

ROTARY CLUB of CATARAQUI-KINGSTON

Chartered 11 May, 1985 - District 7040

WELCOME TO ROTARY!

An Orientation Guide and Information
for New and Prospective Members
and a Support Document for Mentors

Club Meetings

Our club, the Rotary Club of Cataraqui-Kingston, meets Tuesday mornings from 7:15 a.m. to 8:30 a.m. at The Spire, located at 82 Sydenham Street, Kingston. Currently, our meetings are in person and on Zoom in a hybrid format. Doors open at 7:00 a.m. and a buffet breakfast is available.

INTRODUCTION

Welcome to Rotary and thank you for your interest in becoming a member of our Rotary Club of Cataraqui-Kingston!

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

<https://vimeo.com/342831924>

There are six Rotary Clubs in Kingston, including two Rotaract Clubs, each with a unique character, but all united under the Rotary Motto, **"SERVICE ABOVE SELF."**

In this club Orientation Guide, we hope to familiarize you with the global Rotary Ideals and Focus Areas, the Organizational Structure, and the Avenues of Service in our Club.

As you are reading through this guide, keep in mind:

- What aspects are most appealing to you?
- What are your areas of interest?
- What committees interest you?
- Where do you feel you could most contribute?

If membership in Rotary interests you, one of our members would be pleased to discuss this document with you, answer any questions you may have, and help you decide if our Club is the best fit for you. Simply contact us at *info@ckrotary.ca*

OUTLINE OF CONTENTS

Section I – ABOUT ROTARY

1. Basic Information
2. Rotary’s Seven Areas of Focus
3. Five Areas of Service

Section II – MEMBERSHIP

1. Membership Categories
2. Member Benefits
3. Member Responsibilities

Section III – CLUB STRUCTURE

1. Board of Directors
2. Standing Committees

Section IV – PATH to MEMBERSHIP

Appendix A - New Member “Get to Know You” Talk

Appendix B - Opportunities for Hands-On Participation

Appendix C - Links and Resources

Section I – ABOUT ROTARY

1. Basic Information

- World’s largest and oldest international service club dedicated to friendship, fellowship, and service to others.
- Founded in 1905 by Chicago attorney Paul Harris. Meetings "rotated" among offices of members.
- 1.4 million members internationally, over 46,000 clubs in more than 220 countries.
- In partnership with the UN since 1945. Rotary leads the Global Polio Eradication initiative, backed by the UN, WHO, and CDC in the Polio Plus campaign.
- The International Rotary LOGO: The Flywheel with Keyway – Represents “Civilization and Movement.”



- Our MOTTO: "SERVICE ABOVE SELF," embodies the philosophy of unselfish volunteer services and the humanitarian spirit.
- Our MISSION: To provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders.
- Our VISION STATEMENT: Together, we see a world where people unite and take action to create lasting change — across the globe, in our communities, and in ourselves.

- Rotary's ETHICAL GUIDELINE

THE FOUR-WAY TEST

of the things we think, say or do

first

Is it the TRUTH?

second

Is it FAIR to all concerned?

third

**Will it build GOOD WILL
and BETTER FRIENDSHIPS?**

fourth

**Will it be BENEFICIAL to
all concerned?**

- Rotary is non-religious, non-political, and **all inclusive**. We strive for **diversity** and **equity** for all Rotary participants.

WE WELCOME -

All ages
All sizes
All races
All abilities
All religions
All ethnicities
All nationalities
All sexual orientations
All immigration statuses
All socio-economic backgrounds
All gender expressions & identities



2. Rotary's Seven Areas of Focus (ref: <https://rotary.org/en>)

- Water, Sanitation, and Hygiene (WASH)
- Disease Prevention and Treatment
- Maternal and Child Health
- Basic Education and Literacy
- Peace Building and Conflict Resolution
- Growing Local Economies (Providing sustainable solutions to poverty)
- Protecting the Environment (Newest Area of Focus!)

3. Five Avenues of Service

All Rotary clubs center their structure and their activities on the "Five Avenues of Service." These Five Avenues of Service are Rotary's philosophical cornerstone and the foundation on which club activity is based.

- A. Club Service** — works to build and strengthen fellowship of members. Having fun brings a balance to the serious work and contributes to building long lasting relationships.
- B. Vocational Service** — encourages members to volunteer their professional skills, to serve others with integrity while demonstrating high ethical standards.
- C. International Service** — addresses humanitarian needs around the world, promotes world understanding and peace, sponsors projects in other countries, and works with international partners to support projects in their communities.
- D. Community Service** — addresses local needs through projects and activities to improve community life.

E. New Generations (Youth Service) — works with youths and young adults as they develop into the next generation of leaders, visionaries, and peacemakers. RYLA (the Rotary Youth Leadership Awards) is a training program for young people, ages 14 to 30, that emphasizes leadership and citizenship. Rotaract is an official Rotary Club for youth, ages 18 to 30, while an Interact Rotary Club focuses on service for youths aged 12 to 18.

Section II – MEMBERSHIP

1. Categories of Membership

- A. Active
- B. Corporate
- C. Friend of Rotary

Friend of Rotary is an introductory – ONE YEAR ONLY – category of membership. It is non-renewable and intended for individuals who wish to explore and experience what is involved in becoming an active member before making an ongoing commitment as an Active Member. All the privileges and responsibilities of active membership will apply to a Friend of Rotary.

- D. Honorary

Honorary Members are elected by the Board for meritorious service that embodies Rotary ideals or for permanent support of Rotary's cause. Honorary members are exempt from paying admission fees and dues, may not vote, and may not hold any office in the club. Such members are entitled to attend all meetings, wear the RI emblem, badge, or other RI insignia, and enjoy all the other privileges of the club.

2. Member Benefits (Active and Friend of Rotary)

- Opportunity for **service**
- Opportunity for **fellowship**
- Opportunity for business **networking** with people representing a variety of vocations ("not intended for personal profit or special privileges")
- Promoting and modelling **high ethics** in business and professional practice
- Opportunities for **leadership and personal development**
Having fun with people who share your commitment to service!

3. **Member Responsibilities** (Active and Friend of Rotary)

Being a member of Rotary, and the Cataraqui-Kingston Rotary Club specifically, brings with it certain responsibilities and expectations. One of the most important expectations is that we apply **The Four-Way Test** in all the things we think, say, and do. Other expectations of a member in C-K Rotary are as follows:

3.1 **Contribute to Meetings and Special Events**

- Members are encouraged to attend regularly at weekly meetings
- Participate in Club social activities, events, and celebrations
- Participate in District and Rotary International groups, conferences, and other events such as District Training Assemblies

3.2 **Participate in Service Activities**

- Join committees to organize our service
- Complete and maintain a CPIC and Vulnerable Sector Screening (VSS) as a volunteer who may work with youth or others in a vulnerable sector (Annual requirement)
- Participate in hands-on events and projects

3.3 **Promote Rotary**

- Encourage participation and help to create an inviting atmosphere for family and friends
- Seek to invite potential Rotarians
- Help with communication about club work
- Help to build service partnerships

3.4 **Be Active in Fundraising to Support our Projects and Humanitarian Objectives**

- Participate in **Bingo** fundraising (requires a brief training session)

- Participate in our annual **Community Auction**, of key importance to our club - raises approximately \$45k, 100% reinvestment into projects; invite participation of donors and sponsors, encourage people to **Bid to Give**; be a bidder yourself!
- Participate in sales of Rotary **Cash Calendars** - 50% of sales returned to the Club.

3.5 Financial Commitment

- Annual membership dues that cover Rotary International dues, District dues, Insurance, Rotary magazine and Club dues
- Weekly breakfast cost, if in person
- Monthly venue cost (for all Active Members)
- Happy/Sad bucks
- Fines and 50/50 draw
- Monthly social dinner, if attending
- Occasional dinner/event/BBQ
- Yearly expenditure between \$1,200 and \$1,400 for the above

Members are also invited and encouraged to

- contribute to The Rotary Foundation(TRF) — *“Every Rotarian Every Year” (EREY)*
- consider making a voluntary contribution to other Rotary programs such as Polio Plus or associated organizations (e.g., ShelterBox)
- attend District Training Assemblies, District Conferences, International Convention (any fees, if applicable, accommodation, etc.; all self-funded)

Section III – CLUB STRUCTURE

1. Board Of Directors (Elected)

- President
- President Elect
- Past President
- Treasurer
- Club Secretary
- Recording Secretary
- Director - Club Service Projects Chair
- Director - Membership Chair
- Director - Foundation Chair
- Director(s) at Large

2. C-K Rotary Standing Committees

2.1 Club Administration

- Organizes weekly programs, speakers, duties
- Rotates duties among all members: breakfast setup/takedown and orders, meeting room setup, speaker introduction and thanks, room take-down, registration desk, fines master plus Happy/Sad Bucks, 50/50 draw
- Weekly Club Bulletin
- Fellowship opportunities: social events, themes, fun

2.2 Membership

- Recruitment & Retention
- Induction
- Member care
- Orientation program
- On-going mentoring program

2.3 Foundation

- Promotes The Rotary Foundation (TRF) fundraising programs
- Annual Programs Fund — EREY: \$25 per member, per year
- Paul Harris Society \$1000, Major Donor \$10k (all in USD)
- Permanent Fund benefactor, Bequest Society
- Polio Plus campaign
- Paul Harris Fellowship
- Ambassadorial and Peace Scholarship
- Relationship with Bill and Melinda Gates Foundation in the “End Polio Now” campaign

2.4 Club Service Projects

This is the largest committee - encompasses 4 sub-committees:

- Community Service Committee
 - Vetts Community Service Project Grant proposals
 - Awards grants for community service projects
 - Develops relationships with the agencies we serve
 - Plans and leads the club in hands-on local service activities
- Regional and National Service Committee
 - Recent focus has been primarily on the needs of First Nations communities beyond the Kingston area - and as far as Saskatchewan - with an emphasis on projects that address food insecurity, language revitalization, and job training opportunities.
- International Service Committee
 - Focuses on marginalized people in the developing world, often partnering with a number of other Rotary Clubs from around the world.
 - Rotary Friendship Exchange, an international program for Rotary members and friends that allows participants to take turns hosting one another in their homes and clubs.

Participants may travel as individuals, couples, families, or groups, and may be Rotary members or not.

2.5 **New Generations (Youth Service)**

- EarlyAct and Interact
- Rotaract
- Youth Exchange - Short and Longterm - Outbound and Inbound
- RYLA - Rotary Youth Leadership Awards
- Adventures Program: in History, Citizenship, Technology, Environment, and Understanding

2.6 **FUNDRAISING**

Fundraising is the responsibility of all Club members, so is not a Committee, *per se*. Currently, we are involved in three fundraising ventures:

- Annual Rotary Community Auction, our largest fundraiser
- BINGO duty
- Cash Calendars

ALL funds raised through these activities go directly into our projects and are never used to fund any social events or operating expenses of our Club. Funds that are raised in one Rotary year (July 1 to June 30) are distributed in the following Rotary year.

Section IV – PATH to MEMBERSHIP

1. Initial Connection

- Any individual who demonstrates an interest in Rotary is welcome to explore membership through attendance on multiple occasions for familiarity, interest, and fit, and is then encouraged to explore all club options and make the best choice for self.

2. Application Process

- Complete Part A of the membership application and submit to Membership Committee for processing
- Initiate CPIC and VSS (if not already current)

3. From Acceptance to Orientation

- Board accepts and supports the application
- Orientation commences with signing of Part B of the membership application
- Application published in The Bulletin for two-weeks (objections in writing 7 days in line with Four-Way Test, opportunity for clarification)
- Board accepts and supports the application
- Proof of CPIC & VSS provided
- Induction Ceremony: short reading; presentation of pin, certificate; welcome handshake; invoice for balance of year's dues
- Registration with Club (through Club Runner) and with Rotary International (RI)
- Orientation
 - On-going mentoring/follow up by sponsor and mentor
 - Receipt of emails from Club, District, Rotary International
 - New Member "Get to Know You" Talk, typically about 2 months after Induction (See Appendix A)

Appendix A:

Suggestions for Preparing Your “Get to Know You” Talk

- from Rotary District 5050

New member talks are an important way for a new member (or a long-term member) to introduce themselves and to promote fellowship among members. New members should give their “Get to Know You” talks shortly after joining. Other club members may give a new talk whenever they change occupations and/or at least every three years. These talks may include handouts (brochures, business cards, etc.) and audio-visual presentations.

Note: The purpose of this informal presentation is to help other Rotarians get to know you. Blow your own whistle! Speak your mind! This is the time to drop the modesty and brag about yourself, your business, and your family!

The following are suggested topics for your presentation.

- Personal Information
 - Where were you born and raised?
 - Schools, sports, degrees?
 - Where do you live? How long?
 - Family - Spouse, kids, grandkids, significant other?

- Professional history
 - First job?
 - Military/other service? What did you do and where?
 - Early occupations/different jobs? Be honest!
 - Current profession? How long? Specialties?

- What do I do for fun?
 - Hobbies? Theatre? Cycling? Running? Skiing? Wine tasting?

- What are my additional skills?
 - Musical instrument? Singer?
 - Additional languages? Mechanic?
 - Martial arts? Artist? Picking locks?
 - What is the best thing that people don't know about me?
 - What do I want (my dreams) for the future?
 - What are your questions about me?

Appendix B:

Opportunities for Hands-On Participation in the Community

In many of the projects that are funded through our Grants or Club support, there are opportunities for our Club members to contribute hands-on participation. For example,

Pathways to Education FAR Project:

Our flagship project is our own *FAR (Facilitator of Alumni Relations)* Project – a 3-year project designed to assist disadvantaged youth in Kingston in their transition from high school to post secondary pursuits. Opportunities exist for mentoring and assisting in after school programs.

<https://ckrotary.org/Stories/farther-on-pathways-to-education>

Tipi Moza Christmas Gift Bags

Since 2019, a number of our Club members have shopped, wrapped, and packaged an array of gifts for the children of Tipi Moza, an organization that provides affordable housing for Aboriginal, Métis, and Inuit families in Kingston. The final day of assembling the bags has become a fellowship event where the volunteers get together and share a lunch midway through the day!

<https://ckrotary.org/Stories/smiles-and-stuffies-tipi-moza-and-more!>

The Greenhouse and Teaching Kitchen Project

This project was officially launched in October of 2022. Our Club had a major role in the development of this project and through funds provided by our Community Service Project Grants and other Club funds. We are anticipating many opportunities for hands-on assistance in the gardens and Greenhouse, especially as the summer holidays approach.

<https://www.frontenacnews.ca/south-frontenac-news/item/15626-new-greenhouse-is-tip-of-the-iceberg-at-lougourh-ps>

Little Forests Kingston

In 2021, C-K Rotary formed a strategic partnership with Little Forests Kingston, an organization that is committed to increasing climate resilience in the Kingston area by planting a number of “little forests.” Our Club has agreed to assume the role of Forest Stewards, and within this domain, there will be several levels of

hands-on engagement from planting seedlings, teaching volunteers, and organizational tasks.

<https://ckrotary.org/Stories/more-trees-please!-a-community-based-response-to-climate-crisis>

From time to time our Club also takes part in hands-on projects in the community that are not Rotary based. As opportunities arise, both Rotary Members and Friends of Rotary are provided with details of upcoming events and invited to participate. For example:

Food Sharing Project:

Boxes of food are packed at the new Community Food Redistribution Warehouse (CFRW) and delivered to families in Kingston. The packing and distribution are carried out every other week and the teams usually works for 2 hours. There is opportunity to pack food boxes or drive/deliver for this cause.

Lunch by George:

This is a free meal program that runs at St. George's Cathedral. Annually in mid-December, we have helped to serve the special Christmas dinner served mid-day.

<https://ckrotary.org/Stories/lunch-by-george-2021>

Habitat for Humanity:

Occasionally we arrange a club day of work at a house build.

Robinson Family Garden:

In July, August, and September Rotarians gather at the garden early in the morning and spend 2 hours either weeding, planting, or harvesting. The harvested food goes to the Food Sharing Project to be distributed to Kingston families.

Appendix C: Links and Resources

ROTARY

www.rotary.org

Rotary Club of Cataraqui-Kingston

www.ckrotary.org

Rotary Community Auction

www.ckrotaryauction.org

Rotary in Kingston

www.rotaryinkingston.cool

Documents

1. Rotary Basics

<https://my-cms.rotary.org/en/document/rotary-basics>

2. Introducing New Members to Rotary - An Orientation Guide

<https://my-cms.rotary.org/en/document/introducing-new-members-rotary-orientation-guide>