



ROTARACT HANDBOOK



ROTARY INTERNATIONAL

ABOUT ROTARY

Rotary International is a global community of committed professionals working together to serve others and advance peace. More than 1.2 million members in over 34,000 Rotary clubs worldwide volunteer in communities at home and abroad.

ABOUT ROTARACT

Rotaract is a service club for young men and women ages 18 to 30 who are dedicated to community and international service. Its membership totals over 184,000 in more than 8,000 clubs worldwide. Rotaract clubs are self-governing and self-supporting and can be either university- or community-based. Individual Rotary clubs sponsor Rotaract clubs and offer guidance and support, making the Rotaract clubs true “partners in service” and key members of the family of Rotary.

ABOUT THIS HANDBOOK

The *Rotaract Handbook* is designed to help young men and women, and the Rotarians who support them, learn how to

- Start and organize a Rotaract club
- Identify service projects and raise funds to support club activities
- Promote club successes and attract potential members
- Connect with Rotaractors around the world
- Work with participants in other New Generations programs, such as RYLA and Interact

The information in this 2012 edition of the *Rotaract Handbook* is based on the Rotary Code of Policies and the Standard Rotaract Club Constitution and Bylaws. Changes to those documents by the RI Board of Directors supersede any references in this publication.

If you have questions or comments, submit them to:

New Generations Department

Rotary International

One Rotary Center

1560 Sherman Avenue

Evanston, IL 60201-3698 USA

Email: rotaract@rotary.org

Phone: +1-847-866-3315

Fax: +1-847-556-2182

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1. GET STARTED:

ORGANIZING A ROTARACT CLUB IN THREE EASY STEPS

ROTARIANS' ROLE

Deciding to sponsor a Rotaract club is the beginning of a rewarding journey for your Rotary club. Follow these three steps to get started.

Step 1: Do your research

Form a Rotaract committee to determine if your club is interested in sponsoring a Rotaract club, and if it is prepared for the responsibilities of becoming a sponsor club. Also, review the needs of the community and its young adults. Your district Rotaract chair and district Rotaract representative can offer advice and suggestions.

Step 2: Identify potential Rotaractors

Potential members are all around you! Brainstorm with your club to develop as wide a membership pool as possible. Consider

- Current and former Rotary Youth Exchange students, Interactors, and RYLA participants, and Rotary Foundation alumni
- Sons, daughters, and other family members of Rotarians
- Employees and interns who work with Rotarians
- Participants in young adult programs at community centers, places of worship, health clubs, and other public venues
- Students in universities, colleges, and continuing education programs
- Members of nonprofit organizations, professional associations, and social networking sites

For a university-based club, ask the person who has volunteered to be its faculty adviser to suggest possible club members.

Step 3: Invite prospective members to an informational meeting

After you've identified at least 15 potential members, invite them to a meeting to learn more about Rotaract. In addition to prospective Rotaractors, you'll want to invite

- Rotaract committee members
- Your sponsor Rotary club president
- District Rotaract chair and district Rotaract representative

- Faculty adviser (for a university-based club)
- Rotaractors from nearby clubs who can share their experiences and answer questions

At the meeting:

- Briefly discuss Rotary and Rotaract's history and shared commitment to service.
- Distribute copies of [Rotary Basics](#) and show a video from the RI website or [Rotary Video Magazine collections](#).
- Explain Rotaract's policies and goals. Describe successful service projects to show how Rotaract clubs make a difference locally and globally (see chapter 3).
- Highlight how Rotaractors can work on service projects with young adults in other parts of the world.
- Get potential members excited about Rotaract by asking them to suggest club projects.
- Distribute copies of the [Rotaract Promotional Card](#) and encourage prospective Rotaractors to invite their friends to join.
- Make time for questions.

At the end of the meeting:

- Take a vote to see if you have enough interest and commitment to establish a Rotaract club. A minimum of 15 charter members is recommended.
- Set a date for the first organizational meeting.

From here, the club's progress is largely in the hands of the new Rotaractors, but your guidance is still valuable. Read on to understand what happens in a Rotaract club after the initial organizing phase, and how you and your Rotary club can help a new Rotaract club succeed.

Subscribe to the New Generations Newsletter

Rotaractors and Rotarians will benefit from subscribing to this monthly newsletter. Learn about upcoming RYLA, Rotaract, and Interact events and read about New Generations participants in the news. Subscribe at www.rotary.org/newsletters.

ROTARACTORS' ROLE

After the initial organizing phase, it is up to you, the new Rotaractors, to complete the process. Here are three easy steps to help you launch your club:

Step 1: Hold organizational meetings

Build momentum and keep enthusiasm high by scheduling organizational meetings no more than two weeks apart. Use sign-in sheets to collect attendees' names, phone numbers, and email addresses. Social media can help you recruit more participants. Encourage attendees to invite their friends and colleagues to meetings.

Before seeking certification from Rotary International, your club must:

- Hold elections for president, vice president, secretary, treasurer, and other members of the board
- Develop a membership plan to ensure that your club includes members of different ages and genders
- Establish annual club dues
- Determine where and when meetings will be held. Clubs must meet at least twice a month, but are free to consider a range of options, including meeting in person, online, or a combination of the two. Select times that are convenient for club members.
- Begin planning service activities, fundraising events, and the inaugural ceremony
- Help members understand the constitutional documents

Step 2: Complete organizational paperwork

Now that your prospective Rotaract club has a strong membership base, you can apply for certification from RI. Work with your sponsor Rotary club to accomplish the following tasks:

- Complete the Rotaract Club Certification Form (see chapter 8).
- Have the form signed by your Rotaract club president, sponsor Rotary club president, and the district governor.
- Pay the US\$50 organization fee (normally paid by the sponsor Rotary club).
- Send the form and fee to RI World Headquarters or the appropriate international office (see the inside back cover of the handbook for a complete list).

GOOD TO KNOW

Before a prospective club can be certified, it must adopt the Standard Rotaract Club Constitution and club bylaws consistent with the constitution and policy established by RI (see chapter 8). These bylaws are subject to the approval of the sponsor Rotary club.

Once your Rotaract club has been certified, a process that takes about four weeks, the sponsor Rotary club will receive your club's Certificate of Organization from Rotary International.

Step 3: Plan an inaugural ceremony

Chartering a Rotaract club is a meaningful and exciting event. Work with your sponsor Rotary club to organize an inaugural ceremony. Invite Rotary district leaders, such as the governor, Rotaract chair, and Rotaract representative. Ask local media to cover the event to help promote your club in the community.

Inaugural ceremonies are rich in tradition. Learn how your sponsor Rotary club celebrates its special occasions, and then develop a ceremony that blends Rotary traditions and the new energy of your Rotaract club. Here are some other ideas to consider for your ceremony:

- Welcome new Rotaractors into the family of Rotary.
- Briefly explain Rotary and its mission.
- Review the history of Rotaract and how the new club was formed.
- Induct members individually, and announce board members and officers.
- Present each member with a Rotaract lapel pin. (For more information on how to obtain licensed Rotaract merchandise, see chapter 8.)
- Take photos to commemorate the event.
- Create an inaugural ceremony program book that lists club members.

What's next?

Congratulations! As you begin planning for your first year, remember to seek out the advice and help of your sponsoring Rotary club and refer to the resources available through Rotary International.

Active members are the key to a successful club. A Rotaract club should provide opportunities for networking, community and international service, professional development, and socializing. Make sure your first year involves a variety of activities and projects for everyone.

2. SET YOUR COURSE: CLUB ADMINISTRATION

Strong leaders can help your Rotaract club find and retain members, raise funds, and carry out successful projects. The club's board of directors should be familiar with the Rotaract constitutional documents (see chapter 8). In addition, incoming Rotaract club officers must participate in leadership training offered by the district.

BOARD OF DIRECTORS

The board of directors serves as the governing body of a Rotaract club and includes the president, immediate past president, vice president, secretary, treasurer, and any additional officers your club decides it needs. Rotarian and faculty advisers should regularly attend board meetings to provide guidance. Rotary club members may also attend these meetings as observers. The board should meet at least once a month and report any action taken at the next club meeting.

During its meetings, the board reviews and approves the club's plans and service projects, ensures the club's financial solvency, and delegates responsibilities. At the end of the Rotary year, the board prepares a final report that describes the major actions taken over the preceding 12 months. A copy of the report should be sent to the sponsor Rotary club.

Update Your Club Information

Every six months, the Rotaract president is required to update club information and membership data with RI through Member Access at www.rotary.org/memberaccess. This online process lets RI know that your club is active, confirms that your contact information is listed correctly in the *Worldwide Rotaract Directory*, and ensures that your club is kept up-to-date about Rotaract, pre-convention activities, and resources.

Clubs that fail to update club information and membership data over a two-year period will be terminated.

President

The president's primary role is to ensure that the club's professional and leadership development activities are successful and that its service projects benefit the community.

Responsibilities include:

- Conducting effective club meetings with detailed agendas that allow enough time for reports from officers and committee members
- Chairing meetings of the board of directors
- Appointing all standing and special committees, with board approval, and serving as an ex officio member of all committees
- Appointing committee chairs based on individuals' experience, and seeking their opinions about committee members
- Delegating responsibilities to help members develop their leadership skills for future club leadership roles
- Encouraging club members to get involved in projects by building on their skills and interests
- Ensuring that club activities and service projects are successfully promoted and executed
- Monitoring membership to maintain an age and gender balance
- Communicating and collaborating with the Rotarian adviser, Rotary club members, and district Rotaract officers. In university-based clubs, the president should also consult with the faculty adviser.
- Updating club information and membership data every six months through Member Access

Vice president

The vice president's primary role is to support the president. Some clubs may choose to have the incoming president serve as vice president.

Responsibilities include:

- Presiding over meetings in the president's absence
- Serving on the board of directors and as an ex officio member of all committees
- Handling special assignments as directed by the president
- Staying current on club goals and activities
- Succeeding to the office of president in the event of a vacancy

Secretary

The secretary's primary responsibility is to help the club function efficiently. The secretary should be well organized and have good communication skills.

Responsibilities include:

- Maintaining all club records, including membership, committee appointments, attendance, dues payments, and important club documents such as the club's certificate of organization, budgets, and reports
- Notifying the sponsor Rotary club of club members who are turning 30, to help it identify potential Rotarians
- Providing club and member information to the president for regular updates to RI
- Taking minutes — a clear, concise written record of meeting discussion and actions — at all club meetings. Minutes should cover these points:
 - Date, time, and place
 - Presiding officer
 - Attendance
 - Approval and correction of last meeting's minutes
 - Treasurer's statement
 - Summary of reports from officers and committees
 - Summary of agenda (including old and new business) and actions taken
 - Announcements
 - Adjournment

Treasurer

The treasurer works with the secretary to maintain accurate financial records. The treasurer should be a responsible, detail-oriented person.

Responsibilities include:

- Chairing the finance committee
- Collecting membership dues
- Depositing dues and all proceeds from fundraising projects
- Paying all club bills and reimbursements for club expenses
- Preparing and administering the budget
- Preparing a monthly report that accurately details
 - Money on hand at the beginning and end of the month
 - Income, with its source (such as membership dues or fundraising) clearly indicated
 - Payments, indicating for what and to whom
- Ensuring that the club complies with all government financial reporting requirements

The outgoing treasurer should give the end-of-year report to club members and the incoming treasurer. Treasurers' reports become part of the club's permanent record.

Immediate past president

Your club's immediate past president can provide useful feedback and perspective in the planning of club activities. He or she can assist with special projects and provide support for board and club members.

CLUB COMMITTEES

Committees help your club carry out its activities and projects. The club president, with the approval of the board, appoints five standing committees — club service, community service, international service, professional development, and finance — as prescribed by the Standard Rotaract Club Constitution. Additional committees may be appointed as needed.

Committees should meet at least once a month to discuss plans and activities. A committee may divide into subcommittees to accomplish all of its tasks. All committee activities and expenses are subject to the board's approval, so committee plans should be shared with the club president.

The committee chair should:

- Notify committee members of the date, time, place, and subject of meetings
- Prepare and follow meeting agendas
- Assign tasks to each committee member and keep track of these assignments
- Be prepared to report back to the club's board

Following are the responsibilities of the five standing committees:

Club service committee

- Develops strategies for recruiting new members and keeping current members active
- Publicizes the club's activities to members and the general public
- Plans activities for networking and socializing
- Maintains a historical record, including pictures and descriptions of club activities

Community service committee

- Reviews suggestions from members for community service projects to ensure they address real needs and can be successfully carried out by the club
- Develops plans for the club's annual community service project
- Leads, organizes, and implements the community service project

International service committee

- Reviews members' suggestions for international service projects to ensure they address real needs and can be successfully carried out by the club
- Develops plans for the club's annual international service project
- Leads, organizes, and implements the international service project
- Develops additional activities that promote international understanding among club members and in the community

Professional development committee

- Solicits suggestions from club members for professional development activities
- Reviews and plans activities
- Explores resources in the community
- Leads, organizes, and implements the activities

Finance committee

- Decides how the club will fund its activities
- Focuses on keeping dues low and maintaining the club's ability to support itself
- Collects any district and club dues
- Seeks in-kind and monetary donations from businesses and organizations

DISTRICT LEADERSHIP TRAINING

The district Rotaract committee provides leadership training annually for elected club officers, committee chairs, and Rotarian and faculty advisers. The sponsor Rotary club typically covers the cost of attendance for the Rotaract club's officers, but other arrangements may be made. Contact your district Rotaract chair or Rotaract representative for more information about training opportunities.

GOOD TO KNOW

Rotaract clubs may amend the Standard Rotaract Club Bylaws as long as the changes are in harmony with the Standard Rotaract Club Constitution and approved by the sponsor Rotary club.

CLUB MEETINGS

Rotaract clubs must meet at least twice a month, but where and how are up to you and your sponsor Rotary club. With your sponsor club's approval, you can choose to meet in person, online, or whatever makes sense for your members.

Consider appointing a meeting chair to organize a year's worth of programs or assign each meeting to a different member who serves as that meeting's organizer and facilitator. Involving your members in planning ensures that club meetings are interesting and relevant to everyone. The sponsor Rotary club can be a good source for program ideas.

Invite experts from the community or university, outstanding business leaders, or international guests to speak at your meetings. Consider taking a field trip to local businesses, community organizations, or cultural sites. Use a meeting to update members about club projects or new Rotary initiatives.

Agenda

Following an agenda is the best way to ensure that time is used effectively.

Your meeting agenda might include:

1. Time for socializing before the meeting
2. Introduction of guests and new club members
3. Announcements and reminders
4. Board member and committee reports
5. Program presentation
6. Closing, including a thank-you to the program speaker and other program participants
7. Adjournment

Officer Installation

Hold installation ceremonies annually to introduce new officers and to recognize immediate past officers for their dedicated work. Consider presenting certificates of recognition to all club members.

Invite the incoming president and officers of the sponsor Rotary club to this event so they can get acquainted with new Rotaract officers.

FINDING AND KEEPING MEMBERS

Your ability to bring in new members and retain current ones is critical to your club's success. Set membership goals for all club members. Here are some ways to maintain a strong, active club.

1. Involve new members

Understand your members' motivations for joining Rotaract. Do they want to make the world a better place, develop their leadership skills, expand their circle of friends? Connect members with activities and opportunities that help them achieve their personal goals while making the club stronger.

Some other ideas:

- Welcome and celebrate new members with a special meeting or event.
- Ask experienced Rotaractors to mentor new members and make them feel welcome.
- Follow up by phone with new members who miss a meeting.

Encourage new members to invite their friends and family members to participate in club activities and service projects.

2. Keep current members

Keeping club members is just as important as recruiting new ones. With a large number of enthusiastic, dedicated Rotaractors, your club can carry out successful service projects and attract new members. Consider these ideas for involving current members:

- Assign committee responsibilities to veteran members to acknowledge their importance to the club.
- Recognize club members who dedicate extra time to service projects.
- Maintain a good age and gender balance. Different points of view make for more interesting meetings, help ensure the club's continuity, and contribute to a richer Rotaract experience for everyone.
- Get feedback from members on the types of meetings, activities, and projects they enjoy, and plan accordingly.
- Plan social events to bring members closer together.
- Monitor attendance to ensure that everyone attends at least 60 percent of club meetings. Members with high attendance are the most likely to stay involved.
- Keep members informed through a club newsletter, blog, or social networking site.
- Help Rotaractors get involved with [Interact](#), [Youth Exchange](#), or [Rotary Youth Leadership Awards \(RYLA\)](#) programs and other Rotary opportunities in your area.

3. Bring in new members

The first step to bringing in new members is to get the word out about your club. There are many ways to promote your club and its service projects.

- Organize a special event where you can
 - Explain the purpose of Rotaract and show photographs or a video of your club's activities
 - Hand out the [Rotaract Promotional Card](#)
 - Emphasize how potential members can accomplish their goals through Rotaract. Whether they want to give back to the community, connect with new friends, develop leadership skills, or be involved with an international organization, Rotaract has something for everyone.
- Publicize your club's activities in the university newspaper or other local media (see chapter 3).
- Invite potential members to participate in a service project or attend a club meeting.
- Develop a club website or blog where prospective members can learn about club projects and how they can get involved. In university-based clubs, ask for a link to your club's site on the university website (see chapter 8).
- Use Twitter, Facebook, and other social media to share your club's meeting, event, and project updates.
- Arrange for Rotaract displays at local libraries, coffee shops, community centers, and other places where young adults gather. Provide information about Rotaract and make it easy for anyone who is interested to find your club. Include a QR code on signs and handouts that link directly to your club's website.
- Encourage club members to wear their Rotaract lapel pins and other logo items at community meetings and events.

ROTARY CLUB ADVICE

Your sponsor Rotary club knows the importance of strong membership. Ask for advice and resources on recruiting and retaining members. Check out Rotary membership development strategies and best practices.

3. MAKE A DIFFERENCE: SERVICE PROJECTS

Rotaract clubs carry out two service projects each year, one that assists the local community and one that helps a community in another country. These projects are a great way for Rotaract clubs to get involved in their own community, connect with young adults globally, and attract new members.

PLAN SERVICE PROJECTS

Gain support for club projects by choosing service activities that address real needs. *Communities in Action: A Guide to Effective Projects* can help your Rotaract club select a service project that is successful, sustainable, and relevant. *Rotary's Areas of Focus Guide* has information on Rotary's six community service priorities: peace and conflict prevention/resolution, disease prevention and treatment, water and sanitation, maternal and child health, basic education and literacy, and economic and community development.

Before your club decides on a project, consider these questions:

- What services does your local community need? For the international community, which area of focus is most compelling for your club?
- How can you collaborate with your sponsor Rotary club, another local Rotaract club, an Interact club, or a Rotaract club in another country to increase your impact?
- What district Rotaract projects can your club join?
- What types of service projects fit within your club's budget and abilities?

Select a service project that allows your club members to see an immediate benefit to the community while providing opportunities for future service. You can find innovative ideas for service projects on the RI website.

International service projects

Some of the most rewarding projects are those conducted with Rotaract clubs in other countries. Use the *Worldwide Rotaract Directory* to connect with another club. Send photos, conduct meetings over the phone or through Skype, or exchange emails. Look for Rotaract clubs on Facebook and Twitter. Attend an

international event, such as the Rotaract Preconvention Meeting or the Interota conference, to meet Rotaractors from around the world and explore ideas for an international project.

Rotaract Outstanding Project Awards

Each year, Rotary recognizes seven Rotaract clubs for their exceptional community and international service projects. Award recipients are invited to present their projects at the annual Rotaract Preconvention Meeting. Learn how your club can submit its project for consideration at www.rotary.org/rotaract.

Resources for planning service projects

- ***Communities in Action: A Guide to Effective Projects*** offers step-by-step instructions to develop, carry out, and evaluate a service project, including how to conduct a community needs assessment, work with other organizations, and create a fundraising plan.
- ***Community Assessment Tools*** describes eight tools to identify effective service projects.
- ***Rotary's Areas of Focus Guide*** provides an introduction to Rotary's six areas of focus, with examples of service projects for each. The areas of focus reflect critical humanitarian issues and needs that Rotarians are addressing worldwide.
- ***Rotary Showcase*** allows users to add their club service projects, exchange ideas, and explore the wide variety of activities that Rotary and Rotaract clubs are undertaking worldwide.
- The **district Rotaract chair** is a Rotarian who oversees Rotaract clubs throughout the district and offers guidance and ideas. Ask your sponsor Rotary club for contact information.
- The annual ***Worldwide Rotaract Directory*** includes contact information submitted by Rotaract clubs seeking to collaborate, correspond, or exchange ideas with other clubs. It also contains district Rotaract officer information and a list of RI Board-recognized multidistrict information organizations. Contact your Rotaract club president for the latest edition.

World Rotaract Week

During World Rotaract Week, Rotaractors and Rotarians around the world commemorate the chartering of the first Rotaract club. The celebration, which takes place the week that includes 13 March, is an ideal time for Rotaract clubs and their sponsors to carry out joint activities and promote Rotaract clubs' contributions to their communities.

Rotaractors can decide the best way for their club to celebrate — completing one, two, or an entire week's worth of activities. After the club has completed its World Rotaract Week events, the sponsor Rotary club or district Rotaract chair can download a certificate of recognition for presentation to the Rotaract club from www.rotary.org.

SECURE FINANCIAL SUPPORT FOR PROJECTS

Fundraising is crucial to financing club service projects and other activities. Examples of successful Rotaract fundraisers include dinners, festivals, raffles, sporting events, races, and benefit performances.

When putting together a fundraiser, consider these suggestions:

- Be creative. A unique or unusual event will attract the attention of potential club members, donors, and the media.
- Have a realistic idea of the financial support needed, and set realistic fundraising goals. Some projects may be expensive to conduct but could generate more than enough donations to cover the costs.
- When asking for money from individuals, businesses, or organizations, offer something of value in return, either a service or recognition.
- Take advantage of your members' skills, talents, and contacts.
- Invite the media to attend (see tips in the next section).
- Ask the sponsor Rotary club or other Rotaract clubs for suggestions. A fundraiser that succeeded elsewhere could also succeed in your community.

PUBLICIZE CLUB ACTIVITIES

Your club and its projects will receive more support if the community knows about them. A good image in the community can also help your club recruit new members and contribute to a positive impression of Rotaract and Rotary.

Here are some ways to ensure that your good works receive the attention they deserve:

- Appoint a public relations contact who can get to know your local media. The public relations committee of your sponsor Rotary club may be able to provide a list of local media contacts.
- Publicize club activities on Facebook, Twitter, and other social media.
- Select an active club member and good communicator to serve as your club's spokesperson to the media.
- Inform the media of the real community needs your service projects address. Provide reporters with background materials on your project and club, such as fact sheets or brochures. Also, identify community members who have benefited from your club's projects.
- Photograph club events (see box on page 17).
- After the event, send photos and a short, clear description of the event to the media.

Find more ideas and resources, including sample press releases and tips for working with the media, on www.rotary.org.

How to Get Your Photographs Published

Photographs are a great way to publicize your club and its activities.

Here are some ways to make sure your club's work gets noticed:

1. Make photography a key element of your public relations efforts.
2. Find a photographer with the creative skill and technical training to take high-quality photos.
 - Budget for a professional photographer who works with community volunteers.
 - Identify a Rotaractor or Rotarian with photography skills to take on that important volunteer responsibility.
 - Ask for in-kind support from your university's photography club.
3. Show club members actively involved in a project or event. Avoid posed group shots.
4. Take "before" and "after" shots at a service project location. Capture the gratitude expressed in the faces of the people who benefit from your club's work.
5. Include the Rotaract club name and Rotaract emblem in your photos.
6. Post photos to your Facebook page. Add them to your club's presentation for potential members. Send them to your university newspaper or to a local blog with a caption about how your Rotaract club is making a difference.

To publicize in your district and beyond, submit photos and project information to:

- District Rotaract chair and representative
- District governor
- Rotary International (rotaract@rotary.org)

High-resolution digital images are preferred, but all photos are welcome. The following information *must* be included: name of the Rotaract club, sponsoring club, and district number with each photo, as well as the names and club offices of Rotaractors pictured.

4. REACH OUT: ROTARY CLUB, DISTRICT, AND INTERNATIONAL SUPPORT

The support and guidance of the sponsor Rotary club, Rotary district, and Rotary International are important to a Rotaract club's success.

SPONSOR ROTARY CLUB

Rotary clubs are encouraged to create a lasting bond with Rotaract clubs in these ways:

- Invite Rotaractors to Rotary club meetings and have them report on their activities.
- Provide mentoring opportunities between Rotarians and Rotaractors.
- Develop an annual joint Rotary and Rotaract service project or signature event for World Rotaract Week.
- Show Rotaractors how to produce club promotional materials.
- Help Rotaract clubs develop strategies to recruit and retain members.
- Establish a recognition program to acknowledge Rotaractors' achievements.
- Publicize Rotaractors' accomplishments to the community and the Rotary world.
- Inform Rotaractors of other Rotary International or Rotary Foundation programs available to them.
- Ask Rotaract club officers to meet with the district governor during the governor's official Rotary club visit.
- Invite Rotaractors to district conferences to showcase club activities and to network with Rotarians.
- Invite Rotaractors to observe a Rotary club board meeting.

Rotarian adviser

The Rotarian adviser is the link between the sponsor Rotary club and its Rotaract club. To stay informed of the club's activities, the adviser should attend the Rotaract club's meetings and stay in regular contact with Rotaract club officers.

HOW CAN ROTARACTORS MENTOR ROTARIANS?

- Share successful fundraising projects.
- Offer social networking support to help Rotary clubs promote their service projects and signature events.
- Host discussion forums about club diversity, global citizenship, or innovative service projects.

Other responsibilities:

- Offer advice to Rotaractors as they plan club activities and service projects.
- Act as a liaison between the Rotary club and the Rotaractors, and between the Rotary club and the faculty adviser for university-based clubs.
- Introduce Rotaractors to other New Generations programs, like RYLA and Interact, as well as educational opportunities available through The Rotary Foundation.
- Encourage Rotaractors to attend Rotary events such as district conferences, the Rotaract Preconvention Meeting, and the RI Convention.
- Encourage former Rotaractors to join Rotary.

FACULTY ADVISER (university-based clubs)

The faculty adviser, usually a faculty member at a Rotaract club's university, oversees the activities of the university-based Rotaract club and acts as a liaison between the sponsor Rotary club and university administration. Patience, organizational skills, and a commitment to working with young adults are essential qualities of effective faculty advisers. While a non-Rotarian may serve in this role, a Rotarian who works at the university can be an ideal choice.

Suggested responsibilities:

- Regularly attending club meetings
- Advising the club on implementing service projects, especially ones on campus or related to service learning courses
- Maintaining a calendar of Rotaract events to avoid conflicts with other university activities
- Assisting with promotion and media relations in the community
- Verifying that the Rotaract club and its members meet the university's extracurricular and academic requirements
- Acting as a liaison between the sponsor Rotary club and the university faculty and administration

ROTARY DISTRICT

A Rotary district is a group of Rotary clubs in a specific area or region. There are about 530 districts worldwide.

District governor

Each Rotary district is led by a district governor, an elected Rotarian who serves as an officer of Rotary International. The governor appoints the district Rotaract chair to support the organization and development of Rotaract clubs.

District Rotaract chair

The district Rotaract chair administers the Rotaract program and assists Rotary clubs that sponsor Rotaract clubs. Each Rotary year, the district Rotaract chair receives materials from RI to help strengthen the Rotaract program in his or her area. District Rotaract chairs help RI maintain an accurate record of Rotaract clubs. They regularly reconcile their district's list of Rotaract clubs with RI's records and follow up with Rotaract club presidents in their district to ensure that club contact and membership information is updated with RI every six months.

District Rotaract representative

A district Rotaract representative should be elected from among the membership of all Rotaract clubs within the district to serve as cochair of the district Rotaract committee and as a representative of the Rotaract program in the district. Under the supervision of the district governor, this representative works to improve communication among Rotaract clubs and to help them coordinate activities and projects with one another and with their sponsor Rotary clubs.

District Rotaract committee

The district Rotaract committee, cochaired by the district Rotaract chair and district Rotaract representative, is composed of equal numbers of Rotarians and Rotaractors. The committee sponsors Rotaract district meetings and provides leadership training for Rotaract club officers. It also helps to publicize Rotaract throughout the district, promotes the organization of new Rotaract clubs, plans districtwide projects and activities, and recommends resources to strengthen clubs and increase their effectiveness.

Detailed information on the role and responsibilities of the district Rotaract chair, district Rotaract representative, and Rotaractors on the district Rotaract committee can be found in the *Guide for District Rotaract Representatives*, available for download at www.rotaract.org/rotaract.

HOW CAN ROTARIANS MENTOR ROTARACTORS?

- Pair a Rotarian with a Rotaractor in the same profession or field to share career insights.
- Share membership recruitment and retention ideas, plan service projects, and raise funds.
- Acknowledge Rotaractors who graduate from college or receive professional recognition.

ROTARY INTERNATIONAL

The RI Board of Directors sets policies governing the Rotaract program. These policies are compiled in the Standard Rotaract Club Constitution, the Standard Rotaract Club Bylaws, and the Rotaract Statement of Policy (see chapter 8). For current policy or questions about policy, see www.rotary.org/rotaract or contact rotaract@rotary.org.

RI Rotaract and Interact Committee

This is a standing committee of experienced Rotarians and Rotaractors that advises the RI Board on Rotaract and Interact and develops the program for the Rotaract Preconvention Meeting. The committee considers policy recommendations and makes proposals to the Board in support of Rotaract. The list of current committee members can be found in the *RI Official Directory*, the *Worldwide Rotaract Directory*, and at www.rotary.org/rotaract. Rotaract clubs can submit suggestions for policy changes to this committee.

In addition to setting Rotaract policy, Rotary International provides support to Rotaract clubs by certifying new clubs; maintaining the *Worldwide Rotaract Directory*; distributing annual communications to Rotaract clubs, sponsor Rotary clubs, district Rotaract representatives, and district Rotaract committee chairs; and promoting World Rotaract Week. Clubs receive these materials by keeping their contact information current.

RI is committed to supporting Rotaract. You can email Rotaract program staff at rotaract@rotary.org (see inside back cover for other contact information).

Learn more about RI resources in chapter 7.

Liability and Risk Management

Risk management involves identifying situations and factors that may harm people and property, and implementing solutions to minimize or avoid risk. Before any Rotaract club activity, evaluate potential risks and develop coordinated plans to address them. University-based clubs should coordinate any risk management plan with university administration. The sponsor Rotary club's Rotaract committee should assess Rotaract-related liability issues and obtain appropriate insurance. It's advisable to seek the advice of legal and insurance counsel regarding liability protection. Note that Rotaract clubs in the United States are covered under Rotary's liability insurance program, while Rotaract clubs outside the United States are not.

Send insurance-related inquiries to insurance@rotary.org.

5. MEETINGS AND EVENTS FOR ROTARACTORS

District and international meetings and events offer opportunities to make connections and share information.

District Meetings

Rotaract district meetings give Rotaractors a chance to exchange information and ideas, discuss service projects, enhance professional development, and strengthen the spirit of teamwork and friendship. For more information on planning a district-level meeting, including a sample program, see the *Guide for District Rotaract Representatives*.

Multidistrict Meetings

Multidistrict meetings are conferences, seminars, or meetings at which Rotaract clubs from several districts come together to discuss important issues. The host district Rotaract representative must provide to the governors of the districts involved a copy of the meeting proposal, which includes the date, location, facilities, participants, program, budget, and proof of adequate insurance. The host governor must approve any multidistrict meetings. The host district Rotaract representative should inform the RI director from the host zone.

Rotaract Preconvention Meeting

Attending this international Rotaract meeting can help you strengthen your Rotaract club, learn about outstanding Rotaract service projects, and build lasting friendships with Rotaractors from around the world. At this annual meeting, participants have the opportunity to discuss a wide range of Rotaract topics in workshops and hear engaging speakers. Special sessions are offered for Rotaract club presidents and district Rotaract representatives.

RI Convention

Rotaractors are encouraged to participate in the four-day RI Convention immediately after the preconvention meeting. Rotaractors are invited to take part in special forums, workshops, project exhibitions, and plenary sessions. The convention gives Rotaractors a broader understanding of Rotary's international scope and service, as well as a better understanding of how Rotaract fits into the family of Rotary. More information for both events can be found at www.rotary.org/convention.

Interota

Interota is a triennial worldwide Rotaract meeting organized by Rotaractors and hosted on a rotating basis in different cities. While it is not an official RI meeting, Rotary recognizes the value of this event and supports Interota by approving its program content and ensuring that RI leadership is represented at the event. The meeting offers workshops, discussions, and interesting speakers as well as cultural activities. Delegates also present proposals for the next Interota, and participants vote to select the next meeting site.

Before making a bid to host an Interota meeting, Rotaractors must obtain approval from the host district governor(s). After a site is selected, the host district Rotaract representative must submit a complete proposal to Rotary International at least one year prior to the date of the event.

6. CONNECTING: GLOBAL SERVICE NETWORK

Rotaractors have a unique opportunity to learn about other cultures and foster goodwill through the global family of Rotaract and Rotary.

Other Rotaract Clubs

Rotaractors may use the *Worldwide Rotaract Directory* to establish regular communication with other clubs through email, letters, and social media to learn about their activities, projects, and cultural traditions.

A twin-club relationship can be arranged with a Rotaract club in another country. Twin clubs communicate regularly, arrange visits or exchanges, share project ideas, and cooperate on community or international service projects. Consider choosing a twin club from your city's sister city or a place where your university has a study-abroad opportunity.

As Rotaractors travel for study, work, or pleasure, staying with local Rotaractors can build international friendships and foster a better understanding of other cultures. Contact another club to see if it can host visiting Rotaractors.

Multidistrict Information Organizations

A multidistrict information organization (MDIO) may be formed between two or more districts to help Rotaract clubs share information and improve communication. Rotaract representatives of the member districts comprise an MDIO's membership. Approval for such organizations must be secured from two-thirds of the Rotaract clubs in each district as well as the governors and Rotaract representatives of the districts involved. The RI general secretary must approve proposals on behalf of the RI Board.

MDIOs have no decision-making or legislative powers beyond those concerning the activities of the organization itself. Funds needed to implement a multidistrict organization's activities must be secured voluntarily.

Refer to the *Worldwide Rotaract Directory* for a list of MDIOs.

Rotary Fellowships

Rotary Fellowships are groups of Rotarians and Rotaractors who share a common recreational interest or hobby — everything from cycling to social networking, from the environment to marathon running.

Rotarian Action Groups

Rotarian Action Groups are organized by Rotarians and Rotaractors with expertise and a particular interest in international service projects involving such areas as water and sanitation or HIV/AIDS.

More information and websites of Global Networking Groups are available at www.rotary.org/fellowships and www.rotary.org/actiongroups.

Rotary Youth Leadership Awards (RYLA)

RYLA, which is sponsored by Rotary clubs and districts, allows young people to attend a training workshop that focuses on leadership, professional development, and personal growth. Rotaractors may be either program participants or leaders. Contact your local Rotary club or email ryla@rotary.org to find the RYLA chair in your area.

Interact

Interact is a Rotary-sponsored service organization for youth ages 12 to 18. Like Rotaractors, Interactors carry out local and international service projects in partnership with their sponsor Rotary club. Rotaractors can conduct projects with Interact clubs or mentor Interactors in their communities. Contact your local Rotary club or email interact@rotary.org to find the Interact chair in your area.

New Generations Exchanges

New Generations Exchanges (part of the Rotary Youth Exchange program) are open to students and young professionals ages 18 to 25, and usually last from a few weeks to three months, making this a suitable option for recent secondary school graduates, young professionals, and Rotaractors. Contact your sponsor Rotary club or email youthexchange@rotary.org to find the Youth Exchange chair in your area.

The Rotary Foundation

The Rotary Foundation offers university students and young professionals the opportunity to foster peace and understanding through funded grants that enable them to earn master's degrees or certificates in peace and conflict resolution. The Foundation also funds grants for humanitarian projects, scholarships, and other activities related to Rotary's six areas of focus. Learn more at www.rotary.org/foundation.

7. RESOURCES

RI PUBLICATIONS

Rotaract Promotion Card

This promotional item provides information about Rotaract activities to potential members. Includes space for your club to personalize with contact information and your meeting time and date.

Guide for District Rotaract Representatives (download only)

This training tool is designed to provide representatives useful suggestions and resources.

Rotaract Identification Card

Newly chartered clubs receive a small complimentary supply of these wallet-size ID cards for club members. Additional cards may be purchased at shop.rotary.org.

Many publications can be downloaded at www.rotary.org or ordered at shop.rotary.org. You can also order publications at shop.rotary@rotary.org or from your international office.

ONLINE RESOURCES

New Generations newsletter

Get the latest Rotaract, Interact, and RYLA news in this monthly English-language newsletter that provides resources to help Rotary clubs enhance their programs for youths and young adults. Subscribe at www.rotary.org/newsletters.

Social media

Use Facebook, Flickr, and Twitter to get in touch with other Rotaractors, find project partners, and share photos and stories of your club's accomplishments.

RI NEWS

The Rotarian

This monthly, English-language publication is the official magazine of Rotary International. Every Rotarian subscribes either to *The Rotarian* or to one of the 30 regional Rotary magazines published in 25 languages. Rotaractors and club advisers can subscribe to *The Rotarian* (data@rotary.org or +1-847-866-3174). A digital edition of the magazine is also available at www.rotary.org/rotarian.

Rotary Leader

Rotary Leader is a free, multimedia newsletter featuring practical information and links for club and district officers. Rotaractors are encouraged to subscribe at www.rotary.org/rotaryleader.

8. DOCUMENTS, FORMS, AND GUIDELINES

The following materials and information can help you operate your Rotaract club. Pages may be photocopied, and photocopies may serve as valid documents. These materials are also available at www.rotary.org/rotaract.

- **Rotaract Statement of Policy**
- **Standard Rotaract Club Constitution**
- **Standard Rotaract Club Bylaws**
- **Rotaract Club Certification Form**
- **Rotaract Emblem Usage Guidelines**
- **Rotaract Merchandise**
- **Rotaract Club Website Guidelines**

ROTARACT STATEMENT OF POLICY



1. The Rotaract program was created by and is an activity of Rotary International, and the authority for the establishment and enforcement of constitutional provisions, organizational requirements and standards of procedure, and for the preservation of the Rotaract name and emblem is retained by Rotary International.
2. A Rotaract club is a Rotary club-sponsored organization of young adults ages 18 to 30, whose purpose is to provide opportunity for them to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service, and whose goals are:
 - a) To develop professional and leadership skills;
 - b) To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
 - c) To provide opportunities for young people to address the needs and concerns of the community and our world;
 - d) To provide opportunities for working in cooperation with sponsor Rotary clubs;
 - e) To motivate young people for eventual membership in Rotary.
3. Rotaract club programming shall consist of professional development, leadership development, and service program development as outlined in the "Standard Rotaract Club Constitution."
4. A Rotaract club is organized, sponsored, and counseled by a Rotary club or clubs and is established following the endorsement of the governor and upon certification and recognition by Rotary International; it can be created and sustained in no other way, and its existence depends upon the active sponsorship of its sponsor Rotary club and continued recognition by Rotary International.
5. Rotaract clubs are strongly encouraged to mention after their own names "sponsored by the Rotary Club of (name)."
6. Within the framework established by Rotary International, the sponsor Rotary club is responsible for organizing the Rotaract club and providing it with guidance and counsel thereafter.
7. Rotary clubs should appoint Rotarian mentors to the Rotaractors in the Rotaract clubs they sponsor.
8. Where the Rotaract club is university-based, control and counsel by the sponsor Rotary club shall be exercised in full cooperation with the university authorities, with the understanding that such clubs are subject to the same regulations and policies established by the university authorities for all student organizations and extracurricular activities of the university (or other institution of higher education.)

9. All Rotaract club activities, projects and programs shall be conducted in harmony with the policies of Rotary International; continued sponsorship of a Rotaract club by a Rotary club and recognition of it by RI are contingent thereon.
10. There shall be a “Standard Rotaract Club Constitution” prescribed by Rotary International and subject to amendment only by the Board of Directors of Rotary International. As a prerequisite of its organization and certification, each Rotaract club shall adopt the “Standard Rotaract Club Constitution” and shall automatically adopt all amendments thereto subsequently made.
11. Each Rotaract club shall adopt bylaws not inconsistent with the “Standard Rotaract Club Constitution” and with policy established by Rotary International. Such bylaws shall be subject to the approval of the sponsor Rotary club.
12. Rotaract clubs shall be sponsored only by Rotary clubs within the boundaries of the district in which they are located.
13. A Rotaract club may be organized and sponsored jointly by more than one Rotary club under the following conditions:
 - a) The governor must approve, in writing that, in the governor’s considered judgment, the best interests of the district, the Rotary clubs concerned and the Rotaract program would be served by the proposed joint sponsorship.
 - b) The circumstances must be such that the organization of separate Rotaract clubs, each sponsored by a single Rotary club, would create an artificial division of what is essentially a single body of young adults within the community or university.
 - c) A joint Rotaract committee must be created with effective representation from each of the sponsor Rotary clubs.
14. Each member of a Rotaract club, agrees to accept and to adhere to the provisions of the constitution and bylaws of his or her Rotaract club.
15. Rotaractors may make-up Rotaract club attendance at meetings of Rotary clubs at the discretion of the individual Rotary club. Rotary clubs that sponsor Rotaract clubs should invite Rotaractors to make up absences from their regularly scheduled Rotaract club meetings to their regularly scheduled Rotary club meetings.
16. On 30 June of the Rotaract year in which a member becomes 30 years old, his or her Rotaract membership will end.
17. Membership in a Rotaract club shall be evidenced by Rotaract membership identification cards that include the name of the sponsor Rotary club.
18. The Rotaract name and emblem are the property of Rotary International and shall be preserved for the exclusive use of those involved in the Rotaract program. When displayed by individual club members, the emblems may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem. Where a Rotary district exists, it may use the respective emblem but only in conjunction with reference to the district and its number.

19. Rotaract club members shall be entitled to use and display the Rotaract name and emblem in an appropriate and dignified manner during their period of membership in a Rotaract club and shall relinquish such entitlement upon termination of membership in a Rotaract club or upon the termination of the Rotaract club.
20. A Rotaract club may be terminated:
 - a) By Rotary International, with or without the consent, approval or concurrence of the sponsor Rotary club, for failure to function in accordance with its constitution, or for other cause.
 - b) By its sponsor Rotary club, after consultation with the governor and the district Rotaract representative, or
 - c) By the Rotaract club itself upon its own determination.
21. Upon termination of a Rotaract club, all rights and privileges relating to the name and emblem shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsor Rotary club.
22. As a matter of policy, the Board does not recognize the right of any individual or organization except RI to circularize Rotaract clubs for any commercial purpose, except in the case of Rotaractors who are responsible for organizing Rotaract club, district and multidistrict meetings and only within the districts directly involved.
23. Governors should appoint one joint district Rotaract committee composed of equal numbers of Rotarians and Rotaractors. The district Rotaract committee chair (a Rotarian) and the district Rotaract representative (a Rotaractor) should serve as co-chairs of this committee. Where feasible and practicable in the appointment of district Rotaract committees, there should be provision for continuity of membership by appointing one or more members for a second term. The district Rotaract committee should assist the governor in publicizing the Rotaract program, promoting the organization of new Rotaract clubs, and administering the program of Rotaract within the district.
24. Rotaract organization beyond the club level:
 - a) A district with two or more Rotaract clubs must elect a district Rotaract representative from among their membership. The method of election shall be determined by the Rotaract membership and approved by the district Rotaract committee and district governor. The district Rotaract representative must have served as a Rotaract club president or as a member of the district Rotaract committee for one full term before taking office.
 - b) In a district with one Rotaract club, the district Rotaract representative shall be the most recent, available past Rotaract club president.
 - c) The district Rotaract representative will be guided and counseled by the Rotary governor and should work with the district Rotaract committee and other appropriate Rotary district committees.
 - d) The district Rotaract representative in conjunction with other district leaders, should:
 - 1) Develop and distribute a district Rotaract newsletter;
 - 2) Plan, arrange, and hold a district Rotaract conference;
 - 3) Encourage attendance and participation by Rotaract club officers, directors, and committee chairs at the Rotary district conference and all relevant district level training meetings;

- 4) Conduct Rotaract promotion and extension activities throughout the district;
 - 5) Plan and implement service activities (if approved by three-fourths of the Rotaract clubs in the district);
 - 6) Provide advice and support to Rotaract clubs in implementing their projects;
 - 7) Help coordinate joint Rotary-Rotaract activities in the district;
 - 8) Coordinate public relations activities for Rotaract at the district level;
 - 9) Plan and implement a training session for Rotaract club officers in the district.
- e) All election disputes should be resolved locally in consultation with the district governor and district Rotaract chair. RI will not intervene.
25. Rotaract meetings beyond the club level:
- a) The purpose of the district-wide meeting of Rotaract clubs is to promote community service projects, increase international understanding and enhance professional development in a context of friendship and camaraderie.
 - b) No meeting of members of Rotaract clubs beyond the club level shall have any legislative authority nor shall be so organized as to give the appearance of having such authority. Nevertheless, such a meeting may include ideas which might be of value as advisory observations to those involved at the district or other levels of Rotaract administration.
 - c) At a district Rotaract meeting, a three-fourths majority of the Rotaract clubs in a district may vote to undertake a district service project and to establish a district Rotaract service fund to raise funds for this project. Contributions to such a fund must be voluntary. Such a project and service fund must be approved by the governor, and specific plans and instructions for the administration of the district project and use of the fund must also have the approval of the governor and three-fourths of the Rotaract clubs in the district. The governor must appoint a district fund committee to be responsible for collecting and administering the district fund, such committee to be composed of at least one Rotaractor and one Rotarian from the district Rotaract committee. The district service fund must be kept in a bank account which clearly indicates that the fund is the property of the district Rotaract organization and not the personal property of any individual Rotaractor or Rotaract club.
 - d) All district Rotaract activities shall be financed by the Rotaract clubs in the district. No expenses of district Rotaract club meetings shall be paid by Rotary International. The cost of such meetings shall be minimal and within the financial means of those participating.
26. Rotaract activities beyond the district level
- a) Rotaract Multidistrict Service Projects. Rotaract-sponsored service projects involving clubs in two or more districts may be implemented provided that such projects
 - 1) are, in nature and scope, within the capability of the clubs and Rotaractors in the districts to undertake successfully without interfering with or detracting from the scope and effectiveness of club activities;
 - 2) shall not be undertaken initially unless each district Rotaract representative concerned has agreed to such a joint project and then, only after approval of two-thirds of the clubs in each district;
 - 3) shall be undertaken with the approval of the governors concerned;
 - 4) shall be under the direct supervision of the district Rotaract representatives concerned; the custody of all funds contributed or collected for such projects shall be the responsibility of the district representatives concerned, through a committee of Rotaractors from within the districts involved, who may be appointed to assist in administering any such project and related funds;

- 5) shall be undertaken only after the district Rotaract representatives have jointly secured in advance the authorization of the general secretary, acting on behalf of the Board, to undertake the project;
 - 6) shall involve the participation by Rotaract clubs and/or individual Rotaractors on a voluntary basis, clearly presented as such; the cost of participation by a club or individual Rotaractor, if any, should be kept to a minimum, and not be implicitly or directly made an obligation in the form of a per capita tax, or assessment or otherwise;
- b) Rotaract Multidistrict Information Organizations. Districts may develop a multidistrict organization for the purpose of disseminating information and facilitating communication between Rotaract clubs in the districts concerned, provided that
- 1) there is no objection by the governors of each of the districts concerned;
 - 2) authorization is secured from the general secretary, acting on behalf of the RI Board of Directors, to develop and maintain such an organization;
 - 3) the organization complies with RI policy or is subject to termination of its status by the general secretary on behalf of the RI Board of Directors;
 - 4) each member district is represented by its district Rotaract representative. Each district Rotaract representative may appoint a proxy from his/her district organization, as needed, to carry out the activities of the multidistrict organization;
 - 5) funds needed to implement the organization's activities (i.e. production and distribution of regional club directories and newsletters, dissemination of Rotaract program information, general correspondence) shall be obtained on a voluntary basis only;
 - 6) the organization has no decision making or legislative powers, except for decisions concerning the activities of the organization, for which each member district (as represented by its district Rotaract representative) shall have one vote.
- c) Multidistrict Rotaract Meetings
- 1) Meetings of Rotaract club members from more than one district, particularly from districts in more than one country, are to be held under the guidance of the host governor and the district Rotaract committee, and in conjunction with the host district Rotaract representative. Such meetings are subject to the advance approval of the governors of the districts involved. Invitations to governors to hold multidistrict Rotaract meetings must be accompanied by:
 - a) information including the date, location, purpose, facilities, program and participants of the proposed meeting;
 - b) a copy of the anticipated meeting budget with assurance that the sponsors are in a position to and will assume complete responsibility for contractual and financial obligations inherent in the meeting;
 - c) assurance that the planning and implementation of the proposed meeting will be carried out under the direct supervision of Rotaractors and Rotarians;
 - 2) The host club or district must maintain liability insurance for multidistrict Rotaract meetings with coverage and limits appropriate for the geographic location. Evidence of such coverage must be provided to RI or the governor of any participating district upon request.
 - 3) The district Rotaract representative shall inform the RI director(s) for the zone(s).

27. Leadership Training

- a) All incoming Rotaract club officers shall be provided with Rotaract club officers leadership training at the district level, such training to include a one to two-day leadership training

seminar facilitated by the district Rotaract committee chair and the district Rotaract representative for all incoming Rotaract club officers, directors, and committee chairs to be paid for by the sponsor Rotary clubs, or where circumstances dictate, by a mutually agreed-upon financial arrangement involving the sponsor Rotary clubs, Rotary district, and the Rotaract participants.

- b) All incoming governors-elect are encouraged to provide adequate training to their incoming Rotaract club presidents and, where appropriate, include such training as part of the program of the Rotary district assembly.

28. Financing the cost of the Rotaract program:

- a) All sponsor Rotary clubs must pay a certification fee of US\$50 for new Rotaract clubs.
- b) Individual Rotaractors shall pay annual membership fees to their Rotaract club to cover the cost of club administration.
- c) Any fees, dues or assessments on the membership of any Rotaract club shall be nominal and shall be only for the purpose of covering the cost of administering the club; funds for activities and projects undertaken by Rotaract clubs shall be raised by such clubs apart from such fees, dues or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.
- d) It is the responsibility of the Rotaract club to raise the funds necessary to carry out the program of the club.
- e) Rotaract clubs should not make general solicitations for financial assistance from Rotary clubs or from other Rotaract clubs. Sponsor clubs may provide financial support when mutually agreed upon.
- f) Contributions to fund district Rotaract service projects must be voluntary and cannot be made enforceable upon the individual Rotaractor or Rotaract club.
- g) No part of the expenses of meetings of Rotaract clubs or groups of Rotaract clubs shall be paid by Rotary International, with the exception of the annual Rotaract Preconvention Meeting.
- h) Sponsor Rotary clubs shall strongly encourage and pay for the attendance of their Rotaract club officers, directors and committee chairs at all relevant and necessary district-level leadership training meetings (or, when circumstances dictate, these meetings shall be paid for through mutually agreed upon financial arrangements involving the sponsor Rotary clubs, the Rotary district and the Rotaract participants).
- i) Rotary districts shall pay for the attendance of their districts' Rotaract representatives at district-level or multidistrict leadership training meetings.
- j) Rotary clubs and Rotary district conferences inviting members or Rotaract clubs to participate in the programs of such clubs and conferences should subscribe to sufficient trip, accident and liability insurance to protect the Rotary club or district conference against any possible legal or moral obligation and liability.
- k) The district should make provisions to fund the administrative activities of the District Rotaract committee.

29. As a matter of principle, Rotaract clubs are not authorized to assume membership in or merge with other organizations regardless of the purpose of such organizations.
30. Rotaract club presidents shall submit updated membership lists to RI each year no later than 30 September and 31 March through Member Access. These lists shall include the names, e-mail addresses, and gender of each Rotaractor in the club. Rotaract clubs that do not submit updated contact lists to RI in a two-year period will be terminated.

The Board regularly reviews and amends, as necessary, the *Rotaract Statement of Policy*, *Standard Rotaract Club Constitution*, and *Standard Rotaract Club Bylaws*.

The Rotaract Statement of Policy is excerpted from Rotary Code of Policies, Article 41.020, and is subject to change by the RI Board of Directors. Please refer to the RI website for the most recent policy:

www.rotary.org/RIdocuments/en_pdf/code_ri_current.pdf

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STANDARD ROTARACT CLUB CONSTITUTION



ARTICLE I — Name

The name of this organization shall be the Rotaract Club of _____.

ARTICLE II — Purpose and Goals

The purpose of Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

Goals

The goals of Rotaract are:

1. To develop professional and leadership skills;
2. To emphasize respect for the rights of others, and to promote ethical standards and the dignity of all useful occupations;
3. To provide opportunities for young people to address the needs and concerns of the community and our world;
4. To provide opportunities for working in cooperation with sponsoring Rotary clubs;
5. To motivate young people for eventual membership in Rotary.

ARTICLE III — Sponsorship

Rotary Club Sponsorship

1. The sponsor of this Rotaract club is the Rotary Club of _____ which, through a committee of its Rotarians, the number of which shall be determined by the club, shall provide guidance and have supportive responsibility for this Rotaract club. The continued well-being of this club shall depend on the continued active personal participation of the sponsoring Rotary club.
2. The basis of organization shall be young men and women who are committed to the goals of the Rotaract program and to building a relationship with the sponsoring Rotary club. Where a university or other institution of higher education is located within the vicinity of the sponsoring Rotary club, the student body of each institution may also be a basis of organization. This club is not a part of, and neither this club nor its members have any rights or privileges with respect to, the sponsoring Rotary club.
3. This club is a non-political, non-sectarian organization.
4. In the event that the sponsoring Rotary club is terminated, the governor of the Rotary district will seek to install another sponsoring Rotary club; if one cannot be found within 180 days, the Rotaract club will be terminated.

ARTICLE IV — Membership

Membership Qualifications

1. The membership of this club shall consist of young men and women of good character and leadership potential between the ages of 18 and 30.* It is recommended, but not mandated, that there be a minimum of 15 charter members when chartering a new club.
2. The method of electing members of this club shall be determined by this club in consultation with the sponsoring Rotary club. The method of electing new members of university-based** Rotaract clubs shall have the approval of the appropriate authorities.
3. Each member of this Rotaract club shall attend at least 60% of the club's regularly scheduled meetings annually, provided that absence from a regularly scheduled meeting of the club may be

*On 30 June of the Rotaract year in which the member becomes 30 years old his/her Rotaract membership will end.

**As used in this constitution, the term "university" is intended to include all institutions of higher education.

made up as follows: any member absent from a regular meeting of this club may make up such absence by attendance at a regular meeting of any other Rotaract club or any Rotary club on any day of the two weeks immediately preceding or following the day of the absence, or attendance and participation in a club service project or a club-sponsored community event or meeting authorized by the board.

4. All Rotary Foundation scholars, who are within the age guidelines adopted by the board for the Rotaract program, shall be eligible for guest Rotaract club membership during the period of their study in another country.
5. Membership shall automatically terminate (a) upon failure to meet attendance requirements unless excused by the board of directors of this club for good and sufficient reason or (b) by termination of the club or (c) on 30 June of the Rotaract year in which the member becomes 30 years old.
6. Membership may be terminated (a) upon failure to continue to meet the qualifications for membership, or (b) for cause, as determined by this club by vote of not less than 2/3 of all the members in good standing.

ARTICLE V — Meetings

Bimonthly
Meetings

1. The club shall meet not less than twice per month, as provided in the by-laws, at a time suited to the convenience of the members.
2. The board of directors shall meet as provided in the by-laws.
3. Rotary International recommends each sponsoring Rotary club to designate one or more members of its club to attend the meeting(s) of its Rotaract club(s) at least once a month.
4. Meetings of the club and of the board of directors may be cancelled during holiday or vacation periods at the discretion of the board of directors. The board may cancel a regular meeting if it falls on a legal holiday or in case of the death of a club member, an epidemic, a disaster affecting the whole community, or an armed conflict in the community that endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.
5. Minutes of the meetings of the club and board of directors shall be provided to the chair of the sponsor Rotary club's Rotaract committee within two weeks after each meeting is held.

ARTICLE VI — Officers and Directors

Governing Body

1. The officers of this club shall be a president, vice-president, secretary, treasurer and such additional officer(s) as may be provided in the by-laws.
2. The governing body of this club shall be a board of directors composed of the president, immediate past president, vice-president, secretary, treasurer, and additional directors whose number shall be determined by this club, all to be elected from among the members in good standing. All decisions, policies, and actions of the board and of the club shall be subject to the provisions of this constitution and policy established by Rotary International and its members. If university-based, this club shall be subject to the same regulations and policies established by the appropriate authorities for all student organizations and extracurricular activities of the university.

The board of directors shall have general control over all officers and committees and may, for good cause, declare any office vacant. It shall constitute a board of appeals from the rulings of all officers and actions of all committees.
3. Elections of officers and directors shall be held annually prior to 1 March by methods compatible with local customs and procedures, but in no case shall more than simple majority of the members present and in good standing be required for elections.

The term of office of all officers and directors shall be one year. No provisions shall be made for a term of office shorter than one year except with the permission of the sponsoring Rotary club.

4. All incoming Rotaract club officers, directors, and committee chairmen shall be provided with leadership training from the district Rotaract committee.

ARTICLE VII — Activities and Projects

Objective

1. Within the limits prescribed in Section 1 of Article III, this club shall be responsible for planning, organizing, financing, and conducting its own activities and shall itself supply money, labor, and creative imagination necessary thereto, except in the case of joint projects or activities undertaken in cooperation with other organizations, such responsibility shall be shared with such other organization(s).
2. This club shall undertake among its activities at least two major service projects annually, one to serve the community and the other to promote international understanding, and each shall involve all or most of the members of the club.
3. This club shall provide for a professional development program for its members.
4. It is the responsibility of the club to raise the funds necessary to carry out its program. It shall not solicit or accept more than occasional or incidental financial assistance from the sponsoring Rotary club, nor shall it make general solicitations from Rotary clubs other than its sponsoring Rotary club or from other Rotaract clubs; nor shall it solicit financial assistance from individuals, businesses, or organizations in the community without giving something of value in return. All funds raised for service projects must be expended for that purpose.

ARTICLE VIII — Committees

Committees

1. There shall be provided in the by-laws of this club the following standing committees; club service, international service, community service, professional development, finance, and such other standing committees as may be deemed necessary or convenient for the administration of the club.
2. The president, with the approval of the board, may appoint such special committees as he/she may deem necessary, citing their duties at the time of appointment. All such special committees shall lapse upon the completion of their duties, upon discharge by the appointing president, or with the end of his/her term of office, whichever occurs first.

ARTICLE IX — Fees

Fees

1. Each sponsoring Rotary club upon organization of a new Rotaract club shall be required to pay an RI Rotaract organization fee equivalent to US\$50 with the "Rotaract Club Certification Form."
2. Any fees, dues, or assessments on the membership of the club shall be nominal and shall only be for the purpose of meeting the administrative costs of the club. Funds for activities and projects undertaken by the club shall be raised apart from such fees, dues, or assessments and shall be placed into a separate account. A thorough audit by a qualified person shall be made once each year of all the club's financial transactions.

ARTICLE X — Acceptance of Constitution and By-Laws

Constitution

Every member of the club, by acceptance of membership, thereby accepts the principles of Rotaract as expressed in its purpose and goals and agrees to comply with the constitution and by-laws of this club, and on these conditions alone is entitled to the privileges of the club. No member shall be absolved from the observance of the constitution and by-laws on the plea that a copy of them has not been received.

ARTICLE XI — Standard By-Laws

Standard By-Laws The club shall adopt the “Standard Rotaract Club By-Laws,” together with such amendments as are not inconsistent with this constitution and which may be deemed necessary or convenient for the government of the club, provided that such amendments are adopted in accordance with the amendment procedure prescribed in the “Standard Rotaract Club By-Laws.”

ARTICLE XII — Rotaract Emblem

Rotaract Emblem 1. The Rotaract emblem shall be preserved for the exclusive use and benefit of Rotaract club members. Each member of this club shall be entitled to wear or otherwise display the Rotaract emblem in a dignified and appropriate manner during the period of membership. Such entitlement shall be relinquished upon termination of membership or termination of this club.

2. When displayed by individual club members, the emblem may be used without further information. When the emblem is used to represent a club, the name of the club should appear with the emblem.

ARTICLE XIII — Duration

Duration of Club This club shall exist so long as it continues to function in accordance with the provisions of this constitution and policy relating to Rotaract established by Rotary International, or until it is terminated (a) by this club upon its own determination and action, (b) by the sponsoring Rotary club upon withdrawal of its sponsorship, after consultation with the district governor and district Rotaract representative, or (c) by Rotary International for failure to function in accordance with this constitution or for other cause.

Upon termination of this club, all rights and privileges relating to the Rotaract name and emblem shall be relinquished by the club and by its members individually and collectively. The Rotaract club shall relinquish all financial assets to the sponsoring Rotary club.

ARTICLE XIV — Administration

Amendment The constitution may be amended only by the Board of Directors of Rotary International and all amendments to the “Standard Rotaract Club Constitution” adopted by the Board of Directors of Rotary International shall automatically amend the Constitution.

STANDARD ROTARACT CLUB BY-LAWS



By-Laws of the Rotaract Club of _____.

ARTICLE I — Elections

Voting Method

1. Election for the offices of president, vice-president, secretary, treasurer, and directors shall be held annually prior to 1 March. A Rotaract club year is the same as a Rotary club year. Those elected shall take office on 1 July.
2. Nominations of officers shall be made in writing. Candidates shall be voted upon at the regular meeting following the meeting at which nominations are made. Voting shall be by secret ballot. Those candidates receiving a majority of the votes of the members present and in good standing shall be elected.
3. In addition to president, vice-president, secretary, and treasurer there shall be elected directors.

ARTICLE II — Duties of Officers

Official Duties

1. President. The president shall preside at all regular and special meetings of the club and the board of directors. He/she shall, with the approval of the board, appoint all standing and special committees and, in the event of a vacancy in the board of directors, shall, with the approval of the board, fill such vacancy by appointment until the next regular election of the club. He/she shall be an ex officio member of all committees. He/she shall maintain communication with the sponsor club and the district Rotaract representative to ensure they are continually informed of all actions taken by the club.
2. Vice-President. The vice-president shall succeed to the office of president in the event or removal of the latter for whatever cause, and, in the absence of the president, shall preside at all meetings of the club and of the board.
3. Secretary. The secretary shall maintain all club records, He/she shall keep minutes of all the meetings of the club and board of directors, and provide copies of such to the chair of the sponsor Rotary club's Rotaract committee.
4. Treasurer. The treasurer shall have custody of all club funds, maintaining all necessary records and depositing all such funds in a bank approved by the board of directors. He/she shall report on the club's financial status at each meeting of the club and shall hold all records available for inspection by any club member. All disbursements shall be by check and with the signature of two authorized officers.

ARTICLE III — Meetings

Quorum Requirement

1. Meetings of the club shall be not less than twice a month, and meetings of the board not less than once a month, at a time suited to the convenience of the membership.
2. A majority of the members in good standing shall constitute a quorum at any regular or special meeting of the club. Any four members of the board, one of whom must be the president or vice-president, shall constitute a quorum at any meeting of the board.

ARTICLE IV — Fees and Dues

Fees and Dues

1. The admission for the new members shall be ____. Annual dues shall be ____ per member.
2. All fees and dues must be paid before a member will be considered in good standing.

ARTICLE V — Committees

Committee Duties

The president, with the approval of the board of directors, shall appoint the following standing committees:

1. Club service. This committee shall be responsible for attendance, membership, programs, fellowship, public relations, and such other matters as may be deemed appropriate.
2. International service. This committee shall be charged with primary responsibility for enhancing knowledge and understanding of worldwide needs, problems, and opportunities and developing activities to give service for promoting international understanding and goodwill toward all people.
3. Community service. This committee shall have responsibility for enhancing knowledge and understanding of community needs, problems and opportunities, and for formulating and developing appropriate activities for serving the community (including the university community).
4. Professional development. This committee shall be responsible for developing a program designed to provide information about a wide cross-section of businesses and professions and to stimulate awareness and acceptance of high ethical standards in business and professional life.
5. Finance. This committee shall devise ways and means of financing any and all club activities requiring funds, in cooperation with the appropriate committee.

The international service and community service committees shall each have the duty of initiating and planning one major activity in its field each year which shall involve all or most of the club membership.

ARTICLE VI — Amendments

Amendments

1. These by-laws may be amended by majority vote of the members in good standing at any regular or special meeting of the club at which a quorum is present, provided notice of intention to call such a vote is given at least fourteen days earlier at a meeting of the club at which a quorum is present, and provided such amendment is approved by the sponsoring Rotary club.
2. Nothing in these by-laws shall contravene any provision of this club's constitution.

The Board regularly reviews and amends, as necessary, the *Rotaract Statement of Policy*, *Standard Rotaract Club Constitution*, and *Standard Rotaract Club Bylaws*.

The *Standard Rotaract Club Constitution* and *Standard Rotaract Club Bylaws* are subject to change by the RI Board of Directors. Please refer to the RI website for the most recent policy:

www.rotary.org/RIdocuments/en_pdf/661en.pdf

661-EN—(1012)

ROTARACT CLUB CERTIFICATION FORM



This form serves as the official notification to Rotary International of the organization of a new Rotaract club. To receive a Certificate of Organization from RI, new Rotaract clubs must work with their sponsor Rotary club to complete all of the following steps:

1. Fill out this form, including the name of each charter member.
2. Obtain the signatures of the district governor and sponsor Rotary club president. If there is more than one sponsor Rotary club, each Rotary club president must sign. Note: RI will not process this document if any signature is missing.
3. Make copies of the signed form and distribute it to the Rotaract club, sponsor Rotary club, district governor, district Rotaract chair, and district Rotaract representative to keep on file.
4. Submit this completed form along with the US\$50 organization fee (payable to "Rotary International" and noting the Rotaract club's name) to the RI international office serving your area (see the *Rotaract Handbook* for the payment address). If payment is by electronic funds transfer or to a fiscal agent, a copy of the payment must be attached to the document.

After receiving complete information, RI will mail the Certificate of Organization to the president of the sponsor Rotary club. If there are multiple sponsor Rotary clubs, certification materials will be sent only to the first club that is listed on the form. Please allow four weeks for processing.

Please submit all certification questions to rotaract@rotary.org.

Rotaract Club Name _____ District _____

Mailing Address of Rotaract Club _____

City _____ State/Province _____

Country _____ Postal Code _____

Phone Number _____ Email _____

Website _____

Sponsor Rotary Club(s) _____

Rotaract club's date of organization (day/month/year): ____/____/____
(date will be listed on Certificate of Organization) DD MM YYYY

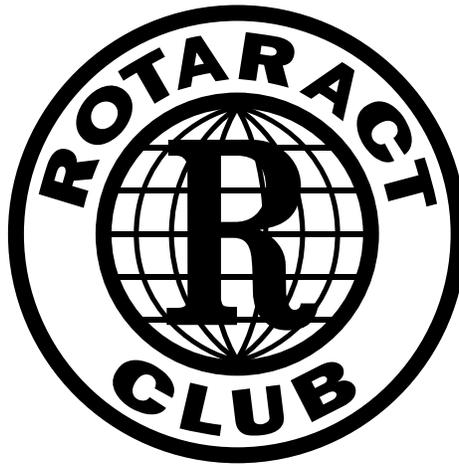
Type of club (check one): University-based Community-based

The RI Board recommends, but does not mandate, a minimum of 15 charter members.
All members must be between the ages of 18 and 30.

ROTARACT EMBLEM USAGE GUIDELINES



The Rotaract emblem is a trademark owned by Rotary International. Clubs and districts are welcome to use it with proper identifiers, subject to the guidelines for the Rotary Marks set forth by the RI Board of Directors. Work with your sponsor Rotary club to ensure that you follow these guidelines. Also, see the [RI Visual Identity Guide](#) for more information about the proper uses of the Rotary Marks. Download the Rotaract emblem (available in various formats) at www.rotary.org/graphics.



ROTARACT MERCHANDISE



If your club wants to order merchandise such as pins, banners, hats, clothing, or other items featuring the Rotaract emblem, you must use vendors licensed by Rotary International. Licensed vendors are listed in the *Worldwide Rotaract Directory*, *RI Official Directory*, and online at www.rotary.org/graphics. If you discover an unlicensed individual or firm selling emblem merchandise, contact the international office for your area or RI's Licensing Section at rlicensing@rotary.org.

ROTARACT CLUB WEBSITE GUIDELINES



Rotaract clubs are encouraged to set up websites or blogs to stay connected with their sponsor Rotary clubs, other Rotaract clubs, and their community. Consider including links to the websites of your club's sponsor Rotary club and RI. University-based clubs should also link to their school.

Choose a domain name

To use a domain name that includes the words Rotaract or Rotary, you must include the name of your Rotaract club or sponsor Rotary club.

For example:

www.anytownrotaractclub.org

www.rotaryclubofanytowndistrict0000.org

www.anytownrotaractors.org

Use Rotaract and Rotary emblems

Brand your website by including the Rotaract and Rotary emblems. Check with your sponsor Rotary club to ensure you're following the proper guidelines for the Rotary Marks. Rotary International accepts no responsibility for the content of any non-RI website.

OFFICES OF THE RI SECRETARIAT

World Headquarters

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698
USA
Tel: 847-866-3000
Fax: 847-328-8554, -8281
Website: www.rotary.org

Brazil International Office

Rotary International
Rua Tagipuru 209
01156-000 São Paulo, SP
Brazil
Tel: 55-11-3826-2966
Fax: 55-11-3667-6575
Website: www.rotaryint.com.br

Europe and Africa International Office

Rotary International
Witikonstrasse 15
CH-8032 Zurich
Switzerland
Tel: 41-44-387-71-11
Fax: 41-44-422-50-41

Japan International Office

Rotary International
NS3 Bldg. 1F
2-51-3 Akabane
Kita-ku, Tokyo
Japan 115-0045
Tel: 81-3-3903-3161
Fax: 81-3-3903-3781

Korea International Office

Rotary International
Rm. 705, Miwon Bldg.
43 Yoido-dong, Yongsungpo-gu
Seoul 150-733
Korea
Tel: 82-2-783-3077, -3078
Fax: 82-2-783-3079

South Asia International Office

Rotary International
Thapar House
2nd Floor, Central Wing
124 Janpath
New Delhi, 110 001
India
Tel: 91-11-4225-0101
Fax: 91-11-4225-0191

Southern South America International Office

Rotary International
Florida 1, Piso 2
1005 Buenos Aires, CF
Argentina
Tel: 54-11-5032-0096, -0097, -0098
Fax: 54-11-5032-0099

South Pacific and Philippines International Office

Rotary International
Level 2
60 Phillip St.
Parramatta, NSW
Australia 2150
Tel: 61-2-8894-9800
Fax: 61-2-8894-9899

RI in Great Britain and Ireland

Rotary International
Kinwarton Road, Alcester
Warwickshire
England B49 6PB
Tel: 44-1789-765-411
Fax: 44-1789-765-570
Email: secretary@ribi.org

This information was accurate at the time of printing. For the most up-to-date contact information, consult the *RI Official Directory* or the *Worldwide Rotaract Directory*.



ROTARY INTERNATIONAL®

Rotary International
One Rotary Center
1560 Sherman Avenue
Evanston, IL 60201-3698 USA
www.rotary.org