ROTARY BASICS

a reference guide for members

“Whatever Rotary may mean to us,
to the world it will be known by
the results it achieves.”
— Paul Harris, 1914

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WHAT'S ROTARY?

Rotary is an international membership organization made up of people who share a passion for and commitment to enhancing communities and improving lives across the world. Rotary clubs exist in almost every country. Our members change lives locally and connect with other clubs to work on international projects that address today's most pressing challenges. Being a member is an opportunity to take action and make a difference, and it brings personal rewards and lifelong friendships in the process.

DID YOU KNOW?

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

HOW IS ROTARY STRUCTURED?

ROTARY CLUB MEMBERS

There are more than 1.2 million Rotary club members, or Rotarians, around the world. Your potential to do good in your community as a Rotarian is far greater than it was before you joined. You'll have the privilege of working with other professionals and the opportunity to make a difference in the lives of others by bringing together your expertise, skills, and resources.

DID YOU KNOW?

If you know someone who would make a good Rotary member but can't attend your club meetings, you can refer them to another Rotary club through the **Member Center**.

ROTARY CLUBS

The club is the most important component of Rotary's organizational structure. There are over 35,000 Rotary clubs in more than 220 countries and geographical areas. Rotary clubs are autonomous, so the member experience varies from club to club. However, they all operate somewhat similarly. For example, all clubs have presidents, secretaries, and treasurers and committees that help them run smoothly. Each Rotary club is considered a member of Rotary International. Strong, well-run clubs enhance our members' experiences and deliver valuable service to our communities.

CLUB MEETINGS

Rotary clubs hold regular meetings where their members gather to socialize and to discuss their current projects, other Rotary matters, and professional topics. While most clubs meet in person, some clubs meet primarily online or have a combination of in-person and online meetings. Rotary is both apolitical and nonreligious, and Rotary clubs are encouraged to create an inclusive environment for all club members at their meetings. Meetings can be formal or informal and can include food and drinks, speakers, an open forum for discussion, or group activities. The more you participate in your club's meetings and activities, the better overall experience you will have as a member.

DID YOU KNOW?

The first Rotary club met in Chicago on 23 February 1905.

DISTRICTS AND ZONES

Rotary clubs are grouped into districts. District governors serve an important role in Rotary. They're nominated by clubs in their districts for their leadership skills, Rotary experience, and dedication to service. They are trained extensively both in their regions and all together at the International Assembly. District governors serve a one-year term, leading a team of assistant governors and district committees to support and strengthen clubs and motivate them to carry out service projects. Governors visit each club in the district during the year, oversee the development of new clubs, and plan the district conference and other special events. Districts are organized into regional zones, each led by a team of regional leaders. Finally, your Rotary club belongs to the global association, Rotary International (RI), led by the RI president and the RI Board of Directors.

There are over 35,000 Rotary clubs grouped into about 530 districts. These districts are organized into 34 regional zones.

SENIOR LEADERS

The RI president is elected to a one-year term, during which she or he presides over the Board of Directors. The RI Board of Directors and The Rotary Foundation Trustees govern our organization and its Foundation. The Board sets policies that aim to help clubs thrive. Clubs elect members of the Board, or directors, every year at the Rotary International Convention. Each director serves for two years and represents one of the Rotary zones. The Board of Trustees manages the business of The Rotary Foundation. The Rotary International president-elect appoints Trustees to four-year terms.

HOW DID WE GET HERE?

The first four Rotarians: Gustavus Loehr, Silvester Schiele, Hiram Shorey, and Paul P. Harris, circa 1905-12.

We've been making history and bringing our world closer together for over 100 years. The first Rotary club was started in Chicago, Illinois, USA, in 1905 by an attorney named Paul Harris. Harris wanted to bring together a group of professionals with different backgrounds and skills as a way to exchange ideas and form meaningful acquaintances. In August 1910, the 16 Rotary clubs then in the United States formed the National Association of Rotary Clubs, now Rotary International. In 1912, Rotary expanded to a few more countries, and by July 1925, Rotary clubs existed on six continents. Today, there are more than 35,000 clubs, in almost every country in the world. For more information about Rotary's history, go to **rotary.org/history**.

WHAT WE VALUE

Rotary was founded on principles that remain at the heart of the organization today. These principles reflect our core values — integrity, diversity, service, leadership, and fellowship, or friendship. Our core values emerge as themes in our guiding principles.

AVENUES OF SERVICE

We channel our commitment to service through five Avenues of Service, which are the foundation of club activity.

- Club Service focuses on making clubs strong. A thriving club is anchored by strong relationships and an active membership development plan.
- Vocational Service calls on all Rotarians to work with integrity and contribute their expertise to the problems and needs of society.
- Community Service encourages every Rotarian to find ways to improve the quality of life of people in their communities and to serve the public interest.
- International Service exemplifies our global reach in promoting peace and understanding. We support this avenue by sponsoring or volunteering on international projects, using local member expertise to build long-term partnerships for sustainable projects, seeking service partners abroad, and more.

- Youth Service recognizes the importance of empowering youth and young professionals through leadership development programs such as **Rotaract**, **Interact**, **Rotary Youth Leadership Awards**, and **Rotary Youth Exchange**.

DID YOU KNOW?

Rotary's motto, Service Above Self, reflects our belief in unselfish volunteer service.

AREAS OF FOCUS

The causes we target to maximize our impact are called our areas of focus. Our most successful and sustainable projects and activities fall within these areas. Through global grants and other resources, we help clubs focus their service efforts in the following areas:

- Promoting peace
- Fighting disease
- Providing clean water
- Saving mothers and children
- Supporting education
- Growing local economies

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

Areas of focus icons

THE FOUR-WAY TEST

Early Rotary members emphasized the importance of acting responsibly and ethically and using our professions as an opportunity to serve. Honoring our commitments, however bold, is an ideal characteristic of a Rotarian. In 1932, The Four-Way Test was developed by Herbert Taylor, a Rotary Club of Chicago member and 1954-55 RI president, to guide his attempt to save a faltering aluminum company. Rotary later adopted it, and it underscores Rotary's value of integrity. The Four-Way Test has long served as an ethical guide for members to live by in their personal and professional relationships.

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?

OBJECT OF ROTARY

In Rotary's first decade, members set out guiding principles that evolved into what is now known as the Object of Rotary. They added the advancement of peace in 1921 and made the language more gender-neutral in 1989 and 1995.

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:

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

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

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

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

While your club may not emphasize all of these principles, understanding them puts your club experience into perspective and adds meaning to being a part of this organization.

DIVERSITY

As an international organization, Rotary values its diversity around the world and within each club. Each club strives to reflect the diversity of its community by including members from a mix of professions, genders, ages, and ethnicities. Having members with different backgrounds and viewpoints gives your club a broader understanding of the community and its problems, and better equips it to find solutions. Equally important is fostering a culture of inclusion, where these differences are respected, supported, and valued. Rotary is apolitical and nonreligious, and it does not discriminate on the basis of gender, race, color, faith, national origin, or sexual orientation.

Clubs are most successful when they reflect the community they serve.

ROTARY INTERNATIONAL OFFICES

One Rotary Center in Evanston, Illinois, USA

Rotary International is administered by the Secretariat, which comprises the general secretary and nearly 800 employees who work to support clubs and districts around the world. Rotary's world headquarters is in Evanston, Illinois, USA, in a building called One Rotary Center. It includes a 190-seat auditorium, Rotary's archives, and an executive suite with conference rooms for the RI Board of Directors and Rotary Foundation Trustees and the offices of the

RI president and other senior officers. It also features a replica of Room 711, the site of the first Rotary club meeting. The staff at the seven international offices are a part of the Secretariat and support Rotarians in their regions. Rotary staff support Rotary members and work to make Rotary International and The Rotary Foundation run smoothly and effectively.

The Club and District Support (CDS) representatives offer guidance and answer questions you or your club's leaders have. They also attend some club and district meetings to meet with Rotarians and train leaders. Find your club's CDS representative at **rotary.org/cds**. You can also contact Rotary's Support Center at +1-847-866-3000 or **supportcenter@rotary.org** to ask questions about Rotary.

DID YOU KNOW?

One Rotary Center hosts more than 2,000 Rotarians and guests each year. Free guided tours in several languages are offered Monday-Friday. Email **visitors@rotary.org** to request a tour.

The Rotary International president's office on the 18th floor of One Rotary Center overlooks Lake Michigan.

Rotary International's world headquarters and international offices:

- One Rotary Center, Evanston, Illinois, USA
- Europe and Africa office, Zurich, Switzerland
- South Asia office, New Delhi, India
- Brazil office, São Paulo
- Japan office, Tokyo
- Korea office, Seoul
- South Pacific and Philippines office, Parramatta (Sydney), New South Wales, Australia
- Southern South America office, Buenos Aires, Argentina

- Rotary International in Great Britain and Ireland (RIBI), Alcester, England, *an independant office, but still affiliated with Rotary*

THE ROTARY FOUNDATION

In 1917, Rotary President Arch Klumph announced his idea for an endowment fund dedicated to "doing good in the world." With this short statement, Klumph inspired the establishment of The Rotary Foundation. Today, The Rotary Foundation helps clubs and districts work together to perform meaningful, sustainable service. Our top-rated, award-winning Foundation has spent more than $3.7 billion on life-changing, sustainable projects that help people in need around the world get clean water, medical care, literacy classes, and other essentials.

Our members' and others' contributions to the Foundation allow us to bring sustainable change to communities in need. Ask your club's Rotary Foundation committee chair or visit **rotary.org/donate** to learn how you can support our Foundation. To learn more, download **The Rotary Foundation Reference Guide** or take the Rotary Foundation Basics course in Rotary's **Learning Center**.

Rotarian administering polio vaccine in Nigeria, Africa

ERADICATING POLIO WORLDWIDE

One benefit of being a Rotarian is that you can take pride in being part of an organization that truly makes a difference in the world. Since 1985, Rotarians have served as community-based mobilizers for polio eradication, motivating international groups, governments, private organizations, communities, and individuals to join the global effort to rid the world of polio. Rotary works with partners in the Global Polio Eradication Initiative (GPEI), including the World Health Organization (WHO), the U.S. Centers for Disease Control and Prevention (CDC), United Nations Children's Fund (UNICEF), the Bill & Melinda Gates Foundation, and the governments of the world to achieve this historic public health goal.

DID YOU KNOW?

Rotary International began its fight against polio in 1979 with a multiyear immunization project in the Philippines.

As part of the effort, Rotarians contribute their time and money to the cause, raising funds, advocating for government support, serving as volunteers to help immunize children, and raising awareness in their communities. Rotary's contributions to the global polio eradication effort now exceed $1.6 billion, including matching funds from the Gates Foundation. Hundreds of thousands of volunteers have supported National Immunization Days. Since 1988, more than 2 billion children have received oral polio vaccine, and we've achieved a 99.9 percent reduction in polio cases. It may be considered the greatest humanitarian service the world has ever seen, and every Rotarian can take pride in the achievement.

To learn how you can support Rotary's efforts to eradicate polio, visit **endpolio.org**.

ROTARY PEACE CENTERS

The Rotary Peace Centers at seven leading universities around the world offer advanced educational opportunities for Rotary Peace Fellows, professionals who wish to pursue or advance a career in peacebuilding and conflict resolution. Each year, up to 100 fellows are selected from around the world to begin either a master's degree or a certificate program in conflict resolution, peace studies, or international relations. Rotary districts may nominate as many candidates as they wish for the competitive selection process every year. Rotary Peace Fellows have gone on to serve as leaders in government, nongovernmental organizations, the military, law enforcement, education, humanitarian action, restorative justice, and international agencies such as the United Nations.

ROTARY GRANTS

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Global grants support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They typically range from $30,000 to $200,000. District grants fund smaller-scale, short-term projects that address immediate needs in your community or abroad. Clubs can leverage Rotary Foundation grants with DDF and SHARE funds to maximize projects' impact. To learn more, talk to your club or district Rotary Foundation committee chair or visit **rotary.org/grants**.

ROTARY'S IMAGE

A positive public image of Rotary enhances our ability to do good in the world. As a Rotarian, your words and actions represent Rotary, and joining Rotary means committing to live by Rotary's values. Each of us also has the ability to improve the public's understanding of Rotary by telling the Rotary story and why we're proud to be a part of it. By telling our stories, we make sure Rotary is recognized for the good work we do. As a member, you can propose new members to your club. Talk to your club leaders to learn how.

Rotary

Rotary's masterbrand signature is the main logo available for use by all Rotary clubs around the world.

ROTARY.ORG

Rotary's official website, Rotary.org, offers information about membership, scholarships, Rotary events, online giving opportunities, the latest Rotary news, and stories of Rotary service and other activities all over the globe. When you register for an account, you gain access to a variety of resources:

- **Brand Center** — Find messaging and visual guidelines along with customizable materials you can use to promote your club, projects, and programs

- **Discussion Groups** — Exchange ideas with members of the Rotary family from around the world on hundreds of topics
- **Grant Center** — Apply for and manage your club's grants
- **Learning Center** — Find online courses about Rotary and professional development topics
- **Rotary Club Central** — See your club's profile and goals
- **Rotary Global Rewards** — Explore our member benefits program to get discounts on travel, hotels, dining, and entertainment
- **Rotary Ideas** — Find funds, partners, materials, and volunteers for service projects
- **Rotary Showcase** — Post your finished projects and browse others' projects to get new ideas for your next one

With an account on Rotary.org, you can also register for international events and network with other professionals. To learn how to create an account, download **How to Create a My Rotary Account**.

Rotarians demonstrate through their humanitarian service that they are people of action.

AN INTERNATIONAL EXPERIENCE

Another benefit of being a Rotary club member is the opportunity to have international experiences and connections. Whether you host a youth exchange student, attend an international Rotary meeting, or partner with a club in another country on a project, Rotary offers many ways to connect with people from around the world.

Rotary is a network of members around the world working together to exchange ideas and take action.

THE ROTARY INTERNATIONAL CONVENTION

The Rotary International Convention takes place each May or June and welcomes all members and their families. It's generally held in a different world city each year and is attended by 20,000 to 40,000 people. The convention is an opportunity to celebrate Rotary and to network and connect with Rotarians from around the world.

DID YOU KNOW?

The first Rotary Convention was held in Chicago, Illinois, USA, in August 1910.

Attendees at 2016 Rotary International Convention, Korea

ROTARY FELLOWSHIPS AND ROTARIAN ACTION GROUPS

Rotarians' interests and hobbies are as diverse as they are. Two types of international groups offer Rotarians ways to pursue interests they have in common with other members worldwide: Rotary Fellowships, which center around recreational or vocational interests, and Rotarian Action Groups, which focus on specific service areas.

Rotary Fellowships represent an abundance of recreational pursuits, including tennis, music, and canoeing, and professional interests such as medicine, law enforcement, and photography. Their activities are as varied as their interests. Learn more at **rotary.org/fellowships**.

Rotarian Action Groups help Rotary clubs and districts plan and implement large-scale projects in their area of expertise. For example, the Water and Sanitation Rotarian Action Group functions as an expert consulting entity that advises clubs and districts on how to undertake water and sanitation projects that have real impact. The Rotarians for Family Health and AIDS Prevention Rotarian Action Group mobilizes Rotarians to help tens of thousands of people in under-resourced communities get low-cost, comprehensive health services and screenings. Learn more at **rotary.org/actiongroups**.

ROTARY FRIENDSHIP EXCHANGE

Rotary Friendship Exchange gives participants opportunities to explore new cultures and discover diverse perspectives. Participating in an exchange is a wonderful way to make new friends, establish international service partnerships, and strengthen international understanding. As of 1 July 2017, non-members are welcome to participate in the program as well as members.

DID YOU KNOW?

Every continent has Rotary clubs. You can experience new Rotary cultures by visiting other clubs. Use the Club Finder tool on Rotary.org, download the Club Locator app, or look on club websites to find meeting details and contact information.

ROTARY COMMUNITY CORPS

A Rotary Community Corps (RCC) is a Rotary club-sponsored group of non-Rotarians who want to help their own community through service projects. Rotarians provide professional expertise, guidance, encouragement, organizational structure, and some material assistance for the RCC, whose members contribute their labor and knowledge of community needs. This community-based service program was initiated in 1986 to improve the quality of life in villages, neighborhoods, and other communities.

STRENGTHENING OUR YOUTH

We believe in investing in our future by empowering young leaders, helping them learn leadership skills, and giving them opportunities to have cross-cultural experiences.

Rotaract members meet yearly before the convention.

ROTARY YOUTH EXCHANGE

Rotary Youth Exchange promotes international understanding and lifelong friendships by letting young people see another part of the world. Exchanges can be long-term or short-term. Short-term exchanges last from a few days to several months and often take place when school is not in session. Students typically stay with a local family in the host country, but they might also attend a youth camp or tour the country with other foreign students. During a long-term exchange, students spend a year in another country, attending school and living with host families. Exchanges vary widely among districts, so contact your district's Youth Exchange chair to learn what's available in your area.

INTERACT AND ROTARACT

Interact clubs give young people 12-18 years old the chance to work together and have fun while learning about service and promoting international understanding. Each club is required to complete at least two major projects each year, one to serve the community and the other to promote international understanding.

Rotaract clubs are service clubs for young people ages 18-30 that emphasize the importance of leadership and community involvement. Rotaractors can join Rotary clubs and enjoy dual membership until they leave Rotaract.

Interact and Rotaract clubs are sponsored by nearby Rotary clubs. Ask your club leaders how you can get involved if you'd like to work with local Interact and Rotaract clubs.

RYLA events instill values of service and leadership at an early age.

ROTARY YOUTH LEADERSHIP AWARDS (RYLA)

Each year, thousands of young people are selected to attend Rotary-sponsored leadership camps or seminars through Rotary Youth Leadership Awards (RYLA). In an informal atmosphere, groups of outstanding people ages 14-30 spend several days in a challenging program of leadership training, facilitated discussions, inspirational addresses, and social activities designed to enhance personal development, leadership skills, and good citizenship.

TRAINING AND SKILL BUILDING

Your club may offer new members a formal orientation to acquaint them with Rotary and the club. Members can also take courses on topics that interest them in the **Learning Center** (learn.rotary.org) or join Rotary discussion groups to learn more. Your club may offer leadership training as well. Talk to your club mentor or club leaders and find out how you can get involved.

DID YOU KNOW?

You can learn more about Rotary by taking courses on Rotary's **Learning Center.**

Your district also runs seminars on Rotary topics such as membership, public image, The Rotary Foundation, and grant management, for all interested members. All districts also hold annual district conferences to celebrate the year's accomplishments. Rotary members and their families are invited to attend and enjoy the inspirational speeches and entertainment and the acquaintances they make. These in-person training meetings and events are great ways to meet people who share an interest in service and the community.

Districts also hold role-based training events for club presidents, secretaries, treasurers, and committee chairs and for members serving as assistant governors and district committee chairs. When you get involved as a speaker or trainer, you'll learn skills, like project management, public speaking, and event planning, that can also help you in your personal and professional life.

WHAT'S NEXT?

The key to getting the most out of your membership is to get involved in ways that suit your interests. The time and energy you invest in Rotary will yield rich rewards. You can shape your club experience by talking with club leaders about your ideas, and as a member, you, too, are eligible to be a club leader. Over time, active members find that the connections they make through Rotary become lifelong friendships.

To see how you can get involved, go to appendix A: Optimize Your Membership Experience. You can also check out our publication **Connect for Good** with an overview of opportunities to be an engaged member of Rotary.

DID YOU KNOW?

Members are eligible for discounts on a variety of services all over the world through **Rotary Global Rewards**. Visit the **Member Center** on Rotary.org to learn more.

APPENDIX A: OPTIMIZE YOUR MEMBERSHIP EXPERIENCE

- Attend as many club meetings and events as you can. Connect with different people each time.
- Volunteer your skills and take on a role such as committee member, greeter, or webmaster.
- Identify a need in your community and suggest a hands-on project that addresses it.
- Participate in, or offer your expertise to, a club leadership development program.
- Tell friends and colleagues how your club is giving back to your community, and emphasize the unique opportunity Rotary provides for networking with leaders in many professions.
- Get involved with your club's international service projects.
- Browse Rotary service projects worldwide at **rotary.org/showcase**.
- Join a Rotary **discussion group** to connect with others who share your interests.
- Discover Rotary voices from around the world at **blog.rotary.org**.

- Stay up-to-date by subscribing to newsletters from Rotary International at **rotary.org/newsletters**, reading your club and district newsletters, and visiting your club and district websites and **Rotary.org**.
- Help your club or district raise funds to eradicate polio.
- Set a personal contribution goal in support of your club's Annual Fund giving goal, or donate through The Rotary Foundation's recurring giving program, Rotary Direct.
- Propose a friend or colleague for membership in your club.
- Ask your club leaders how you can get involved in Rotary Youth Exchange, Interact, or Rotaract.
- Talk to club leaders about where your expertise is most needed.
- Visit Rotary Ideas to get ideas for club projects or contribute to another club's project.
- Post a finished service project on Rotary Showcase to share your success and inspire others.
- Attend your club's next assembly and help plan club activities.
- Volunteer to help with your club's signature project — one your club is known for in the community.
- Check out the Member Center and other resources on **Rotary.org**.
- Join a Rotary Fellowship and meet Rotarians from other countries who share your interests.
- Go to your district conference and the Rotary International Convention.
- Check out another Rotary club's meeting. Contact its leaders first to make arrangements.
- Take a course on the **Learning Center**.

APPENDIX B: ROTARY GLOSSARY

active member An active member is one who has been elected to membership under a business or professional classification and enjoys all the obligations, responsibilities, and privileges of membership as provided in the RI Constitution and Bylaws.

areas of focus The causes that Rotary focuses on include peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

Club and District Support (CDS) Rotary staff who are knowledgeable about specific regions and specialize in member support, training, and Rotary policies and procedures.

constitutional documents The governing documents of RI are the RI Constitution, the RI Bylaws, and the Standard Rotary Club Constitution. These documents can be amended only by the Council on Legislation.

Council on Legislation (COL)

A meeting where representatives from Rotary's 530 or more districts vote on policy that affect clubs worldwide. It takes place every three years.

Council on Resolutions

A meeting held online every year to vote on proposed resolutions, which express opinions and make recommendations to the RI Board.

district conference

An annual celebration of district accomplishments and a meeting where district decisions are made. Open to all members in the district.

District Designated Fund (DDF)

Money districts use to fund projects: 50 percent of its contributions to Annual Fund-SHARE from three years prior, plus 50 percent of any spendable earnings available from its contributions to Endowment Fund-SHARE.

district governor (DG)

An officer of RI who works with a district team to run and lead the district, motivating and training clubs and connecting them with resources.

district governor-elect (DGE)

The person chosen to serve as district governor for the upcoming year.

district governor-nominee (DGN)

The person who will serve as governor in two years. Districts are required to name their governors 24 months in advance. They then become district governors-nominee. The year before they take office, they are district governors-elect.

district membership committee

The committee that identifies strategies for strengthening membership and promotes them to clubs in the district.

district Rotary Foundation committee chair (DRFC)

The chair of the committee that teaches clubs about the Foundation and inspires them to support its programs and activities.

district training assembly

A training event where incoming club leaders are prepared for their roles.

End Polio Now zone coordinators

Regional leaders who serve as a resource for local polio eradication efforts.

endowment/ major gifts adviser (E/MGA)

A regional leader who serves as a source of expertise on major gifts and Endowment Fund matters.

family of Rotary

The family of Rotary includes all non-Rotarians who are affected by Rotary's efforts, including alumni of Rotary programs and those who benefit from Rotary projects.

general secretary The head of the Secretariat, the general secretary manages staff at Rotary International World Headquarters and Rotary's international offices.

governors-elect training seminar (GETS) An annual training event where incoming district governors are trained for their roles by their regional leaders.

honorary member Also referred to as honorary Rotarians, these members have the right to visit any Rotary club, but they cannot vote or serve as club officers. Clubs can elect people to honorary membership who have distinguished themselves in humanitarian efforts or have otherwise exemplified Rotary's values.

Interact Clubs for young people ages 12-18 who want to connect with others in their community or school. Members have fun while carrying out service projects and learning about the world. Interact clubs are sponsored by Rotary clubs.

International Assembly An annual international training event where incoming district governors, known as governors-elect, from all Rotary districts are trained together.

Manual of Procedure A concise version of Rotary's policies and procedures, updated every three years after the Council on Legislation.

Official Directory A publication with information about Rotary's Board, Trustees, and committees, as well as a listings of zones, alumni associations, Rotary Fellowships, and Rotarian Action Groups. An online edition includes contact information of the more than 35,000 Rotary clubs.

Paul Harris Fellow A person who has contributed $1,000 to The Rotary Foundation's Annual Fund, PolioPlus, or approved Foundation grants. The Foundation recognizes fellows with a Paul Harris Fellow medallion, lapel pin, and certificate.

Paul Harris Society Members of the Paul Harris Society commit to give at least $1,000 each year to the Annual Fund, PolioPlus, or approved Foundation grants.

PolioPlus The program launched by Rotary International in 1985 to tackle global polio eradication through the mass vaccination of children.

presidents-elect training seminar (PETS) A district-level seminar that trains incoming club presidents on their role and responsibilities.

quorum The minimum number of participants who must be present when a vote is taken. Rotary's recommended bylaws set it as one-third of the club's members for club decisions and a majority of the directors for club board decisions.

regional leaders Regional Rotary Foundation coordinators, Rotary coordinators, Rotary public image coordinators, and endowment/major gifts advisers.

regional Rotary Foundation coordinator (RRFC) A regional leader who supports and promotes the Foundation's grants and its fundraising for programs, such as PolioPlus and the Rotary Peace Centers.

RI director A Rotarian who serves on the RI Board for a two-year term. Each director is nominated by a club in his or her zone but is elected at the convention by all the clubs, meaning that each director represents all clubs in the administration of Rotary.

RI president The member who serves as the leader of the organization for one year.

RI president-elect The member who will serve as the leader of the organization for the upcoming year.

Rotaract Clubs for young people ages 18-30 in universities and communities worldwide that organize service activities, develop their leadership and professional skills, and have fun. Rotaract clubs are sponsored by Rotary clubs but manage and fund their clubs independently.

Rotarian An active member of a Rotary club.

Rotarian Action Group (RAG) An autonomous group of Rotarians, family members, program participants and alumni who are experts in a particular field, such as microcredit or water and sanitation, and advise clubs and districts on service projects.

Rotary alumni People who have participated in the following programs: Interact, Rotaract, Rotary Youth Exchange, New Generations Service Exchange, Rotary Youth Leadership Awards (RYLA), Rotary Peace Fellowships, Rotary Scholarships (funded by global grants or district grants), vocational training teams, and other programs.

Rotary Citation An award earned by clubs that accomplish a number of goals set by the RI president.

Rotary Community Corps (RCC) A group of non-Rotarians who share our commitment to service, plan and carry out projects in their communities, and support local Rotary club projects.

Rotary coordinator (RC)
A regional leader, appointed by the RI president, who offers support and practical strategies for boosting club membership and keeping members engaged.

Rotary Fellowships
International groups that share a vocational or recreational interest. An example is the International Skiing Fellowship of Rotarians.

Rotary Friendship Exchange
A self-funded international exchange opportunity for Rotary members, spouses, and non-Rotarians.

Rotary Global Rewards
A member benefits program that gives Rotarians and Rotaractors special offers on goods and services, including entertainment, travel, business services, insurance, dining, and retail. Rotarians can also post offers to the program.

Rotary International (RI)
Refers to the organization as a whole, not including The Rotary Foundation.

Rotary International in Great Britain and Ireland (RIBI)
An independent unit of Rotary International, subject to certain approvals by the RI Constitution.

Rotary International Convention
The annual gathering held in a different world city each year to celebrate Rotary's accomplishments, hear updates and inspiring stories, and learn more about Rotary.

Rotary public image coordinator (RPIC)
A regional leader appointed by the RI president, because of their expertise in public relations, journalism, and communications, to advise clubs on public image.

Rotary senior leaders
Current, incoming, and past RI presidents, directors, and Rotary Foundation trustees.

Rotary year
1 July-30 June.

Rotary Youth Leadership Awards (RYLA)
A leadership development program for students or young adults that is organized by a club, a district, or multiple districts.

Secretariat
The staff of Rotary International and The Rotary Foundation, which works at Rotary International World Headquarters and Rotary's international offices and is led by the general secretary.

SHARE
The system that transforms contributions to The Rotary Foundation into grants and programs.

The Rotary Foundation (TRF)
The charitable arm of Rotary, created for humanitarian and educational purposes, leads the charge in ending polio and promoting peace. Rotarians and friends of Rotary support the Foundation's work through voluntary contributions. The Foundation works to end polio, funds projects through grants, and takes on other global initiatives.

trustee
A member of the Board of Trustees of The Rotary Foundation, appointed by the RI president-elect.

vocational training team
A team of professionals who travel abroad to build their own capacity or the capacity of the community they visit.

zone
A grouping of clubs, established by the RI Bylaws and defined by the RI Board, for the purpose of electing members of the nominating committee for president of Rotary International and for the nomination of directors.

Rotary

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