



*New
Member
Manual*

The Rotary Club of Oakville West

Manual for Prospective and New Members

All About Rotary

To find out more about Rotary,
Check the Rotary web site at
www.rotary.org
& the Rotary Club of Oakville West web site at
www.oakvillerotary.org

The Rotary Club of
Oakville West
PO Box 52103
Old Oakville RPO
The Town of Oakville
Ontario
L6J 7N5



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What is Rotary?

Rotary is officially defined in this way:

Rotary is an organization of business and professional persons united worldwide, who provide humanitarian service, encourage high, ethical standards in all vocations, and help build goodwill and peace in the world.

Rotary was started by a young lawyer named Paul Harris, in Chicago in 1905. Feeling lonely in the big city, and missing the fellowship of his small-town upbringing, he invited three young business acquaintances to his office, and explained his idea for a different kind of businessmen's club. They met regularly, rotating round each member's place of business – hence the name "Rotary Club."

Since then, Rotary has grown into an organization of 1.2 million members, in 28 200 clubs, in 189 countries and geographic regions. It also developed into the world's first service club, which, because of its size and scope, is able to work in a unique way to help improve the quality of life, and to work for peace and world understanding.

Rotarians are guided by two statements of policy:

- The Object of Rotary, and
- The Four-Way Test.

The Object of Rotary

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

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

The Four-Way Test of things we say and 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?**

This is one of the most widely printed and quoted statements of business ethics in the world. It was created by Rotarian Herbert J. Taylor in 1932 when he was asked to take charge of the Chicago-based Aluminum Company, which was facing bankruptcy. Taylor looked for a way to save the struggling company. He drew up the 24-word code of ethics for all employees to follow in their business and professional lives. The survival of the company was credited to this simple philosophy.

The Four Avenues of Service

The Avenues refer to the four elements of The Object of Rotary. The four avenues describe the primary areas of Rotary activity.

Club Service

The success of a Rotary club's projects depends on its ability to function effectively. Rotarians promote and strengthen their clubs through membership development, fellowship, attending weekly meetings, and communicating Rotary information within and outside the club. Attendance is particularly stressed, because it is impossible to participate and contribute to fellowship without being there. The Director of Club Service keeps the club active and



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interested through well-run meetings, stimulating guest speakers, an informative club bulletin, and fellowship activities.

Classification is an important cornerstone of club service, and one of the chief sources of the strength and diversity of Rotary. Each member holds a classification that describes his or her business or profession. Each Rotary club aims to include as many different classifications as possible. The purpose is to make each club a microcosm of the community.

Vocational Service

Rotary was founded at a time when entrepreneurs were unrestrained by any kind of official ethics, and when robber-baron were the norm in business. Paul Harris had the idea that if friendship and business mixed, there would be more friendship and more business. Today, Rotarians promote vocational service by urging and supporting "high ethical standards in business and the professions." The Four-Way Test exemplifies this effort. In addition, Rotary clubs undertake special projects to provide occupational information for youths, initiate vocational training programs, and provide job-training and placement for the disabled.

Community Service

The first Rotary clubs met just to enjoy each other's company, but they soon realized that this was not enough to keep them together over a long period of time. As Rotarians tend to be "doers", it was a natural move to look for projects.

Paul Harris initiated the first Rotary community project when he led a successful campaign to build public comfort stations at City Hall in Chicago, despite opposition from local saloon owners, who offered these services in an attempt to bring in customers. Now, Rotarians dedicate their time, money and expertise to a wide range of projects aimed at improving the quality of life in their communities. These projects include such things as addressing problems of drug use, assisting the disabled and the aged, and responding to environmental issues.

International Service

Rotary became international in 1910 with the founding of the Rotary Club of Winnipeg. In 1914, eight clubs in England and Ireland helped house Belgian refugees fleeing from their homeland before the war. International Service developed as an Avenue of Service in the aftermath of World War 1, when people were beginning to realize that people were interdependent, and that steps had to be taken to prevent war. International Service includes such projects as eye camps in India, orphanages in Nepal, well-digging in Africa, improving farm methods in the Philippines, school books for developing countries, relief supplies to victims of natural disasters, and Group Study Exchanges.



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ROTARY INTERNATIONAL

How RI is organized

Rotary International (RI) is administered from offices in Evanston, Illinois, close to Chicago, where Rotary was founded. Rotary clubs pay annual dues to support R.I.'s programs.

An elected Board of Directors representing all regions of the world oversees administration, helped by a secretariat with a staff of more than 500. Every three years, a Council on Legislation meets to consider resolutions, and monitor the constitution and by-laws. At the International Convention, delegates present reports and discuss resolutions.

The Rotary world is divided into districts, each with a District Governor serving for one year, and comprising about 45 individual clubs. Each Rotary club is autonomous, having its own constitution and by-laws within the framework of Rotary.

Programs of Rotary International

Preserve Planet Earth

This program focuses Rotary's attention on critical ecological issues. Clubs are increasing the number of environmental projects in their communities.

World Community Service

This links clubs needing help to complete community service projects with clubs in other countries willing to provide materials, technical and professional support, and funds.

Youth Exchange

Rotary clubs and districts sponsor more than 7 000 people of secondary-school age annually for travel abroad and home-stay with a Rotarian host-family.

Interact and Rotoract Clubs

Interact, for secondary-school students, and Rotoract, for young adults 18-29, are Rotary-club sponsored service clubs. The clubs carry out at least one local and one international service project each year.

Rotary Youth Leadership Awards (RYLA)

RYLA is a program of seminars, conferences and camps to develop and recognize good citizenship and leadership qualities in young people.

Rotary Volunteers

The program matches individual volunteers with projects around the world in which their special skills can be put to use.



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Rotary Village Corps

This is an innovative program in which Rotary clubs sponsor organizations of service-minded men and women who work to improve their community's quality of life.

Friendship Exchange and World Fellowship Activities

Through these Rotary programs, Rotarians and their families carry out reciprocal visits in the homes of Rotarians in other countries. These are often arranged to coincide with a Rotary International Convention.

The Rotary Foundation

The Rotary Foundation provides humanitarian grants which improve the quality of life throughout the world; sponsors educational awards to university students and teachers; and sponsors international exchanges of business and professional people. These programs are all directed towards furthering understanding and friendly relations among the world's people.

The Rotary Foundation came into being in 1917. Arch Klumph, the sixth president of Rotary International, proposed the creation of an endowment fund "for the purpose of doing good in the world in charitable, educational and other avenues of community progress." Since then, some US\$ 630 million has been spent on programs. The Foundation is supported by voluntary contributions from Rotarians and friends of Rotary. Contributions are invested for three years before being used, and the interest pays all The Foundation's administrative costs. More than 100% of donations is spent on programs.

In a recent report, The Rotary Foundation ranked first in total giving among US-based organizations classified as "public charities." (Chronicle of Philanthropy, 1996)

Foundation Programs

PolioPlus is a special program of The Rotary Foundation. In 1985, Rotary adopted the goal of eradicating polio from the world. In 1995, 150 countries reported no polio cases. Rotary works with the World Health Organization, UNICEF, and local government agencies to supply vaccine and personnel for National Immunization Days, with the goal of vaccinating every child. By 2005, Rotarians will have contributed US \$400 million to global polio-eradication efforts.

Grants for University Teachers allow teachers to teach in developing countries.

The Health, Hunger and Humanity Program (3-H) provides funds and emphasizes self-help in developing countries.

In Group Study Exchanges, teams of non-Rotarian people visit other countries for four to six weeks to study social, business, economic and cultural conditions.

Matching Grants are awarded for international, humanitarian projects sponsored by Rotary clubs or districts.

Ambassadorial Scholarships send outstanding men and women to study in another country.



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Grants for Rotary Volunteers assist travel and living expenses for Rotarians to utilize their expertise in another country.

Rotary Peace Programs build on Rotary's unique position as the world's oldest and most international service organization to stimulate discussion of issues that may cause conflict and the influences and activities that promote peace.

Disaster Relief Grants are awarded to districts in which a natural disaster has taken place.

SOME QUESTIONS AND ANSWERS ABOUT ROTARY

What are the obligations of a Rotarian?

A Rotary club has two main functions: to promote fellowship among its members; and to provide service to the community and the wider world of Rotary.

When you become a Rotarian, you will be expected to attend meetings regularly, only missing a meeting when it is unavoidable. Because they meet weekly, members get to know one another very well, learn about other businesses and professions, and form strong and close relationships. Also, it helps to get jobs done when members can be counted on to be there. If it is necessary for you to miss a meeting, you will be encouraged to "make up" at another club. (See "What is a make-up".)

A Rotary club functions through committees, each under the umbrella of one of the four Directors. Everyone is expected to take a share of committee work, and be available to assist in fund-raising and service projects.

Rotarians are also expected to carry the ideals of Rotary outside the club into their own fields of endeavour. You can do this by wearing your Rotary pin proudly, by displaying The Four-Way Test in your place of business, and by exemplifying its principles in your everyday business dealings.

When you accept the privileges and responsibilities of being a Rotarian, you can help the club grow by encouraging colleagues and acquaintances to come to a meeting, and perhaps become Rotarians themselves.

What happens at a Rotary meeting?

Every Rotary club has its own character, but there are some common elements that make Rotarians feel at home at any club worldwide.

Meetings are built around a meal, which may be breakfast, lunch or dinner, and usually last for about an hour and a half. The Rotary Club of Oakville West meets for breakfast on Tuesday mornings at 7:15 a.m. Members and guests start to gather about 15 minutes before the meeting, for social talk and fellowship. In Canada, the meeting usually starts with the singing of the national anthem, a toast to the Queen & Canada, and a non denominational invocation.

Following the meal, there is a guest speaker, and time to conduct some club business – giving reports, making plans, solving problems. Members often bring guests, either spouses, prospective members or just people who are interested in the guest speaker. There may be Rotarians visiting from other clubs in the area, or even from around the world.



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The meeting is usually chaired by the president, and run by the Sergeant-at-Arms, who's job it is to handle the physical preparations for the meeting, prepare the agenda for the president, and then help maintain an orderly, dignified and effective meeting.

Part of this "keeping order" is used by the Sergeant-at-Arms to have some fun at members' expense by fining them for minor infractions, such as not wearing a Rotary pin, or getting their photograph in the newspaper. Members can pay "happy bucks" for the privilege of giving good news, or bragging about achievements. It is a "fun-raising" time.

What does Rotary cost?

Every Rotarian pays annual dues to Rotary International and the Rotary Club of Oakville West. As well there is the cost of the weekly meals. These fees are combined into one over all package and can be paid in full annually or in convenient, quarterly or semi annual installments. There is a one time registration fee due with completion of your application to join us.

Additional costs include such things as attendance at the annual District Convention, and other Rotary fun and fund raising functions, and some special club events such as Charter Night. These events are optional but members and their spouses are encouraged to attend. Our club runs a weekly raffle of \$1 for those who wish to participate. A current schedule of our our fees is attached

What is a make-up?

One of the obligations of Rotary membership is regular attendance at meetings. When attendance is not possible, Rotarians are expected to "make-up" at another club. This make-up may be done up to 14 days before or 14 days after the missed meeting. The club secretary will give a make-up card to any visiting Rotarian, and this is brought back to the home club.

As there are over 28 000 Rotary clubs in the world, including Antarctica, it is usually possible to find one wherever you are. The club secretary has a directory listing these clubs, with their meeting day and location. This information is also available on the Rotary Web Site at www.rotary.org under "Where clubs meet." One of the side-benefits of making up is the pleasure of visiting other clubs, meeting local people, and seeing what other clubs do, how they raise money, and how they run their meetings.

If you are traveling, feel free to take your spouse along to a make-up; guests are always made to feel welcome.

What do Rotarians say about Rotary membership?

"As a Rotarian, I am constantly offered opportunities to serve locally, nationally and internationally. It is a unique experience."

"It is very rewarding to see the excitement on the face of a student chosen for International Youth Exchange, to hear the gratitude of seniors, to know that together we are making a difference in our own community and around the world."

"As I am self-employed and work alone much of the time, my Rotary club gives me a professional group I can interact with. I have learned so much about my community through Rotary."

"Being a Rotarian makes me a true world-citizen."

"When I travel, I am an ambassador of my club, my district and my country, and am welcomed as a brother wherever I go. I can be at home with friends anywhere worldwide at a Rotary-club meeting."

"If Rotary ran the world, there would be no war and no poverty."



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Past Presidents of the Rotary Club of Oakville West

Order	First	Last		Notes
1	Ian	Huffman	1984-85	Charter President
2	Brian	Cargill	1985-86	
3	Rex	Bailey	1986-87	
4	Arnold	Roper	1987-88	
5	Nick	Praysner	1988-89	
6	Don	Kerr	1989-90	
7	Ron	Foy	1990-91	
8	Garry	Hickey	1991-92	
9	Derek	Elliot	1992-93	
10	Bruce	Norman	1993-94	
11	David	Batchelor	1994-95	
12	John	Boyne	1995	
13	David	Batchelor	1995-96	
14	Ren	Henderson	1996-97	
15	Richard	Tamkin	1997-98	
16	Ron	Planche	1998-99	
17	Harry	Levine	1999-2000	Current President
18	Jean	Fletcher	2000-01	President Elect

Rotary Club of Oakville West Paul Harris Fellows

Sally
 Armstrong**
 Peter Bailey*
 Rex Bailey
 Jan Van Barneveld
 David Batchelor
 Patricia Batchelor
 John Boyne
 Bud Brown**
 Miria Cook*
 Jean Fletcher
 Derek Elliott
 Ron Foy
 Russ Fuller
 Peggy Gosler
 Ralph Gosler
 David Hardy
 Ken Harrigan**
 Ren Henderson
 Garry Hickey
 John Hoey

Ian Huffmann
 John Hyslop
 Harry Levine
 Don Kerr
 Dan McBride
 Jim McCann
 Cecil McFadden
 Larry Middleton
 Bruce Norman
 Bill Orr
 Don Pangman**
 Bill Perras *

Ron Planche
 Simon Pong
 Arnold Roper
 Nick Praysner
 Richard Tamkin
 Maureen Tilson-Dymont
 Richard Wilder

* Denotes former member of RCOW

** Denotes members of the community honoured by RCOW



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Schedule of fees for operating year of 1999-2000

<i>New Member Initiation and Registration Fee</i>	\$60
<i>Annual Club Fees</i>	\$780
<ul style="list-style-type: none"> • <i>Includes meals,</i> • <i>RCOW Dues</i> • <i>District Dues</i> • <i>International Dues</i> • <i>Rotarian Magazine</i> 	
<i>Amount Payable</i>	
<ul style="list-style-type: none"> • <i>Annually</i> • <i>Semi-Annually</i> • <i>Quarterly</i> 	\$780 \$390 \$195
<i>Meal Costs</i>	
<ul style="list-style-type: none"> • <i>Members (included in fees)</i> • <i>Non-Members</i> • <i>Prospective members (1st meeting)</i> • <i>Prospective members (additional meetings)</i> 	\$ 10 \$ 12 n/c \$12
<i>District Assembly</i>	
<ul style="list-style-type: none"> • <i>Compulsory for new and all board members</i> 	\$ n/c
<i>District Conference</i>	TBD
<i>International Conference (Very optional)</i>	
<ul style="list-style-type: none"> <i>Registration</i> <i>Travel & Accommodation</i> 	\$500 ???
<i>List of Fun and Fund Raising Events</i>	<i>Approximate Costs</i>
<i>Car Rally</i>	\$ 20 ea.
<i>Past Presidents Dinner</i>	\$ 75 ea.
<i>Southern Ontario Fellowship Dinner</i>	\$100 ea.
<i>Oakville Awards for Business Excellence</i>	\$135 ea.
<i>Gavel Toss</i>	\$ 30 ea.
<i>TV Auction</i>	<i>What ever you buy!</i>
<i>Various event</i>	<i>Various</i>



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THE ROTARY CLUB OF OAKVILLE WEST

A - APPLICATION FORM

I hereby make application for membership in The Rotary Club of Oakville West, and if elected, I hereby agree to conform to the Constitution of Rotary International and to the Constitution and By-Laws of The Rotary Club of Oakville West.

Name in Full: _____

Name of Proposer: _____

Classification accepted by me: _____
(This classification represents the major portion of my business)

1) I heartily subscribe to the Object of Rotary and will do my best to adopt it as a rule of practice. It is as follows:
The development of acquaintance as an opportunity for service;
High ethical standards in business and professions; the recognition of the worthiness of all useful occupations; and the dignifying by all Rotarians to their personal, business and community life;
The application of the ideal of service by all Rotarians to their personal, business and community life;
The advancement of international understanding, good will and peace through a world fellowship of business and professional men and women, united in the ideal of peace.

2) If elected to membership, I will do my best to attend its meetings regularly, to take my full part in some committee activity and be prepared to join in service work, through one of the Club committees, to the extent of my opportunity.

Signature: _____

Date: _____



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B - CONFIDENTIAL MEMBER PROFILE

First Name: _____

Last Name: _____

Preferred Name: _____

Date of Birth (m/d/y): _____

Gender (please circle) Male Female

Residential Address

Street: _____

City: _____

Postal Code: _____ Phone: (____) ____ - _____

Fax: _____

Vacation Address

Street: _____

City: _____

Postal Code: _____ Phone: (____) ____ - _____

Fax: _____

Business Address:

Company Name: _____

Occupation: _____

Qualifications (Education): _____

Honours: _____
(degrees & diplomas)

Business Location

Street: _____

City: _____

Postal Code: _____



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Business Postal Address

Box #: _____

Post Office: _____

City: _____

Postal Code: _____

Phone: _____

Fax: _____

E-Mail: _____

Cell: _____

Web Site: www._____._____

Would you rather have mail from the Club delivered to your home, or your business?

Family:

Companion:

First Name: _____

Date of Birth (m/d/y): ____/____/____

Last Name: _____

Married: Yes No

Anniversary Date (m/d/y): ____/____/____

Table with 3 columns: Children, Name, Gender, Date of Birth. Includes 5 rows of blank lines for data entry.

Club Classification:

Member Type (please circle)

Active Senior Active Past Service Honourary

Attendance Type: Ordinary Exempt

Proposer's Name: _____



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Join Date: _____

Mentor's Name: _____

Telephone #: (_____) _____ - _____

Previous Rotary Clubs

(please list name of club(s) and dates joined and resigned):

Club: _____ Joined: __/__/__ Resigned: __/__/__

Club: _____ Joined: __/__/__ Resigned: __/__/__

Club: _____ Joined: __/__/__ Resigned: __/__/__

Club: _____ Joined: __/__/__ Resigned: __/__/__

Past Club Achievements

(Please document awards such as Paul Harris Fellowship, Past President, District Governorship, etc. received in previous clubs. Please include approximate dates of your achievements.)

So that Committee Chairs in charge of various activities may find the person best equipped for a particular undertaking. And so that you will not miss any opportunity to do the things you enjoy, please indicate below the activities in which you are keenly interested or experienced in. Please include those activities in which you were once active and discontinued - your knowledge, based on past experiences, may be valuable to the Club.

Reason(s) for Joining the Rotary Club of Oakville West:

(Please rate in order of priority)

Fellowship _____

Business Contacts _____

Opportunity for Service _____

Morning Meetings _____

Great Food _____

Other _____



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Industries in which you have been involved:

Community Positions, Other Clubs, Church Activities, Special
Projects, etc. _____

What are your favourite charities or interest groups?



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C - INTERESTS AND ACTIVITIES

If the opportunity arises, which of the following groups would you prefer to work with (please rank in order of preference)

Young Children _____ Youth _____

Adults _____ Seniors _____

Minorities _____

Mentally / Physically Handicapped _____

Other (specify)

Languages Spoken:

Leisure Activities: (please indicate if you participate in the following activities, or if you would like to)

Golf	Skiing (C.C-)	Bridge
Curling	Skiing ()	Card Games
Boating	Camping	Chess
Hiking	Baseball	Tennis
Sailing	Squash	Gardening
Fishing	Hockey	Photography
Painting	Travel	Public Speak
Reading	Computers	Writing
Woodwork	Singing	
Playing Piano		
Playing Other Musical Instrument (please specify)		_____

Other Activities:

Please provide a typed biographical sketch in the space below:

(this sketch will be used for your introduction to the Club and for the write-up in the Rotorrooter, our Club's news bulletin)