



# The Rotary Club of Bangor Handbook



## 1. PERIODICAL CLUB MEETINGS

### **1.1 Weekly Meetings**

The regular weekly meeting of the Club shall be held at 1.00pm Wednesday except on the last Wednesday September-June inclusive when at 6.00pm

### **1.2 Council and Business Meetings**

Monthly Club meetings are customarily held just after the Council Meeting that is usually held on the first Monday of each month, to focus on current Club affairs.

### **1.3 Extraordinary General Meeting**

May be convened by the Council at any time, and shall be convened by the Hon. Secretary on written request signed by at least 10 per cent of the members, with a minimum of five.

### **1.4 Annual General Meeting (AGM)**

Shall be held wherever possible between 1<sup>st</sup> April and 31<sup>st</sup> May inclusive, and prior to the District Assembly, with a similar Agenda as shown below.

*1.1.1 Approval of Minutes of the previous Annual General Meeting*

*1.1.2 Hon. Secretary and Convenors Reports for the current Rotary Year*

*1.1.3 Hon. Treasurer's report and proposed budget for next Rotary Year*

*1.1.4 Determine the Membership Fee for next Rotary Year*

*1.1.5 Election of Council Members and Committee Convenors for next Rotary Year*

*1.1.6 Elect Representatives of the Club to the District Council*

*1.1.7 Election of two Honorary Auditors*

*1.1.8 Election and confirmation of Honorary Member(s)*

(Existing Honorary Member(s) should be confirmed every year)

### **1.5 Club Assembly**

The event is usually held towards the end of May, after the District Assembly and before 1 July, where the incoming President and the new Committee Convenors outline their plans and determine the objectives for the next Rotary Year.

Due to the importance of this meeting, a Representative of District Governor is usually present to report back to the District Governor on the health of the Club.

## 1.6 Special General Meetings

There are two Special General meetings in any Rotary Year with a similar Agenda as shown below:

- a) One meeting should be held between 1<sup>st</sup> July and 15<sup>th</sup> November;  
Nominating members of the District Council for the ensuing year.
  - 1.3.1 Proposing for submission to the District Council for selection as District Governor a Rotarian from the District
  - .
  - b) Another meeting should be held before 1<sup>st</sup> January;
    - 1.3.2 Approving the Annual Accounts for the year ended 30<sup>th</sup> June
    - 1.3.3 Electing by ballot the President for the next year but one\*
    - 1.3.4 Electing the Vice-Presidents, Secretary and Treasurer for next Rotary Year
    - 1.3.5 Electing one Voting Delegate, and substitute, to attend the ensuing Annual Conference of the Association, and one additional delegate, and substitute, for every 25 or major fraction thereof of its active members
    - 1.3.6 Selecting candidates for the offices of President and Hon. Treasurer of the Association for nomination at the annual conference of the Association.

\*The Rotarian elected will on 1<sup>st</sup> July following this meeting become "President-Elect"

## 2 ATTENDANCE

Regular attendance at weekly meetings promotes fellowship and encourages participation in Rotary activities.

Members should visit the Rotary International in Great Britain and Ireland website ([www.RIBI.org](http://www.RIBI.org)) and familiarise themselves with the regulations regarding attendance as set out in the Standard RIBI Club Constitution and By-laws, in particular the following :-

Club Constitution, Article 9,	Page 35/37
Club Constitution, Article 12, Section 4	Page 38/39
Club By-law 9	Page 50

### 3. WEEKLY SPEAKERS

The Programme Convenor will normally attempt to provide at least two speakers per month. Normally there will be no speaker on the day of a business meeting. All members are encouraged to advise the Convenor if they have any knowledge of worthwhile speakers. Whilst there is a limit on the time available to a speaker ( maximum 15 minutes) for a lunch time meeting this time constraint does not apply to evening meetings and as such those speakers who it is felt need more than the 15 minutes will be invited to speak at an evening meeting. The speakers usually give their address following the meal and any urgent info which any convenor or the secretary wishes to convey to the membership. Usually standard proceedings have the following format.

#### **3.1 Introduction of the Speaker**

The speaker is normally welcomed by the President along with other guests at the commencement of the meeting but a more detailed introduction will be given by the President, prior to the speaker being invited to give his presentation. However if the President feels that a member is better qualified to make the introduction then the member may be invited by the President to do so

#### **3.2 Questions and Answers**

At the end of the presentation, usually followed by applause, if time permits and the speaker has indicated that they are prepared to take questions then the President will invite questions from the members. Due to time constraints these are usually kept to 2 or 3 questions.

#### **3.3 Vote of Thanks**

The Vote of Thanks is given by the President, followed by applause.

#### **3.4 Presentation of Memento**

Traditionally the President presents a small memento (currently a wallet containing some postcards of Bangor which were commissioned by the Club and depicting a Rotary message)

#### 4. VISITORS

Visitors are generally welcomed on their arrival by one of the Rotarians on door duty (these are detailed on the Meet and Greet rota normally circulated at the start of the Rotary year) and escorted to the bar where they can be introduced as appropriate. If it is a visiting District official and the President / Vice President / Secretary is not yet in attendance then the Rotarian escorting the guest may invite the visitor to have a drink whilst waiting. (The cost of this may be claimed from the Treasurer). The Secretary, or he may wish to delegate the responsibility due to other business, should ensure that all visitors are recorded in the Visitors Book. Following the meal the Secretary will be invited by the President to read out the names of any visitors and they will then be formally welcomed by the President. Visiting Rotarians may wish to say a few words and hand over their club banner. In such cases the President should reciprocate by handing over a Bangor banner in return. Normal etiquette is that the speaker is introduced first followed by visitors and finally visiting Rotarians.

#### **4.1 Visiting Rotarians**

##### *4.1.1 Attendance Make-up Card*

The Membership Convenor should ensure that an Attendance Make Up Card is completed, signed by the Secretary and given to any visiting Rotarians.

#### **4.2 Visitors and Guests**

##### *4.2.1 Rotary Welcome Card*

Similarly any visitor should be given a Rotary Welcome Card, also signed by the Secretary

##### *4.2.2 Bangor Golf Club – visitor's book*

Rotarians and guests attending Rotary Meetings and Rotary functions are not required to sign the visitor's book

## 5. FUNCTIONS OF HOUSE AND RECEPTION COMMITTEE

### **5.1 Golf Club Entrance Door**

#### *5.1.1 Rotarians in Attendance*

At least two of the Rotarians on the "Meet & Greet" rota should be present at the door early to welcome Rotarians and Visitors. If unable to do so he or she should arrange a substitute.

#### *5.1.2 Looking after the Speaker and VIP*

See Article 4

.Five minutes before the start of a Meeting an Executive Officer should accompany any VIPs to their prearranged seats next to the President whilst the Programme Convenor, or someone deputised, should do the same for the Speaker

#### *5.1.3 Golf Club Captains*

Rotarians on the "Meet & Greet" rota should be aware of the identity of the Golf Club captains.

#### *5.1.4 Car Park Exit Code.*

One of the Rotarians on the "Meet & Greet" rota should ensure that the Club Secretary is made aware of the Exit Code so that all present can be advised.

### **5.2 Setting up the Meeting room**

#### *5.2.1 Gathering the required items*

It is the responsibility of those Rotarians on the "Meet & Greet" rota to gather the required items from the Mens' Changing Room lockers, using the key in possession of one of their designated members, and set up the Meeting Room as detailed below.

#### *5.2.2 Organise tables and seating*

#### *5.2.3 Set up President Table*

Place the reading desk, gavel and silver bell as appropriate

#### *5.2.4 Display the large vertical banner (s)*

Place one of the big vertical banners in a visible and appropriate place (two banners for special meeting only)

#### *5.2.5 Display Rotary Club bannerettes*

Only if requested by the President

#### *5.2.6 Distribution of literature*

Organise distribution of Rotary magazines, Speaker pamphlets and other literature

#### *5.2.7 Test equipment*

Ensure microphones, monitors and other equipment are functioning

### **5.3 Meal money**

#### **5.3.1 Collection**

Those Rotarians on the "Meet & Greet" rota are responsible for the collection of meal money (current amount may be changed)

Collect £8.00 from each member and visitors (except Speaker and VIPs)

#### **5.3.2 Payment to Caterers and Gratuities**

Pay the caterers £6.50 for each person present and give £10.00 to waiters as Gratuities

#### **5.3.3 Balance of Money.**

The remaining money should be handed over to the Hon. Treasurer together with a small note summarising above operations

#### **5.3.4 Fines by Sergeant-at-Arms**

Should be collected by a Rotarian and given to the Hon. Treasurer

### **5.4 After the Closure of Meeting**

#### **5.4.1 Literature left on tables and in the room**

Rotarians on the "Meet & Greet" rota are responsible for the collection of all remaining magazines and literature left on tables and in the room

#### **5.4.2 Return of items to store**

All items used should be returned to the appropriate lockers in Men's Changing Room

#### **5.4.3 Lockers keys**

At the end of last meeting of the month the holder of the keys should pass them to a Rotarian on the next month's "Meet & Greet" rota.

### **5.5 Meals.**

The House Convenor will liaise with the Golf Club caterers on all matters concerning meals and will arrange through the club web editor for the menu to be displayed on the club website on a monthly basis.

### **5.6 President's Day**

The House Convenor will arrange for a bouquet of flowers to be presented to the President's partner by the most recently inducted Rotarian.

## 6. ORGANISATIONS ASSOCIATED WITH ROTARY

### **6.1 Interact**

Interact is a club for young mixed gender people between the ages of 14 and 18 and is not necessarily confined to a single school.

### **6.2 Rotaract**

Rotaract is a club for young mixed gender people between the ages of 18 and 30. A Rotaract club may only be founded under the sponsorship of a Rotary Club.

### **6.3 Inner Wheel**

Inner Wheel is a club initially founded for the wives and widows of Rotarians. Over recent years the membership has become more open and currently a female relative of a current member or a Rotarian is eligible for membership. It is an international organisation and is closely linked to the Rotary Club.

### **6.4 Probus**

Probus is a mixed or single gender club for those from PROfessional, BUSiness and executive backgrounds and are generally retired. It is primarily run for fellowship without demands or obligations and a Rotarian may also be a member of a Probus Club. Probus Clubs may only be founded under the sponsorship of a Rotary Club.



## 7. SOME PROGRAMMES OF ROTARY INTERNATIONAL

### **7.1 Rotary Youth Leadership Awards (RYLA)**

Is a Rotary training program for young people of ages 14-30. The age in some Districts could be 14-18 or 19-30. The program should emphasize leadership, citizenship, and personal growth

### **7.2 Youth Exchange**

Is a Rotary program that provides a young student to spend up to a year with host families and attending school in a different country. Exchange countries culture, familiarise with a different language, while ideally making good friends in the process. More than 80 countries and over 8,000 students each year are in the program.

### **7.3 Ambassadorial Scholarship –**

**This scholarship ends in 2013 and will be replaced by a new structure**

The purpose of the current Ambassadorial Scholarship program is to further international understanding and friendly relations among people of different countries and geographical areas. The program sponsors academic year scholarships for undergraduate and graduate students as well as for qualified professionals pursuing vocational studies. While abroad, scholars serve as goodwill ambassadors to the host country and give presentations about their homeland to Rotary Clubs. Since its foundation in 1947 by The Rotary Foundation, more than 40,000 men and women from about 100 nations have studied abroad under its auspices. Today it is one of the world's largest privately funded international scholarships programs.

### **7.4 Group Study Exchange (GSE)**

It is a unique cultural and vocational exchange opportunity for businesspeople and professionals between the ages of 25 and 40 who are in the early stages of their careers. For four to six weeks, team members experience the host country's culture and institutions, observe how their vocations are practised abroad, develop personal and professional relationships, and exchange ideas.

For each team member, the Foundation provides the most economical round-trip airline tickets. Rotarians in the host area provide for meals, lodging, and group travel within the district.

## 8. MISCELLANEA

### **8.1 Introducing a new member**

#### *8.1.1 Procedure and suggestions*

If you have a prospective member in mind and wish to nominate him/her, it is advisable to bring the person as a guest for a few times to allow them to get a feel for the Club and to allow Club members to meet him or her. You are advised NOT to inform the proposed nominee about your intentions.

### **8.2 Proper Use of the Rotary Emblem**

The essential information is referred to in the booklet Welcome To Rotary, and described in detail in Appendix 1.

## 9. ROTARY CLUB OF BANGOR ONGOING LONG TERM TASKS

### **9.1 Maintain/Increase Membership**

### **9.2 Make our meetings more relaxed and enjoyable**

### **9.3 Raise the Club's profile in the Community**

### **9.4 Increase presence in local media**

### **9.5 Have a yearly major Project aiming at the Community**

### **9.6 Support Rotary Foundation**

### **9.7 'Revamp' participation of members in Club Service projects**

### **9.8 Enhance the public image of Rotary International**

### **9.9 Reinstate in members the pride and prestige of being a Rotarian**

## **10 Structure and Management of the Rotary Club of Bangor**

### **Club Executive:**

President, President-Elect, Vice-President, Immediate Past-President, Hon. Secretary, Hon. Assistant Secretary and Hon. Treasurer.

### **Elected Council Members**

Four persons who will be Co-ordinators of Administration, Service Projects, Fun and Fellowship, Fundraising

### **Club Committees**

**ADMINISTRATION** This Committee will focus on the responsibilities of the Hon. Secretary and Hon. Treasurer and on the following aspects – Directory, House and Reception, Membership, Programme, Attendance, Almoner, Club Promotion

**SERVICE PROJECTS** Projects to be undertaken by the Committee will relate to :-  
International and Foundation Service  
Community and Vocational commitments – Kid’s Out, Croft Bowling, an event with RNLI Youth Leadership  
School Development with Shelterbox  
Christmas Projects

### **FUNDRAISING**

The traditional Breakfast, Car Ballot, Monthly Club Ballot, and a Concert

### **FUN AND FELLOWSHIP**

The customary Christmas Dinner and President’s Night also a wide range of social events, including ‘away’ functions.

### **Special Duties**

There are other important responsibilities which do not fit into the Committee system –

Inner Wheel Liaison	Sergeant at Arms
Protection Officer	Health and Safety
Auditors	Archivist
Webmaster	Mentoring
Golfing Society	

The Rotary Foundation is **Rotary's own charity**. Its mission is to support the efforts of Rotarians in the fulfilment of the Objects of Rotary, Rotary's mission and the achievement of world understanding and peace through local, national and international humanitarian, educational and cultural programmes.

It is entirely dependent upon voluntary contributions most of which are provided by Rotarians either as personal contributions or as a result of fund raising activities.

Some of its programmes include:

**Ambassadorial Scholarships.** Is the largest non-governmental and most international scholarship program in the world. Scholars study in a country other than their own where they serve as unofficial ambassadors of goodwill. This scholarship ends in 2013 and will be replaced by a new structure.

**District Simplified Grants.** Support the short-term service activities or humanitarian endeavours of district in communities locally or internationally.

**Group Study Exchange (GSE).** These annual awards are made of paired rotary districts to provide travel expenses for a team of non-Rotarians from a variety of vocations.

**Health, Hunger and Humanitarian (3-H) Grants.** Fund large-scale, one-to three-year projects that enhance health, help alleviate hunger, or improve human development.

**Individual Grants.** Support the travel of individual Rotarians, spouse of Rotarians, Rotaractors, and qualified Alumni who are planning or implementing service projects.

**Matching Grants.** Provide matching funds for international service projects of Rotary clubs and districts.

**PolioPlus.** Rotarians have mobilized by the hundreds of thousands to ensure that children are immunised against the crippling disease and that surveillance is strong despite the poor infrastructure, extreme poverty and civil strife of many countries.

Rotary PolioPlus program is the biggest international non-governmental initiative which followed the World Health Organization's program launched in 1988.

**PolioPlus Partner.** A program that allows Rotarians to participate in the polio eradication effort by contributing to specific social mobilization and surveillance activities in polio-endemic countries.

**3-H Planning Grants.** Subsidize the advance planning activities of Rotary clubs and districts designed 3-H projects of a significant size and impact.

**Rotary Grant for University Teachers.** Awarded to faculty members to teach in a developing nation for three to ten months.

**Rotary World Peace Fellows.** Each year up to 70 fellows at the master's degree level are sponsored to study at one of the six Rotary centres for International Studies in peace and conflict resolution.



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### THE CLASSIFICATION PRINCIPLE

Membership in Rotary is, as far as is practicable, based on classification principle, which helps ensure a cross representation of the business and professions within the community. Classification describes the distinct and recognized business or professional service that the Rotarian renders to society.

The classification principle is a necessary concept in ensuring that each Rotary club represents a cross-section of the business and professional service of the community. In other words, a Rotary club, encompassing several business and professional individuals, virtually knows the most vulnerable sectors and individuals of the community.

Classification is determined by activities or service to society rather than the position held by a particular individual. For example, a member who is a director of a bank is classified not as a “bank director” but under the classification of “banking” or assimilated categories.

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### Some Facts to Remember

#### **What is Rotary**

An organisation 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.

Membership of a Club is by invitation only, at the discretion of its members.

#### **Rotary is a Service organisation, nor a Charity**

Rotary Foundation is the only fund raising Charity aiming to collect funds in order to support International Service projects.

#### **Responsibilities of Rotarians**

Members are expected to attend weekly meetings of the Club, and are required to pay annual dues to their Club, which are for the Club, their District and Rotary International

#### **Statistics as at June 2010**

34,103 Rotary Clubs of which 27,468 have female members

1,227,563 Rotarians, including 199,633 women

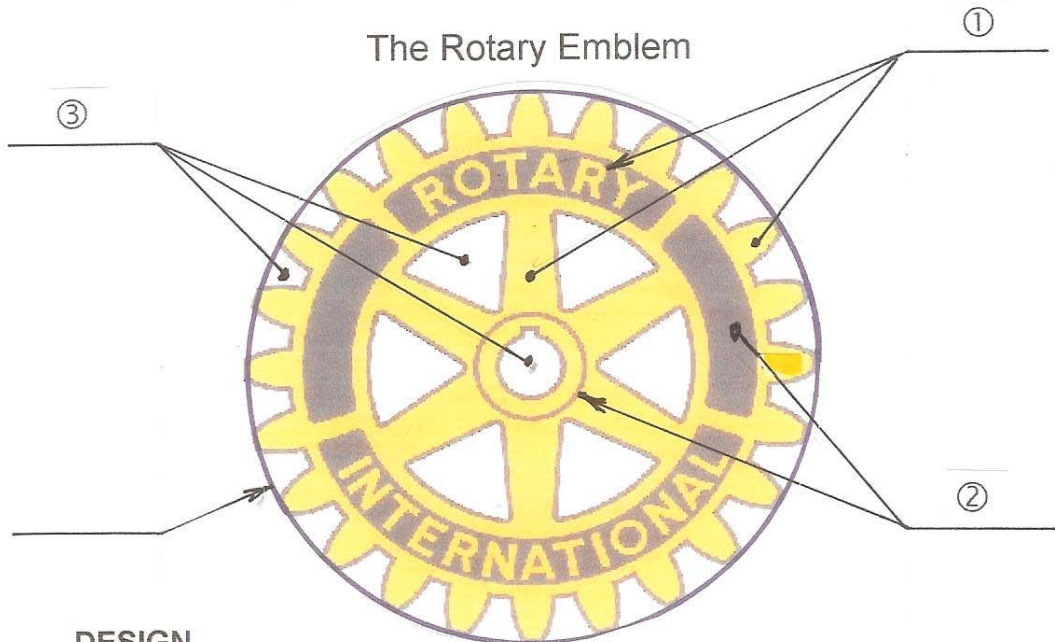
531 District Governors, including 72 women

5 Rotary Clubs with more than 500 members and 45 with more than 300



## ROTARY CLUB OF BANGOR

Guidelines for a correct presentation of The Rotary Emblem  
By Rtn. Luigi Rossetti Issue: May 2009



### DESIGN

A gearwheel of 6 spokes or arms, 24 teeth or cogs, and a keyway

### Dimension

Varies according the purpose but in the following proportions:

Overall diameter = 61 units, shaft diameter = 7 units, centre to base = 26 units, teeth/cogs at base and height =  $4 \frac{1}{4}$  units, height of letters = 4 units

### Colours

It may be reproduced in any one colour\*. If reproduced in more than one colour, it should be of Royal Blue and Gold (or metallic Yellow).

① Gold should be used for the entire wheel including the words "Rotary" and "International".

② Royal Blue should be used for the four depressed space in the rim and, in one-dimensional reproductions, for the circle demarcating the hub.

③ The shaft opening, keyway, and areas between the arms/spokes should be left blank.

\*The official Pantone colours are PMS Blue #286 and PMS Yellow #129 or PMS Metallic Gold #871

### Background

④ When the full-colour Rotary emblem appears on a light-coloured or white background, the wheel should have a royal blue outline around the outer perimeter to allow for more clarity. If the background is a dark colour, the blue outline should be removed.

In one-colour reproduction of the emblem the outline should always be present.

(Extracts from "Rotary Manual procedures, Rotary Marks")