denmark. Attendance at these conventions leaves every Rotarian with the certain knowledge that the internationality of Rotary is real. Every Rotarian should attend at least one International Convention in his or her Rotary career.

ATTENDANCE

Rotary does not want “knife and fork” members or what we call “RINOs” (Rotarians in name only). We want you to participate. When you participate, our club is more effective. When you do not participate, our club is weakened.

One of the measures of participation is attendance at regular club meetings. In Rotary, attendance is required. Without regular attendance, you do not learn about your club activities, you do not know about club activities, and you do not come to know your fellow club members. You are important to Rotary, or we would not have elected you to membership. How important Rotary is to you will be seen by your attendance record. Make your Rotary attendance a good habit. Although it is sometimes difficult to get away from a busy office, try to make Rotary an essential part of your weekly plan.

Rotary considers attendance an essential part of being a member. The standard club constitution requires that a member must attend at least 60% of the meetings in each six month period of the Rotary year, of which half must be at your home club. The constitution also requires a member to be terminated if he or she misses four consecutive meetings.

If a member is not interested in attending regularly, it would be fairer for him or her to release his or her classification and allow some other representative of his or her vocation to be part of the club.

MAKE-UPS

Occasionally, business, travel, and illness, will prevent your attendance at our club. You have the privilege to make up that absence by attending a meeting of another Rotary club. Any make-up, to be valid to credit attendance, must be accomplished any time after the second meeting previous to the one you missed and prior to the second meeting next after the meeting you missed. Put another way, thirteen days before or after the miss. It is your responsibility to ensure that our club secretary is informed about your make-ups.

Make-ups are one of the fun privileges in Rotary. You are warmly welcomed by a group that knows nothing about you except you are a Rotarian like them. The friendship they extend to you will explain again what we mean by fellowship.

Make-ups can be done in local clubs, and in clubs around the world. The meeting times and places of Seattle area clubs are published in the club bulletin. Foreign country

make-ups are a highlight of a Rotarian's career. Your secretary can show you when and where every Rotary club in the world meets by consulting the RI Club Directory.

Make-ups can be earned in ways other than attending a meeting of another club. Attendance credit is also granted for attending district conference, district assembly, international convention, certain district meetings called by the District Governor, attendance at a club service project, and some other ways noted in the club constitution.

Another aspect of make-ups is how we treat Rotarians who visit our club for a make-up. The Golden Rule applies here. Be friendly, invite visitors to join your table, involve them in your conversations, and make them want to come visit us again.

PARTICIPATION

The purpose of attendance requirements is to foster participation by all members in the activities of the club. We know that no one can be completely involved in all activities, because there are so many. Rotary has been likened to a giant smorgasbord of service: you take a little of this, a little of that, and a whole lot of something else. Your participation goal in Rotary should be to serve heavily in at least one area and at least somewhat in others.

Four areas of participation are mandatory.

1. Attend club meetings, as discussed above.
2. Serve on at least one committee.
3. Membership development. We are a service club, and we need more members to help us serve. Obtaining new members is everyone's job in Rotary.
4. Fund Raising. Since the club needs money to operate, no matter what the project, when we run fund raisers, every member is obligated to do his or her share.

ADMISSION FEES AND DUES

Like all clubs, we require an admission fee to be paid to cover some of the costs of your induction. This fee is paid only once.

Annual dues are payable each June for the ensuing year which begins July 1.

OTHER COSTS OF MEMBERSHIP

In addition to admission fees, dues, and meal costs, there are other costs of your membership. You will be expected to participate fully in fund raising activities. Usually these are structured so that we obtain funding from sources outside the club, i.e., by soliciting or selling. Nonetheless, should we run an auction; you would be obligated to attend, at the cost of dinner.

Also, from time to time, we may ask you or your company to support our activities by donating some service or product.

Occasionally, there will be club social functions which may require extra expenditure.

Finally, we expect your time, which is probably your most precious possession, and we promise to use it well.

COST SUMMARY

To recap, your costs are as follows:

Initiation Fee (one time)	\$50.00
Paul Harris Contribution (matched by Club)	\$50.00
Annual Dues (pro-rated to month joined)	\$135.00
Quarterly Lunch Fee* (1 st quarter pro-rated \$8.46/week)	\$110.00
Total	\$345.00

*Lunch fee: Current cost of lunch is \$17.46 per meeting. \$110.00 is collected in advance on a quarterly basis. \$9.00 is then collected at the door for those Rotarians wanting to eat a full lunch. The \$8.46.00 collected in advance covers “coffee/soda only” during the meeting.

PIN AND BADGE

You should always wear your Rotary lapel pin. You will be surprised at the number of people who will greet you upon recognizing the pin.

At club meetings, as well as certain club functions, also wear your badge. Its purpose is to let everyone know who you are. Although your club members know you, visitors do not.

RED BADGE REQUIREMENTS

As a new member you are given a temporary red badge. It will be replaced with a permanent blue badge when you have completed the following requirements (all designed to help you become better acquainted and more familiar with our club.)

The following six items are required:

1. Volunteer for a committee assignment
2. Attend a board of directors meeting
3. Give a five minute classification talk
4. Act as a co-greeter at a club meeting
5. Deliver invocation at a club meeting
6. Maintain perfect attendance for six meetings

Then choose three items from this list:

1. Attend a fireside meeting
2. Take attendance at a club meeting
3. Attend or make up a meeting at another Rotary club
4. Sponsor a new member
5. Attend a district assembly or meeting
6. Attend a district new member orientation

CLUB ROSTER

The up-to-date roster is maintained on our website by the secretary. You may print a copy for your personal use. It is to be used only for club purposes. The use of the roster for any business purpose by any member or by any person who might obtain a copy is strictly prohibited.

BUSINESS RELATIONSHIPS

Rotarians are banded together for the purpose of doing service. We are not banded together as a business network. It is understood that Rotarians do business with each other, presumably because it is natural to do business with those you know and trust and who adhere to the business ethics espoused by Rotary. However, membership in Rotary does not presume that you will do business with other Rotarians or that they will do business with you.

In furtherance of this belief, it is inappropriate to initiate discussion with other members the purpose of which is to solicit business. It is inappropriate to promote your business in any way in the club. It is inappropriate to ask a fellow Rotarian for a business advantage not extended to non Rotarians.

COMMUNICATIONS

A portion of your dues also pays for your subscription to the official magazine of Rotary, *The Rotarian*. It reports the many activities of Rotary International and contains many good articles on timely subjects of general interest. Make sure the magazine is mailed to your home as you will more likely read it and your spouse will also have an opportunity to read it.

Our club publishes a newsletter, the *Backwash*, about twice a month. It is emailed to each member. It contains information on club activities, news of new members, upcoming programs, items of Rotary information, and special announcements. The bulletin editor is always pleased to receive items from you of

interest to the general membership. Please contact the editor with ideas and suggestions. At the bottom of the *Backwash* you will find any duties assigned to you. Photographs in the *backwash* can be enlarged by clicking on them. The current newsletter is also available from the web page on the Admin page, under "View My Bulletin". Old issues are located in the website "Annex".

CLUB WEB SITE.

The Club has a web site (www.edmondsrotary.org) which contains current information and access to the members' protected section which has the roster, email capability and copies of past Treasurers report and Secretary's report. Once you are entered into our database, you can access the protected portion of the website by going to login clicking on "Forgot Your Password." Fill in the requested information and an email will be sent to you with your login name and password. To learn how to navigate the web site, click on HELP, If you are not an officer, you will not have full access to some of the functions, but you can update information on your profile, print a directory in several formats, and send email to fellow Rotarians.

There is an ANNEX to the web site which can be accessed through the View Club Documents. It contains a lot of information, so check it out. The web master can assist you if after consulting the HELP section you still have problems. Check the Duty Roster from the Home page, upper right, periodically to see if you have any duties assigned.

CLASSIFICATION TALKS

Classification talks are a frequent feature at club meetings. As a new member, you will be asked to address the club for five minutes to describe your classification and to tell us something of your personal background so we can get to know you.

PROGRAMS

Each week the Program Committee strives to present a program on an interesting topic. We try to provide a wide variety of subjects so we can learn more about our community and what is going on in it. When, not if, you become aware of a good speaker on a topic of general interest, contact your program chairman so he or she may determine its appropriateness and schedule a time.

Speakers want to talk to you and they appreciate the fact you are an important representative of your business or profession. If you do not attend meetings, you are missed, and you miss the opportunity to learn more.

EARLY LEAVING

Members are expected to attend the entire meeting. If for some reason you must leave early, by all means avoid walking out on the speaker. This is a discourtesy to the speaker and embarrasses the Program Committee, the president, and the club, and Rotary generally. If you must leave early, please do so unobtrusively and before the Program Committee introduces the speaker.

If leaving early, you'll be expected to purchase a \$3 Scooter Badge.

When you visit other clubs, never leave early. You are representing our club. If you leave early, you give our club a bad reputation.

THE FOUR WAY TEST

The second avenue of service, which represents the second object of Rotary, is Vocational Service. Its purpose is the application of the service ideal to business life and the instilling of high ethical standards in business.

The Four Way Test was developed by Herbert Taylor in 1932 as an operating tool in his company to inspire honesty and integrity. Taylor was a member of the Rotary Club of Chicago at the time, and later became president of Rotary International in 1954-55.

Rotary has adopted the Four Way Test as a hallmark of its Vocational emphasis. We suggest you memorize this test:

The Four Way Test of things we think, say, or do.:

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

If we abide by this test in whatever we do in our personal lives and in our chosen vocations, we will be well on the way to leading productive lives that are sensitive to the needs and feelings of others. You are now a member of an organization that is attempting every day to raise the standard of conduct between human beings. We are serious about this code and enlist your support in this endeavor.

THE ROTARY FOUNDATION

The Rotary Foundation is an international public charity, recognized as such by the Internal Revenue Service. It was established in 1917, and is headquartered in Evanston, IL, along with Rotary International and its activities are worldwide.

The purpose of the foundation is to further the fourth object of Rotary: to advance international understanding, goodwill, and peace.

Rotarians and Rotary clubs provide the bulk of the financial support for the Foundation.

The foundation operates several programs, including university level scholarships and group study exchanges. It funds humanitarian projects through the health, hunger, and humanities and the Matching Grants programs. The Foundation has also taken the worldwide lead in eradicating polio by inoculating every child in the world. Contributions to the foundation are recognized on several levels. Individual recognitions are:

1. **Paul Harris Sustaining Member** An individual who makes an initial contribution of at least \$100, and intends to make contributions of at least \$100 at least annually until he or she becomes a Paul Harris Fellow, is recognized as a Paul Harris Sustaining Member. (No formal pledge is required.) Your initial fee included \$50.00 for the foundation which is matched by the club so you are automatically started on your path as a Paul Harris Sustaining Member. The club may match additional contributions as announced.
2. **Paul Harris Fellowship** An individual who contributes, or in whose name is contributed, the amount of \$1,000, is recognized as a Paul Harris Fellow.
3. **Sapphire** After donating \$1,000 to the foundation, most Rotarians continue to donate to the Foundation because of respect for the work it does. The Foundation recognizes their sharing by recognizing such persons with a Paul Harris Fellow pin which contains a sapphire stone for each additional \$1,000 donated. These pins have a maximum of five stones, indicating the Rotarian has donated at least \$6,000.
4. **Ruby** Cumulative donations of \$7,000 to \$9,000 are recognized with one, two, or three ruby stones, respectively.
5. **Diamond (Major Donor)** Cumulative donations of \$10,000 are recognized by a diamond stone in the PHF pin. A second diamond is added at the \$25,000 level, and a third at \$50,000, a fourth at 100,000, a fifth at \$500,000, and a sixth at \$1,000,000.

Donations made to the Rotary Foundation Annual Programs Fund are collected in one Rotary year and expended three years later. This cycle is intended to provide time for planning the expenditures.

Every Rotarian is expected to donate to the Rotary Foundation. To get started, see the club's Rotary Foundation chairperson.

THE ROTARY FOUNDATION PERMANENT FUND

The Rotary Foundation established a permanent fund in 1982 (known as the endowment for World Understanding from inception until it was renamed "The Permanent Fund" in November, 1994). Unlike the annual programs fund discussed above, funds contributed to the permanent fund are held in perpetuity and only the income is ever spent. In this manner, a gift continues to produce income forever; thus the gift continues to give forever.

Income from the permanent fund supports the general programs of the Rotary Foundation.

Contributions to the Foundations Permanent Fund are recognized through the Benefactor Recognition Program: An individual who contributes, or in whose name is contributed, the amount of \$1,000, or more, is recognized as a benefactor. The gift may be made at any time, including through one's will. Thus, a person may become a Benefactor by designating the Rotary Foundation's Permanent Fund in one's will and notifying the Foundation of that provision.

A benefactor who makes a revocable or irrevocable deferred gift of at least \$10,000 may become a member of the Rotary Foundation Bequest Society.

CLUB FOUNDATION

The club has its own foundation, The Edmonds Rotary Club Foundation. It is a 501 (c)(3) corporation and donations to it are fully tax deductible. You can access information on it from the website Annex. All contributions are used to support charitable activities of our club and the local community.