

# Member Handbook

**Rotary**  
Coeur d'Alene  
*PEOPLE of ACTION*



# ROTARY CLUB OF COEUR D’ALENE MEMBER HANDBOOK

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## OUR ROTARY

Rotary International is a network of 1.2 million leaders, problem-solvers, friends, and neighbors organized into 35,000+ clubs worldwide. The Rotary Club of Coeur d'Alene was chartered as club #1802 in 1921 and CDA Rotarians have been making lives better for people in northern Idaho and around the globe ever since.

Solving real problems takes commitment and vision. For more than 110 years, Rotarians have used their passion, energy, and intelligence to take action on sustainable projects that improve lives. From literacy and peace to water and health, Rotary's people of action are always working to better our world.

### The Objective of Rotary

Rotary seeks to encourage and foster the ideal of service as a basis of worthy enterprise and, in particular, to encourage and foster:

- The development of acquaintances as an opportunity for service;
- High ethical standards in business and professions, the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;
- The application of the ideal of service in each Rotarian's personal, business, and community life;
- And the advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Through Rotary, members meet other people they might never have encountered otherwise, and these associations often lead to lasting friendships and social and business collaborations. Rotarians can also learn new things and gain new insights through exposure to people of different backgrounds, interesting speakers, and innovative programs.

## OUR COMMITMENTS

### Our Values

Consistent with the Rotary International core values of integrity, diversity, service, leadership, and fellowship, the members of the Rotary Club of Coeur d'Alene stand for these values:

- **Servant Leadership:** Inspiring and supporting positive change.
- **Fellowship:** Building durable relationships.
- **Integrity:** Living according to The Four-Way Test.
- **Diversity:** Embracing many viewpoints in pursuit of our mission.
- **Inclusivity:** Enabling participation for every member.
- **Agility:** Finding the best pathways to pursue our mission.

### Our Mission

As Rotarians, we provide service to others, promote integrity, and advance world understanding, goodwill, and peace through our fellowship of business, professional, and community leaders. With this Rotary International purpose in mind, the members of the Rotary Club of Coeur d'Alene embrace this mission:

**Guided by service above self, goodwill, and friendship, we inspire and create positive change at home and around the world.**

## **Our Vision**

As Rotary members, we are motivated by the Rotary International vision: “Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves.” In accordance with this global vision, the members of the Rotary Club of Coeur d’Alene are committed to fulfilling our Club’s own vision for 2020-2025:

**We will be the most respected, generous, and attractive service club in the greater Coeur d’Alene area. We will fulfill our mission by growing our impact, extending our reach, and increasing our agility.**

## **The Four-Way Test**

The Four-Way Test is an ethical guide to honoring commitments, both personal and professional. As members of an organization that is attempting every day to raise the standard of conduct between human beings, we take this guidance seriously.

### **OF THE THINGS WE THINK, SAY, OR DO:**

1. **Is it the TRUTH?**
2. **Is it FAIR to all concerned?**
3. **Will it build GOODWILL and BETTER FRIENDSHIPS?**
4. **Will it be BENEFICIAL to all concerned?**

## **Member Responsibilities**

- Attend Rotary Club of Coeur d’Alene meetings on a regular basis.

Credit for attendance is given when a member attends a Rotary CDA make-up meeting, committee meeting, or other function, or another Rotary club’s meeting or Rotary District committee meeting, assembly, or conference.

If a member’s attendance falls below 50% for three consecutive months, the member will be asked about participation.

- Become acquainted with other Rotary CDA members.
- Participate in Rotary projects.
- Participate in Rotary CDA committee activities.
- Actively seek and recruit potential new members.
- Pay Club dues, assessments, and meal charges in a timely manner.
- Pay nominal “fines” during Club meetings when recognized for various reasons.
- Follow these Rotary Code of Conduct guidelines:
  - EXEMPLIFY the core value of integrity in all behavior and activities.
  - USE vocational experience and talents to serve in Rotary.

- CONDUCT personal, business, and professional affairs ethically, encouraging and fostering high ethical standards as an example to others.
- BE FAIR in all dealings with others and treat them with the respect due to them as fellow human beings.
- PROMOTE recognition and respect for all occupations that are useful to society.
- OFFER vocational talents to provide opportunities for young people, work for the relief of the special needs of others, and improve the quality of life in my community.
- HONOR the trust that Rotary and fellow Rotarians provide and do not do anything that would bring disfavor or reflect adversely on them.
- REFUSE TO SEEK from a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

## Rotary Mottos

These mottos, which can be traced back to the early days of the organization, succinctly but profoundly convey the Rotary philosophy of unselfish volunteer service.

- *Service Above Self*
- *One Profits Most Who Serves Best*

## OUR IMPACT

### Our Avenues of Service

These five categories are the foundations for Rotary club activity:

- **Club Service:** Making clubs strong.
- **Vocational Service:** Contributing based on personal expertise.
- **Community Service:** Improving lives locally.
- **International Service:** Partnering worldwide to solve problems.
- **Youth Service:** Developing and encouraging young leaders.

In addition to general service in these areas, you can serve on one or more of the Rotary CDA committees that focus on individual areas. To join a committee, contact the committee chair, your sponsor, or your mentor. (Note that you may be pre-assigned to a committee.) If you are interested in serving on the Rotary Club of Coeur d'Alene Board, contact one of the current Board members, your sponsor, or your mentor.

### Rotary CDA Committees

#### *Club Service*

- **Coeur d'Irish Committee:** Plans and facilitates the annual Rotary Coeur d'Irish fundraiser.
- **Fellowship/Sunshine Committee:** Provides connection and support for our members, especially during times of loss, and offers encouragement in times of celebration.
- **Invocation Committee:** Ensures that Club meetings begin meaningfully.

- **Marketing/Public Relations Committee:** Works to increase the public’s awareness of Rotary CDA’s purpose and contributions to the community, by utilizing social media, printed materials, and other media.
- **Membership Committee:** Creates and maintains educational and engagement programs for recruiting, mentoring, and retaining members.
  - **Membership Subcommittee – Attendance:** Helps members understand the attendance requirements and studies the causes of poor attendance and suggests improvements to the Board. Encourages members to attend Rotary district conferences, meetings of nearby and international Rotary clubs, and make-up meetings. Conducts exit interviews with members who are leaving the club.
  - **Membership Subcommittee – Greeting:** Fosters a friendly atmosphere for members and guests at our Club meetings. Encourages new members to participate as greeting assistants so they can meet as many of their fellow members as possible.
- **Program Committee:** Ensures that programs at Club meetings are worthy, interesting, educational, and timely.
- **Rose Sale Committee:** Plans and facilitates the annual Rose Sale fundraiser.
- **Sergeant at Arms Committee:** At Club meetings, ensures that needed logistics are available, creates a jovial atmosphere, generates revenue by levying “fines”, and maintains order.
- **Set-Up Committee:** Ensures that the facility is prepared in advance for Club meetings.
- **Social Committee:** Plans and organizes events to bring our Club together in social settings and coordinates our Club’s participation in Fifth Friday events in which area Rotary Clubs come together socially.

### ***Community Service***

- **Local Community Service Committee:** Provides volunteer opportunities for CDA Rotarians to collaborate with other local organizations and individuals. Examples include highway clean-up and civic improvement. Also recommends awards for local community-grant applicants.

### ***Vocational Service***

- **Scholarships Committee:** Recommends awards for annual scholarship applicants at North Idaho College, the University of Idaho, Lewis-Clark State College, Lake City High School, and Coeur d’Alene High School.

### ***International Service***

- **International Service Committee:** Explores international service projects that promote Rotary’s values and mission across the globe and supports them with grants.
- **Rotary International Foundation Committee:** Educates Club members about the services, goals, and accomplishments of the Rotary International Foundation and encourages them to contribute to it. Members who contribute have the opportunity to become Paul Harris Fellows.
- **Youth Exchange Committee:** Identifies local students as candidates for the Rotary International exchange program and encourages them to participate. Also coordinates logistics for incoming exchange students.

## **Youth Service**

- **Youth Guest Awards Committee:** Introduces Rotary members to students from Coeur d'Alene Public Schools, North Idaho College, the University of Idaho, and Lewis-Clark State College who have achieved academic excellence, overcome life obstacles, and enhanced mutual understanding among members of the local community.
- **Youth Grants Committee:** Explores youth projects that will enhance our local community and supports them through grants.
- **Interact Club Committee:** Sponsors, supports, and guides our local Interact Club of young people ages 12-18.

## **Our Areas of Focus**

To maximize impact, Rotary focuses on the following causes. Projects that concentrate on these areas may be eligible for funding from The Rotary International Foundation or the Coeur d'Alene Rotary Foundation.

- Promoting peace
- Fighting disease
- Providing clean water, sanitation, and hygiene
- Saving mothers and children
- Supporting education
- Growing local economies
- Protecting the environment

For more than a century, Rotarians worldwide have contributed enormous amounts of time, talent, and treasure to make the world a better place. For example, one of Rotary's current efforts, the Polio Plus program, has almost eradicated polio from the globe.

Since it was chartered, our Rotary Club of Coeur d'Alene has pledged more than \$250,000 to support a variety of projects like these:

- Meals on Wheels
- Rotary Harbor House Project
- Rotary Bandshell in City Park
- Heritage Health Mobile Clinic
- The Boys & Girls Club of Kootenai County
- Construction of the Heroes Plaza at Cherry Hill
- Scholarships for our local young people
- Construction of the Kroc Community Center
- Construction of the North Idaho College Health and Sciences Building
- Backpack Program that provides weekend meals for hungry children in our local community
- A variety of local arts programs

- Disaster Aid USA
- Guatemala Literacy Project
- International Surgical Mission
- A variety of other international service projects



## APPENDICES

### How New Members Can Get Started

If you are a new member of the Rotary Club of Coeur d'Alene, welcome!

Because we want you to feel at home and start participating in Club activities and projects as quickly as possible, we are providing the following information and guidelines to help you get started. Engaged and equipped members make us better as a Club and more effective as a service organization.

The member who sponsored you for membership will help you learn about the Club, Rotary International, and opportunities for service. In addition, the Membership Committee will connect you with a mentor, based on your interests. Although your sponsor and mentor will introduce you to Club officers, committee chairs, and other members, we encourage you to introduce yourself proactively whenever you get the chance. Two great ways to do so are to serve as often as possible as a Greeter (see the Greeting Subcommittee description elsewhere in this handbook) and to sit with different members at every luncheon.

#### **Checklist for New Members**

<b>MILESTONE</b>	<b>DATE COMPLETED</b>
Note the date of your acceptance as a member.	
<b>Within three months:</b>	
Be introduced by your sponsor at a Club luncheon meeting and receive your name badge. (The ribbon attached to your badge helps other members recognize you as a new member.) Serve with your sponsor as an Exit Greeter at the end of the meeting.	
Log into DACdb (District and Club Database) and update your profile photo and other information. (You should have received a DACdb login information by email soon after you were accepted for Club membership. If you did not, contact Rebecca Eyman, rebecca@cwelp.com.)	
Be a Greeter at two or more Club luncheon meetings. (For more information, contact Kathy Reagan-Larson, klarson@cdaresort.com.)	
<b>Within six months:</b>	
Attend a New Member Orientation Meeting. (For more information, contact Barry McHugh, mchughbarry@gmail.com.)	
Attend a meeting of two or more committees and join at least one of them. (For more information, see the committee descriptions elsewhere in this handbook.)	
Attend a meeting at another Rotary Club.	
<b>Within one year:</b>	
Try to attend either the Rotary District Assembly or District Conference.	

## How Sponsors Can Help New Members Get Started

If you are the sponsor of a new member, thank you for everything you have already done to help that person join our Club!

As the new member starts to participate in Club activities, you can continue to help him or her learn about our Club, Rotary International, and opportunities for service. You can also introduce him or her to Club officers, committee chairs, and other members.

### **Checklist for Sponsors of New Members**

<b>MILESTONE</b>	<b>DATE COMPLETED</b>
Note the date when the person you are sponsoring is accepted as a member.	
Coordinate with the Club President to introduce the new member you are sponsoring at a Club luncheon meeting and provide a brief biography. Serve with the new member as an Exit Greeter at the end of the meeting.	
Accompany the new member to the New Member Orientation Reception.	
Help the new member learn about the Club, Rotary International, and opportunities for service, and introduce him or her to Club officers, committee chairs, and other members.	
Help the new member complete the new-member milestones.	
Celebrate with the new member you are sponsoring when he or she achieves the new-member milestones.	

## Choose Committees You Want to Learn More About

To submit the form, give it to your sponsor, the Club Secretary, or any other Club officer.

<b>YOUR NAME</b>
<b>EMAIL</b>
<b>PHONE</b>

<b>COMMITTEE NAME</b>	<b>AVENUE OF SERVICE</b>	<b>"X" IF YES</b>
Coeur d'Irish	Club	
Fellowship/Sunshine	Club	
Invocation	Club	
Marketing/Public Relations	Club	
Membership	Club	
Membership Subcommittee – Attendance	Club	
Membership Subcommittee – Greeting	Club	
Program	Club	
Rose Sale	Club	
Sergeant at Arms	Club	
Set-Up	Club	
Social	Club	
Local Community Service	Community	
Scholarships	Vocational	
International Service	International	
Rotary International Foundation	International	
Youth Exchange	International	
Youth Guest Awards	Youth	
Youth Grants	Youth	
Interact Club	Youth	

Technology	Club	
Veterans	Community	

## Member Dues and Fees

<b>DUES AND FEES (BILLED QUARTERLY)</b>	<b>QUARTERLY</b>	<b>YEARLY</b>
Rotary International Dues	\$17.25	\$69.00
Rotary International Insurance Fee	\$2.60	\$10.40
Rotary District 5080 Dues	\$12.00	\$48.00
Rotary Club of Coeur d'Alene Dues	\$18.50	\$74.00
Luncheon Fee (13 lunches @ \$18.29 per lunch, levied whether you attend or not)	\$237.77	\$951.08
<i>Rotarian Magazine Subscription Fee</i>	\$3.00	\$12.00
Rose Sale Fee, if you sell 10 dozen (if you sell fewer, notice the adjusted totals below)	–	\$0.00
Christmas Charitable Fee (levied in December)	–	\$20.00
Total	\$291.12	\$1,184.48
<i>Total, adjusted if you sell 5 dozen roses (adds \$110.00)</i>	–	\$1,294.48
<i>Total, adjusted if you sell 0 dozen roses (adds \$220.00)</i>	–	\$1,404.48

<b>ONE-TIME JOINING FEES</b>	<b>ONE TIME</b>
Club Fee	\$45.00
Donation to the Rotary International Foundation (earns Paul Harris Fellow points)	\$100.00
Total	\$145.00

This schedule does not include any additional fees you may incur – for example, luncheon fees for your guests. Any such fees will be billed in the quarter in which they were incurred.

This schedule was updated in September 2022.



TOGETHER, WE

# CONNECT

Rotary  PEOPLE OF ACTION