

Rotary

Club of Santa Fe



A Brief Introduction to Rotary

And a Guide for Mentors & New Members of the
Rotary Club of Santa Fe

2022 Edition

Suggested talking points for the Mentor are printed in Blue type.

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Introduction

In his message to the 1914 Rotary International Convention in Houston, Texas Paul Harris said;

"The future of Rotary is shrouded in expectant mystery. It is for you my new Rotarian friends to aid in the unfurling of the Rotarian destiny."

The founder of Rotary knew from the very beginning that the future of this new organization would be determined by those who would follow after him. It is, therefore, vital that new Rotarians be mentored in the ways of Rotary. This is the responsibility of every Rotarian.

The purpose of this document is to assist the Rotarian in their role of mentoring a new club member and to provide a convenient source of basic information for the new member. In it, one will find many basic facts about Rotary, its organization, philosophy, procedures, and goals. Information is presented in what seems to be a logical order, but the best time to address a new Rotarian's question is when it is asked.

The mentor should feel free to adjust the time you spend with your mentee (2-3 times may be needed to mentor someone with no prior experience with Rotary) so that the new member is not overwhelmed.

Consider having a mentoring session over breakfast or lunch, which can add to a sense of comradery. Ask them to bring their laptop on the day when you will be teaching them how to access Rotary-related websites. Please plan to visit another Rotary club with your mentee so that he/she will see the variety of ways that clubs can be vibrant and express their own club personality.

On behalf of the Membership Committee of the Rotary Club of Santa Fe, we thank you for being willing to mentor new members. We hope this manual will serve as a guide in assisting the new member to understand the overall structure of Rotary, how we function as a club and how to become engaged in the work of Rotary. We welcome your feedback on how we might improve our mentoring program

A Brief History of Rotary

On February 23, 1905, Paul Harris, a Chicago attorney, called a meeting of three of his business acquaintances Sylvester Schiele, a coal dealer, Gustavus E. Loehr, a mining engineer, and Hiram E. Shorey, a tailor, to form a professional club. This meeting was held in Schiele's office in the Unity Building on Dearborn Street. The club became known as Rotary after their early practice of rotating the meeting place each week among each other's offices. Within a short time, the club had grown so large that a regular meeting place had to be established.

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Soon Rotary Clubs were formed in San Francisco, Oakland, Los Angeles, and Seattle. In 1910 The National Association of Rotary Clubs in America was formed. Within a decade Rotary Clubs had been established across the country and in Canada. By 1921 Rotary Clubs were formed on six continents and in 1922 the organization became known as Rotary International. The Rotary movement grew quickly and by 1925 consisted of 2,000 clubs with more than 108,000 members.

Our Guiding Principles

As the organization grew its mission evolved beyond merely serving the member's own professional and social interests. Rotarians began pooling their talents and resources to provide service to communities in need. The legacy of service to others is the cornerstone of Rotary's philosophy. The first Rotary service project was a public restroom in Chicago.

The Mission Statement

To provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

The Rotary Vision

Our vision statement explains what we want to achieve, in the same way that our mission statement explains our focus, and our strategic plan represents how we are going to get there.

"Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves."

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:

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.*

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The Four Way Test

The Four Way Test

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's Code of Conduct

As a Rotarian, I will:

- 1. Act with integrity and high ethical standards in my personal and professional life*
- 2. Deal fairly with others and treat them and their occupations with respect*
- 3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and in the world*
- 4. Avoid behavior that reflects adversely on Rotary or other Rotarians*
- 5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment*

The Rotary Mottos

Besides the primary and best-known motto of Rotary, "*Service Above Self*," is a secondary motto, "*One Profits Most Who Serves Best*." It was inspired by a speech by Rotarian Fredrick Sheldon at the first Rotary Convention in 1910, although the wording has been modified several times over the years. It is a reminder that what one gets from Rotary is in proportion to what ones puts in. Rotarians hope to be players on the field not spectators in the stands.

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Rotary International and The Rotary Foundation

This organization has two primary components, Rotary International and the Rotary Foundation. Rotary International (RI) is a worldwide association of Rotary clubs. It's made up of more than 35,000 Rotary clubs in over 220 countries and geographical areas. The members of these clubs are called Rotarians who form a global network of 1.2 million business and professional leaders, all volunteering their time and talent to serve their communities and the world. Each year, a new president is selected to oversee the direction and workings of Rotary International.

Rotary International's first female president, Jennifer Jones from Windsor-Roseland, Ontario, Canada, was selected to serve in 2022 – 2023. To learn more about who we are and what we do visit... <https://www.rotary.org/en/about-rotary>

or to learn more about our president try...

<https://my.rotary.org/en/news-media/office-president/ri-president>

Talking points: Consider giving your mentee a recent Rotarian magazine, where much info about RI can be found.

The Rotary Foundation (TRF) is a not-for-profit corporation supported solely by voluntary contributions from Rotarians and friends who share its vision of a better world. The mission of The Rotary Foundation exists to enable Rotarians to advance world understanding, goodwill, and peace through programs of:

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development
- Supporting the Environment

Key programs supported by The Rotary Foundation are:

- **PolioPlus** – Since 1985, the Rotary Foundation has worked to create a polio-free world.

Talking Points: Rotary works with the UN, WHO and The Gates Foundation. Rotarians participate on teams to help vaccinate the world. Last case in the Americas was in Peru in 1991. Polio is now limited primarily to Pakistan and Afghanistan.

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- **Rotary Peace Centers** - The centers are dedicated to international studies in peace and conflict resolution and promoting national and international cooperation, peace, and the successful resolution of conflict. There are now 7 universities throughout the world. Rotary provides 130 full scholarships annually.
- **Rotary Foundation Grants** - These grants help support club efforts to change lives and serve international communities through sustainable Global Grant projects. Through such programs Rotarians carry out their mission to provide service to others, promote integrity, and advance world understanding, goodwill, and peace in a fellowship of business, professional, and community leaders.

Talking points – Our club’s international projects in Mexico and Guatemala

Rotary Districts

Clubs of a region are organized by Rotary International into Districts. The purpose of the district is to support the clubs. Our district is known as District 5520, and it includes all of New Mexico and portions of West Texas. We currently have 68 clubs in our district. Each district has a District Governor, who is elected annually. Additionally, Assistant Governors are appointed to assist groups of 3-4 clubs. Various district committees provide the clubs with resources, support, and leadership. The District provides Rotarians with annual training opportunities, including the Rotary Leadership Institute. The District sends out email newsletters that keep Rotarians informed on what is going on in our district. The District Governor makes an official visit to each club during his/her year in office.

The District’s Foundation committee provides guidance and some funding assistance for a club’s local and international projects. To assist clubs in identifying a worthy project in Mexico, District 5520 co-sponsors an annual Bi-District conference with Mexico’s District 4110. This provides an opportunity for Rotarians in both districts to learn about potential projects and hopefully work together on a global grant.

Annual District conferences celebrate club achievements and bring Rotarians from the different clubs together for fellowship. It is a great opportunity to better understand the workings of Rotary beyond our own club.

Talking points- Some states i.e., Texas, have several Districts due to its large number of clubs.

Name and club of current District Governor. Encourage mentee to attend the next District conference. May want to mention regional Lieutenant Governors and AG for our club this year. Protocol on how to honor Governor for his/her yearly visit. Our traditional opera event with the governor.

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Individual Rotary Clubs

Rotarians are members of a Rotary Club, which in turn is a member of a District, and of Rotary International. Each club elects its own president and other officers annually. Clubs enjoy considerable autonomy but function under the *Standard Rotary Club Constitution* approved by Rotary International and used by each club without modification. Rotary International also provides clubs with *Recommend Club Bylaws* which the clubs are free to modify as long as the modifications do not conflict with the *Constitution* or *Bylaws of Rotary International* or the *Standard Rotary Club Constitution*. (Rotary International documents can be found at www.rotary.org. The Rotary Club of Santa Fe's Constitution and Bylaws can be found on the Club's website.)

Avenues of Service

We channel our commitment to service at home and abroad 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 every Rotarian to work with integrity and contribute their expertise to the problems and needs of society. Learn more in [An Introduction to Vocational Service](#) and the [Code of Conduct](#).*
- *Community Service encourages every Rotarian to find ways to improve the quality of life for people in their communities and to serve the public interest. Learn more in [Communities in Action: A Guide to Effective Projects](#).*

Talking points: mention current local projects, including our club's District grants.

- *International Service exemplifies our global reach in promoting peace and understanding. We support this service avenue by sponsoring or volunteering on international projects, seeking 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](#).*

Talking points: Expand on Rotary's youth programs, especially youth exchange and RYLA. Also mention Rotary's "Statement of Conduct for Working With Youth."

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Statement of Conduct for Working With Youth

Rotary is committed to fostering environments that are safe and positive for young people and free from discrimination and physical, emotional, and sexual abuse.

Rotary International strives to create and maintain a safe environment for all youth who participate in Rotary activities. To the best of their ability, Rotary Members, their partners, and other volunteers must safeguard the children and young people with whom they come into contact and protect them from physical, sexual, and psychological abuse.

Talking point: Highlight Rotary's position on youth protection.

The Rotary Club of Santa Fe (RCSF)

The Rotary Club of Santa Fe was established in 1923, as the first Rotary club in our community. It has a proud history of service to our local community, our district, and the global efforts of Rotary International. We partner as we can with our sister clubs, the Rotary Club of Santa Fe del Sur, and the Rotary Club of Santa Fe Centro.

Club Governance

All club business affairs, and any resolutions or proposals that commit the club must be considered and approved by the Board of Directors before being brought to the membership of the club. The Board, a portion of whom are elected each, year includes the president, president-elect, immediate past president, secretary, treasurer, and other elected directors. A current list of the Board is listed on the homepage of the club's website at [www.rotaryclubofsantafe.org](http://portal.clubrunner.ca/9198) (which links to <http://portal.clubrunner.ca/9198>)

Talking Points: Current officers, Go to RCSF web site and show how to see the officers.

Club Membership

A potential member of the Rotary club must be invited to join by a club member. The membership process includes a written recommendation by the sponsoring member to the Membership Committee. That committee forwards its recommendation to the Board of Directors, and the Directors approve it. After all approvals, a seven-day period is provided for the entire club membership to consider the proposal, and if there are no objections from current members the new member will be inducted. If there is a written objection, the Board of Directors is required to act again to either approve or reject the potential new member.

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Diversity and Rotary

It is the goal of Rotary that the membership of each club reflects its community. Clubs strive to include a wide range of vocations without regard to gender, religion, or ethnicity, to be inclusive and bring together those who wish to serve for the betterment of all. The future of Rotary lies in keeping its doors open to all service-minded people.

Talking Points: To ensure Rotary lives up to that ideal, the Board of Directors of Rotary established the [Diversity Equity and Inclusion Taskforce](#) and acted to strengthen the DEI statement originally adopted in 2019. The result is in a new commitment to these issues that is available in the membership section of the Club's website.

Honorary Members

Honorary membership is the highest distinction that a club can bestow, and it is conferred only in exceptional cases. Clubs grant honorary membership as a distinction for meritorious service that embodies the Rotary ideals or for permanent support of Rotary causes. An honorary member pays no dues or fees, has no vote, and cannot hold club office. He/she may attend meetings and enjoy the privileges of the club. Honorary membership is conferred only by the Board of Directors.

Due and Fees

Each club member is responsible for the payment of annual dues. Rotary operates on a fiscal year, July 1 to June 30. Dues pay for club expenses, membership in Rotary International, Rotarian Magazine, and the meeting venue. A voluntary contribution to The Rotary Foundation's Annual Fund called Every Rotarian Every Year (EREY) is encouraged for each Rotarian. Our club allows dues to be paid quarterly, semi-annually, or annually. A bill for the pro-rated annual dues and fees is presented to the new member on or soon after the date of his/her induction into the Rotary Club of Santa Fe. Meals are paid on a weekly basis at the club meeting.

Giving to The Rotary Foundation

The Rotary Foundation (TRF) encourages all Rotarians to contribute annually toward the work of Rotary, thus making it possible to have an impact on the world at large. You can designate whether you want your contribution to go toward any or all the following funds: the Annual Fund, Polio Plus or an approved Global Grant. Should you choose not to designate, it will automatically go toward the Annual Fund. You will receive a yearly charitable contribution tax receipt from TRF. It is important that we all contribute in whatever way we can. There are several levels of recognition for Rotarians who donate to TRF.

1. Every Rotarian Every Year (EREY): Any amount you donate each year makes you eligible for EREY status. In our club we urge at least \$100 annually. Our club goal is 100% participation by our members.

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2. Paul Harris Fellow (PHF): You are eligible to be a Paul Harris Fellow once you donate \$1,000 to TRF. For example, you can give a onetime donation of \$1,000 and become a PHF or you can give \$100 annually for 10 years at which time you will have given \$1,000 and are eligible for a PHF. At the time you are awarded the PHF you will be given a PHF pin that you will be expected to wear on specific occasions. You can become a multiple PHF by repeatedly donating \$1,000. You may also be a recipient of a PHF by another Rotarian donating \$1,000 in your honor. By the same token, once you are a PHF, you can donate \$1,000 to honor another person with a PHF. The awarding of a PHF always calls for a celebratory event.
3. Paul Harris Society (PHS): To be eligible for this designation, a member commits to donating \$1,000 annually to TRF.
4. Major Donor: When your cumulative donations reach \$10,000.
5. Bequest Society member: When you give \$10,000 or more via your estate plan.
6. Arch Klumph Society: When your cumulative giving reaches \$250,000.

There are several ways in which you can donate:

1. You can donate through the RI web site at www.rotary.org. If you are signing on to the site for the first time you may need to use your Rotary membership number which you can obtain when you log into Rotary Club of Santa Fe's web site or you can ask the Club Secretary.
2. You can write a check made out to The Rotary Foundation. Give it to the RCSF Foundation treasurer to send to TRF and indicate which fund you want to donate toward.
3. For the EREY program you can opt to include your donation with your payment of club dues, and the donation will be receipted by TRF annually or semiannually.

Good News Basket

The custom of the Rotary Club of Santa Fe is to pass around the Good News Basket in each meeting. Members donate some amount of money and use the opportunity to share good news with their fellow Rotarians. In recent years, the Club has given about \$12,000 per year to chosen local non-profit organizations through contributions to the weekly Basket.

It is customary for members celebrating a birthday or an anniversary to donate dollars equal to the number of years one is celebrating. The Good News Basket is a great way to further club fellowship and at the same time offer service to our community. All good News Basket donations go to our Rotary Club of Santa Fe Foundation (not to The Rotary Foundation, which is focused on global giving)

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Attendance for Rotary Club of Santa Fe

Regular attendance at Club meetings and engagement in Club service projects, events, and activities demonstrate a member's commitment to the Rotary Club of Santa Fe and Rotary International and is highly encouraged. Attendance requirements and policies are set forth in Rotary's Standard Rotary Club Constitution which is available on-line at www.rotary.org and in the 2019 Manual of Procedure. A new edition of the Manual of Procedure is published every three years. Be sure to check for the latest edition for the most up-to-date policies and procedures.

Perfect Attendance

Perfect attendance is a tradition within the Rotary Club of Santa Fe. Although not officially recognized by Rotary International, RCSF continues to honor those Rotarians who have demonstrated their dedication to the Club by maintaining 100% attendance through-out the years of membership. The club will continue to recognize their extraordinary effort annually.

New Member Engagement Program

New members are inducted and welcomed into the club and then encouraged to become engaged in its life as quickly as possible. The assigned mentor will help facilitate this process for the new member. It is our club's custom for members to wear identification badges at all regular club meetings and to be called by their first names. At the time of induction, the new members are issued name badges with a "new member" ribbon attached. Existing members are encouraged to be aware of the new members, introduce themselves and make them welcome. New members are asked to keep the identifying red ribbon on their badge until they have completed the New Member Engagement Program.

This program gives new members or members transferring from another club specific tasks aimed at integrating the new Rotarian, not only into the world Rotary family but also into the fabric of the Rotary Club of Santa Fe by providing immediate opportunities to serve and learn. The list of required tasks is given to the new member along with a check list at the time of induction. Hopefully, the tasks of engagement can be completed within six months or at the most one year and removing the ribbon from the badge is celebrated during a club meeting.

Committee Assignments

Each Rotarian is expected to be an active member in at least two committees, and you may elect to join as many committees as you desire. Being an active member of a committee will get you involved in our club and on the path to "Service Before Self." A list of our Committees and their chairs are available on the club website.

Rotary on the Internet

The Rotary Club of Santa Fe is present on the internet. Its website can be found by searching for the Rotary Club of Santa Fe. The site opens in your browser to <http://portal.clubrunner.ca/9198>. This site provides information to the club members and the general public. The club secretary furnishes each club member with a login id and password to access the "member only" section on the club website. Club directories, club committee assignments, club documents, lists of upcoming speakers, reports of past

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speakers, and much more are on the website. If you look, you might find answers to your questions. You may also download the clubrunner app into your phone. If you have it set to “members” you will be able to easily access members’ contact information.

The club is also has a Facebook page found at <https://www.facebook.com/santaferotary> . The Facebook page is open to both members and nonmembers. You are strongly encouraged to “like” the Club on the Facebook and to follow our meetings, activities, and other events there. You might see pictures posted of the meeting you just attended.

Important email announcements are sent from time to time to the entire club by the club secretary and leadership using ClubRunner, a service which assists many Rotary entities. An email newsletter, La Rueda, also sent through ClubRunner, is produced each week with announcements regarding the weekly club meeting, member assignments and other relevant information. New members should automatically be on the subscription list. If you don’t get it, ask the club secretary for assistance.

The website for District 5520 is www.rotary5520.org. The website is a source of support for all clubs. Access to the member section of this website is available to club members using the same login information as the Rotary Club of Santa Fe website.

The Rotary International website is found at www.rotary.org . It offers a wealth of information about Rotary International and The Rotary Foundation. You can find Rotary history, activities, and events. The “My Rotary” tab provides access to specific information about the Rotary Club of Santa Fe, District 5520, and the Rotarian’s profile. Creating a sign-in independent of the local club id is required for member sections of the Rotary International site.

The Rotary Learning Center can also be found on the Rotary International website. The Learning Center is a series courses and resources in an online community at www.rotary.org/learn. The Learning Center covers a broad range of topics from Committee Basics to The Rotary Foundation and information about leadership roles in Rotary.

Talking points – Assist mentee to access Rotary.org and sign in under My Rotary. Take them the District and club websites. Help them download the ClubRunner app and access the list of committees on our club website.

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Rotary Club of Santa Fe Foundation

The Rotary Club of Santa Fe Foundation ([not to be confused with The Rotary Foundation](#)) is the non-profit component of our club. It has a board of directors with the same membership as the Club's Board of Directors. The RCSF Foundation is chaired by its president and has its own treasurer.

One of our foundation's signature events is Pancakes on the Plaza held on the 4th of July. All Santa Fe Rotarians, members of our sister Rotary clubs and many people from other organizations, and businesses are sponsors and/or volunteers for this event. The proceeds of Pancakes on the Plaza, including the sizable sponsorship donations, are to support the Club's Centennial Projects.

Since Santa Fe is one of the country's leading art communities, it has been fitting that our club foundation support the arts in our region through its Arts Committee

In addition, RCSF Foundation provides funds for global grants, the Centennial Project and other community service projects. The RCSF Foundation Board is responsible for determining the use of foundation funds.

[Talking Points: Discuss the Centennial Project. In 2024, RCSF will celebrate 100 years since its founding. The Centennial Committee is currently considering options for a significant community project supported by a major fundraising effort to commemorate the Rotary Club of Santa Fe's 100 years of to service in Santa Fe and around the world.](#)

Club Song

At every regular club meeting all members and guests are invited to sing our club song. We sing it fast and sometimes even in tune. The lyrics are:

Santa Fe bids you welcome, señores Old town in Sierras hid away
En el país que we call poco tiempo Good amigos in Old Santa Fe
You can live here for tres hundred años
And grow younger poquito every day.
for there's nothing to do 'til mañana, Mucho tiempo in Old Santa Fe

Invocation or Words of Wisdom

The Club encourages anyone offering the invocation consider the diversity of the Club. Guidelines for public prayer are provided on the Club's website.

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Final Words

Rotary International is constantly changing to adapt to ever-changing world. Approaches and programs give way to more relevant ones as the organization keeps up with the times and positions itself for the future. All of this is done without jeopardizing the core values and principles that have served Rotary so well.

The Rotary Club of Santa Fe welcomes members who bring new ideas that help our club to be an integral part of the steadfast but ever-changing role of Rotary in the World.

[Thank you](#) for participating in our membership enhancement program!