



The Rotary Leadership Institute

# THE ROTARY LEADERSHIP INSTITUTE

A Joint Project of over 110 Rotary Districts worldwide



# RLI MANUAL

*A recommended unofficial affiliate of Rotary International*

The RLI is not an official program of Rotary International or under its control

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# THE RLI INTRODUCTORY MANUAL

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## INTRODUCTION

The Rotary Leadership Institute (RLI) is an outgrowth of the District 7510 Leadership Institute which was founded in February of 1992 and offered its first courses in the fall of 1992. The Institute is now a joint project of over 110 Rotary districts in more than 60 countries and territories. The RLI is a leadership development program, providing courses to potential Rotary club leaders to increase Rotary knowledge and leadership skills for the Rotary clubs in the member districts. All participants in the Institute must be nominated by and sponsored by their clubs. Courses are provided in three parts, with each part given during a full day in various locations throughout the Rotary year. Those completing all of the three parts for their full duration are awarded a special pin of The Rotary Leadership Institute and are then eligible to participate in graduate seminars sponsored by the RLI. It is hoped that in future years the leadership of the clubs will largely be drawn from those whose participation in the Institute gives them the knowledge and leadership skills to improve the administration of our clubs and the enthusiasm to improve Rotary service.

Rotary is the premier service organization in the world. It is the most international and most respected for its humanitarian activities such as Polio Plus. The cornerstones of Rotary are fellowship and service. While individuals working alone can and do contribute greatly to society, the fellowship of Rotarians as a group inspires greater and greater service. Rotary harnesses the energies of business and professional men and women into service for their communities and the world. The “Four Avenues of Service” as set forth in the OBJECT OF ROTARY (see Appendix I) guide programming and activities in all Rotary clubs around the world. The Four Avenues are Club Service, Vocational Service, Community Service and International Service. Unlike some service organizations, Rotary does not emphasize a single issue, but adapts its service activities to meet the needs of our communities as needs arise. This flexibility has enabled Rotarians to utilize their creativity to contribute to a better quality of life for millions of people around the world.

Note: Reference to a single gender is intended to also refer to the other gender.

## A BRIEF HISTORY OF ROTARY

Rotary was founded on February 23, 1905 in Chicago, Illinois, USA by Paul Harris, an attorney with three business friends. Because the first meetings of the group rotated among the business locations of the members, the organization came to be known as Rotary. Three years later a second club was formed in San Francisco, California, USA and Rotary began a steady path of growth. In 1911 Rotary became international with the founding of a club in Winnipeg, Manitoba, Canada. Today Rotary has grown to more than 32,000 clubs in over 200 countries and territories with approximately 1.2 million members.



The motto of Rotary is: "Service Above Self".

The Rotary Foundation of Rotary International was initiated in 1917, but remained a relatively small project until Paul Harris' death in 1947. At that time contributions rose dramatically in memory of Paul Harris and today the Foundation is one of the largest and most effective of its kind in the world and is truly the pride of all Rotarians.

## **OVERVIEW OF THE ORGANIZATION OF ROTARY**

The basic elements of the Rotary organization are the clubs, the districts and Rotary International. An individual Rotarian is a member of his Rotary club and the club is a member of Rotary International. (An individual is therefore not a member of Rotary International unless the member is an R.I. officer. See below.)

### **THE CLUB**

The club is the basic and most important unit of Rotary. It is through the clubs that service projects are performed and the Object of Rotary is furthered. Although essentially autonomous in its activities, each club is governed by the Standard Rotary Club Constitution (SRC) promulgated by Rotary International, except those clubs admitted prior to June 6, 1922. In the latter case, the club must use the SRC, but may have presented variations to the R.I. Board prior to December 31, 1989. The SRC can be amended only by the Council on Legislation. Each club may adopt its own bylaws, which must be consistent with the SRC and the Rotary International's Constitution and Bylaws. Rotary International does recommend a form of club bylaws as found on the R.I. website that is consistent with the Club Leadership Plan. Modifications by the Council on Legislation to the recommended bylaws will appear in the latest version of the Manual of Procedure. Clubs may also choose to remain with an alternate form of club bylaws based on the "Four Avenues of Service", or may modify the bylaws to suit club practice and traditions. Copies of the above documents may be obtained from the Secretariat in Evanston, Illinois or from the web at [www.rotary.org](http://www.rotary.org).

The SRC gives to the club board of directors the authority to manage the affairs of the club. It is the board and not the general membership, which determines the activities of the club and manages its financial affairs. A decision of the board is final except that it may be appealed to the membership who may overrule the board by a two-thirds vote.

The SRC provides for the election of a president, president-elect, one or more vice-presidents, a secretary, treasurer and sgt.-at-arms. The latter three may or may not be members of the board, as the club bylaws may provide. Some clubs do not have presidents- elect, but should have, not only



to comply with the SRC, but to give an incoming president at least 18 months to prepare for that important position. As Rotary increasingly upgrades educational programs for presidents-elect, waiting until the December before the next president takes office to elect a president-elect may prevent a future president from taking full advantage of such programs.

The board of directors, in addition to the president, president-elect and vice-president(s), consists of the number of directors as the bylaws may specify. Many clubs have boards of 10- 12 members with five officers, the immediate past president and 4-6 directors. The Rotarian elected as president-elect in December automatically becomes a member of the board, but is not called the president-elect until one year before he/she is to take office as president.

Club elections must be completed by December 31 of each year for the club year beginning the following July 1. The club secretary is required to forward the names and addresses of the president and secretary for the following year beginning July to the Rotary International Secretariat with copies to the incumbent District Governor and incoming District Governor. R.I. sends a form for this purpose to the club secretaries each Fall. The forms are due in Evanston by December 31 in order to enable R.I. to publish a complete International Directory.

## **NEW CLUBS**

New clubs are admitted into Rotary by the R.I. Board of Directors upon recommendation of a district governor. A new club must have at least 20 charter members (25 preferred), pay the required charter fees, and comply strictly with the classification requirements. New clubs are sponsored by one or more existing clubs, usually in the same geographical area. In order to organize a new club, the district governor appoints a Special Representative and designates the sponsor club(s). Organizers of new clubs are assisted by the District Extension Committee.

Each new club is given a locality. By action of the 2001 Council On Legislation, "territories" have been abolished and a club may be formed in any locality without the consent of other local clubs.

## **MEMBERSHIP**

Requirements for membership in Rotary are set forth in the R.I. Constitution and Bylaws and the SRC. There are two TYPES OF MEMBERSHIP: Active and Honorary.

All members except Honorary Members are Active Members, most of whom hold a regular classification. There may be up to five members in the same classification, but if a club has more than 50 members, there may be up to 10% of the members in a single classification. Active



Members who are fully retired are unclassified.

An Active Member who has been a Rotarian for such number of years that when combined with his age totals at least 85 may be exempt from attendance at club meetings if the member notifies the club board of directors and the board approves a request for such exemption.

Other Requirements: A member must either live or work in the locality of the club or in the surrounding area. He/she must: [1] hold (or be retired from) a position in a recognized profession, [2] hold (or be retired from) an ownership interest or an executive or management position in a business, or [3] be a recognized community leader. (See Manual of Procedure for detailed requirements).

## CLASSIFICATIONS

The classification system of Rotary has given it its unique character for many years. The purpose of the system is to provide each club with a broadly representative cross section of the community. When we strain to create a classification for a prospective member, we are not really helping the club. Briefly stated, a member may be classified by the principal activity of the business or by the type of position in the business {not title}. Therefore a computer scientist who works for AT&T may be classified as "Telecommunications", "Computer Science", or "Telecommunications-Computer Science." A person may not be classified as a Vice-President or other such title. There are special rules for the clergy, news media, and diplomatic service. One holding public office for a fixed term cannot be classified in that office, but must be classified in his private capacity.

## HOW TO PROPOSE A MEMBER

The Rotary method of proposing new members is shown on the membership proposal cards given to each club secretary. Briefly the procedures are as follows:

- 1- The proposer fills out the **proposal card** and submits it to the secretary (all without the knowledge of the candidate).
- 2- The secretary notifies the membership committee and the classifications committee and asks each to submit a report (without interviewing the candidate).
- 3- Upon the receipt of the two reports (whether the candidate meets Rotary requirements as to occupation, residence and generally seems to be a fit candidate, and whether there is a suitable classification available) the secretary presents the candidate's name and the two reports to the club



Board of Directors. The Board often votes approval or disapproval. The number of board votes that constitutes disapproval is set forth in the club bylaws.

4- If the Board then approves the proposal, the membership chairman or designate and the proposer should meet with the candidate to notify him/her that the club's board has approved the membership proposal, to acquaint the candidate with the duties and responsibilities of membership, and to inquire if the candidate would like to join. (Some clubs at this point bring in the Rotary Information Committee to do a pre-membership orientation). If the candidate says yes, the candidate is asked to sign the membership proposal form and is asked to consent to having his/her name published to the membership. (The current proposal form serves both as a proposal and a membership application).

5- The secretary then causes notice to be given to the membership with a request that any member objecting to the admission of the candidate notify the membership committee within seven days (as per recommended club bylaws). If no objections are received during the seven day period, the candidate is considered elected to membership and the secretary arranges with the president for the induction ceremony. If there is an objection the Board is convened for reconsideration.

## **ATTENDANCE**

In order to maintain minimum attendance standards, a member must attend or make up at least 50% of regular meetings in each club half-year (of which 25% must be at the member's club). If the member fails to attend the required 50% or misses four meetings in succession, he/she is subject to suspension by the club board. There are numerous ways to make up a missed meeting and all the rules are set forth in the Manual of Procedure. The most common way to makeup is to attend the regular meeting of another Rotary Club within a period of 14 days prior to or 14 days after the missed meeting. The club board has the authority to determine the validity of a proposed makeup of attendance or an excuse for an absence from a meeting.

Some clubs ignore the attendance rules with the thought that enforcing the rules would lead to a drop in membership. To the contrary, many clubs have found that enforcing the attendance rules leads to a great improvement in club attendance and may lead to future membership growth because of increased morale brought about by the improved attendance at meetings.

## **AVENUES OF SERVICE**

Club programming should emphasize the four avenues of service set forth in the Object of Rotary (See Appendix I): Club Service, Vocational Service, Community Service, & International Service



**Club Service** encompasses those club activities which might be called internal housekeeping, and do not constitute direct service to others. Among the most important club service areas are membership, club programs, fellowship activities, non-targeted fund raising, Rotary Information and the club bulletin. Public relations is becoming an increasingly important part of club service activities. Club service provides the wherewithal to create a good club which can then provide service to others.

**Vocational Service** emphasizes ethical conduct in business and programs to lead persons into productive careers. Vocational Service includes programming that utilizes the occupational talents of our members to provide Rotary service. Rotary International has adopted a Vocational Service Emphasis and recommends the committees set forth below.

**Community Service** is perhaps the best known of the four avenues of service. It includes all projects (other than vocational service projects) which help the people in the local community. It is charity at its best when the members pitch in on a "hands on" basis. "Community Concerns" is the phrase initiated by Past Rotary International President William Huntley to urge clubs to go into the community to find out what the community really needs, rather than the club determining what the community needs.

**International Service** involves projects in conjunction with or to help people in other countries. Most clubs work through established projects of Rotary International and The Rotary Foundation. Some of those include the International Youth Exchange, Ambassadorial Academic and Cultural Scholarships, World Community Service projects coordinated by R.I. with the cooperation of a club or clubs in another country, International Friendship Exchange, and nominating persons for Group Study Exchanges, etc. A critically important international activity of a club is raising funds and contributing to THE ROTARY FOUNDATION. (See section on The Rotary Foundation below.)

## **THE CLUB LEADERSHIP PLAN**

The Board of Directors of Rotary International approved a new voluntary Club Leadership Plan in November 2004. The information which follows on the Club Leadership Plan is from Rotary International. The Club Leadership Plan is the suggested structure for both new and existing Rotary clubs

It provides clubs with an administrative structure to standardize their procedures and guide their activities in pursuit of the Object of Rotary.

The Club Leadership Plan begins by having Rotary clubs develop standard procedures for continuity, communication, and Rotarian involvement. The plan includes strategic planning and goal setting using the *Planning Guide for Effective Rotary Club*. Its simple committee structure



focuses on the central functions of a club and can be expanded to address club service goals and fellowship.

The nine steps for implementation are functions that all Rotary clubs need to address to be effective. A club may address these functions in any way it chooses. This flexibility allows the Club Leadership Plan to be implemented throughout the Rotary world.

All clubs should review the plan and determine which practices are already in place and which would benefit the club. Assistant governors should assist club leaders with their assessment and support their efforts to implement the plan. Implementation of the Club Leadership Plan will result in an effective club that is able to improve its community and the world. For more information, contact your RI Club and District Administration representative. For a copy of the new Recommended Rotary Club Bylaws, visit the Download Center of [www.rotary.org](http://www.rotary.org).

To implement a Club Leadership Plan, current, incoming, and past club leaders should:

1. Develop a long-range plan that addresses the elements of an effective club.
2. Set annual goals using the Planning Guide for Effective Rotary Clubs in harmony with a club's long range plan.
3. Conduct club assemblies that involve members in the planning process and keep them informed of the activities of Rotary.
4. Ensure clear communication between the club president, board, committee chairs, club members, district governor, assistant governors, and district committees.
5. Provide for continuity in leadership, including the concept of succession planning to ensure development of future leaders.
6. Amend bylaws to reflect the club committee structure and roles and responsibilities of club leaders.
7. Provide opportunities to increase fellowship among members of the club.
8. Ensure that every member is active in a club project or function.
9. Develop a comprehensive training plan that ensures:
  - a. Club leaders attend district training meetings
  - b. Orientation is consistently and regularly provided for new members
  - c. Ongoing educational opportunities are available for current members. Club



leaders should implement the Club Leadership Plan in consultation with district leaders as described by the District Leadership Plan. The plan should be reviewed annually.

## **Club Committees**

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president, and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for three years to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership:** This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations:** This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Club Administration:** This committee should conduct activities associated with the effective operation of the club.
- **Service Projects:** This committee should develop and implement educational, humanitarian, and vocational projects that address the needs of its community and communities in other countries.
- **The Rotary Foundation:** This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional committees may be appointed as needed.

**Training Requirements:** Club committee chairs should attend the district assembly prior to serving as chair.



**Relation to the District Leadership Team:** Club committees should work with assistant governors and relevant district committees.

**Reporting Requirements:** Club committees should report to the club board on the status of their activities on a regular basis and at club assemblies, as appropriate.

## **ROTARACT AND INTERACT**

Rotary sponsors two organizations for young people: Interact clubs and Rotaract clubs. Both types of clubs are sponsored by local Rotary Clubs and are a very important part of community service.

**Interact** (International Action) is a worldwide organization for youth in secondary schools or ages 14-18. Our area clubs sponsor a large number of Interact Clubs, primarily in local high schools. An Interact Club may also act outside a school and may meet in a Church building or other suitable place with a Rotary advisor.

**Rotaract** is a worldwide organization for young people 18-29. Many Rotaract clubs are part of colleges and universities, but also can be community based. Many "graduates" of Rotaract clubs are excellent prospects for Rotary membership. The admission fee is waived for former Rotaractors to join Rotary within two years of leaving Rotaract.

Some Rotary clubs are sponsoring clubs for children younger than Interactors, in elementary and middle schools, but such clubs have not yet received official Rotary International recognition. Some such projects are called "Early Act", "Rotary Kids" or "Rotokids".

## **CLUB ASSEMBLIES**

Although the clubs are governed by their boards of directors, it is important to keep the membership informed of club activities. Therefore, R.I. recommends frequent club assemblies where the club members can hear the reports of its officers and committees and express opinions concerning the direction of the club. Some clubs hold a club assembly during one regular meeting each month and regular club programs at the other meetings. Other clubs hold club assemblies quarterly or annually, but R.I. recommends the monthly approach. Properly conducted, a club assembly can motivate constructive activity by club members.



## **CLUB PROGRAMS**

Weekly club programs (except when a club assembly is being held) are extremely important in keeping members eager to attend the meetings. Obtaining good programs takes a lot of effort and some clubs take the easy way out by loading the program schedule with commercial pitches and charity groups seeking donations (both of whom are always eager to talk to clubs). The latter can be important and interesting, but should not dominate the program schedule. District Programs/ Speakers Bureau Committees are available to assist club program committees.

## **SOLICITING CLUBS**

Rotary International has adopted a policy that clubs should not solicit each other for contributions or assistance for a club project. A club however may seek approval of the District Governor to conduct a district project and may then seek the aid of other clubs. A request by a club for financial assistance from another club requires the approval of the R.I. Board of Directors. Note also that R.I. licenses sellers of items using the Rotary seal and no non-Rotarian, Rotarian or club may solicit the sale of any such items without obtaining such a license.

## **THE DISTRICT**

Rotary International divides the clubs into geographical districts for the purpose of local administration. At present there are 530 districts throughout the world. The average size of a district is about 45-60 clubs, but districts are growing under a policy of Rotary International to limit redistricting. R.I. foresees future districts of at least 75 and probably more.

Each district is led by a District Governor (DG) who is an officer of Rotary International. The DG is nominated by the district nominating committee and elected by the Rotary International Convention. Before the Secretariat will present a nominee to the Convention, it assures itself that the candidate meets all of the requirements of the R.I. Bylaws:

- membership in good standing in a club in the district
- must have completed at least seven years of membership by the time he/she takes office
- must have served as a club president for a full term
- must attend the International Assembly for its full duration (see Manual of Procedure for additional requirements)

The district governor is elected by the Convention one year before taking office and will then be known as the district governor-elect for the year preceding his term. Before that time, incoming governors are referred to as the “district governor nominee” or “district governor designate”.



The district governor acts in a dual role: (1) as the chief administrator of R.I. in the district, and (2) as the leader of the clubs in the district. The most important function is to assist the clubs to further the Object of Rotary. In fact the whole purpose of the district organization is to **serve as a resource** for the clubs. Because club leadership changes annually, the district helps to prevent the necessity of constantly "reinventing the wheel" each year. The district draws on the talents of many Rotarians throughout the district to help each club.

The district governor and R.I. general officers who may happen to belong to clubs in the district are the only officers (or members) of Rotary International in the district.

Other responsibilities of the district governor are:

- establishing new clubs
- planning and overseeing the district conference
- issuing a monthly district newsletter
- visiting each club during the term (see discussion of District Leadership Plan below).

The district governor works under the supervision of the R.I. President and the R.I. Board of Directors. A regional staff member of the Secretariat in Evanston is assigned to assist the governors and clubs in the region.

Most districts are required to nominate a Rotarian to be district governor between 24-36 months in advance of taking office. Such a Rotarian is called a district governor nominee.

## **DISTRICT ORGANIZATION**

All districts are not organized in exactly the same way, but R.I. recommends a district organizational structure to each new governor. Each governor organizes his/her district to make it most effective for his/her area. The governor appoints all district officers and committees. He/she serves as an ex-officio member of all committees and must approve all district activities.

Most districts have a District Secretary, District Treasurer, Assistant Governors, District Sgt.-at-Arms, District Editor, District Chaplain, etc. Some officers are, but need not be, members of the governor's club.

Under an international plan called the District Leadership Plan (DLP), effective now in all districts, governors may appoint "assistant governors" (AGs) to act for the governor and to serve as a liaison of the district to four to eight Rotary clubs.



Under the DLP the assistant governor may conduct the annual visit with the club board and membership in the same manner as may be conducted by the governor. However, the governor must arrange to visit and address all clubs, although there are no time limits and some visits may be through intercity meetings, etc. The purpose of the DLP is to assist governors in administering their districts, to give the governors time to exercise the leadership required to improve our clubs and to provide a district officer who can give more attention to the needs of the clubs in a particular area. It is hoped that by relaxing some of the administrative burdens of the office of district governor more Rotarians will be encouraged to seek that office, especially those Rotarians still actively employed or engaged in business.

Assistant governors are responsible for keeping in close contact with their assigned clubs and for serving as liaison between the district and such clubs. One purpose of the DLP is to enable each club to contact ONE person who has access to all the resources of the district.

District committees are usually organized into six areas: internal administration, each of the four avenues of service and The Rotary Foundation Committee. (See your District Directory). The internal committees handle the administrative duties and special activities and events of the district. Each avenue of service area is led by a Director/Assistant Governor, each of whom coordinates a number of committees under their area. The purpose of each district avenue of service committee is to assist the clubs to further that Avenue of Service and sometimes to coordinate certain district projects.

If each club committee chairman would take advantage of the resources of the appropriate district committee (who also would alert that chairman to resources and publications of Rotary International), clubs would probably have improved activities.

Most governors also convene staff meetings of their officers, assistant governors and service directors to assist them in coordinating district policies and activities. Many past district governors are active in district committees, especially in International Service and The Rotary Foundation.

The district "College of Governors" (or similar groups of other names) meets once or twice a year at the call of the governor to advise him and to discuss zone and international activities for past district governors.

## **DISTRICT GOALS**

The District Governor uses the theme of the R.I. President to guide the district's programs for the year. The international theme should be used by all clubs. District goals are usually announced at the training meetings and District Assemblies each year and are later communicated to the clubs.



## **DISTRICT PROJECTS**

Some governors organize district projects and seek the cooperation of the clubs in furthering such projects. The ideal district project is one which is better done on a regional level rather than a club level. Obviously there is strength in combining the resources of many clubs. Some district projects are run primarily by one club or a few clubs with the cooperation of other clubs. A club may seek the approval of the district governor to designate a local project as a district project. Such designation permits the club to solicit support from other clubs in the district.

## **DISTRICT EVENTS**

**The District Conference** is the major event of the year for the district. The R.I. Board of Directors has adopted a policy that district conferences should be held in locations that maximize attendance and minimize costs. The District Conference emphasizes fellowship and provides district Rotarians with the opportunity to network and share ideas. Plenary sessions are held to conduct the business of the district. The major event of the Conference is the annual banquet with an address by the R.I. President's Representative. The President of Rotary International appoints a current or past R.I. officer and his/her spouse to represent the president at each of the 530 district conferences. The District Conference is usually held during a two or three night weekend in April or May although an increasing number of districts now hold Conferences in the fall. (Note that Rotarians use the word Conference to distinguish it from the Rotary International Convention.)

**The District Assembly** is a meeting for incoming club officers, directors and committee chairs and other interested Rotarians. Designed by the governor-elect with the cooperation of the governor, it is an educational session and opportunity for the club leadership to hear the plans and goals of the incoming district administration. Seminars are conducted in many different areas of Rotary activities. It is held after President-Elect Training Seminar each year, Some districts also hold an additional district assembly earlier in the year and some hold multiple assemblies in different areas of the district.

## **PETS**

The President-Elect Training Seminar (PETS) is a major training program for presidents-elect. It is usually, but not always, held on a weekend in a one or two day session after the completion of the International Assembly. Some districts also conduct a preliminary meeting earlier in the year. R.I. has designated this program as mandatory for all incoming presidents, unless formally excused by the governor-elect of the district. Each district may hold a separate PETS for its presidents-elect, but many districts in the Rotary world hold multi-district PETS. PETS is also under the supervision of the governor-elect with the assistance of the district trainer.



## **RLI – THE ROTARY LEADERSHIP INSTITUTE**

This is a joint project of over 110 Districts worldwide. Courses are held throughout the year in various locations within member districts. Courses are designed for Rotarians nominated by their clubs on the basis of leadership potential and emphasize Rotary knowledge and leadership skills. The Rotary Leadership Institute is continuing to form “Divisions” around the Rotary world.

## **OTHER EVENTS**

Many districts hold district-wide Presidents' Balls and Foundation Balls/dinners. Some districts also sponsor seminars and other meetings on specific topics.

## **ROTARY INTERNATIONAL**

Rotary International is a separate legal entity—separate and apart from the individual Rotarian, but an important part of Rotary life.

R.I. is governed by a 19 member Board of Directors. The Board consists of the President, President-Elect and 17 directors serving two year staggered terms. The President selects a vice-president from among the directors and the Board elects a treasurer from among those serving in the second year of their terms as directors. All directors are elected from a zone as provided in the R.I. By-Laws. First a nominating committee is elected, and the nominating committee selects a nominee for director. Any club may challenge such nomination by proposing another Rotarian. If so, a ballot by mail is conducted. Each club has one vote for each 25 members or a majority of such number. The nominee is then elected by the R.I. Convention, serves one year as Director-Elect and then a two-year term on the Board.

For the purpose of such elections, R.I. has created 34 zones. The Zones are geographic groupings of Rotary Districts. Two Zones are paired together and each Zone alternates in selecting a Director Nominee. Therefore each Zone has a Director from a club within its borders for two years of every four years. The zone lines are revised by the Board of Directors from time to time as demographics of Rotary change.

Each Zone or group of Zones holds an annual Rotary Institute each year for governors, governors-elect, governors nominee and past district governors. District Governors Elect, District Governors Nominee, District Governors, and District Trainers attend special training sessions before the start of the Institute. That session is often called the “Leadership Forum” or “Governor-Elect Training Seminar” (GETS) and is conducted by a committee of past district governors (usually present or past R.I. Training Leaders) from the zones.



The major elements of the R.I. organization are the Board (and the President as chief executive officer) and the District Governors. The governor is the person in the field representing R.I. and furthering its goals and programs. Each year the President of R.I. announces a theme. The theme for this year is contained in Appendix II, attached. The theme is announced by the president-elect of R.I. at the annual International Assembly. Each club should use the theme on its club bulletin, stationery, etc.

R.I. Committees are composed of past directors and other past district governors and are primarily geared to providing assistance to districts and clubs. R.I. Presidents appoint committee members and resource group members. Task Forces promote or further a specific program or activity. (See the International Directory).

## **THE SECRETARIAT**

The Board of Directors of R.I. appoints the General Secretary for a five year term. The General Secretary, who is the full time chief operating officer of Rotary International, manages more than 600 employees at the main office in Evanston, Illinois and in seven branch offices around the world. The Secretariat performs a myriad of tasks including creating a large number of publications which help Rotarians in pursuing their projects. A major function of the secretariat is to assist in planning the meetings of R.I., especially those geared to training District Governors. A staff member is assigned to each district and its clubs. The present General Secretary is Edwin H. Futa.

## **INTERNATIONAL MEETINGS**

### **INTERNATIONAL CONVENTION**

This annual event, held toward the end of each Rotary year (May or June) is the highlight of the Rotary year. Usually attracting from 15,000 to 35,000 persons, it is a major convention by any standards. Any Rotarian fortunate enough to attend an R.I. convention will never feel the same about Rotary. It is open to all Rotarians and guests, not only officers. Conventions are held in many different parts of the world. (See the appendix for future Rotary International Convention sites.)

### **INTERNATIONAL ASSEMBLY**

This is the training meeting for governors-elect. It lasts for seven days and is mandatory for all of the 530 governors-elect from around the world. Recent Assemblies have been held in Anaheim and



San Diego, CA. The International Assembly is held prior to February 15 of each year.

## **ROTARY ZONE INSTITUTE**

R.I holds one International Institute per year. In recent years it has held one in conjunction with the International Convention. These meetings are designed to touch base with and update incumbent and past governors and directors with the current programs of R.I and The Rotary Foundation.

## **INTERNATIONAL COUNCIL ON LEGISLATION**

The Council on Legislation is the legislative body of Rotary. It meets every three years in April, May or June, preferably in April, and is attended by delegates elected by each district. Only the Council on Legislation can amend the R.I. Constitution and By-Laws and the Standard Rotary Club Constitution. The Council also adopts resolutions making recommendations to the R.I. Board of Directors or stating its position on various issues. The last Council was during April 2007 in Chicago Illinois, USA and the next Council will meet in 2010 in Chicago.

## **INTERNATIONAL PROGRAMS AND EMPHASES**

From time to time R.I. announces various programs and emphases, sometimes on a pilot basis, and encourages districts and clubs to participate in furthering the goals of the programs/emphases. Some of the many R.I. programs/emphases include: (for more detail see the International Directory or contact the Secretariat)

### **Service Opportunities**

- Children at Risk
- Disabled Persons
- Health Care
- International Understanding & Goodwill
- Literacy and Numeracy
- Population Issues
- Poverty and Hunger
- Preserve Planet Earth (environmental program)
- Urban Concerns

### **Structured Programs**

Global Networking Groups (Includes: Rotarian Action Groups & Rotary Fellowships)



Interact  
Rotaract  
Rotary Community Corps (RCC)  
Rotary Friendship Exchange  
Rotary Volunteers  
Rotary Youth Leadership Awards (RYLA)  
World Community Service (WCS)  
Youth Exchange

## **THE ROTARIAN MAGAZINE**

"The Rotarian" is the major publication of R.I. There are also regional magazines published in various other languages throughout the Rotary world. It is an excellent magazine, not only for its Rotary content, but for its general content as well. Those seeking program/projects ideas should read it carefully.

## **POLIO PLUS ERADICATION CAMPAIGN**

In 2002-2003, Rotarians raised over \$110 million US to support eradication efforts in the last places where polio is endemic. These funds were matched in part by the World Bank and Gates Foundation and added to other governmental and other funds committed to the final push. Rotary is the only non-governmental entity of the four-partner Polio eradication effort - Rotary International, World Health Organization (WHO), United Nations International Children's Fund (UNICEF) and the Centers for Disease Control (CDC). Many of the present Rotarians were not members of Rotary during the initial campaign in 1986 and future years. This most recent campaign gave them and other Rotarians an opportunity to participate in perhaps the most important public health program in the world. More than \$600 million US has been raised by Rotary since 1985 for eradication activities in 122 countries. Since 1988, the incidence of polio has declined more than 99 percent. Only 4 countries are presently polio endemic.

## **THE ROTARY FOUNDATION**

Just as R.I. is a separate legal entity, so is The Rotary Foundation (TRF). It is obviously closely allied with R.I. but operates as a separate corporation with its own Board of Trustees to qualify as a tax deductible entity. (Rotary International is tax exempt but does not qualify as a tax deductible entity.) TRF is one of the most successful foundations of its kind in the world and is supported largely by contributions from individual Rotarians and Rotary clubs. The purpose of The Rotary Foundation is to promote "World Peace and Understanding". That goal is furthered by person to person "friends-making" programs and by international humanitarian projects.



TRF is governed by a Board of Trustees of fifteen members, four of whom must be R.I. past presidents. The General Secretary of R.I. is also the General Secretary of the RF and serves as its chief administrative and financial officer. The trustees are appointed by the President of Rotary International with the concurrence of the R.I. Board of Directors and serve four-year terms on a staggered basis.

The Trustees of the Rotary Foundation appoint Regional Rotary Foundation Coordinators (RRFC) who assist districts and clubs. There are Coordinators assigned to one or more zones. The Regional Coordinators organize regional Foundation Seminars, usually in conjunction with the Rotary Institute for the Zones.

Each district has a Rotary Foundation Committee and organizes Foundation Seminars and various types of Foundation events. The Foundation Committees work with club Foundation committees to provide educational programs for the clubs.

TRF programs are planned three years in advance and the funds set aside for future programs earn enough interest/income to enable TRF use 100% of the principal of each donation for program purposes. Administrative expenses come solely from the earnings of the funds held for future use.

## ROTARY FOUNDATION PROGRAMS

At the present time, the Rotary Foundation sponsors the following major programs:

### EDUCATIONAL PROGRAMS

- **Ambassadorial Scholarships** - for graduate and undergraduate study in universities in other countries (RF scholarship program is the largest privately sponsored scholarship program in the world). Scholars serve as "ambassadors of good will." Shorter duration Cultural Scholars study the language and culture of another country, but often not for academic credit.
- **Grants for University Teachers** - grants are available for university teachers to teach in developing nations and to be exposed to the cultures" of another country.
- **Group Study Exchange** - is a program of exchanges between districts in different countries. Each group study team consists of a Rotarian leader (the governor's representative) and four men, women or both. The team members must be non-Rotarians and not directly related to a Rotarian.
- **Rotary Peace & Conflict Studies Program** (formerly The Rotary Peace Forum) – provides up to 60 professionals around the world annually the opportunity to be trained in conflict resolution and peace-building strategies. The program is targeted at mid to upper level professionals in governments, non-governmental organizations (NGOs) and private companies. It is a 3 month course of study established at **The Rotary Center for Peace and Conflict Studies**, Chulalongkorn



University, Bangkok, Thailand

- **Peace Fellows** - Another new program is the **Rotary Centers for International Studies** which will sponsor up to 70 fellows in 6 university centers for the study of conflict resolution and the problems of attaining world peace.

## HUMANITARIAN PROGRAMS

Humanitarian Grants enable Rotarians to increase their support of international service projects. Rotarian participation is key to the success of these projects.

- **District Simplified Grants** - support hands-on district service activities or humanitarian endeavors at home or abroad. The program utilizes District Designated Funds (DDF). (See the SHARE Program).
- **Volunteer Service Grants** - support the travel of individual Rotarians, Rotarian spouses, Rotaractors and qualified Foundation Alumni in planning or implementing service projects.
- **Matching Grants** - assist Rotary clubs and districts as they address humanitarian conditions that benefit a community in need. The Foundation matches DDF contributions US\$1 to US\$1, but will match cash contributions from clubs and districts on the basis of US\$0.50 to the US\$1. The minimum grant award is \$5000.
- **Health, Hunger and Humanity Grants (3H)** - support large scale two to three year projects, international in scope, that emphasize self-help and improve health, alleviate hunger and enhance human and social development. There are also 3-H Planning Grants. Check the Rotary website for updated information on this evolving program.
- **Polio Plus** - provides vaccine and supports a program to suspend the transmission of the wild polio virus. A subsidiary project is called Immunization USA, whose goal is to raise the immunization rate of children two years old or under in the United States. Polio Plus Partners is a program to raise funds to defray the expenses of National Immunization Days and other efforts to inoculate the necessary children. Not only does Rotary purchase the vaccine, but assists in mobilizing personnel for immunization efforts. Rotary has raised over \$600 million US dollars for the program.
- **Polio Plus Partners** - assists with expenses related to the immunization activities.

## FOUNDATION FUND RAISING

The primary source of fund raising for TRF comes from the donations by clubs or individuals under the Paul Harris Recognition Program. With each contribution of at least US \$ 1,000, the contributor is named or may name another as a **Paul Harris Fellow**. A person contributing at least US \$100 in a



Rotary year becomes a **Sustaining Member** and may contribute gradually to the Foundation. When a Sustaining Member reaches a total of US \$1,000, he or she becomes a Paul Harris Fellow. Each additional gift of \$1000.00 is recognized by a special pin with up to five blue stones, each representing a \$1000.00 contribution over the original \$1000.00. For contributions of \$7,000, 8,000 and 9,000 the Foundation awards a special ruby pin and diamond pins for contributions of \$10,000 or more. Funds collected in this manner are earmarked for the **Annual Programs Fund** of the Foundation.

Fund raising for the **Permanent Fund** of the Foundation includes TRF **Benefactors**. A Benefactor is a person who either gives a gift of US \$1,000.00 or more to the Permanent Fund, names TRF as a beneficiary under an assigned paid up life insurance policy or irrevocable trust, or makes other types of planned gift, etc. There are special programs to provide living trusts with the income of the trust to the donor for life and the remainder to TRF upon the death of the donor and spouse. The **Bequest Society** is for those persons providing bequests, insurance plans, etc. for the benefit of TRF in amounts of US \$10,000 and up.

A **Major Donor** is one whose combined personal gifts to the Annual Fund and the Permanent Fund total at least US \$10,000. There are six levels of recognition from US \$10,000 to US \$1,000,000 plus. Many districts also have a **Paul Harris Society**, where individuals commit to donate a minimum of US \$1,000 per year to the Foundation.

The Foundation Permanent Fund retains all principal and only the interest/income is used for current programs. Benefactors are recognized by a special pin. The Foundation is undertaking a special campaign to raise one billion dollars for the Permanent Fund in order to provide a secure financial base for Foundation programs in the future and to reduce the massive pressures/efforts of annual fundraising.

Each district now has an Annual Program Fund Subcommittee Chair and a Permanent Fund Subcommittee Chair who are members of the District Rotary Foundation Committee. The Trustees also appointed Rotarians to serve in volunteer positions as Giving Officers in each Zone to assist the districts under the general leadership of the Regional Rotary Foundation Coordinators (RRFC).

## THE SHARE SYSTEM

Each district "shares" the amount of unrestricted giving by that district for a Rotary year. Because TRF operates on a three year time lapse, the unrestricted funds raised during one year will determine the Share amount during the third following year.

The amount of unrestricted funds raised by a district is divided into two parts—50% to the District Designated Fund and 50% to the World Fund. A SHARE Committee which includes the district



governor, governor elect, the immediate past governor and the chair of the Rotary Foundation Committee meet each year to determine how the **District Designated Fund (DDF)** will be allocated three years after the funds were raised.

The selection committee selects programs from a menu provided by the Foundation. They may choose a Rotary Ambassadorial Scholarship, a second group study exchange, matching grants for humanitarian projects, a grant for a university teacher, a contribution to another district or other items.

The **World Fund** provides funding for matching grants, a single group study exchange for every district, the 3-H Program, Peace Programs, Rotary Volunteers, etc.

Therefore, the district actually chooses how most of the funds raised for the Foundation by the district will be spent. Because the World Fund provides a group study exchange to each district, more than 50% of the funds raised by the district are controlled by the district.



## **APPENDIX I**

### **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.



## APPENDIX II.

### ROTARY INTERNATIONAL OFFICERS 2007-2008



#### **PRESIDENT, ROTARY INTERNATIONAL 2007-08**

Wilfrid "Wilf" Wilkinson

Canada

Wilf is a founding partner of Wilkinson and Company, a tax and accounting firm. He retired in 2001 and has since served as executive director of the Quinte Ballet School of Canada and as Canadian coordinator for the National Association of Forensic Accountants. A Rotarian since 1962, Wilf is a PolioPlus national advocacy adviser and a member at large of the PolioPlus Partners Task Force. He has been a district governor, International Assembly discussion leader, regional session leader, consultative group member, committee member and chair, task force member, Foundation trustee and consultant, director, and vice president. He was chair of the 2005 Chicago Convention Committee and vice chair of RI's Afghan refugee relief project. [Spouse: Joan]

**Annual Theme for 2007-08: "Rotary Shares"**



#### **PRESIDENT, ROTARY INTERNATIONAL 2008-09**

**Dong-Kurn "D.K." Lee**

Korea

Dong Kurn Lee is chairman of Bubang Co. Ltd. and Bubang Techron Co. Ltd., manufacturing companies in Seoul. D.K. currently serves as a trustee to both the Busan College of Information Technology and Semyung University and is a past president of his high school and college alumni associations. A member of the Rotary Club of Seoul Hangang since 1971, D.K. has served RI as director, treasurer, district governor, RI training leader, and zone and regional coordinator for membership development. He also has served as a Rotary Foundation trustee and regional Rotary Foundation coordinator. He is chair of the Polio Eradication Private Sector Initiative in Korea. D.K. is a recipient of The Rotary Foundation Citation for Meritorious Service. As district governor, he was recognized at the 1996 RI Convention as the winner of the Calgary Challenge for the most successful membership development efforts. [Spouse: Young Ja]



## **DIRECTOR & VICE-PRESIDENT, ROTARY INTERNATIONAL Zones 31-32 (2006-2008)**



**Michael K. McGovern**  
Maine, USA

The town manager of Cape Elizabeth since 1985, Mike is a past president of the Maine Municipal Association and the Maine Town and City Management Association. He also is a past chair of the Cumberland County Human Services Board. Mike has been a Rotarian since 1986 and has served as a district governor, training leader, task force member, committee chair, and Council on Legislation representative.

## **DIRECTOR, ROTARY INTERNATIONAL Zones 33-34 (2006-2008)**



**Barry Rassin**  
2006-08, Bahamas

Barry is CEO and chair of Doctors Hospital Health System in the Bahamas. He is a fellow of the American College of Healthcare Executives, director and past chair of Project Read Bahamas, director and past chair of the Bahamas Quality Council, and honorary president of the Star of the Bahamas Charity Guide. A Rotarian since 1980, he has served RI as a district governor, district trainer, committee chair, RI president's representative, training leader, and zone coordinator. He has also been a representative to the Council on Legislation and an International Assembly Leaders' Seminar trainer. He is a recipient of the RI Service Above Self Award and is a Major Donor and Benefactor of The Rotary Foundation. [Spouse: Esther]

## **THE ROTARY FOUNDATION CHAIR 2007-2008**



**Robert S. Scott**  
Coubourg, Ontario, Canada

Born and raised in Edinburgh, Scotland, Bob received a medical degree with distinction in dermatology and chest diseases from the University of Edinburgh in 1957. After his internship and two years of mandatory military service, he spent six years in general practice in North Wales. In 1966, Bob emigrated to Cobourg, where he continued as a general practitioner until 1994. He then served as medical director of a home for the elderly and other geriatric facilities until 1997. He was a coroner for the Province of Ontario and investigated more than 1,200 cases before retiring in May 2000.

In 2004, Bob became a Rotary Foundation trustee. In 2006, he began his term as chair of the International PolioPlus Committee. A Paul Harris Fellow, Bob has received the RI Service Above Self Award, The Rotary Foundation Citation for Meritorious Service, the International Service Award for a Polio-Free World, and the Four Avenues of Service Citation. He has been named an outstanding leader in polio eradication by the United Nations Foundation and has received the Glenn Sawyer Service Award from the Ontario Medical Association for professional and community achievement. [Spouse: Ann]



## **APPENDIX III**

### **FUTURE ROTARY INTERNATIONAL CONVENTIONS**

Los Angeles, CA USA 2008

Birmingham, England, U.K. 2009

Montreal, Canada 2010 (tentative)



## **APPENDIX IV**

### **ADOPTED RI COUNCIL ON LEGISLATION RESOLUTION REGARDING RLI**

**From the 2004 Rotary Council on Legislation**

#### **ADOPTED RESOLUTION 04-238**

**To request the RI Board to consider adopting Rotary Leadership Institutes as a pilot program of RI**

WHEREAS, the Rotary Leadership Institute program has been initiated in zones 31 and 32 (USA) and the same program has been adopted by many districts successfully, and

WHEREAS, this program improves the knowledge of Rotary in Rotarians, and thereby enhances leadership qualities and helps in retention of members

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider adopting Rotary Leadership Institutes as a pilot program of Rotary International.

(End of Text)

NOTE: This resolution was adopted by the 2004 Council on Legislation. However, no action was taken by the RI Board in response to the Resolution.