



Harrisburg Keystone Rotary

Rotary Club of Harrisburg Keystone

2013-2014

Handbook for Rotarians

Rotary Club of Harrisburg Keystone

Rotary District 7390

Mailing Address:
50 North Cameron Street
Harrisburg, PA 17101

Website: www.hbgkeystonerotary.org

Chartered September 16, 2005
Meetings: Tuesdays, 5:30 PM
Appalachian Brewing Company,
Harrisburg

Alicia Duke, President

Megan Mines Hall, President Elect

Hector Ortiz, District Governor

**John May, Assistant District
Governor**

Rotary District 7390 Office:
Melissa Bruck, Executive Secretary
515 S. George St., York, PA 17401
Fax: 717-854-6938

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Rotary 4-Way Test

One of the most widely printed and quoted statements of business ethics is the 4-Way Test. Rotarian Herbert J. Taylor created it in 1932 when he was asked to take charge of a company that was facing bankruptcy. He drew up a 24-word code of ethics for all employees to follow in their business and professional lives. The 4-Way Test was adopted by Rotary in 1943.

"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?"

What is Rotary?

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

Mission of Rotary International

The mission of Rotary International is to support its member clubs in fulfilling the Object of Rotary by:

- Fostering unity among member clubs;
- Strengthening and expanding Rotary around the world;
- Communicating worldwide the work of Rotary; and
- Providing a system of international administration.

Motto of Rotary

The enthusiasm with which Rotarians embrace the ideal of service is evidenced by Rotary's principal motto, "Service above Self".

Your Obligation in Rotary

Participation:

- To be a Rotarian you must give of your time and talents:
 - In community work;
 - In fellowship and social functions;
 - In club and district activities.

Attendance:

- Attendance at weekly meetings is a benefit of Rotary. A minimum of 50% is expected.
- You can easily maintain your attendance levels by making up at another Rotary club meeting, participating in club service projects and activities or completing a make-up online.

The Privileges in Rotary

- The privilege of GIVING SERVICE to your community;
- The privilege of DEVELOPING INTERNATIONAL GOODWILL and understanding;
- The privilege of helping BUILD HIGHER ETHICAL STANDARDS within your vocation;
- The privilege of FRIENDSHIP WITH LEADERS in your community and around the world; through the common bond of Rotary.

Object of Rotary

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

FIRST The development of acquaintance as an opportunity for service;

SECOND High ethical standards in business and professions, the recognition of the worthiness of all useful occupations, and the dignifying of each Rotarian's occupation as an opportunity to serve society;

THIRD The application of the ideal of service in each Rotarian's personal, business and community life;

FOURTH The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

Declaration of Rotarians in Businesses and Professions

The Declaration of Rotarians in Businesses and Professions was adopted in 1989 to provide more specific guidelines for the high ethical standards called for in the Object of Rotary:

As a Rotarian engaged in a business or profession, I am expected to:

- Consider my vocation to be another opportunity to serve;
- Be faithful to the letter and to the spirit of the ethical codes of my vocation, to the laws of my country, and to the moral standards of my community;
- Do all in my power to dignify my vocation and to promote the highest ethical standards in my chosen vocation;
- Be fair to my employer, employees, associates, competitors, customers, the public and all those with whom I have a business or professional relationship;
- Recognize the honor and respect due to all occupations which are useful to society;
- Offer my vocational talents: to provide opportunities for young people, to work for the relief of the special needs of others, and to improve the quality of life in my community;
- Adhere to honesty in advertising and representations to the public concerning my business or profession;
- Neither seek from nor grant to a fellow Rotarian a privilege or advantage not normally accorded others in a business or professional relationship.

2013-14 Rotary Club of Harrisburg Keystone Board of Directors

Monthly Board Meetings, usually take place on the first Tuesday of each month, after our regular club meeting.

All Rotarians are welcome to attend the board meetings.

Alicia Duke, President
Megan Mines Hall, President Elect
Addeline Alaniz, Vice President
Jim Nelson, Secretary
Joe Hoover, Treasurer
Jessica Sprajcar, Past President

Alicia Duke, Service Committee Co-Chair
Marci Mowery, Service Committee Co-Chair
Tom Banks, Membership Co-Chair
Megan Mines Hall, Membership Co-Chair
Jim Rodgers, Rotary Foundation Chair
Charles Radomsky, New Generations Chair
VACANT, Fundraising Chair
Sam BowerCraft, Public Relations Chair
Jim Aiello, Social Chair

President: Presides at weekly meetings and monthly Board meetings. Represents Club at District activities.

President Elect: Presides at Club meetings in absence of the President. Assists President with Club and District activities and is required to attend District sponsored President Elect Training Seminars (PETS).

Vice President: Presides at Club meetings in absence of the President and President Elect. Assists President and President Elect with Club and District activities.

Secretary: Maintains attendance, membership and classification records. Submits reports to RI, Rotary District 7390, and Rotary Club of Harrisburg Keystone board on a timely basis.

Treasurer: Maintains financial records and provides monthly reports to the Board. Deposits weekly receipts and pays invoices. Maintains records of dues payments and mails dues notices to members. With President Elect, prepares annual budget.

Past President: Serves on Board of Directors for one year immediately following his/her term as President.

Committee Chairpersons: Coordinate committee activities and keep Board members apprised of plans and progress.

Rotary Club of Harrisburg Keystone Goals 2012-2015

I. Expand and retain membership –

- 1. Strategic initiative description:** In order to best serve our community, individuals and organizations need to know who we are and what we do. We need to reach out to local businesses, organizations and individuals to create recruiting hubs. Existing members need to feel included and invested in the projects we undertake in order to stay involved. We need to ensure that all members are active and appreciated.
- 2. Key performance measures to track progress:** The number of guests attending each meeting or event, the attendance percentage each month, the number of people submitting regrets each week
- 3. Specific goals:** 36 total members by June 30, 2012; at least 40 members by June 30, 2015; at least 85 percent of members are retained each year
- 4. Recommended solutions:**
 - Hold annual membership night
 - Encourage all club members to be ambassadors for the club

- Create a prospective member list with things that might interest them (upcoming speakers, service projects)
- Compile a club classification list to see what classifications we are lacking
- Seek out more diversity in club members
- Re-engage previous members so they might rejoin
- Get new members involved right from the start
- Contact absentee members to make sure everything is ok
- Educate all members about Rotary
- Constant communication within the club
- Increase number of fun fellowship events to quarterly, if not monthly
- Re-establish and support the mentoring program

II. Enhance existing and new service opportunities

1. **Strategic initiative description:** Our club is at its best when it is doing community service. This is the reason most people joined and stay with the club. We should continue doing what we do, but enhance existing projects and find new ways to assist both the Harrisburg community and the world at large.
2. **Key performance measures to track progress:** The number of non-club members involved in our service projects, the participation rate of club members at each event or the total number of volunteer hours, the amount of funds in our account for community service projects
3. **Specific goals:** Partner with at least one service organization or Rotary club each year on a service project within the Allison Hill neighborhood; continue with our annual work at the Food Bank and 19th Street clean-ups; create a detailed plan for the Future Vision Project and ensure we remain committed to international service projects; establish a literacy project; find at least one fundraiser that we can organize each year to support our community service work; have one service project per month
4. **Recommended solutions:**
 - Research which organizations and/or Rotary clubs in our area we would like to work with
 - Invite local service organizations to come in and speak to our club
 - Organize drives to collect basic need items for the organizations
 - Participate in volunteer and mentoring programs for this area of Harrisburg
 - Participate in health service projects for the Allison Hill area of Harrisburg
 - Participate in community events in Allison Hill
 - Identify the needs of the Future Vision Project
 - Research what other Rotary Clubs have done for literacy projects

- Form a small work group to begin developing the literacy project
- Reach out to the business community for fundraising

III. Define who we are as a club and how we portray ourselves to the public

1. **Strategic initiative description:** With the Harrisburg Rotary Club nearby, we need to find ways to distinguish ourselves from them and make a name for our club within the community. Too few people know what Rotary is and does; we should work to raise positive awareness about our club and Rotary.
2. **Key performance measures to track progress:** Number of media hits per quarter, number of unique visits to our Facebook site and webpage per month, activity level on those webpages, frequency with which those pages are updated
3. **Specific goals:** Increase the number of media hits we receive; develop a website that is frequently updated; designate someone to track our Public Image efforts
4. **Recommended solutions:**
 - Partner with other organizations on our projects to get more media interest
 - Make sure Facebook page is regularly updated and promoted
 - Have a booth at a business expo
 - Designate a club photographer
 - Designate someone to keep track of our media hits
 - Use the newsletters and websites of those we work with (Food Bank, PennDOT) to get publicity
 - Be a speaker at another service organization's meeting

IV. Support the Rotary Foundation and District 7390 projects

1. **Strategic initiative description:** Rotary is more than just the individual clubs; it is a worldwide organization with a variety of initiatives. Our club will continue to support Rotary International by contributing to the Foundation and participating in District-wide programs.
2. **Key performance measures to track progress:** Number of club members donating to the Foundation, per member dollar amount given to the Foundation, number of members attending the Foundation Dinner, number of members participating on District committees and attending District events
3. **Specific goals:** Meet and surpass "Every Rotarian, Every Year" goals each year; continue to contribute to the Polio Plus efforts; become a "sustaining club"; award more Paul Harris Fellows; have at least 25 percent of members attend each District event; have at least one person hold a District-level position each year.
4. **Recommended solutions:**

- Conduct Foundation-themed presentations during weekly meetings
- Apply for a District Simplified Grant
- Sponsor a GSE team member
- Sponsor a student to RYLA
- Attend the Rotary Leadership Institute
- Attend Foundation Seminar and Dinner
- Collect piggy banks with change more frequently throughout the year
- Hold a fundraising event specifically for funds for the Foundation

Mission and Vision of the Rotary Club of Harrisburg Keystone

The Harrisburg Keystone Rotary Club is made up of professionals committed to using their collective talents to enhance the local and global communities through service and fellowship.

The Harrisburg Keystone Rotary Club is a leader in promoting peace and diversity, enhancing personal and professional growth, and improving local and global communities through signature service projects and support of Rotary International programs.

Rotary Club of Harrisburg Keystone Budget for 2013-2014

INCOME

	Jan. 2013- June 2013	July 2013 - June 2014
Membership Dues		
Annual Assessment	3,750.00	3,750.00
Quarterly Room/Beverage Assessment	3,000.00	6,000.00
Visiting Rotarian Fees (@ \$5.00)	120.00	250.00
Total Dues	6,870.00	10,000.00
Fund Raising		
Happy Dollars	125.00	250.00
Jay Vending	0.00	1,000.00
Christmas Wreaths	750.00	750.00
Dinners for Ecuador Project	3,100.00	2,000.00
Pig Round-up for Foundation	500.00	1,000.00
Putting for Polio	0.00	1,000.00
Big Summer Event	0.00	5,000.00

Total Fund Raising	4,475.00	11,000.00
Total Income	11,345	21,000

EXPENSES

	Jan. 2013- June 2013	July 2013 - June 2014
Membership Dues		
Rotary Dues (due Jan.)	3,030.00	3,030.00
ABC Quarterly Invoices	3,000.00	6,000.00
Total Membership Expenses	6,030.00	9,030.00
Training		
Rotary Leadership Institute		200.00
District Assembly		100.00
District Foundation Seminar		50.00
District Membership Seminar		50.00
District Public Image Seminar		50.00
PETS (Pres-Elect's lodging)		300.00
RI Convention (Pres.'s Registration)		300.00
Total Training Expenses	0.00	1,050.00
Service and New Generations Projects		
Literacy Project		250.00
RYLA Scholarship		850.00
Ecuador - Guayaquil		1,900.00
Essay Contest		100.00
Service Project Support Fund		500.00
Send two youth to UN		200.00
Total Service & N.G. Project Expenses	0.00	3,800.00
Foundation		
Group Study Exchange		250.00
Polio Plus	650.00	280.00
Matching Funds for EREY		500.00
Total Foundation Expenses	650.00	1,030.00
Misc.		
Emergency Fund		200.00
Social and Guest Fund		100.00
Membership Guest Night		300.00
Website		50.00

Total Misc. Expenses	0.00	650.00
Supplies		
Club Supplies	200.00	300.00
Club Banners	400.00	
Postage		25.00
Total Supply Expenses	600.00	325.00
Total Expenses	7,280	15,885

**anything shaded is an optional expense. If our fundraising efforts should fall short, we can cut some of these costs.

SURPLUS/DEFICIT

	Jan. 2013- June 2013	July 2013 - June 2014
Total Income	11,345	21,000
Total Expenses	7,280	15,885
Surplus/Deficit	4,065	5,115

Dues Information

Rotary Club of Harrisburg Keystone dues are \$125 per year plus \$50 per quarter – (includes weekly room rental/ beverage fee).

Dues are paid quarterly to the club Secretary.

The opportunity to make a voluntary contribution of \$25 or more to the Rotary Foundation is available on each quarterly invoice sent to Rotary Club of Harrisburg Keystone members.

Prompt payment of dues is greatly appreciated!

Attendance Requirements

Regular attendance is one of the requirements of Club membership. Rotary emphasizes attendance because it recognizes that to remain an effective Rotarian, a member must experience the good fellowship of weekly meetings and be involved in the Club's progress and projects.

Every member must attend regular Club meetings and must attend or make up **at least 50 percent** of regular club meetings in each half of the Rotary year. Half of the Rotary year is defined as January through June and July through December.

A member shall be counted as attending a regular meeting if such member is present at a regular meeting or makes up for an absence in any of the following ways:

If at any time **within 14 days before or after the usual time for that meeting** such member

- Attends at least 50 percent of the time devoted for the regular meeting of another club.
- Attends a district or club sponsored activity such as those listed in this manual under Make-Ups.
- Attends a regular meeting of a Rotaract or Interact Club.
- Attends a convention of Rotary International, a RI committee meeting, a RI District conference, a RI District assembly, any district meeting, or any district committee meeting.
- Is present at the usual time and place of a regular meeting of another Club for the purpose of attending such meeting, and that Club is not meeting at that time and place.
- Provides proof of attempt to give blood or a blood donation.

Members need to achieve a minimum of 50 percent total attendance during the July 1 through December 31 and January 1 through June 30 periods of the Rotary year and need to attend at least 30 percent of their home club's regular meetings (eight meetings) in each half of the Rotary year.

Members who must miss a number of consecutive meetings because of temporary assignments away from the area, medical or other personal reasons should request a Leave of Absence.

Provide the Club Secretary, Jim Nelson, with a record of make-ups or email him at jamesnelson@comcast.net so you can receive attendance credit.

Perfect Attendance

This award is given to those who have achieved 100 percent attendance during the Rotary Year, whether through home Club attendance and/or make-ups at other Clubs, both of which comply with Rotary attendance rules.

Leave of Absence

Members who must miss a number of consecutive meetings because of temporary assignments away from the area, medical or other personal reasons should request a Leave of Absence by contacting the President, in person, by phone or email, with a brief description of the reason for the request and a start and end date for the absence. A Leave of Absence is not guaranteed and can be revoked at any time by action of the Board.

Termination of Membership

A member's membership shall be subject to termination if:

- Member fails to achieve a minimum of 50 percent attendance during the July 1 through December 31 or January 1 through June 30 period of the Rotary year.
- Member fails to attend at least 30 percent of their home club's regular meetings in each half of the Rotary year.
- Member misses and fails to make up four consecutive regular club meetings, without prior approval of the board.
- Member fails to pay dues on-time for 60 consecutive days or more.

Make-Ups

When attending the meeting of another Rotary Club, you will sign in as a visiting Rotarian, pick up the attendance card which verifies your attendance, and pay whatever meal fee that club currently charges. Make-up attendance cards should be submitted to Club Secretary Jim Nelson at the next regular Rotary Club meeting that you attend.

Attendance figures are reported monthly so if your makeup is at the end of the month, please contact Jim Nelson at 234-0288 or jamesnelson@comcast.net so that you can receive credit for attendance and then submit the make-up card at your next meeting. Reports of make-ups for the month should be submitted as soon as possible but not later than one week after the last meeting of the month to ensure timely credit and reporting to the District.

You can receive attendance credit for participating in Rotary Club of Harrisburg Keystone sponsored activities as well. Examples include: Highway Cleanup, Club Committee meetings, District meetings, Club Holiday Party, Food Bank work, board

meetings, etc. Questions about whether or not something is eligible for attendance credit should be referred to the Club Secretary or President.

Online Make-Ups

For online make-ups, take a look at Rotary eClub One at www.rotaryeclubone.org.

You **do not** need to register for anything to obtain a make-up with Rotary eClub One. Follow these easy steps to obtain your makeup.

1. Review one or more of the current programs or choose one or more of the past (archived) programs.
2. After completing program(s) click on Make-up Request Form at top of page.
3. Read the Makeup Request Form carefully, and follow the instructions. You will need to know our District number which is 7390. A Make-Up Form will appear once you press the SUBMIT button (one time only) and an email copy will be sent to the email address you provided. You can send a copy of the electronic form to Club Secretary Nancy Moran by inserting her email address of nanmoran@aol.com in the "send copy to secretary" box.

From eClub One Webmaster - It is recommended that Rotarians spend at least 30 minutes for a make-up. Not all articles take 30 minutes to review. More than one article can be reviewed to meet this time recommendation. Rotarians should apply the 4-Way Test to the time they spend on the eClub One web site for a make-up.

Charter Members and Past Presidents

The Rotary Club of Harrisburg Keystone was chartered on September 16, 2005. Several members of other Rotary clubs and interested community members gathered in February 2004 at an informational night that led to the provisional formation of our club. That meeting was held at Appalachian Brewing Company over happy hour, which was no accident. This new approach to meeting times in District 7390 yielded a collection of new members who weren't interested in the typical breakfast or lunch clubs in the area. From the beginning the emphasis was on timely meetings, hands-on service projects, and a diversity of membership in both demographics and classifications, with the same dedication to Service Above Self and the spirit of Rotary.

Charter members were:

(Italics indicate that person is still a member of Rotary Club of Harrisburg Keystone.)

Sam BowerCraft
Angelo Delmonte
Janet Hebel
Jesse Lambert
Hector Ortiz
Artie Tafoya

Jennifer Brubaker
Rosemary Dugan
Patty Johnson
Maureen Lindsay
Jim Rodgers
Mike Williams

Sandy Clark
Jerry Dzerens
Paul Johnson
Kelly McIntyre
David Scott

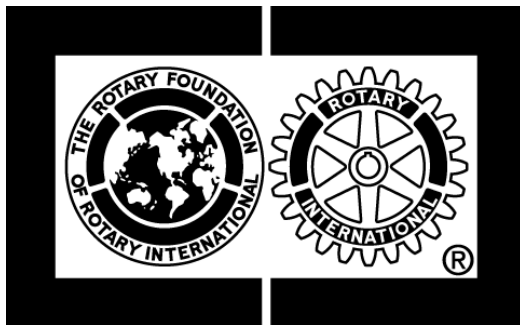
Marty Dell
Christy Hartwick
Mark Johnson
Carol Nelson
Dustin Stehr

Past Presidents:

Jim Rodgers – Charter President
David Scott -- (2005, incl. term.)
Kelly McIntyre – 2005-2006 and 2006-2007
Sam BowerCraft – 2007-2008
Hector Ortiz – 2008-2009
David Ritter – 2009-2010
Carol Nelson – 2010-2011
Larry Warkoczeski – (2011, incl. term.)
Jim Nelson – 2011-2012
Jessica Sprajcar – 2012-2013

Rotary Foundation

The mission of the Rotary Foundation is to support the efforts of Rotary International to achieve world understanding and peace through international humanitarian, educational, and cultural exchange programs. The opportunity to make a voluntary contribution of \$25 or more to the Rotary Foundation is available on each quarterly invoice sent to Rotary Club of Mechanicsburg North members. Members who reach the **\$1,000** contribution level achieve the status of **Paul Harris Fellow** and receive special recognition for their support of the Foundation.



For additional gifts totaling \$1,000 or more, a Paul Harris Fellow:

- is recognized as a Multiple Paul Harris Fellow.
- is eligible to receive a Multiple Paul Harris Fellow pin with additional stones.
- may also choose to honor someone else as a Paul Harris Fellow.

Recognition levels are determined based on the following guidelines:

\$2,000 to 2,999.99	One sapphire
\$3,000 to 3,999.99	Two sapphires
\$4,000 to 4,999.99	Three sapphires
\$5,000 to 5,999.99	Four sapphires
\$6,000 to 6,999.99	Five sapphires
\$7,000 to 7,999.99	One ruby
\$8,000 to 8,999.99	Two rubies
\$9,000 to 9,999.99	Three rubies

How Does Your Gift to the Rotary Foundation Make a Difference?

Your \$100 gift to the Annual Programs Fund provides:

- Tuition and books for one year of secondary school education for two children in Kenya.
- Four new wells for rural villages in Zimbabwe.
- A hearing aid for a deaf child in Pakistan.
- Three cataract eye operations in India.
- Mosquito netting for 35 homes to help prevent the spread of malaria in Bangladesh.
- The food necessary to improve the nutrition of 20 severely undernourished children in the Philippines.

Your \$500 gift to the Annual Programs Fund provides:

- Twelve prosthetic limbs to an "Operation Walk" Limb Camp in Thailand.
- A watch repair mini-business for six disabled workers in the Philippines.
- Carpentry tools for a vocational workshop that trains 150 deaf children per year in Gambia.

Your \$1,000 gift to the Annual Programs Fund provides:

- Sufficient vaccine to fully immunize 3,700 children against polio.
- Materials to construct a deep bore well in India, supplying clean water to more than 300 people.
- Establishment of a tree nursery in Jamaica that will produce 5,000 tree seedlings annually and increase family income for 700 farmers.

Your \$5,000 gift to the Annual Programs Fund provides:

- The establishment of a fish farm and necessary vocational training.
- The gift of literacy to 65 adults in rural Guatemala.
- Vaccine to fully immunize 10,000 children against polio.

Your \$10,000 gift to the Annual Programs Fund provides:

- Cleft lip and palate surgery and rehabilitation for 50 patients.
- Thirty-three Braille typewriters for a school for the blind in Brazil.
- Life-saving neonatal equipment for a hospital in Argentina.
- Renovation of an orphanage in Mexico.

Your \$100,000 gift to the Annual Programs Fund provides:

- Training and equipment for 100 severely impoverished women in low-income districts to start small sewing businesses.
- Four ambassadorial scholarships.
- Education about the dangers of AIDS to more than 800,000 youths between the ages of 11 and 19 in Burundi.

Rotary Club of Harrisburg Keystone's Paul Harris Fellows

Jennifer Black	Paul Johnson	Megan Mines-Hall
Carol Nelson	James Nelson	Hector Ortiz
Charles Radomsky	David Ritter	James Rodgers
Allen Smith	Artie Tafoya	

Paul Harris Society Members Allan Smith
Rotary Foundation Benefactors Carol Nelson and James Nelson

Classifications

Membership is vital to Rotary. Members must actively hold or be retired from a professional, proprietary, or managerial position. They must have a desire to get involved in club activities, and be service-minded individuals. In addition, they must be able to keep up with minimum attendance requirements.

A Rotarian's classification describes either the principal business or professional service of the organization that he or she works for or the individual Rotarian's own activity within the organization. The classification principle fosters a fellowship for service based on diversity of interest, and seeks to prevent the predominance in the club of any one group.

Each club shall have a well-balanced membership in which no one business or profession predominates.

Classification Talk Guidelines

All new members are required to give a classification talk during their first three months of membership. Classification talks should be approximately 10-15 minutes in length and may cover the following topics:

Personal Information

1. Where you live now and where you grew up.
2. Educational background – school(s) attended, course of study, degree(s) earned.
3. Family information – how long have you been married, ages of your children, spouse's occupation.
4. Hobbies, interests and other organizations in which you are currently active.

Business Information

1. Occupation – your job title, name of employer, what you do, what the business sells or services that the organization offers, how long you have been employed there.

2. Brief information on previous jobs.

Connection to Rotary

1. Why did you want to join Rotary?
2. What Rotarian(s) introduced you to Rotary?
3. Previous member of Rotary? If so, where and for how long?

Mentoring

Program Goal:

To provide a structure to create a one-to-one match-up of an individual who has significant experience as a member of the Rotary Club of Harrisburg Keystone with each newly inducted member of the club for the purpose of helping them assimilate comfortably and productively into our club during the first few months of membership.

Program Objectives:

- ♦ To make newly inducted Rotarians feel welcome in the club
- ♦ To help newly inducted Rotarians become involved in club activities
- ♦ To reduce the likelihood of newly inducted Rotarians dropping out of Rotary
- ♦ To apply the time and talents of new Rotarians towards Rotary projects
- ♦ To continue the pre-induction education of new members about Rotary's goals, both internationally and locally within our club
- ♦ To use the talents and enthusiasm of current members to tell the Rotary story

Responsibilities of Membership Committee:

- ♦ To recruit mentors who have significant Rotary experience within our club, a high attendance percentage, and a personality that lends itself to fulfilling the mentor's duties
- ♦ To assign mentors at the discretion of the Membership Committee. The new member's sponsor will serve as the secondary mentor, with whom the mentor should coordinate if the mentor cannot fulfill all of the mentor's duties
- ♦ To create a meaningful induction observance for the new member
- ♦ To coordinate with the Program Chair so that the new member gives his or her Classification Talk after having been a new member for six months
- ♦ To develop a checklist to help the club track the assimilation of new members
- ♦ To present New Member Orientations at least once a year, and to coordinate the attendance of new members and their mentors and sponsors

Mentor's Duties:

- ♦ To be introduced to the club as the new member's mentor at the time of induction
- ♦ To explain Rotary at the local, district and international levels
- ♦ To sit with the new member each week for the first several months of membership
- ♦ To introduce the new member to as many club members as possible
- ♦ To serve with the new member as a greeter at two club meetings as scheduled by the Sergeant At Arms

- ♦ To encourage the new member to sign up for and participate in at least one committee and attend one service project within the first three months of membership
- ♦ To monitor the new member's attendance at meetings and projects for the first six months of membership, including making sure that the new member understands the importance of attendance, how to make-up a meeting, and consider attending at least one make-up meeting at another Rotary club with the new member
- ♦ To report to the Chair of the Membership Committee any concerns related to the new member or the mentoring process

New Member Checklist

To the new member: Welcome to our club! This checklist should assist you, your mentor, and the Membership Committee track your progress in assimilating into the Rotary Club of Harrisburg Keystone. We are glad that you want to be part of this great organization!

Name of New Member: _____

Name of Sponsor: _____

Name of Mentor: _____

Date of Induction: _____

End date of mentoring program: _____

Greeter Dates: _____ and _____
(Scheduled by Sergeant At Arms)

Classification Talk Date: _____
(Scheduled by Membership Chair)

Date attended New Member Orientation: _____

Committee(s) joined: _____

Participated in _____ service project.

Check that the new member and mentor did the following:

_____ Sat together at _____ club meetings during the new member's first two months of membership

_____ Mentor introduced new member to club members

_____ Mentor explained concepts and acronyms such as DSG (District Simplified

Grants), Matching Grants, DG, RYLA, EREY (Every Rotarian Every Year), GSE, PHF

- _____ Discussed club structure, including Board, Avenues of Service, dues, attendance, budget, fundraising, and service opportunities
- _____ Mentor explained what District 7390 does
- _____ Discussed Rotary International, including *The Rotarian* (Rotary's Magazine), Polio Plus, the Four Way Test, and The Rotary Foundation
- _____ Awareness of club's website: www.hbgkeystonerotary.org
- _____ Explored the website of Rotary International and created a login to Member Access for the new member at www.rotary.org

Did the new member _____ and mentor _____ attend another club to make up a meeting?

If so, when and at what club? _____

How can this club improve the new member mentoring program? _____

Please return this checklist to the Membership Chair at the end of the Mentoring Program.

Proposing a New Member

Every Rotarian has the privilege and obligation of seeking qualified members. In this way, all club members can help their clubs achieve a full representation of the business and professional life of the community. The standard procedure for proposing a new member is as follows:

The prospective member's name is submitted to the Membership Chairperson. The Membership Chair will review the proposed member's application with the Board of Directors. The Board ensures that the person is fully qualified and approves or disapproves of the proposal. The proposer is notified of the Board's decision by the Membership Chairperson or designated alternate. Until this approval is granted, prospective members *should not* be informed that they have been proposed for membership. The prospective member is then informed of privileges and responsibilities of club membership, including a thorough explanation of attendance requirements. The prospective member's name is published to the club usually by reading it aloud at a regular meeting.

If no objections of the proposed member are received, that person will be inducted as a new Rotarian, and the Club Secretary will send a completed New Member Report form to Rotary International.

Sergeant-at-Arms

- 1) **Arrive no later than 5:15 PM.**
- 2) Unlock cabinet and get out the two club banners, the American flag, the name badges, and Rotary supply box containing the bell, pens and other meeting accessories.
- 3) Alphabetize name badges on the first table upon entering the Abbey Bar.
- 4) Record today's date on the sign-in and make-up sheets and place on the registration table. Clean copies of these sheets are kept in the Rotary supply box. Clip the sheets and pens to a clipboard. A supply of pens is in the large Rotary supply box.
- 5) Set out the Rotary bell, gavel and speaker's gift (if applicable) at the podium.
- 6) Along with the scheduled greeter, greet members and guests as they arrive.
- 7) Collect visitor fees **(\$5 per person)**.
- 8) Make sure that visiting Rotarians receive their attendance card.
- 9) Give guest and make-up list to the Secretary for announcement during the meeting.
- 10) Notify the President or other presiding officer of any distinguished guests, special circumstances or other important information.
- 11) Monitor supply levels and notify the Secretary if anything is needed (attendance sheets, make-up sheets, visiting Rotarian cards, etc.).
- 12) Announce future meetings.
- 13) Collect happy dollars.
- 14) At the conclusion of the meeting, return all items back to the cabinet as initially found.

Name Badges

Rotary Club of Harrisburg Keystone uses two types of membership badges:

- a) Badges with yellow ribbons – for new Rotarians.
- b) Regular badges – Members after they have given their classification talk, approximately six months after becoming a club member.

Rotarians should wear their name badges each week. Name badges will be listed in alphabetical order on the table to your left upon entering the Abbey Bar. Members are expected to return their badges at the end of each evening to that same location.

To facilitate new members' and visitors' continual interaction with fellow Rotarians, please sit with different people each week instead of sitting with the same Rotarians all the time.

Rotary Web Sites

Rotary International	www.rotary.org
Rotary District 7390	www.rotary7390.org
Rotary Club of Harrisburg Keystone	www.hbgkeystonerotary.org

Follow Us on Facebook

Rotary Club of Harrisburg Keystone is on Facebook and Twitter. Join our fan page at <https://www.facebook.com/#!/pages/Harrisburg-Keystone-Rotary-Club/120241924655565?fref=ts> and follow us at <https://twitter.com/keystonerotary> to keep up to date with Rotary news.

Program Guidelines for Weekly Meetings

Why do we have speakers at club meetings?

- Meetings that feature interesting, relevant programs will enhance members' personal knowledge of Rotary, reinforce the value of continued membership and attendance, and make members more aware of and connected to their local and world communities.
- Quality programs tend to encourage member participation and attendance.

What should programs accomplish?

- Programs should relate when possible to current club projects, activities and concerns.
- Programs should provide members with information and motivation necessary to increase their participation in and enthusiasm for activities that serve the club, the community and the world.
- There should be a mix of programs and presenters on specific Rotary projects and programs, and on nonprofit organizations and businesses.

What kinds of speakers/programs are acceptable and encouraged?

- Programs when feasible should focus on Rotary related subjects, which include club projects, projects of RI and other Rotary Clubs, enhancing members' knowledge of Rotary and the Four Avenues of Service.
- Shared meetings with other Rotary clubs and meetings to discuss Club business affairs should also be planned.
- The club should hold occasional off-site meetings to learn about local nonprofit organizations and businesses that may or may not employ club members.
- Programs aimed at promoting fellowship are encouraged.
- Members are encouraged to invite leaders from all areas to present topics of interest that tend to improve the community, programs that inform and provide depth to important topics.
- Programs that solely promote a commercial, political, or a special interest without focusing on a common good or need are not acceptable.

Rotary Monthly Themes:

- Each month has a special theme and topics and speakers, when available, should reflect these themes.
- November has been designated as Rotary Foundation Month. At least one program that month should be devoted to this topic.
- When programs dealing with monthly subjects are not feasible, attempts should be made to invite speakers who are involved with subjects that indirectly relate to Rotary purpose.
- Program organizers are not restricted to selecting thematic programs.

Miscellaneous information about programs:

- Classification Talks – need to schedule talks for new members within six months of their joining our club. Membership Chairperson should contact Sergeant-at-Arms as soon as a new member joins to get their classification talk scheduled.
- Members are encouraged to bring guests and family members to programs.
- Programs should be scheduled at least one month in advance of delivery.
- Speaker names and topics should be submitted to the Club President, Sergeant-at-Arms, Webmaster and the Newsletter Editor at least one month prior.
Club President, Alicia Duke – aduke@rhoads-sinon.com
Sergeant-at-Arms, Tim Duke – drdukedc73@yahoo.com
Webmaster, Sam BowerCraft – sbowercraft@gmail.com
Newsletter Editor, James Nelson – jamesnelson@comcast.net

- Program Coordinators need to notify ABC a few days prior to the meeting if a projector, screen, laptop and power supplies will be required. Other equipment must be provided by the speaker or a Rotarian. Our contact is Lena Fortini: lena@abcbrew.com or 717-221-1080 x.118.
- Speakers will typically start their program by 6:00 p.m. **PROGRAMS ARE TO BE COMPLETED BY 6:30 p.m.**, which includes time for questions. Program Coordinators are encourage to send a note of appreciation to each speaker.

Typical Program Calendar During the Rotary Year

(Be sure to check the District calendar to avoid conflicts with District Rotary activities.)

July – NO MONTHLY THEME

- Club Assembly
- Leader's Conference attendees share their experiences (if this wasn't done at the end of June)
- District Governor (DG) visit (typically held in July, August or September, determined by the DG)
- Food bank

August - MEMBERSHIP AND EXTENSION MONTH

- District Governor (DG) visit (typically held in July, August or September, determined by the DG)

September - NEW GENERATIONS MONTH

- Exchange student's presentation (if we have an inbound student this year)
- RYLA students' presentation
- Essay or speech contest winners' presentations
- District Governor (DG) visit (typically held in July, August or September, determined by the DG)

October - VOCATIONAL SERVICE MONTH

- Club Assembly
- Classification talks
- Highway litter clean-up

November - ROTARY FOUNDATION MONTH

- Foundation Chairperson typically arranges one or more programs for this month
- Thanksgiving week – No meeting. Attend Inter-club luncheon instead
- Food Bank

December - FAMILY MONTH

- Holiday party at home of Rotarian. **Notify ABC that we will not meet that week.**
- Caroling at nursing home. **Notify ABC that we will not meet that week.**

- President, with Board's input, will decide whether or not to have a meeting the week of Christmas.

January - ROTARY AWARENESS MONTH

- Club Assembly
- Membership Recruitment Night

February - WORLD UNDERSTANDING MONTH

- GSE team presentation
- Ecuador project or other international service project update

March - LITERACY MONTH

- Essay Test Contest program
- Highway litter clean-up

April – MAGAZINE MONTH

- Club Assembly
- Presentation of Essay Test Contest awards

May – GROUP STUDY EXCHANGE MONTH

- Exchange Student's farewell presentation (if we have an inbound student this year)
- GSE team visit (presentation and/or tour of brewery)

June – ROTARY FELLOWSHIP MONTH

- Leader's Conference attendees share their experiences (if not done in late June, then schedule for July)
- Social at ballgame, play, etc.

2013-2014 Committee Assignments

Rotary Club of Harrisburg Keystone	Officers/ Board	Member-ship	Comm. Service	Found-ation	Fund-raising	Social	PR	New Genera-tions
John Abel		X						
Addeline Alaniz	X							
James Aiello						X		
Thomas Banks		X						
Jennifer Black			X					

Samuel Bower-Craft	x						x	
Alicia Duke	x		x					
Timothy Duke	x				x	x		
Joseph Hoover	x				x			
Mark Johnson			x					
Paul Johnson					x			
Jesse Lambert					x	x		
Nevin Mindlin			x					
Megan Mines-Hall	x	x						
Marci Mowery			x		x	x		
Carol Nelson								x
James Nelson	x			x				
Hector Ortiz			x					
Charles Radomsky	x							x
David Ritter		x						
James Rodgers	x			x			x	
Michael Sandy					x			
Allen Smith				x				
Jessica Sprajcar	x			x	x		x	
Artie Tafoya					x			

Avenues of Service

Since 1927, the program of Rotary has been carried out on four Avenues of Service. These avenues — Club Service, Community Service, Vocational Service, and International Service — closely mirror the four parts of the Object of Rotary. In 2011, Rotary International added a new avenue, New Generations. Here is a description of each Avenue:

Club Service includes the scope of activities that Rotarians undertake to foster the successful administration of a Rotary Club. Members do this by regularly attending meetings, sponsoring new members, participating in Club fellowship, taking part in programs, serving on committees and on the Club's Board of Directors, and representing the Club in outside activities. Rotarians have an obligation to strengthen their Club, so all members should be involved in Club Service.

Community Service includes the scope of activities which Rotarians undertake to improve the quality of life in their community. Many official Rotary programs are intended to meet community needs, whether it be to promote literacy, help the elderly or disabled, combat urban violence or provide opportunities for local youth.

Vocational Service focuses on the opportunity that Rotarians have to represent their professions as well as their efforts to promote vocational awareness and high ethical standards in business. From offering career guidance in high schools, to seeking ways to improve conditions in the workplace, Rotarians and their clubs engage in many different kinds of vocational service.

International Service describes the activities that Rotarians undertake to advance international understanding, goodwill and peace. The spread of Rotary clubs across the globe allows for the concerted Rotary support of humanitarian efforts worldwide.

New Generations recognizes the positive change implemented by youth and young adults involved in leadership development activities, community and international service projects, and exchange programs that enrich and foster world peace and cultural understanding.

Community Service Committee Description

Co-chairs: Marci Mowery and Alicia Duke

Highway Cleanup – Jenny Black
Food Bank -
Local Projects -

Community Service Chair(s): Provides direction as needed by committee chairs, accepts direction from and makes recommendations to the Board and President regarding activities of committee, and attends monthly Rotary board meetings.

Highway Cleanup: Coordinates an effort to clean up 19th Street from the Greenbelt parking lot to the beginning of Steelton. This typically involves about two hours of work on two back-to-back Saturdays in the fall, and again in the spring. Works with our contact at PennDOT to ensure the bags are picked up in a timely manner and that we get new supplies, as needed.

Food Bank: Coordinates quarterly visits to the Central Pennsylvania Food Bank on a Tuesday evening from 5:30 to 7:30 p.m.

Local Service Projects: Explores the need for new and continuing local service projects, including the Shalom House, Estamos Unidos, Mission Vision, etc.

Fundraising Committee Description

Chair: VACANT

Polio Plus – Mike Sandy

Wreath Sale – Tim Duke

Jay Vending – Jesse Lambert

Script Gift Cards – Joe Hoover

Fundraising Avenue Chair: Facilitates all committees within the avenue, provides direction as needed by committee Chairs, accepts direction from and makes recommendations to the Board and President regarding activities of avenue committees, and attends monthly Rotary board meetings.

Polio Plus: Specific fundraising efforts to benefit the club's donation to Polio Plus. Fundraising opportunities can vary year to year however specific funds shall be raised for the club's contribution of \$650 annually to Polio Plus.

Wreath Sale: Annual holiday fundraiser with no predetermined designation for funds raised.

Jay Vending: Opportunity to raise undesignated funds for the benefit of the Harrisburg Keystone Rotary Club by working at Hershey Park and Hershey Entertainment events.

Script Gift Cards: Gift cards can be purchased through ordering from Script with varying percentage of purchased amounts returned to the club to be used at the discretion of the club.

International Service Ad-Hoc Group Descriptions

Group Study Exchange – Jessica Sprajcar: Attends monthly district GSE committee meetings to assist with finding host families, vocational experiences and cultural activities for GSE team members and leader. Keeps club members informed on the progress of both inbound and outbound team members. Also, recruits candidates to sponsor for the outbound group study exchange team sponsored by Rotary District 7390.

International Service Projects – Hector Ortiz: Explores appropriate activities related to International Projects, including our continued involvement in Ecuador.

Preserve Planet Earth – Jessica Sprajcar: Supports the Rotary International initiative to promote awareness of global issues of environmental degradation among Rotarians and increase the number of Rotary environmental service projects.

Membership Committee Description

Recruitment Chair: Tom Banks

Retention Chair: Megan Mines Hall

Membership: Encourages membership recruitment by all Rotarians and coordinates annual new member event. Administers the membership application process. Recruits Club members to serve as mentors for new Rotarians in accordance with our mentoring program. Membership chairperson(s) serves on the Board of Directors.

New Generations Committee Description

Chair: Charles Radomsky

Essay Contest - VACANT

RYLA Leader's Conference: Develops a selection process leading to selecting up to two juniors from Steelton-Highspire High School and Harrisburg Academy to attend a week-long conference at Messiah College in June with 100 other students from District 7390. Makes sure the Club is represented by at least one club member attending the banquet on the Thursday evening of the conference.

Youth Exchange – Inbound and Inbound Counselor: Recruits host families and assists in enrolling the student in the school district. Counselor's duties involve getting to know the youth exchange student(s) as a big brother/sister or surrogate parent to help smooth out any issues with the host families or schools. Counselor meets with high school counselor and communicates with the student(s) at least monthly.

Four Way Test Essay Contest: In coordination with the English Department of the Steelton-Highspire High School, an essay contest is held on the topic of Rotary's "Four Way Test." Entries are screened by school faculty with recommended essays forwarded to a Rotarian review team. Cash prizes are awarded to the top winners at the District level.

Public Relations Committee Description

Chair: Sam BowerCraft

Website - Sam BowerCraft

Newsletter - James Nelson

Photographer - Jim Rodgers and David Ritter

Public Relations, Marketing and Website: Takes photographs of Club activities and members. Promotes club activities and identifies opportunities for advertising and press releases. Highlights club projects and activities. Adds events, photos and status updates to the Facebook and Twitter accounts on a regular basis. Submits PR report through the Club Secretary to the District on a monthly basis, when appropriate. Submits stories for submission in the Governor's newsletter, particularly to promote service and fundraising efforts, on a monthly basis.

Social/ Fellowship Committee Description

Chair: Jim Aiello

Fellowship: Works with committee members and the club to generate ideas to spend time together outside of regular meetings and service projects. These events may include picnics and potlucks at members' houses, sporting events, plays and concerts, local day trips, etc. It is the club's goal to have at least one social event per quarter.

Constitution of the Rotary Club of Harrisburg Keystone

The bylaws of Rotary International provide that each club admitted to membership in RI shall adopt this prescribed standard club constitution.

Article 1 Definitions

As used in this constitution, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

1. Board: The Board of Directors of this club.
2. Bylaws: The bylaws of this club.
3. Director: A member of this club's Board of Directors.
4. Member: A member, other than an honorary member, of this club.
5. RI: Rotary International.
6. Year: The twelve-month period which begins on 1 July.

Article 2 Name

The name of this organization shall be: Rotary Club of Harrisburg Keystone
(Member of Rotary International)

Article 3 Locality of the Club

The locality of this club is as follows: Harrisburg, Pennsylvania, USA

Article 4 Object

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

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

Article 5 Meetings

Section 1 Regular Meetings.

(a) *Day and Time.* This club shall hold a regular meeting once each week on the day and at the time provided in the bylaws.

(b) *Change of Meeting.* For good cause, the board may change a regular meeting to any day during the period commencing with the day following the preceding regular meeting and ending with the day preceding the next regular meeting, or to a different hour of the regular day, or to a different place.

(c) *Cancellation.* The board may cancel a regular meeting if it falls on a legal holiday, including a commonly recognized holiday, or in case of the death of a club

member, or of an epidemic or of a disaster affecting the whole community, or of an armed conflict in the community which endangers the lives of the club members. The board may cancel not more than four regular meetings in a year for causes not otherwise specified herein provided that this club does not fail to meet for more than three consecutive meetings.

Section 2 *Annual Meeting.* An annual meeting for the election of officers shall be held not later than 31 December as provided in the bylaws.

Article 6 Membership

Section 1 *General Qualifications.* This club shall be composed of adult persons of good character and good business, professional and/or community reputation.

Section 2 *Kinds.* This club shall have two kinds of membership, namely: active and honorary.

Section 3 *Active Membership.* A person possessing the qualifications set forth in article 5, section 2 of the RI constitution may be elected to active membership in this club.

Section 4 *Transferring of Former Rotarian.* A member may propose to active membership a transferring member or former member of a club, if the proposed member is terminating or has terminated such membership in the former club due to no longer being engaged in the formerly assigned classification of business or profession within the locality of the former club or the surrounding area. The transferring or former member of a club being proposed to active membership under this section may also be proposed by the former club. The classification of a transferring or former member of a club shall not preclude election to active membership even if the election results in club membership temporarily exceeding the classification limits.

Section 5 *Dual Membership.* No person shall simultaneously hold active membership in this and another club. No person shall simultaneously be a member and an honorary member in this club. No person shall simultaneously hold active membership in this club and membership in a Rotaract club.

Section 6 *Honorary Membership.*

(a) *Eligibility for Honorary Membership.* Persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons considered friends of Rotary for their permanent support of Rotary's cause may be elected to honorary membership in this club. The term of such membership shall be as determined by the board. Persons may hold honorary membership in more than one club.

(b) *Rights and Privileges.* Honorary members shall be exempt from the payment of admission fees and dues, shall have no vote, and shall not be eligible to hold any office in this club. Such members shall not hold classifications, but shall be entitled to attend all meetings and enjoy all the other privileges of this club. No honorary member of this club is entitled to any rights and privileges in any other club, except for the right to visit other clubs without being the guest of a Rotarian.

Section 7 *Holders of Public Office.* Persons elected or appointed to public office for a specified time shall not be eligible to active membership in this club under the classification of such office. This restriction shall not apply to persons holding positions or offices in schools, colleges, or other institutions of learning or to persons who are elected or appointed to the judiciary. Members who are elected or appointed to public

office for a specified period may continue as such members in their existing classifications during the period in which they hold such office.

Section 8 *Rotary International Employment.* This club may retain in its membership any member employed by RI.

Article 7 Classifications

Section 1 *General Provisions.*

(a) *Principal Activity.* Each member shall be classified in accordance with the member's business, profession, or type of community service. The classification shall be that which describes the principal and recognized activity of the firm, company, or institution with which the member is connected or that which describes the member's principal and recognized business or professional activity or that which describes the nature of the member's community service activity.

(b) *Correction or Adjustment.* If the circumstances warrant, the board may correct or adjust the classification of any member. Notice of a proposed correction or adjustment shall be provided to the member and the member shall be allowed a hearing thereon.

Section 2 *Limitations.* This club shall not elect a person to active membership from a classification if the club already has five or more members from that classification, unless the club has more than 50 members, in which case, the club may elect a person to active membership in a classification so long as it will not result in the classification making up more than 10 percent of the club's active membership. Members who are retired shall not be included in the total number of members in a classification. The classification of a transferring or former member of a club, or a Rotary Foundation alumnus as defined by the board of directors of RI, shall not preclude election to active membership even if the election results in club membership temporarily exceeding the above limitations. If a member changes classification, the club may continue the member's membership under the new classification notwithstanding these limitations.

Article 8 Attendance

Section 1 *General Provisions.* Each member should attend this club's regular meetings. A member shall be counted as attending a regular meeting if the member is present for at least 60 percent of the meeting, or is present and is called away unexpectedly and subsequently produces evidence to the satisfaction of the board that such action was reasonable, or makes up for an absence in any of the following ways:

(a) *14 Days Before or After the Meeting.* If, within fourteen (14) days before or after the regular time for that meeting, the member

(1) attends at least 60 percent of the regular meeting of another club or of a provisional club; or

(2) attends a regular meeting of a Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship or of a provisional Rotaract or Interact club, Rotary Community Corps, or Rotary Fellowship; or

(3) attends a convention of RI, a council on legislation, an international assembly, a Rotary institute for past and present officers of RI, a Rotary institute for past, present, and incoming officers of RI, or any other meeting convened with the approval of the board of directors of RI or the president of RI acting on behalf of the

board of directors of RI, a Rotary multizone conference, a meeting of a committee of RI, a Rotary district conference, a Rotary district assembly, any district meeting held by direction of the board of directors of RI, any district committee meeting held by direction of the district governor, or a regularly announced intercity meeting of Rotary clubs; or

(4) is present at the usual time and place of a regular meeting of another club for the purpose of attending such meeting, but that club is not meeting at that time or place; or

(5) attends and participates in a club service project or a club-sponsored community event or meeting authorized by the board; or

(6) attends a board meeting or, if authorized by the board, a meeting of a service committee to which the member is assigned; or

(7) participates through a club web site in an interactive activity requiring an average of 30 minutes of participation.

When a member is outside the member's country of residence for more than fourteen (14) days, the time restriction shall not be imposed so that the member may attend meetings in another country at any time during the travel period, and each such attendance shall count as a valid make-up for any regular meeting missed during the member's time abroad.

(b) *At the Time of the Meeting.* If, at the time of the meeting, the member is

(1) traveling with reasonable directness to or from one of the meetings specified in sub-subsection (a) (3) of this section; or

(2) serving as an officer or member of a committee of RI, or a trustee of The Rotary Foundation; or

(3) serving as the special representative of the district governor in the formation of a new club; or

(4) on Rotary business in the employ of RI; or

(5) directly and actively engaged in a district-sponsored or RI- or Rotary Foundation-sponsored service project in a remote area where making up attendance is impossible; or

(6) engaged in Rotary business duly authorized by the board which precludes attendance at the meeting.

Section 2 *Extended Absence on Outposted Assignment.* If a member will be working on an outposted assignment for an extended period of time, attendance at the meetings of a designated club at the site of the assignment will replace attendance at the regular meetings of the member's club, provided there is a mutual agreement between the two clubs.

Section 3 *Excused Absences.* A member's absence shall be excused if

(a) the absence complies with the conditions and under circumstances approved by the board. The board may excuse a member's absence for reasons which it considers to be good and sufficient.

(b) the aggregate of the member's years of age and years of membership in one or more clubs is 85 years or more and the member has notified the club secretary in writing of the member's desire to be excused from attendance and the board has approved.

Section 4 *RI Officers' Absences.* A member's absence shall be excused if the member

is a current officer of RI.

Section 5 Attendance Records. Any member whose absences are excused under the provisions of subsection 3(b) or section 4 of this article shall not be included in the membership figure used to compute this club's attendance.

Article 9 Directors and Officers

Section 1 Governing Body. The governing body of this club shall be the board constituted as the bylaws may provide.

Section 2 Authority. The board shall have general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 Board Action Final. The decision of the board in all club matters is final, subject only to an appeal to the club. However, as to a decision to terminate membership, a member, pursuant to article 12, section 6, may appeal to the club, request mediation, or request arbitration. If appealed, a decision of the board shall be reversed only by a two-thirds vote of the members present, at a regular meeting specified by the board, provided a quorum is present and notice of the appeal has been given by the secretary to each member at least five (5) days prior to the meeting. If an appeal is taken, the action taken by the club shall be final.

Section 4 Officers. The club officers shall be a president, a president-elect, and one or more vice-presidents, all of whom shall be members of the board, and a secretary, a treasurer, and a sergeant-at-arms, who may or may not be members of the board as the bylaws shall provide.

Section 5 Election of Officers.

(a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer shall take office on 1 July immediately following election and shall serve for the term of office or until a successor has been duly elected and qualified.

(b) *Term of President.* The president shall be elected as provided in the bylaws, not more than two (2) years but not less than eighteen (18) months prior to the day of taking office and shall serve as president-nominee upon election. The nominee shall take the title of president-elect on 1 July in the year prior to taking office as president. The president shall take office on 1 July and shall serve a period of one (1) year or until a successor has been duly elected and qualified.

(c) *Qualifications.* Each officer and director shall be a member in good standing of this club. The president-elect shall attend the district presidents-elect training seminar and the district assembly unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. If the president-elect does not attend the presidents-elect training seminar and the district assembly and has not been excused by the governor-elect or, if so excused, does not send a designated club representative to such meetings, the president-elect shall not be able to serve as club president. In such event, the current president shall continue to serve until a successor who has attended a presidents-elect training seminar and district assembly or training deemed sufficient by the governor-elect has been duly elected.

Article 10 Admission Fees and Dues

Every member shall pay an admission fee and annual dues as prescribed in the bylaws, except that any transferring or former member of another club who is accepted into membership of this club pursuant to article 7, section 4 shall not be required to pay a second admission fee.

Article 11 Duration of Membership

Section 1 *Period.* Membership shall continue during the existence of this club unless terminated as hereinafter provided.

Section 2 *Automatic Termination.*

(a) *Membership Qualifications.* Membership shall automatically terminate when a member no longer meets the membership qualifications, except that

(1) the board may grant a member moving from the locality of this club or the surrounding area a special leave of absence not to exceed one (1) year to enable the member to visit and become known to a Rotary club in the new community if the member continues to meet all conditions of club membership;

(2) the board may allow a member moving from the locality of this club or the surrounding area to retain membership if the member continues to meet all conditions of club membership.

(b) *How to Rejoin.* When the membership of a member has terminated as provided in subsection (a) of this section, such person, provided such person's membership was in good standing at the time of termination, may make new application for membership, under the same or another classification. A second admission fee shall not be required.

(c) *Termination of Honorary Membership.* Honorary membership shall automatically terminate at the end of the term for such membership as determined by the board. However, the board may extend an honorary membership for an additional period. The board may revoke an honorary membership at any time.

Section 3 *Termination Non-payment of Dues.*

(a) *Process.* Any member failing to pay dues within thirty (30) days after the prescribed time shall be notified in writing by the secretary at the member's last known address. If the dues are not paid on or before ten (10) days of the date of notification, membership may terminate, subject to the discretion of the board.

(b) *Reinstatement.* The board may reinstate the former member to membership upon the former member's petition and payment of all indebtedness to this club. However, no former member may be reinstated to active membership if the former member's classification is in conflict with article 8, section 2.

Section 4 *Termination Non-attendance.*

(a) *Attendance Percentages.* A member must

(1) attend or make up at least 50 percent of club regular meetings in each half of the year;

(2) attend at least 30 percent of this club's regular meetings in each half of the year (assistant governors, as defined by the board of directors of RI, shall be excused from this requirement). If a member fails to attend as required, the member's membership shall be subject to termination unless the board consents to such non-attendance for good cause.

(b) *Consecutive Absences.* Unless otherwise excused by the board for good and sufficient reason or pursuant to article 9, sections 3 or 4, each member who fails to attend or make up four consecutive regular meetings shall be informed by the board that the member's non-attendance may be considered a request to terminate membership in this club. Thereafter, the board, by a majority vote, may terminate the member's membership.

Section 5 *Termination Other Causes.*

(a) *Good Cause.* The board may terminate the membership of any member who ceases to have the qualifications for membership in this club or for any good cause by a vote of not less than two-thirds of the board members, at a meeting called for that purpose. The guiding principles for this meeting shall be article 7, section 1, and The Four-Way Test.

(b) *Notice.* Prior to taking any action under subsection (a) of this section, the member shall be given at least ten (10) days' written notice of such pending action and an opportunity to submit a written answer to the board. The member shall have the right to appear before the board to state the member's case. Notice shall be by personal delivery or by registered letter to the member's last known address.

(c) *Filling Classification.* When the board has terminated the membership of a member as provided for in this section, this club shall not elect a new member under the former member's classification until the time for hearing any appeal has expired and the decision of this club or of the arbitrators has been announced. However, this provision shall not apply if, by election of a new member, the number of members under the said classification would remain within provided limitations even if the board's decision regarding termination is reversed.

Section 6 *Right to Appeal, Mediate or Arbitrate Termination.*

(a) *Notice.* Within seven (7) days after the date of the board's decision to terminate membership, the secretary shall give written notice of the decision to the member. Within fourteen (14) days after the date of the notice, the member may give written notice to the secretary of the intention to appeal to the club, request mediation, or to arbitrate as provided in article 16.

(b) *Date for Hearing of Appeal.* In the event of an appeal, the board shall set a date for the hearing of the appeal at a regular club meeting to be held within twenty-one (21) days after receipt of the notice of appeal. At least five (5) days' written notice of the meeting and its special business shall be given to every member. Only members shall be present when the appeal is heard.

(c) *Mediation or Arbitration.* The procedure utilized for mediation or arbitration shall be as provided in article 16.

(d) *Appeal.* If an appeal is taken, the action of the club shall be final and binding on all parties and shall not be subject to arbitration.

(e) *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

(f) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, the member may appeal to the club or arbitrate as provided in subsection (a) of this section.

Section 7 *Board Action Final.* Board action shall be final if no appeal to this club is taken and no arbitration is requested.

Section 8 Resignation. The resignation of any member from this club shall be in writing, addressed to the president or secretary. The resignation shall be accepted by the board if the member has no indebtedness to this club.

Section 9 Forfeiture of Property Interest. Any person whose club membership has been terminated in any manner shall forfeit all interest in any funds or other property belonging to this club.

Article 12 Community, National, and International Affairs

Section 1 Proper Subjects. The merits of any public question involving the general welfare of the community, the nation, and the world are of concern to the members of this club and shall be proper subjects of fair and informed study and discussion at a club meeting for the enlightenment of its members in forming their individual opinions. However, this club shall not express an opinion on any pending controversial public measure.

Section 2 No Endorsements. This club shall not endorse or recommend any candidate for public office and shall not discuss at any club meeting the merits or demerits of any such candidate.

Section 3 Non-Political.

(a) *Resolutions and Opinions.* This club shall neither adopt nor circulate resolutions or opinions, and shall not take action dealing with world affairs or international policies of a political nature.

(b) *Appeals.* This club shall not direct appeals to clubs, peoples, or governments, or circulate letters, speeches, or proposed plans for the solution of specific international problems of a political nature.

Section 4 Recognizing Rotary's Beginning. The week of the anniversary of Rotary's founding (23 February) shall be known as World Understanding and Peace Week. During this week, this club will celebrate Rotary service, reflect upon past achievements, and focus on programs of peace, understanding, and goodwill in the community and throughout the world.

Article 13 Rotary Magazines

Section 1 Mandatory Subscription. Unless, in accordance with the bylaws of RI, this club is excused by the board of directors of RI from complying with the provisions of this article, each member shall, for the duration of membership, subscribe to the official magazine or to the magazine approved and prescribed for this club by the board of directors of RI. The subscription shall be paid in six (6) month periods for the duration of membership in this club and to the end of any six (6) month period during which membership may terminate.

Section 2 Subscription Collection. The subscription shall be collected by this club from each member semiannually in advance and remitted to the Secretariat of RI or to the office of such regional publications as may be determined by the board of directors of RI.

Article 14 Acceptance of Object and Compliance with Constitution and Bylaws

By payment of an admission fee and dues, a member accepts the principles of Rotary as expressed in its object and submits to and agrees to comply with and be bound by

the constitution and bylaws of this club, and on these conditions alone is entitled to the privileges of this club. Each member shall be subject to the terms of the constitution and bylaws regardless of whether such member has received copies of them.

Article 15 Arbitration and Mediation

Section 1 *Disputes.* Should any dispute, other than as to a decision of the board, arise between any current or former member(s) and this club, any club officer or the board, on any account whatsoever which cannot be settled under the procedure already provided for such purpose, the dispute shall, upon a request to the secretary by any of the disputants, either be resolved by mediation or settled by arbitration.

Section 2 *Date for Mediation or Arbitration.* In the event of mediation or arbitration, the board shall set a date for the mediation or arbitration, in consultation with disputants, to be held within twenty-one (21) days after receipt of the request for mediation or arbitration.

Section 3 *Mediation.* The procedure for such mediation shall be that recognized by an appropriate authority with national or state jurisdiction or be that recommended by a competent professional body whose recognized expertise covers alternative dispute resolution or be that recommended by way of documented guidelines determined by the board of RI or the trustees of The Rotary Foundation. Only a member of a Rotary club may be appointed as mediator(s). The club may request the district governor or the governor's representative to appoint a mediator who is a member of a Rotary club and who has appropriate mediation skills and experience.

(a) *Mediation Outcomes.* The outcomes or decisions agreed between the parties as a result of mediation shall be recorded and copies held by each party, the mediator(s) and one copy given to the board and to be held by the secretary. A summary statement of outcomes acceptable to the parties involved shall be prepared for the information of the club. Either party through the president or secretary may call for further mediation if either party has retracted significantly from the mediated position.

(b) *Unsuccessful Mediation.* If mediation is requested but is unsuccessful, any disputant may request arbitration as provided in section 1 of this article.

Section 4 *Arbitration.* In the event of a request for arbitration, each party shall appoint an arbitrator and the arbitrators shall appoint an umpire. Only a member of a Rotary club may be appointed as umpire or as arbitrator.

Section 5 *Decision of Arbitrators or Umpire.* If arbitration is requested, the decision reached by the arbitrators or, if they disagree, by the umpire shall be final and binding on all parties and shall not be subject to appeal.

Article 16 Bylaws

This club shall adopt bylaws not inconsistent with the constitution and bylaws of RI, with the rules of procedure for an administrative territorial unit where established by RI, and with this constitution, embodying additional provisions for the government of this club. Such bylaws may be amended from time to time as therein provided.

Article 17 Interpretation

Throughout this constitution, the terminology "mail," "mailing," and "ballot-by-mail" will include utilization of electronic mail (e-mail) and internet technology to reduce costs and

increase responsiveness.

Article 18 Amendments

Section 1 *Manner of Amending.* Except as provided in section 2 of this article, this constitution may be amended only by the council on legislation in the same manner as is established in the bylaws of RI for the amendment of its bylaws.

Section 2 *Amending Article 2 and Article 3.* Article 2 (Name) and Article 3 (Locality of the Club) of the constitution shall be amended at any regular meeting of this club, a quorum being present by the affirmative vote of not less than two-thirds of all voting members present and voting, provided that notice of such proposed amendment shall have been mailed to each member at least ten (10) days before such meeting, and provided further, that such amendment shall be submitted to the board of directors of RI for its approval and shall become effective only when so approved. The governor may offer an opinion to the board of directors of RI regarding the proposed amendment.

Bylaws of the Rotary Club of Harrisburg Keystone

Article 1 Definitions

1. Board: The Board of Directors of this club.
2. Director: A member of this club's Board of Directors.
3. Member: A member, other than an honorary member, of this club.
4. RI: Rotary International.
5. Year: The twelve-month period that begins on 1 July.

Article 2 Board

The governing body of this club shall be the board consisting of six members of this club, namely directors elected in accordance with article 3, section 1, of these bylaws, and the president, vice-president, president-elect, secretary, treasurer and the immediate past president. Committee chairs are encouraged to attend board meetings and serve ex officio without vote. Any club member may attend any board meeting.

Article 3 Election of Directors and Officers

Section 1 – At a regular meeting one month prior to the meeting for election of officers, the presiding officer shall ask for nominations by members of the club for president, vice-president, secretary, treasurer, and sergeant-at-arms. The nominations may be presented by a nominating committee or by members from the floor, by either or by both as a club may determine. If it is determined to have a nominating committee, such committee shall be appointed as the club may determine. The nominations duly made shall be placed on a ballot in alphabetical order under each office and shall be voted for at the annual meeting. The candidates for president, vice-president, secretary, and treasurer receiving a majority of the votes shall be declared elected to their respective offices. The candidates for director receiving a majority of the votes shall be declared elected as directors. The candidate for president elected in such balloting shall be the president-nominee and serve as a director for the year commencing on the first day of July next following the election, and shall assume office as president on the first day of

July immediately following that year. The president-nominee shall take the title of president-elect upon the election of a successor.

Section 2 – The officers and directors, so elected, together with the immediate past president shall constitute the board. Within one week after their election, the directors-elect shall meet and elect some member of the club to act as sergeant-at-arms.

Section 3 – A vacancy in the board or any office shall be filled by action of the remaining directors.

Section 4 – A vacancy in the position of any officer-elect or director-elect shall be filled by action of the remaining directors-elect.

Article 4 Duties of Officers

Section 1 – President. It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

Section 2 – President-elect. It shall be the duty of the president elect to preside at meetings of the club and the board in the absence of the president and to perform other duties as ordinarily pertain to the office of president elect.

Section 3 – Vice-President. It shall be the duty of the vice-president to preside at meetings of the club and the board in the absence of the president and president elect and to perform other duties as ordinarily pertain to the office of vice-president.

Section 4 – Secretary. It shall be the duty of the secretary to keep membership records; record attendance at meetings; send out notices of club, board, and committee meetings; record and preserve the minutes of such meetings; report as required to RI, including the semiannual reports of membership on 1 January and 1 July of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly attendance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscriptions; and perform other duties as usually pertain to the office of secretary. The secretary may name an assistant secretary, subject to the approval of the board.

Section 5 – Treasurer. It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

Section 6 – *Sergeant-at-Arms*. The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be prescribed by the president or the board.

Article 5 Meetings

Section 1 – *Annual Meeting*. An annual meeting of this club shall be held on or before May 31st in each year, at which time the election of officers and directors to serve for the ensuing year shall take place.

Section 2 – The regular weekly meetings of this club shall be held on Tuesday at 5:30 p.m. Due notice of any changes in or canceling of the regular meeting shall be given to

all members of the club. All members excepting an honorary member (or member excused pursuant to article 8, sections 3 and 4 of the club's constitution) in good standing in this club, on the day of the regular meeting, must be counted as present or absent, and attendance must be evidenced by the member's being present for at least sixty (60) percent of the time devoted to the regular meeting, either at this club or at any other Rotary club, or as otherwise provided in the club's constitution, article 8, sections 1 and 2.

Section 3 – One-third of the membership shall constitute a quorum at the annual and regular meetings of this club.

Section 4 – Regular meetings of the board shall be held on the second Wednesday of each month or such other time as is approved by the board. Special meetings of the board shall be called by the president, whenever deemed necessary, or upon the request of two (2) officers and/or directors, due notice having been given.

Section 5 – A majority of the officers and directors shall constitute a quorum of the board.

Article 6 Fees and Dues

Section 1 – The admission fee shall be \$25 to be paid before the applicant can qualify as a member.

Section 2 – The membership dues shall be \$125 per annum, payable semiannually on the first day of July and of January, with the understanding that a portion of each semiannual payment shall be applied to each member's subscription to the RI official magazine.

Article 7 Method of Voting

The business of this club shall be transacted by voice vote except the election of officers and directors, which shall be by ballot. The board may determine that a specific resolution be considered by ballot rather than by voice vote.

Article 8 Four Avenues of Service

The four Avenues of Service are the philosophical and practical framework for the work of this Rotary club. They are Club Service, Vocational Service, Community Service, and International Service. This club will be active in each of the four Avenues of Service.

Article 9 Committees

Club committees are charged with carrying out the annual and long-range goals of the club based on the four Avenues of Service. The president-elect, president and immediate past president should work together to ensure continuity of leadership and succession planning. When feasible, committee members should be appointed to the same committee for more than one year to ensure consistency. The president-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs, and conducting planning meetings prior to the start of the year in office. It is recommended that the chair have previous experience as a member of the committee. Standing committees should be appointed as follows:

- **Membership**
This committee should develop and implement a comprehensive plan for the recruitment and retention of members.
- **Club Public Relations**
This committee should develop and implement plans to provide the public with information about Rotary and to promote the club's service projects and activities.
- **Service Projects**
Each of the Community Service, International Service, and Vocational Service Avenues should have a committee or committees to develop and implement educational, humanitarian, and vocational projects that address the needs of the club's community and communities in other countries.
- **The Rotary Foundation**
This committee should develop and implement plans to support The Rotary Foundation through both financial contributions and program participation.

Additional ad hoc committees may be created and members appointed as needed.

- (a) The president shall be an ex officio member of all committees and, as such, shall have all the privileges of membership thereon.
- (b) Each committee shall transact its business as is delegated to it in these bylaws and such additional business as may be referred to it by the president or the board. Except where special authority is given by the board, such committees shall not take action until a report has been made and approved by the board.
- (c) Each Avenue of Service chair shall be responsible for regular meetings and activities of the committee, shall supervise and coordinate the work of the committee, and shall report to the board on all committee activities.

Article 10 Duties of Committees

The duties of all committees shall be established and reviewed by the president for his or her year. In declaring the duties of each, the president shall make reference to appropriate RI materials.

Each committee shall have a specific mandate, clearly defined goals, and action plans established by the beginning of each year for implementation during the course of the year. It shall be the primary responsibility of the president-elect to provide the necessary leadership to prepare a recommendation for club committees, mandates, goals, and plans for presentation to the board in advance of the commencement of the year as noted above.

Article 11 Leave of Absence

Upon written application to the board, setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the club for a specified length of time.

Article 12 Finances

Section 1 – Prior to the beginning of each fiscal year, the president-elect shall, with the assistance of the treasurer, prepare a budget of estimated income and expenditures for the year, which shall stand as the limit of expenditures for these purposes, unless otherwise ordered by action of the board. The budget shall be broken into two separate parts: one in respect of club service operations and one in respect of the other avenues of service for charitable/service operations. The budget shall be approved by the board and then presented to the club membership for information and approval.

Section 2 – The treasurer shall deposit all club funds in a bank, named by the board. The treasurer shall classify club funds into two parts: club operations and service projects, although the funds may be maintained in one account.

Section 3 – All bills shall be paid by the treasurer or other authorized officer only when approved by two other officers or directors.

Section 4 – A thorough review of all financial transactions by a qualified person shall be made once each year.

Section 5 – Officers having charge or control of club funds may be bonded if required by the board at the cost of the club.

Section 6 – The fiscal year of this club shall extend from 1 July to 30 June, and for the collection of members' dues shall be divided into quarterly periods. The payment to RI of per capita dues and RI official magazine subscriptions shall be made on 1 July and 1 January of each year on the basis of the membership of the club on those dates.

Article 13 Method of Electing Members

Section 1 – The name of a prospective member, proposed by an active member of the club, shall be submitted to the board in writing using a membership proposal form, through the club secretary or the membership chair. A transferring or former member of another club may be proposed to active membership by the former club or by an active member of the club. The proposal shall be kept confidential until approved by the board.

Section 2 – The board shall ensure that the proposal meets all the classification and membership requirements of the club's constitution.

Section 3 – The board shall approve or disapprove the proposal within 30 days of its submission, and shall notify the proposer and the proposed member, through the club secretary or the membership chair, of its decision.

Section 4 – If the decision of the board is favorable, the prospective member's name and classification shall be read two times at regular club meetings. If the prospective member is transferring from another club, the name and classification shall be read one time. In all cases, the club secretary shall publish information about the prospective member to all club members, which publication may be made by mail and/or electronically.

Section 5 – If no written objection to the proposal, stating reasons, is received by the board from any member (other than honorary) of the club within seven (7) days

following publication of information about the prospective member, that person, upon payment of the initiation fee (if not honorary membership), as prescribed in these bylaws, shall be considered to be elected to membership. If any such objection has been filed with the board, it shall vote on this matter at its next meeting. If approved despite the objection, the proposed member, upon payment of the initiation fee (if not honorary membership), shall be considered to be elected to membership.

Section 6 – Following the election, the president shall arrange for the new member's induction, membership card, and new member Rotary literature. In addition, the secretary will report the new member information to RI and the president will assign a member as mentor to assist with the new member's assimilation to the club as well as assign the new member to club projects or functions.

Section 7 – The club may elect, in accordance with the standard Rotary club constitution, honorary members proposed by the board.

Article 14 Resolutions

The club shall not consider any resolution or motion to commit the club on any matter until the board has considered it. Such resolutions or motions, if offered at a club meeting, shall be referred to the board without discussion.

Article 15 Order of Business

Meeting called to order.

Introduction of visitors.

Correspondence, announcements, and Rotary Information.

Committee reports if any.

Any unfinished business.

Any new business.

Address or other program features.

Adjournment.

Article 16 Amendments

These bylaws may be amended at any regular meeting, a quorum being present, by a two-thirds vote of all members present, provided that notice of such proposed amendment shall have been sent by mail and/or electronically to each member at least ten (10) days before such meeting. No amendment or addition to these bylaws can be made which is not in harmony with the standard Rotary club constitution, the club's constitution, and with the constitution and bylaws of RI.

Rotary Acronyms

ADG	Assistant District Governor
APF	Annual Programs Fund
COL	Council on Legislation (meets every three years)
D7390	District 7390
DDF	District Designated Funds
DG	District Governor
DGE	District Governor-Elect
DGN	District Governor Nominee
DT	District Trainer
EREY	Every Rotarian Every Year
GSE	Group Study Exchange
MOP	Manual of Procedure (revised after the COL)
OD	Official Directory (revised annually)
NID	National Immunization Day
PDG	Past District Governor
PETS	President-Elect Training Seminar
PR	Public Relations
PRIP	Past Rotary International President
RAS	Rotary Ambassadorial Scholar
RF	Rotary Foundation
RI	Rotary International
RIP	Rotary International President
RLI	Rotary Leadership Institute
RYLA	Rotary Youth Leadership Award
STEP	Short Term Exchange Program
TRF	The Rotary Foundation
VSG	Volunteer Service Grants
YE	Youth Exchange
YEP	Youth Exchange Program

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