



Membership Handbook

**Rotary Club of Lincoln
Chartered 1925**

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(in course of preparation and review)**

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1. Overview

The purpose of this document

This membership guideline is use by both existing members and new members in Rotary Club of Lincoln. Its purpose is to:

- To provide background about Rotary
- To let members know what the club expects of them
- To provide some basic information on what you can expect of the club
- To provide information relative to how the club operates
- To answer questions that you may have about Rotary in general and the Lincoln Rotary Club in particular

Rotarians are business and other professional leaders who take an active role in their communities while at the same time greatly enriching their personal and professional lives. A Rotary Club contains a diverse group of outstanding people drawn from the community that the club serves.

How you were chosen as a Member of Rotary

Rotary membership is by invitation only. A member of our club proposed you for membership causing a membership profile to be filled out from which your membership was approved by our Board of Directors. Based on input you provided, you were also given a classification, and this classification process is one of the main differences between Rotary and other service clubs. The classification process ensures that every Rotary Club is representative of the community, and prevents any particular group or classification from becoming dominant within the club.

Rotary is an International Organization

On 23 February 1905 in Chicago, Paul Harris and three other men founded Rotary, the original service club. Since they chose to “rotate” the meetings each week between their offices, they chose the name Rotary for their new club. The original purpose of the club was to broaden their contacts outside their own particular businesses. It soon became evident that service to others was a much more important focus, and Rotary quickly developed a theme and orientation to help others. The first Rotary project was a public restroom in downtown Chicago.

The West played an important part in the development and growth of Rotary. The next four clubs were San Francisco, Oakland, Seattle and then Los Angeles. Rotary then moved East for New York and Boston. Rotary expanded into Canada by establishing a club in Winnipeg, and in 1911 London, Dublin and Belfast were chartered. Rotary International was formally adopted as the official name in 1912.

Basic Rotary Organization: 2016-2017

Rotary International

A President, President-elect and a Board of 16 Directors run Rotary International. Ian Risely, of Victoria, Australia, is Rotary International president for the current year. There are currently about 1.2million Rotary members and 33,000 clubs worldwide.

As a Rotarian you will be a member of the Lincoln Rotary Club, which in turn is a member of Rotary International.

District 5180

For administrative purposes Rotary Clubs are placed in a District run by a District Governor and an Assistant Governor for different areas in the District. District 5180 has nine areas covering 42 clubs. The District Governor is Sandi Sava Tracy of the Sacramento Breakfast Rotary Club. The Lincoln club is in Area 7 (along with the Loomis Sunset, Roseville, Placer Valley, and South Placer Rotary clubs). Brian Gladden of the Roseville Club is the Assistant Governor for our area.

Membership in a Rotary Club Offers Benefits:

Through Rotary's service programs, a local club can have a significant effect on the quality of life in its community. Rotary Foundation programs offer opportunities to form international partnerships that help people in need around the world. Your membership in Rotary offers you the opportunity for:

- Affecting change within our community
- Developing leadership skills
- Developing relationships with community and business leaders
- Gaining an understanding and having an impact on international humanitarian issues
- Making some solid and outstanding friendships locally and internationally

2. Lincoln Rotary Club

History of Lincoln Rotary Club

Our Rotary Club was founded in 1925. Originally sponsored by the Auburn Rotary Club, the charter meeting was at the Veterans Memorial Building on Fifth Street in Lincoln. Initial members were drawn from the merchants, farmers, and professionals from the city. Weekly meetings began at the historic Woman's Club, and this has been the meeting place for the club since its founding.

Our club has been active in many local projects. Lincoln Rotary helped build the Bandstand in McBean Park and the outdoor kitchen at McBean Park Pavilion. We installed the flagpole at the

Veterans Hall, and build the original dugout at the baseball field -- and more. More recently, we installed park signs describing the Lincoln pioneers after which the city parks were named.

The club supports the city's annual Fourth of July event and many other local community events. We also support a wide variety of groups and activities within the city -- everything from Lincoln Manor for the elderly to the Interact Club at the local high school. Historically, Lincoln Rotary has operated in a "behind the scenes" mode, although the new club structure puts emphasis on public relations and a greater community awareness of our services and projects.

Club membership has hovered around 50-60 members for many years, although during the depression years in the late 20's and early 30's it was much smaller. The explosive growth of Lincoln in the past few years has brought in a new wave of potential members, and the focus is to build bridges between old and new Lincoln and become an even more vital force in the community.

Meetings

For many years, the meetings have occurred at noon (12pm-1:30pm) held in the Woman's Club at 499 E. 5th Street in downtown Lincoln. The meeting conduct is generally

- 11:45-noon: sign-in and socialization
- Noon-12:30: Lunch
- 12:30-1:00: Club business, announcements, happy bucks, and raffle
- 1:00-1:30: Program speakers or detailed club discussions

Meeting time (and place) are subject to change and posted on the club website.

Communications

Rotary International publishes a monthly magazine called "The Rotarian", and a subscription is included in your annual dues. Rotary International also has a website at www.Rotary.org. Members are encouraged to sign up for My Rotary on that site to learn much more about Rotary and to track their individual Rotary history.

The District 5180 website is www.Rotary5180.org. A district newsletter is available online, along with other information about district organization and activities. Locations and websites of all clubs in the District are available.

Our club website is www.LincolnCaRotary.org. This website is periodically updated, including information about upcoming club programs, speakers, events, and social activities. It also has a member area accessible by password only. Of special importance is a roster showing the names, pictures, addresses and phone numbers of all Lincoln Rotary Club members. The member area and roster are intended for club member use only.

Our club also has a Facebook fan page www.facebook.com/LincolnCaRotary/. This page is updated every few days with items of interest to the community to make them aware of our club service events, fundraisers and other general information about Rotary. If you are on Facebook, **LIKE** our page to receive updates.

Club Leadership

Individual members in the club have stepped up to take on certain responsibilities during the current year and in the future.

President (Dan Johnson): The president of the club is responsible for running the club for one Rotary Year, July 1st to June 30th. The president also is chairman of the Club Board of Directors and is a member of the Foundation Board of Trustees. The president has access to all club records for the Club on the RI Rotary Central database.

President Elect (To be determined): The president elect will become president during the next Rotary Year. The President Elect is also a member of the Club Board of Directors and is a member of the Foundation Board of Trustees.

President Elect Nominee (Kimberly Fricke): The President Elect Nominee will become the President Elect at such time that the President Elect becomes the Club President.

Secretary (Claire Luke): The Club Secretary is responsible for maintaining all membership records of the Club. The Secretary has access to all club records on the RI Rotary Central Database.

Treasurer (Mary Ann Barker): The Club Treasurer maintains all financial Records for the Club.

Past President (Father Bill Rontani): The president from the previous Rotary Year is generally on the Club Board of Directors.

Sergeant at Arms (Frank Neves): The sergeant at Arms is responsible for setting up and afterward cleaning up after the meeting room for all Lunch meetings.

Webmaster (Art Deardorff): The webmaster is responsible for maintaining the club website and assuring that it is current and updated on a timely basis.

Club Committee Structure

Consistent with most Rotary Clubs, our club consists of leadership in several areas. The current Club committee structure includes the following:

Club Service (Frank Neves is the committee chair): The club service committee is responsible for “running the club.”

Community Service (David Cesio is the committee chair): This committee is responsible for our community service projects.

International Service (Jennifer Willis is the committee chair): The committee is responsible for our international projects, including Polio Plus. The committee is also responsible for funding of the Rotary Foundation.

Youth Service (Kris Wyatt is the committee chair): This committee is responsible for our youth-related projects and scholarships.

Vocational Service (Open): The club has no Vocational Service committee, although this is a standard avenue of service in most Rotary clubs.

Membership (Jeffrey McCoy is the committee chair): This committee is responsible for club activities related to attracting new members and retaining existing members.

Foundation (Jennifer Willis is the committee chair). This committee is responsible for RI foundation activities by the club, including encouraging member donation of money for foundation activities and Polio Plus. The committee also handles International projects.

Programs (Caron Russell is the committee chair): This committee is responsible for arranging interesting and informative programs.

Public Image (Art Deardorff is the committee chair.): The PI committee is responsible for all activities related to publicizing the good things that the club does in our community.

Other Key Member Roles:

Blood Drive (Bill Cook): District 5180 has a Blood Drive competition and the club has been one of the top performers for blood donation in recent years. Dan organizes and coordinates the Lincoln Community Blood Drive as a Rotary event.

Salt Mine/Food Distribution (Kimberley Fricke/David Cesio): Essentially every month, we organize a project with the Salt Mine to receive and sort food from the Placer Food Bank for distribution to the needy in Lincoln.

3. Key Rotary Principles

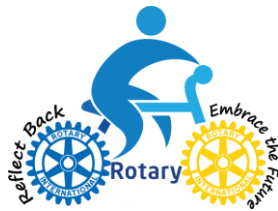
The Rotary year begins on July 1st, and each incoming president of Rotary International has a particular slogan or theme. In addition, several long-standing phrases and slogans are important to each Rotarian.

2017-2018 Rotary International Theme:



**ROTARY:
MAKING A
DIFFERENCE**

2016-2017 District Theme:



The Four-Way Test:

The Four-Way Test is a nonpartisan and nonsectarian ethical guide for Rotarians to use for their personal and professional relationships. The test has been translated into more than 100 languages, and Rotarians recite it at many club meetings:

- Of the 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?

Rotary Slogan: *Service Above Self*

The Object of Rotary:

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

- 1) The development of acquaintance as an opportunity for service

- 2) High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by each Rotarian of his occupation as an opportunity to serve society
- 3) The application of the ideal of service by every Rotarian to his personal, business and community life
- 4) The advancement of international understanding, good will, and peace through a world fellowship of business and professional men and women united in the ideal of service

4. Foundations

Lincoln Rotary Club Foundation

The Lincoln Rotary Club Foundation (LRCF) was formed in 2005 and serves as the legal giving arm of Lincoln Rotary. Structured as a 501 (c) (3), it operates under a separate Board of Trustees, all of which are members of Lincoln Rotary (although external Trustees are allowed). Current Trustees are:

- Jennifer Willis (President)
- Frank Neves (Vice President)
- Art Deardorff (Secretary)
- Mary Ann Barker (Treasurer)
- Frank Neves
- Jennifer Willis
- Jeffrey McCoy
- Bryan Ludwig
- Dan Johnson (exificio as President of Rotary Club of Lincoln)
- Position Open (exificio as President Elect of Rotary Club of Lincoln)

The LRCF was initiated when a grant was received from the late Lincoln Rotarian Alan Bradford to fund scholarships for students interested in construction engineering/construction management. This fund has grown from about \$50,000 to about \$90,000 and is funding one or two up-to-four year scholarships each year.

In 2014, a Permanent Fund was established by two gifts to the foundation totaling about \$10,000. The fund is currently remaining invested for future growth with the objective that foundation activities could be funded from its earnings in the future.

The Foundation also has an Unrestricted Fund, that receives money from Club fundraisers and which funds the clubs charitable giving. Per a Memorandum of Understanding between the club and the foundation, the Club Board is responsible for all fundraisers and giving from the unrestricted funds

Donations by members or the community may be directed to the Foundation unrestricted funds or to either of the specific funds noted about. Larger donations for restricted purposes could be accepted, subject the club and foundation board approvals.

Rotary International Foundation

The mission of The Rotary Foundation is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty. Rotary's top priorities fall in one of six areas.

- 1) **Promoting Peace:** We provide education and training to strengthen peace efforts and support long-term peace-building in areas affected by conflict. There are several Rotary Peace Centers worldwide that are funded.
- 2) **Disease Prevention and Eradication:** More than 100 million people are pushed into poverty each year because of medical costs. We help prevent the spread of major diseases such as polio, HIV/AIDS, and malaria.
- 3) **Clean Water:** More than 2.5 billion people lack access to adequate sanitation facilities. We help communities develop sustainable water and sanitation systems and provide education on clean water and sanitation.
- 4) **Saving Mothers and Children:** At least 7 million children under the age of five die each year due to malnutrition, poor health, and inadequate sanitation. We provide immunizations and antibiotics to babies, improve access to medical care, and help train health care providers.
- 5) **Education:** Worldwide, 67 million children have no access to education. We support basic education and literacy, reduce gender disparity in education, and increase adult literacy.
- 6) **Growing Local Economies:** Nearly 1.4 billion unemployed people live on less than \$1.25 a day. We help enhance economic and community development and create opportunities that empower individuals to support themselves.

The Rotary Foundation helps fund these humanitarian activities, supporting both local service projects global initiatives. Clubs or districts can apply for grants from the Foundation to invest in projects and provide scholarships. The Foundation also leads the charge on worldwide Rotary campaigns such as eradicating polio and promoting peace. Rotarians and friends of Rotary support the Foundation's work through voluntary contributions.

The Rotary Foundation was created in 1917 as an endowment fund for Rotary "to do good in the world." It has grown from an initial contribution of \$26.50 to about \$1 billion of net assets in 2016. It has the world's largest privately funded international scholarship program. The Foundation is ranked the maximum 4-star by Charity Navigator and is rated greater than 95% for both financial and transparency and accountability. The foundation is made up of several funds, supporting the focus areas of Rotary:

Annual Fund and Share: Your support to the Annual Fund is crucial to sustain the thousands of projects that are being conducted in your community and around the world. These projects are generally supported by individual clubs requesting District, Global or Packaged Grants from the foundation.

Endowment Fund: Your gift to the Endowment Fund will keep The Rotary Foundation strong well into the future, providing a continuous stream of income that will fund programs in perpetuity.

Polio Plus Fund: Contributions to Polio Plus supports Rotary's work to achieve a polio-free world. Your gift will support immunization campaigns in countries where children remain at risk.

Rotary International Foundation is funded by your contributions. Named after the founder of Rotary, you become a Paul Harris Fellow when you have contributed \$1,000 to the Rotary International Foundation. Every club member is encouraged to participate in this program, which is strictly voluntary. Some club members make a lump sum donation, while others make smaller donations over a period of time to reach the total of \$1,000. At the time of your donations you will also receive an equivalent number of recognition points, which may be used toward Paul Harris Fellow awards to anyone else (e.g. your spouse or child). The presentation of a Paul Harris Fellow award and the recognition points is Rotary's way of expressing appreciation for a substantial contribution to its humanitarian and educational programs. To date there have been well over one million Paul Harris Fellow awards given. Those members committing to contribute \$1,000 per year are part of the Paul Harris Society.

Many Rotarians also include the Rotary Foundation in their estate planning through defined contributions (e.g. in a will, trust or IRA beneficiary designation).

5. Agreement to Join the Lincoln Rotary Club

Your Obligation to Rotary

Participation

As a member of Lincoln Rotary you are expected to give your time and talents to support the club and its various activities. These include club meetings, club social activities, District 5180 activities, and the community, vocational and international service functions of the club.

Attendance

Attendance at club meetings is an important part of your club experience. In addition, participation in club activities is equally important. Both enable you to form friendships with fellow Ro-

tarians, forming the cornerstone that holds our club together. Thus, our use of the term *attendance* includes both physical attendance at club meetings and participation in club activities. High attendance (including participation) is encouraged and is honored in Rotary.

If you are unable to attend your regular meeting, there are ample other ways that can be used as an alternative to your normal meeting attendance to get credit for meeting attendance. For example, you may attend meetings at any other Rotary club in the world as a *makeup* meeting. Other activities/approaches that can count as *makeups* (participation) include board meetings, service projects, Interact meetings, socials, District functions and similar, generally crediting a minimum of one hour of makeup time as equivalent to a meeting. Thus, some other ways you can *makeup* include:

- Attending a meeting at an Interact club
- Participating in a club project
- Attending a club board meeting
- Attending and participation in a club or committee meeting
- Attending a district committee meeting or training activity
- Attending a club social function
- Performing club or district administrative or similar activity
- Performing service for an activity as a Rotarian
- Attending training/seminars where the outcome will benefit our club
- Doing on-line makeup by learning about Rotary on the District or RI website
- Making a \$50 (or more) donation to the RI or LRC Foundations in addition to contributions for birthday or anniversary recognition
- Sending someone else to a meeting or other club activity in your place (e. g. friend, family member or business associate)
- Etc.

Membership may be terminated from the club for lack of attendance and participation. The Club Bylaws state that members must attend at least 50 percent of club regular meetings or engage in other activities for at least 12 hours in each half year or a combination thereof. The Board of Directors may excuse the lack of attendance for good reason. (For valid reasons, members may apply to the Board for a Leave of Absence for a specific limited time.)

By allowing alternate activities to be performed in lieu of physical club meeting attendance, you can plan for business trips, vacations, and other occasions where you will not be able to attend normal club meetings. Locations and meeting times for every Rotary club in the world are available on-line from the Rotary International website.

To get credit for performing a makeup activity, send an email to the Club Secretary or provide a handwritten request to the Secretary at a club meeting indicating the nature and date of the makeup activity. Makeups must be claimed within two weeks of the date (before or after) that a member misses a normal weekly club meeting; thus *makeups* may be booked ahead of time whether or not they are actually used

The annual dues are payable prior to June 25th of each year, or June 25th and December 25th if a member elects to pay twice a year. Membership may be terminated for non-payment of dues.

The financial requirements are subject to change by the Board of Directors of the club.

The Lincoln Rotary Club is a 501 (c) (4) organization so payment may not be treated as a tax deductible contribution. However, the costs may possibly be considered as a qualified business expense (consult your tax advisor).

Meeting Cost

The following describes the current meeting costs, subject to change by the Board of Directors.

The club meetings are essential every Thursday at 12:00pm-1:30pm, except when on normal holiday days or otherwise cancelled by the Board of Directors.

- Active members are invoiced for meals in advance on a quarterly basis. The quarterly invoice is for \$155.00. This charge covers the cost of food, plus a contribution to the cost of the caterer, the set-up of the meeting room and the rent for the use of the Woman's Club. (Note that this is subject to change)
- Rule of 85 exempt members and other attendees pay \$15.00 per meal when they attend a meeting.

Speakers and other special visitors are welcome to attend without charge. Potential members may also attend without charge. Other guests of members are expected to pay the Rule of 85 exempt per meal charge.

For all meetings, a non-eater member option may be selected for a cost of \$60.00 per quarter, to be selected prior to the beginning of quarter. This fee is assessed to cover club and facility costs. Rule of 85 exempt non-eater members would pay \$5.00 when attending a meeting.

Active members who pay quarterly dues may send a non-Rotarian (e.g. family member, business associate or friend) to attend the meeting in their place. There will be no meeting charge for the person so attending, and credit shall be given to the active member for meeting attendance.

Each member must choose their meeting attendance option if other than the normal attendance. If there is a change, the change must be requested and agreed to by the club Secretary and Club Board prior to the beginning of any quarterly period.

Leave of Absence

Leave of Absence (LOA) can be requested when circumstances prevent regular attendance at the club. Granted by written application to the Board of Directors, LOA exempts members from

both attendance requirements and quarterly meal payments for the duration of the LOA, but does not exempt the member from normal dues. LOA is typically granted for a fixed period such as 30 days, 90 days or similar.

Blue Badge Requirements

Upon induction, each new member will be given a red badge to signify you as a new member. The Blue-Badge program is designed to help a new Rotarian become fully acquainted with the activities and the members of the club. Once the following activities are completed the member will receive a regular blue badge as a full member.

- Attend a club board meeting
- Be a greeter two times at club meetings*
- Take attendance at two club meetings*
- Attend another Rotary club meeting
- Participate in a club service project
- Be assigned to a committee and participate in a committee meeting
- Invite another potential member to a club meeting
- Maintain perfect attendance (attendance plus *makeup* activities) for one month
- Give a three-minute ice-breaker talk about yourself**

* If possible, perform this once each at both the Lunch and Sunset meetings

** If possible, do this at both the Lunch and Sunset meetings

The Blue Badge requirements will be established for each new member at the time of New Member Orientation by the Membership Chair. For example, many of the requirements above are not applicable for transferring members or ex-members re-joining the club.

6. Other Related Club Information

Membership Categories

The Club currently has several membership categories. All members must be members of Rotary International.

- Active member: This is the normal category for all club members
- Rule of 85 members: These members may opt out of meeting attendance requirements with the associated meeting costs if they elect to pay only for meetings attended. Members may elect to join this category when years of active Rotary Membership plus age are at least 85.
- Same Household members: These members may attend meetings in place of the active member of the same household. When one of the same household (including the active) members attends a meeting, all get credit in terms of meeting attendance. If more than

one attends, then the additional cost of the meeting is the published price for Rule of 85 members and guests.

- **Corporate members:** These members are employed by the same company or organization and may attend meetings in place of the active member. When one of the same company members attends a meeting, all get credit in terms of meeting attendance. If more than one attends, then the additional cost of the meeting is the published price for Rule of 85 members and guests.

The process of accepting new members is identical for all membership categories. See the Table in Appendix A that shows the dues and meeting costs for each category.

Rotary Clubs in District 5180

There are currently about 42 Rotary clubs and about 2000 members in District 5180. These clubs are located in the Greater Sacramento area and include clubs all the way North to Oroville, and South to Walnut Grove. One club is an eClub covering the entire district. The clubs in the Auburn, Placerville, Penn Valley and Grass Valley area are in District 5190 that includes all of Northeast California and Northern Nevada.

The locations of all clubs in the district, links to their website, their meeting locations, and meeting times may be found on the District 5180 website at www.rotary5180.org.



Review of the Club Information will show you where other close-by clubs meet if you want to do a club meeting *makeup*.

Registering for our Club Website

As a new member, you need to be registered for the club website www.LincolnCaRotary.Org. Most of the website information is public, but some portions, such as the club roster, club communicator and access to stored documents, are password protected. The Club Webmaster will be in touch with you to establish your initial username and password both of which you may change to whatever you wish. This process prevents unauthorized access to club member information.

Club Facebook Fan Page

Our club maintains an active Facebook page to let the community know about club events, meeting and Rotary in general. If you are signed up as a Facebook user, search for our page *Rotary Club of Lincoln CA USA*. Once there, LIKE our page and our postings will appear on your timeline. This is another opportunity for you to spread the good word about what we do to your friends on Facebook.

Appendix A
Membership and Dues Category Table

Category	RI/District Dues	Club Dues	Rotarian Magazine	Meeting Quarterly Payment Note 4	Meeting Pay as You Go Note 4
Active	X	X	X	X	-
Active Rule of 85 Note 5	X	X	X	x	x
Same Household Add'l Member	X	Note 2	-	-	Note 3
Same Company/Organization Add'l Member	X	Note 2	X	-	Note 3

Notes

1. X indicates that Member Category pays dues/costs where indicated. Small x indicates optional one or the other (See note 6).
2. First additional Same Household or Company/Organization member pays 50% of Club Dues; additional ones pay 25%. Portion of District and International dues are not reduced.
3. Meeting cost waived if attendance is in place of Active Member who is not present at the meeting; otherwise normal meeting cost must be paid. Optionally, member may elect to pay quarterly meeting costs.
4. For health or dietary issues, members may elect to not have club-provided meals when valid reason presented to the Board and it is approved. Price reduction to be determined by the Board based on reasonable price of meal provided.
5. Rule of 85 Member must request Treasurer prior to quarter if so qualified to change to *Pay as You Go* for meetings. Otherwise billing for meeting will be the same as for Active Members.