
Glossary of Key Rotary Terms

acting governor. Person appointed by the RI president to fill a vacancy in the office of district governor until a new governor has been elected by the RI Convention or RI Board. An acting governor also may be appointed to fill a temporary vacancy during a time when the governor is unable to fulfill the responsibilities of the office.

active member. Person elected to club membership under a classification of business, profession, or type of community service and who has all the obligations, responsibilities, and privileges of membership as provided in the RI Constitution and Bylaws.

admission fee (prospective club). Fee paid to RI by a prospective club seeking admission to membership in RI. The fee is set by the RI Board.

admission fee (prospective Rotarian). Fee paid to a club by an applicant for membership in the club. The fee varies according to the amount specified by each club in its bylaws.

alternate (delegate). A club member entitled to vote at the convention in case the delegate is absent. See also **delegate**.

Annual Programs Fund. Primary source of unrestricted financial support for the programs of The Rotary Foundation. Its mission is to support the efforts of RI in achieving world understanding and peace through local, national, and international humanitarian, educational, and cultural programs.

areas of focus. The six priority world needs to which The Rotary Foundation directs its financial and volunteer resources to have a sustainable and measurable impact. The areas of focus are 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.

assembly, club. Meeting of all club members, including the club's officers, directors, and committee chairs, held to confer on the club's program and activities.

assembly, district. Annual training meeting, preferably conducted in March, April, or May, of club presidents-elect and incoming club leaders. Its purpose is to prepare incoming club leaders for their year in office and build their leadership team, and to give the district governor-elect and incoming assistant governors and district committees the opportunity to motivate club leadership teams and build their working relationship.

Assembly, International. Annual training meeting attended by general officers, governors-elect, and others designated by the RI Board. It provides Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect as well as an opportunity to discuss and plan how to implement Rotary's programs and activities in the upcoming year.

assistant governor. Rotarian appointed by the district governor, in accordance with RI Board policy, to assist the governor with administrative work associated with club operations for designated clubs within an assigned geographic area.

associate foundation. An organization established according to Rotary Foundation Trustees criteria and guidelines and approved by the Trustees to operate as an associate foundation. Their primary purpose is to provide tax benefits to Rotarians in the countries where these foundations have been established.

attendance report. Record of attendance at a club meeting. The RI Bylaws require each club to submit an attendance report to the district governor each month.

Avenues of Service. Rotary's philosophical cornerstone and the foundation for club activity. They are based on the Object of Rotary: Club Service, Vocational Service, Community Service, International Service, and New Generations Service. See also **Club Service; Community Service; International Service; New Generations Service; Object of Rotary; Vocational Service.**

board of directors, club. Governing body of a Rotary club, constituted according to club bylaws.

Board of Directors, RI. Governing body of Rotary International, constituted according to the RI Bylaws.

Bylaws, Recommended Rotary Club. Provisions for governing a Rotary club. Recommended bylaws are provided by the RI Board, but clubs may change club bylaws to meet individual club conditions so long as any changes are in harmony with the constitutional documents.

Bylaws, RI. Provisions for governing RI that are consistent with the RI Constitution; can only be amended at a Council on Legislation.

Certificate of Nomination of Governor. Document, signed by the governor, certifying the nomination of the Rotarian chosen by the district's clubs for the office of governor.

charter member. A founding member of a Rotary club, elected to membership before the club is admitted to membership in RI.

classification. A separate and distinct business or professional service rendered to the community. Each club determines the classifications that exist in its community, and each active club member is assigned a classification, which correlates to the member's principal and recognized business or professional activity or that of the member's firm, company, or institution.

classification roster. Complete list of classifications in a club's community, showing which the club has filled and which remain unfilled.

Club Leadership Plan. The recommended administrative structure for Rotary clubs, based on the best practices of effective clubs, designed to help clubs increase their ability to meet their goals in each Avenue of Service. Clubs are not required to adopt the plan.

club locality. Description of the area in which a club provides service. A club may be organized in the same locality as one or more existing clubs.

Club Service. Rotary's first Avenue of Service. Involves all of the necessary actions Rotarians perform to make their club function successfully.

Code of Policies, Rotary. Document containing all of the general and permanent policies of the RI Board of Directors. The code is updated after each Board meeting and Council on Legislation and supplements the RI constitutional documents.

Code of Policies, The Rotary Foundation. Document containing all of the general and permanent policies of The Rotary Foundation Trustees.

committee, RI ad hoc. Committee established by the RI Board that continues in existence until its tasks are completed.

committee, RI Board. Committee of select RI Board members established by the RI president to make recommendations on a specific topic to the full Board.

committee, RI special. Committee established by the RI Board that continues in existence until the end of the Rotary year in which it is appointed.

committee, RI standing. Committee mandated by section 16.010. of the RI Bylaws.

Community Service. Rotary's third Avenue of Service; activities that Rotarians undertake to improve the quality of life in their community.

Constitution, RI. Provisions governing RI, which can only be amended by a Council on Legislation.

Constitution, Standard Rotary Club. Governing provisions that must be adopted by each club. These provisions are consistent with the RI Constitution and the RI Bylaws and can only be amended by a Council on Legislation.

constitutional documents. Collectively, the RI Constitution, RI Bylaws, and Standard Rotary Club Constitution.

Convention, RI. Annual international meeting open to all Rotarians and their guests. Its primary purpose is to inspire and inform Rotarians at an international level. Club delegates from around the world elect RI officers for the coming year, including the president and RI Board.

Council on Legislation. RI's legislative body, as provided for in article 10 of the RI Constitution and articles 7 and 8 of the RI Bylaws. Its voting membership is composed of a representative of the clubs of each district. It meets every third year to deliberate and act upon proposed enactments and resolutions submitted by clubs, district conferences, the RIBI General Council or Conference, the Council on Legislation, and the RI Board. Its actions in adopting legislation are subject to review by all clubs. See also **enactment; resolution**.

Council on Legislation representative. Past RI officer (or other Rotarian, if approved by the president) elected to represent the clubs of a district at the Council on Legislation. Representatives are voting members of the Council.

credentials certificate. Document completed by the governor certifying the election of a district's representative and alternate for the Council on Legislation. The certificate must be presented for credentialing at the Council.

DDF. See **District Designated Fund.**

delegate. Representative of a Rotary club at the RI Convention.

delegate at large. Current RI officer or past RI president entitled to vote at the RI Convention.

district. Geographic grouping of clubs for RI administrative purposes.

district conference. Meeting held annually in each district to further the program of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to club and district affairs. It is open to all Rotarians in the district and their families.

district conference report. Mandatory report of any action taken by the conference, the number of clubs represented, and other matters; submitted to RI by the governor and the district conference secretary.

District Designated Fund (DDF). The 50 percent of a district's contributions to The Rotary Foundation, plus any adjustments, available for its use for programs during any given year.

district dues. Mandatory per capita fees paid by each club in a district that chooses to establish a district fund. The per capita amount must be approved at either the district assembly or district conference each year. Clubs that fail to pay their district dues for more than six months may be suspended.

district financial statement. A financial statement from the previous Rotary year discussed and adopted at the district conference in order to ensure financial accountability to the clubs by the district.

district fund. A source of financial support for district-sponsored projects and administrative functions, generated in part by **district dues.**

district governor. Officer of RI in the district, functioning under the general control and supervision of the Board. The governor directly supervises all clubs in the district and providing leadership and ensuring continuity.

District Leadership Plan. The organizational structure for all districts. Components include defined responsibilities and duties for assistant governors and district committees, as well as defined limits to terms of service and number of terms.

dues and fees. The admission fee and annual dues that every active member pays to the club. Amounts are determined by the club.

Each Rotarian: Reach One, Keep One. Rotary's membership slogan, which may be used in Rotary literature and elsewhere.

e-club. See **Rotary e-club.**

effective club. A club that can (1) sustain or increase its membership base, (2) implement successful service projects that address the needs of its community and communities in other countries, (3) support The Rotary Foundation through program participation and financial contributions, and (4) develop leaders capable of serving Rotary beyond the club level.

electors. The duly accredited delegates, proxy holders, and delegates at large that constitute the voting body of the RI Convention. See also **delegate**.

emblem, Rotary. Symbol of Rotary International, consisting of a gearwheel with six spokes, 24 cogs, and a keyway. Colored royal blue and gold, it is worn with pride by Rotarians as a lapel button.

enactment. An item of legislation adopted by the Council on Legislation that amends the RI Constitution, RI Bylaws, or Standard Rotary Club Constitution. See also **resolution**.

extension, external. Work of extending Rotary by organizing clubs in localities where there are no Rotary clubs. This work is carried on in districts by the governors with the cooperation of the Secretariat. In non-Rotary areas, this work is only conducted by the Extension Committee under the guidance of the RI Board.

extension, internal. Increasing the number of members in the club so as to include representatives of all classifications for which suitable persons are available within the locality of the club.

family of Rotary, the. The spouses, widows/widowers, children, grandchildren, and other relatives of Rotarians, as well as Rotary Foundation alumni, Group Study Exchange members, Rotary Youth Exchange students, Rotaractors, Interactors, RYLA participants, Inner Wheel and other spouse groups, and Global Networking Groups.

Fellowships, Rotary. See **Global Networking Groups**.

fiscal agent. Rotarian volunteer who receives and deposits payments made by clubs in the agent's country and disburses the funds as authorized by the RI controller. Fiscal agents are listed in the *Official Directory*.

founder of Rotary. Paul P. Harris, who organized the first Rotary club in Chicago in 1905.

Four-Way Test, The. Statement of business and professional ethics that centers on four questions: Is it the truth? Is it fair to all concerned? Will it build goodwill and better friendships? and Will it be beneficial to all concerned? Created in 1932 by Rotarian Herbert J. Taylor and adopted by Rotary International in 1943.

functioning Rotary club. Club that has paid its per capita dues to RI; meets regularly; ensures that its members subscribe to a Rotary World Magazine Press publication, as appropriate; implements service projects; receives the visit of the governor, assistant governor, or RI officer; maintains appropriate general liability insurance; acts in a manner consistent with RI Constitution, RI Bylaws, and the Rotary Code of Policies; pays its RI membership and district dues without outside assistance; provides accurate membership lists to RI on time; resolves club disputes amicably; maintains cooperative relations with the district; and

cooperates with RI by not initiating or maintaining litigation against RI, TRF, the associate foundations, and the international offices of the RI Secretariat.

Future Vision pilot. Three-year test of the Future Vision Plan, beginning 1 July 2010, for 100 districts that compose a representative group in terms of location, size, and level of involvement with the Foundation. Based on the evaluation of the pilot, the Future Vision Plan will be modified as needed before full rollout to all Rotary clubs and districts.

Future Vision Plan. New grant-making model for The Rotary Foundation. The plan updates the Foundation's mission and creates a more effective and efficient way to help Rotarians develop diverse projects with greater impact and sustainable outcomes.

General Council, RIBI. Governing body of RI in Great Britain and Ireland consisting of the officers of RIBI (president, immediate past president, vice president, honorary treasurer, and secretary) and the governors of the districts in Great Britain and Ireland. The RI director from Great Britain and Ireland is a member of the General Council *ex officio*.

general secretary. The chief operating officer of RI under the direction and control of the RI Board. The general secretary is responsible to the RI Board and the president for the implementation of its policies and for the operations and administration, including the financial operation, of RI. This individual is also the general secretary of The Rotary Foundation.

GETS. See **governors-elect training seminar**.

Global Networking Groups. Groups of individual Rotarians and others from different countries united through shared interests either as Rotary Fellowships (geared to vocational and recreational interests) or Rotarian Action Groups (geared to service activities). Designed to foster international fellowship, friendship, and service. Open to all Rotarians, spouses of Rotarians, and Rotaractors.

good standing. As used in the RI constitutional documents, this phrase applies to a member of a Rotary club or to the membership of a Rotary club in RI and means that the Rotarian or club continues to fulfill all membership requirements in the club or RI.

governor. See **district governor**.

Governor-nominee Data Form. A biographical data form completed by the candidate selected by the district for the office of district governor. It contains personal information about the successful candidate and his or her spouse, and serves as a preliminary registration form for the International Assembly.

governors-elect training seminar (GETS). A zone-level training seminar for governors-elect held in conjunction with Rotary institutes.

governor's monthly letter. Communication issued every month by the governor to the president and secretary of each club in the district containing items of special interest and importance, including the monthly Membership Attendance Report.

honorary member. A person elected to membership in a Rotary club for either serving with distinction in the furtherance of Rotary ideals or being considered a friend of Rotary for his or her permanent support. An honorary member does not pay fees or dues, has no vote, and may not hold office, but may attend all meetings and enjoy the privileges of the club. The club board determines the term of honorary membership.

Institute, International. Meeting attended by current, past, and incoming district governors; usually held in conjunction with the RI Convention. Timely topics related to the program of Rotary and administration of RI are informally discussed.

institute, Rotary. Instructional, motivational, and fellowship meeting for past, current, and incoming governors and other RI officers from the districts that comprise a zone or zones. A Rotary institute is intended to provide participants with up-to-date information about Rotary's programs and ideas for improving and strengthening the Rotary movement.

Interact. Rotary club-sponsored clubs for young people dedicated to service and international understanding. Membership is open to students ages 12-18.

intercountry committee (ICC). Group of Rotarians, Rotary clubs, or districts, formed by or with the approval of governors concerned, to encourage contacts between clubs and Rotarians in two or more countries, thus developing understanding between and promoting fellowship among the peoples of different nations.

International Assembly. See **Assembly, International.**

international office, RI. An office of the Secretariat other than RI World Headquarters. Each international office serves the Rotary clubs and district in its assigned area:

Brazil Office. In São Paulo; serves Brazil.

Europe/Africa Office. In Zurich, Switzerland; serves Europe, Africa, and the Eastern Mediterranean region.

Japan Office. In Tokyo; serves Japan.

Korea Office. In Seoul; serves Korea.

South Asia Office. In Delhi, India; serves Bangladesh, India, Nepal, Pakistan, and Sri Lanka.

Southern South America Office. In Buenos Aires, Argentina; serves Argentina, Bolivia, Chile, Paraguay, and Uruguay.

South Pacific and Philippines Office. In Parramatta, Australia; serves Australia, New Zealand, the Philippines, and the Pacific Islands.

International Service. Rotary's fourth Avenue of Service, encompassing the many programs and activities that Rotarians undertake to advance international understanding, goodwill, and peace. Many International Service projects are designed to meet humanitarian needs in the developing world and can also foster acquaintance with people of other countries and cultures.

licensed vendor. See **official licensee, RI.**

make-up. Attendance at the meeting of another Rotary club or certain other functions as provided in article 9 of the Standard Rotary Club Constitution, to protect membership and receive attendance credit when a meeting of the Rotarian's own club is missed. See also **visiting Rotarian report card.**

Manual of Procedure. Publication created to help club and district leaders understand Rotary and the policies and procedures most relevant to their services; issued every three years after each Council on Legislation. Also contains the RI constitutional documents.

Member Access. Members-only area of www.rotary.org where Rotarians can contribute to The Rotary Foundation, manage their RI e-mail subscriptions, register for meetings, and access member benefits. Club and district officers have access to additional records and reports.

Membership Attendance Report (club). Summary of monthly membership attendance prepared by club secretary. The secretary sends a copy of this report to the governor.

Membership Attendance Report (district). Summary of the monthly attendance reports received from the clubs in the district. This information may be published in the governor's monthly letter.

membership card. A uniform pocket-size membership identification card, recommended by RI for use by all clubs and available from RI official licensees.

Membership Data Form. RI form that the club secretary uses to report new members, terminations of membership, and changes in addresses and classifications to the general secretary. See also **Member Access.**

membership development. Multistep process to encourage membership growth, consisting of three core elements: the recruitment of new members, the retention of existing members, and the organization of new clubs (extension).

Memo of Club Visit. Form completed by an assistant governor or governor during a club visit to help assess a club's progress toward goals and determine ways to tailor support for a club. It also serves as an annual record of a club's progress, helps identify nonfunctioning clubs, and is used by the district and RI.

memorial to the Board. Petition to the RI Board for action on a specific matter.

merger of clubs. Request made to the RI Board by two or more clubs within the same district seeking to merge into a single club.

months, Rotary. Special designations by the RI Board to emphasize the involvement of every Rotarian, not just clubs, in Rotary activities: Membership and Extension (August), New Generations (September), Vocational Service (October), The Rotary Foundation (November), Family (December), Rotary Awareness (January), World Understanding (February), Literacy (March), Magazine (April), and Rotary Fellowships (June).

multidistrict administrative group. A group established under Board approval whenever two or more districts wish to provide joint administrative services to their clubs.

New Generations Service. Rotary's fifth Avenue of Service, which recognizes the positive change implemented by youth and young adults through leadership development activities, involvement in community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

non-Rotary countries and geographical areas. Location that has not been formally opened by the RI Board for extension. Rotarians, clubs, and districts shall not engage in any extension activities unless directed to do so by the RI Board.

Object of Rotary. Succinct statement of Rotary's purpose and the responsibilities of club members. The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise as set forth in article 4 of both the RI Constitution and the Standard Rotary Club Constitution.

officers, club. The president, immediate past president, president-elect, one or more vice presidents, director(s), secretary, treasurer, and sergeant-at-arms of a Rotary club.

officers, RI. The president, president-elect, vice president, treasurer, other directors, general secretary, and governors of Rotary International; and the president, immediate past president, vice president, and honorary treasurer of Rotary International in Great Britain and Ireland.

officers, RI general. The president, president-elect, vice president, treasurer, other directors, and general secretary of Rotary International.

Official Directory. Contact information for RI and Foundation officers, committees, resource groups, and Secretariat staff; worldwide listing of districts and governors; alphabetical listing of clubs within districts, including contact information.

official licensee, RI. Entity licensed by RI to manufacture and/or distribute specifically approved items bearing the Rotary Marks to the Rotarian Market (as defined in the RI license agreements).

One Profits Most Who Serves Best. Rotary's secondary motto, which may be used in Rotary literature and elsewhere.

Paul Harris Fellow. An individual who contributes US\$1,000 to The Rotary Foundation or has that amount contributed in his or her name.

per capita dues. The membership fees that each club pays to RI semiannually (on 1 July and 1 January) for each active member of the club.

perfect attendance. Term used by many clubs to refer to a member's 100 percent attendance record.

PETS. See **presidents-elect training seminar.**

pilot Rotary clubs. Pilot projects, conducted by the RI Board, in order to test new ideas, methods, or organizational frameworks for clubs that may help secure Rotary’s future as a premiere humanitarian service organization. Pilot Rotary clubs are fully functioning Rotary clubs that are exempted from some requirements in the Standard Rotary Club Constitution.

Planning Guide for Effective Rotary Clubs. An assessment and goal-setting tool used by club presidents-elect in cooperation with club and district leaders to establish goals related to the elements of an effective club and the Club Leadership Plan. The guide includes strategies that clubs can use to achieve their goals. See also **Club Leadership Plan**.

PolioPlus. The special program of Rotary International and The Rotary Foundation with a “priority of the highest order” to eradicate polio.

presidents-elect training seminar (PETS). A training meeting conducted annually, preferably in February or March, for club presidents-elect. Its purpose is to prepare incoming club presidents for their year as president and give district governors-elect and incoming assistant governors the opportunity to motivate incoming presidents and build their working relationship.

president’s emphases. Areas of focus for the RI president’s year in office that support the overall RI program. Clubs and Rotarians are encouraged to carry out service activities related to the emphases. See also **theme, RI**.

president’s representative. A Rotarian assigned by the president to attend a district conference in the president’s absence.

president’s theme. See **theme, RI**.

purposes of Rotary International. The purposes of RI are (a) to support the clubs and districts of RI in their pursuit of programs and activities that promote the Object of Rotary, (b) to encourage, promote, extend, and supervise Rotary throughout the world, and (c) to coordinate and generally direct the activities of RI.

RCC. See **Rotary Community Corps**.

Recommended Rotary Club Bylaws. See **Bylaws, Recommended Rotary Club**.

regional Rotary Foundation coordinator (RRFC). A Rotarian who provides a link between the Trustees and the districts on Rotary Foundation matters in an assigned region. The RRFC is primarily responsible for promoting fundraising and program participation.

resolution. Action by the Council on Legislation that does not amend or conflict with the RI constitutional documents but expresses an opinion or makes a recommendation to the RI Board. See also **enactment**.

resource group. An action group of Rotarians appointed by the RI president that carries out specific activities to help clubs and districts achieve their operation and service objectives. The two categories of resource groups are (1) a services resource group to help clubs and districts address issues and humanitarian concerns; and (2) an operational resource group that helps clubs and districts operate

more effectively in areas such as membership development and retention, training, and public relations.

RIBI. See **Rotary International in Great Britain and Ireland.**

Rotaract. Rotary club-sponsored clubs for young adults ages 18-30 for the purpose of developing leaders and service-minded citizens.

Rotarian. A member of a Rotary club.

Rotarian Action Groups. See **Global Networking Groups.**

Rotarian, The. The official magazine of RI; published monthly.

Rotary. Name that refers to both the association Rotary International, which encompasses all clubs and Rotarians, and the organization's ideals and principles.

Rotary e-club. A Rotary club that functions like a regular Rotary club but meets primarily online rather than in person. The club's locality is worldwide, and a maximum of two e-clubs are allowed per district.

Rotary, mission of. The mission of Rotary International, a worldwide association of Rotary clubs, is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.

Rotary Community Corps (RCC). Rotary club-sponsored groups for non-Rotarian adults dedicated to serving and improving their own village, neighborhood, or community.

Rotary coordinator. A Rotarian who serves as an RI resource for districts and clubs in partnership with the RI director, RRFC, and district governors, and helps promote and implement the RI Strategic Plan.

Rotary countries and geographical areas. All locations with Rotary clubs. To avoid involvement in political disputes, RI does not refer to the sovereignty of any location and refrains from using terms such as *dependency* or *territory*.

Rotary emblem. See **emblem, Rotary.**

Rotary Entities. Rotary International, The Rotary Foundation, a Rotary club or group of clubs, a Rotary district or group of districts (including a multidistrict activity or multidistrict administrative group), a Rotarian Action Group, a Rotary Fellowship, RI Convention host committees, and administrative territorial units of Rotary International. Individual RI programs are not Rotary Entities.

Rotary Fellowships. See **Global Networking Groups.**

Rotary Foundation of RI, The. A not-for-profit corporation that receives contributions and distributes funds in support of approved humanitarian and educational activities that are implemented through Rotary clubs and districts. Its mission is to enable Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Rotary Foundation Sustaining Member. An individual who makes a minimum initial gift of US\$100 or more to the Annual Programs Fund of The Rotary Foundation and states in writing the intention to make a minimum gift of \$100 or more to the fund annually thereafter.

Rotary Friendship Exchange. An RI Structured Program for Rotarians and their families to engage in opportunities to experience other cultures firsthand through reciprocal visits with Rotarians and their families from other countries.

Rotary International. Association of worldwide Rotary clubs.

Rotary International in Great Britain and Ireland (RIBI). The association of Rotary clubs in Great Britain, Ireland, the Channel Islands, and the Isle of Man.

Rotary Leader. Electronic newspaper for Rotary club, district, and international leaders; published bimonthly in eight languages.

Rotary Marks. RI's intellectual property — the trademarks and service marks that RI owns throughout the world, including both words and design marks.

Rotary senior leaders. Current, incoming, and past RI presidents and directors, and Rotary Foundation trustees.

Rotary Volunteers. RI Structured Program that embodies Service Above Self. It encourages Rotarians to become actively involved in hands-on projects in which their vocational skills are put to use. Rotary Volunteers provides opportunities for Rotarians and other skilled professionals to offer their services and expertise to local and international humanitarian projects in need of assistance.

Rotary wheel. See **emblem, Rotary.**

Rotary World Magazine Press (RWMP). The group of publications consisting of *The Rotarian* and all Rotary regional magazines certified by the RI Board.

Rotary Youth Leadership Awards (RYLA). Program conducted at the club, district, multidistrict, and international levels where Rotarians and Rotary clubs participate in developing qualities of leadership, good citizenship, and personal development in the young people of their communities by providing a training experience. RYLA programs are tailored to youth ages 14-30.

RRFC. See **regional Rotary Foundation coordinator.**

RYLA. See **Rotary Youth Leadership Awards.**

Secretariat. The entire operations of the general secretary and staff, including international offices and all staff assigned to Rotary Foundation matters.

semiannual report. Report that each club submits to RI on 1 July and 1 January certifying to the RI Board the number of its members on such dates. The report is signed by the club president and the club secretary and is sent to the general secretary on forms provided by the Secretariat, or it may be completed online by the club president or secretary. These reports are used as the basis on which the club makes payment to RI for per capita dues.

Service Above Self. Rotary's principal official motto, which may be used in Rotary literature and elsewhere.

SHARE system. The mechanism for distributing Rotary Foundation program awards worldwide.

special representative. An individual, usually a Rotarian and preferably a member of the club sponsoring the organization of a new Rotary club, appointed by and representing the governor in all the details pertaining to the organization of the club.

sponsor club. Rotary club that assumes responsibility for assisting in the organization of a new club and in guiding the club's early development as a member of RI. See also **special representative**.

Standard Rotary Club Constitution. See **Constitution, Standard Rotary Club**.

Structured Programs, RI. Organized activities recommended by the RI Board for clubs and districts that include a recommended framework and guidelines: Interact, Rotaract, Rotary Community Corps, Rotary Friendship Exchange, Rotary Volunteers, Rotary Youth Exchange, Rotary Youth Leadership Awards, and World Community Service.

task force. See **resource group**.

theme, RI. Annual Rotary message expressed through the president. The theme directs the service initiatives throughout the Rotary year.

Trustees of The Rotary Foundation. The directors of The Rotary Foundation, who are nominated by the RI president-elect and elected by the RI Board in the year prior to taking office. The Trustees manage all business of the Foundation, which must be in the furtherance of the purpose of the corporation as stated in the articles of incorporation.

visiting Rotarian report card. Form that the club secretary uses to report the attendance of a visiting Rotarian to the secretary of the visitor's home club so credit for attendance can be given. See also **make-up**.

Vocational Service. Rotary's second Avenue of Service. It is the opportunity each Rotarian has to represent the dignity and value of his or her vocation to other club members, as well as the club's responsibility to undertake projects related to such areas as career planning, vocational training, and the promotion of high ethical standards in the workplace.

World Community Service (WCS). An aspect of International Service that promotes international understanding and goodwill on a global scale. Through WCS, Rotarians from clubs in two different countries join together to conduct service projects to improve lives and meet human needs. Rotarians can offer their support to projects through funding, donated goods, or professional expertise.

World Headquarters, RI. Main office of the Secretariat, located in Evanston, Illinois, USA. It provides membership services to clubs and districts in North America, Mexico, Central America, the Caribbean, Gibraltar, northern South America, eastern Russia, and Antarctica. See also **international office, RI**.

World Understanding and Peace Day. The anniversary of Rotary's beginning, 23 February 1905. On this day, each club gives special recognition and emphasis to Rotary's commitment to international understanding, friendship, and peace.

Youth Exchange, Rotary. An RI Structured Program for secondary school students ages 15-19 to engage in study or travel abroad for up to one academic year in order to advance international understanding and goodwill. Students are sponsored by sending and receiving Rotary clubs or districts and selected according to RI Board guidelines and procedures.

zone. Grouping of clubs, established by the RI Bylaws and constituted by the RI Board, for the purpose of electing members of the nominating committee for president of Rotary International and for the nomination of directors. The organization of Rotary institutes is often based on zone alignments.

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NOTES

The Four-Way Test

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?