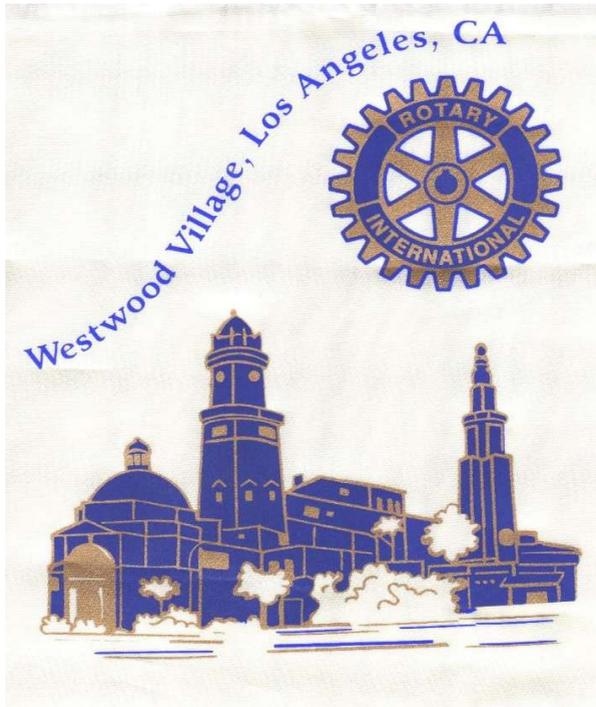


# WESTWOOD VILLAGE ROTARY CLUB

*FOUNDED 1929*



## MEMBER HANDBOOK

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## ***EXECUTIVE SUMMARY***

**Purpose of this Handbook** is to familiarize WVRC members, and specifically the Officers and Directors with the duties and functions of their positions, and with the operating environment in which they will work.

Given the volunteer nature of Rotary Club it is the goodwill, flexibility and understanding on the part of the Officers, Directors and members that ensure that our WVRC Club functions and grows.

Rotary objectives are well summarized in the four ideas as follows (commonly referred to as the 4-Way Test):

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*IS IT THE TRUTH?*

*IS IT FAIR TO ALL CONCERNED?*

*WILL IT BUILD GOOD WILL AND BETTER  
FRIENDSHIPS?*

*WILL IT BE BENEFICIAL TO ALL CONCERNED?*

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By providing clear explanation of the roles and expectations from the Officers and Directors it is believed that potential conflict or confusion would be minimized on the part of the new management teams regarding governing the Club.

## **Why a Handbook?**

Past Presidents, Officers and Directors recognized the need to document the responsibilities and expectations from new Officers and Directors, and to explain *a priori* their roles in order to maintain the integrity and continuation of key functions in operating the Club.

What is described in this Handbook in terms of roles and responsibilities is based upon the cumulative experiences and successes of previous Officers and Directors, common practices among Rotary Clubs and the Club's by-laws revised and passed in June 2018 for the WVRC.

Further, we take this opportunity to summarize the Club practices in terms of member selection, Board elections, special meetings, award programs, special events and Board meetings to capture the operating environment within which Officers and Directors work.

Readership of this Handbook may be cast beyond Club Officers and Directors given the general nature of describing the operations, organizations and administration of the Club.

**Outline of this Handbook** – This Handbook is divided into 8 sections.

**Section 1 points to how the Rotary Club idea started, its beginnings and growth**, and describes our WVRC and its foundation.

**Section 2 maps the role of the Directors and Officers** and summarizes how these positions are filled via elections.

**Section 3 lists the “heart of the work” via committees that are called Avenues of Service.** Five Avenues of Service are Vocational, Community, Youth, International Service and Peace.

**Section 4 provides an overview of Rotary meetings**, their purpose, nature and types.

**Section 5 details membership** in terms of the categories of members from being Proposed member to becoming an Active member. Honorary members, Associate members and Corporate and Family members are also described in this section.

**Section 6 speaks to the Traditional WVRC Programs** such as the Club Assembly, our Holiday Lunch, and the hand-over or “Demotion Party” where the President is roasted and the President - Elect is officially recognized as the incoming President by the Club President.

**Section 7 notes where Rotarians will find the continuous-learning District opportunities** via the occasional breakfast meetings, and some key events where Rotarians celebrate their friendships and successes, e.g. District Gala and Club Picnics.

**Section 8 provides a short list of the Awards and Distinctions**, such as the Rotarian of the Year, Founder Paul Harris Fellows, and how they are awarded.



## **SECTION 1**

### ***FORMATION AND STRUCTURE***

#### **How did this Rotary idea start?**

**Rotary International (RI)** - Paul B. Harris, an attorney who wished to recapture in a professional club the same friendly spirit he had felt in the small towns of his youth, formed the world's first service club, the Rotary Club of Chicago on February 23, 1905. Rotary's popularity spread throughout the United States in the decade that followed and by 1921 Rotary clubs had been formed on six continents.

As Rotary grew, its mission expanded beyond serving the professional and social interest of club members. Rotarians began pooling their resources and contributing their talents to help serve communities in need. The organization's dedication to this ideal is best expressed in its principal motto: **Service Above Self**. Later, Rotary embraced a code of ethics, called the 4-Way Test.

**RI Objectives** – The reason for the existence of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise. Rotarians develop acquaintances and friendships as enablers for service; maintain high ethical standards in their interactions; recognizing the worthiness of all useful occupations. Rotarians apply this ideal of service in their personal business and community life and in the advancement of international understanding, goodwill and peace through a world fellowship.

**RI Foundation** – In order to deliver on the above lofty intents and objectives, Rotarians established an endowment fund in 1917 **“for doing good in the world.”** The Foundation became a not-for-profit corporation known as The Rotary Foundation in 1928. Today, The Rotary Foundation distributes more than \$130 million annually and supports a wide range of humanitarian grants and educational programs.

### **Westwood Village Rotary Club (WVRC)**

The official name of the WVRC is “Rotary Club of Westwood Village – Los Angeles.” However, it has adopted and is commonly known as the Westwood Village Rotary Club.

The governing body of this Club is the Board of Directors (BOD). The BOD is composed of the officers of the Club, the Avenue of Service Chairs and other directors as duly appointed and elected by its membership. Membership shall include all persons duly elected and in good standing with the Club. Each member shall have the right to nominate and vote in all Club elections.

Associate, honorary and “on-leave” members are not considered to have the same rights and voting privileges as regular members.

### **Westwood Village Rotary Club Foundation (WVRCF)**

The WVRCF has been formed under the California Nonprofit Public Benefit Corporation Law for the purposes described in the Articles of Incorporation and is considered as a nonprofit and nonpartisan corporation. This is a separate organization to which donations are tax deductible 501(c)3 public charity.

The purpose of the WVRCF is to establish and manage an Endowment Fund to provide permanent funding for and undertake the Avenues of Service activities which benefit, enrich, improve, and educate the people, environment, business which

are located within the greater Westside of Los Angeles. Additionally, the WVRFC is to underwrite the charitable, educational, and philanthropic activities of the Westwood Village Rotary Club.

WVRFC distributes and authorizes funds by the Board of Trustees, consisting of the five (5) Officers of the WVRC and three (3) additional members.

The Endowment Fund investments shall be managed by a Board of Managers, consisting of the Club's Immediate Past President and up to six (6) others duly elected by existing Board Managers. Proceeds from various activities (i.e. member fines, fundraising activities, gifts from estates, memorials, etc.) accumulate within WVRC Foundation. WVRC Foundation has the following Sub-Funds:

Endowment Fund – Expenditures from the Endowment Fund are limited by formula which is based on the last three years of average Fund balances. This limitation may be exceeded by pre-approval of the majority of active Past Presidents.

Virginia Gandy Memorial Fund - WVRC Foundation is a beneficiary of the Estate of Virginia Gandy Trust, June 3, 1997. The Foundation is to use these funds solely for community projects in Westwood Village, West Los Angeles, and Mar Vista.

Howard Phillips memorial Fund - In memory of Howard Phillips (deceased WVRC Rotarian), funds are used for worthy international projects such as polio corrective surgery, polio eradication, as well as local community projects such as Parkinson Exercise Program, children's programs, and programs to honor local police and fire department personnel.

## **SECTION 2**

### ***DIRECTORS AND OFFICERS***

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*The Board of Directors work collaboratively with the Officers to meet its objectives.*

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#### **Board of Directors (BOD)**

The BOD shall consist of five directors who are the Avenue of Service Committee chairs. Currently they are the Vocational Service, Community Service, Youth Service, International Service and Peace chairs. Additionally, the President, the Immediate Past President, the President-Elect, the Vice-President, who shall serve as the chair of Club Service, the Secretary, the Treasurer, and, if the president so chooses and approved by the BOD, two directors at large, plus two more his or her own discretion.

#### **Officers**

The officers and related duties are as follows:

**President** – The duty of the president to preside at meetings of the Club and BOD and any other duties as ordinarily pertain to the office of the President. The president shall also serve as the chairman and a Trustee of the WVRFCF.

**Immediate Past President (IPP)** – The duty of the IPP to serve as a director and perform such other duties as may be prescribed by

the president or the BOD. The IPP shall also serve as a Trustee of the WVRFCF and a member of the Endowment Fund Managers.

**President Elect (PE)** – The duty of the PE shall to preside at meetings of the Club or BOD in the absence of the president. The PE shall prepare for his or her upcoming presidential year, shall select the chairperson of the Avenue of Service and be responsible for promoting attendance at District Conference and Rotary International Convention. The PE shall also serve as a Trustee of the WVRFCF.

The PE shall also be responsible for the annual “Demotion Dinner” at the conclusion of the current president’s term of office.

**Vice-President – Club Service (VPCS)** - This position is the “First Avenue of Service”, possibly the most important position other than the President. The VPCS shall also serve as an officer as well as Club Service Chair. Essentially, the Club’s officers are responsible for this Avenue of Service. Many clubs have the club service as a separate chair.

The duties will include the following:

Membership Development - Identify and recruit new member and assist/direct the membership chair.

Programs - Provide programs and speakers for all regular meetings by recruiting a “program chair” and, together with the President, develop a program list for all meetings in advance of each quarter. Speakers are crucial for a successful meeting. Therefore, a schedule of meeting dates and committed speakers should be created and given to members of the “speaker committee” that conflicts do not arise. See Traditional Programs section below.

Special Events - Plan and execute club fellowship, social and entertainment functions, including events such as the 'holiday luncheon', Valentine's Day social, or other events as recommended by the President/Board.

Windmill – Organize and be responsible for the writing and distribution of the publication. Select individuals to write the Windmill on a weekly basis.

Other duties to include:

- Public relations and publicity
- Photographer
- Pledge, greeters, invocation
- Rotary information/history (RI and WVRC)
- Club by-laws and constitution
- Club on-line committee; our club has a webpage

**Secretary** - The Secretary shall maintain records of membership, record the attendance of meetings of the Board of Directors, send out notice of the Club Board and preserve the minutes of such meetings. The President may assign this duty to others in the Secretary's absence. The Secretary shall also serve as the secretary and a Trustee of the WVRC Foundation.

**Treasurer** - It shall be the duty of the treasurer to have custody of all the funds, maintain accounting records and provide accounting to the Club annually. The Treasurer shall also maintain record of attendance at each meeting and report the Rotary International records of membership. (Club bylaws spell out specific duties.)

**Election of Officers** – The election of all officers shall be held at a Club Assembly in December or January.

## **SECTION 3**

### **AVENUES OF SERVICE**

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*Avenues of Service are the Heart and Soul  
of Committee Work.*

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**Avenue of Service Committee Chair Responsibility** – The Chair of each Avenue of Service is responsible for its membership, budgets and spending. The chair is to propose and report its projects and related cost and status at each BOD meeting.

**Vocational Service** – *Rotarians proudly represent their own occupations, vocation, or profession to fellow Rotarians with the common understanding that each person helps build a better society through dignified work guided by high ethical standards in their daily business activities. WVRC seeks, identifies, and honors members of our community, both Rotarians and non-Rotarians, who demonstrate exemplary dignity, ethical behavior and devotion to public service.*

The chair of this committee is responsible for the following:

- If needed, develop a committee to assist those in need of help with a computer, internet, or issues involving specific assignments

- Craft Talk – Instruction and mentoring is provided to new Rotarians for development and presentation of their craft talk.
- Awards for: Military liaison programs (sabers, clocks, etc.) to honor ROTC cadets and midshipmen and honors to include:
  - Police Officer of the Year
  - Firefighter of the Year
  - Volunteer of the Year

The above may require acquiring plaques, award certificates, financial awards, etc.

**Community Service** – *The WVRC seeks to restore and improve the physical and social environment in Westwood and surrounding areas of West Los Angeles by cooperating with other organizations such as homeowner’s associations, Chambers of Commerce, Community Councils, YMCA, Angel Flight, Veterans Administration, etc.*

The Chair of this committee is responsible for the following:

- Veteran’s Administrations (VA) – Participate/involvement in the VA affairs. As the WVRC is the closest club to the VA, we should undertake special concern with respect to its activities. For instance, New Directions is an organization that assists veterans. We should be very involved, financially and service, in its activities.
- The Chair is responsible for communicating with the Chamber of Commerce, Neighborhood Councils, Meals on Wheels, Salvation Army – Westwood and issues involving District 5280.

- In the past, the P.L.L.U.S. (Parkinsonians Learning Lifelong Useful Skills) program was a partnering program between YMCA and Rotary to help those with Parkinson's Disease.
- Holiday toy collection for patients at the Mattel Children's Hospital at UCLA.
- In the fall time of the year, the WVRC collects unused clothing from Rotarians and friends for the Salvation Army. The clothing is distributed in time for the December holiday season.

**Youth Service** – *The key tactical and strategic mandate for this committee is to provide analysis and recommendations to the BOD on how to make the functions of our Club better serve the needs and interests of outstanding young business and professional persons. By assisting activities of serving the youth, the WVRC becomes an example of the goodwill and friendship that underlies the Rotarian role in business community and society in general.*

The chair of this committee shall be responsible for the following:

- Pageant of the Arts – This is an annual Rotary district event for high school students participating in art, dance, music and speech competition. The committee should reach out to nearby high schools (Hamilton, University, Marymount, Brentwood and others) to advise the school of Rotary competition. The finals are in March; thus, planning should begin in the fall (September/October timeframe) in each year.
- Interact Club – This is a service organization for high school students, modeled after Rotary. In

the past, the WVRC has supported high Interact Clubs not sponsored by another Rotary Club.

- Rotaract Clubs – A service organization for college students and young adults, modeled after Rotary. The **UCLA Rotaract Club** was established in 1998 and has been supported by the WVRC. The Club has a Board of Directors and well over 50 active participants. This is a terrific opportunity for service. WVRC Rotarians and UCLA Rotarians are always welcome to attend each other’s meetings.
  - In 2010, the UCLA Rotaract Club received an award for being the outstanding Rotaract club in district 5280.
  - Goals: To support, mentor and guide students at UCLA. To incorporate a sense of “Service Above Self” and to introduce the ethical standards of the Four Way Test. To work side by side to develop a greater understanding of the role of Community Service.
  - Needed Service: To help students gain the necessary tools and skills necessary to develop into responsible, ethical, and service minded community members and professionals.
  - WVRC will sponsor one-half of the registration expense for two

participants at the RYLA Leadership Conference.

- Participation: Rotaract will join WVRC for the Rotary Christmas shopping trip. Two Rotaract members are welcomed at the WVRC weekly meetings.
- Salvation Army Christmas Shopping Spree – This a traditional event sponsored by the WVRC. Volunteer members are assigned a young person from the Salvation Army Transitional Village and purchase gift items for family members. The club funds the “shopping spree” which occurs in early December.
- Rotary Youth Leadership Assembly (RYLA) – A project many Rotary Districts undertake. Outstanding High School student leaders attend a long weekend of programs and events at a camp-like setting. The club sponsors a few of the students.
- Other events in the past have included:
  - Career Day – University High and Hamilton High students have attended a half day of various speakers on career opportunities or field trips to a business or professional office.
  - Rotaract Ethics forum
  - Salvation Army – Westwood District 5280 Camp grant

**International Service** – *All around the world, Rotary Clubs and Rotarians engage in both inter-personal and inter-organizational mutually beneficial activities across national boundaries. From time to time WVRC activities are funded exclusively by WVRC, with some receiving contributions from District 5280, while others may receive support from Rotary International.*

The chair of this committee shall be responsible for any activity which involves international educational or business programs either from or to various countries throughout the world. Such programs in the past have included:

- Global Scholars Program – The WVRC sponsors a student exchange from another country to come and learn about our ways of doing business.
- International Fellowships – If you have a hobby, avocation or sport, there is probably a rotary International Fellowship for you. It is one of the best ways to meet good people from around the world and have fun.
- Global Grant requests and involvement as deemed necessary.
- Other international projects in the past have included:
  - Japanese student exchange on a District to District summer program for high school students.
  - Rotary Scholar Bar-b-Que or a progressive dinner designed to provide information and introductions for

incoming and outgoing Rotary Ambassadorial Scholars.

- Guadalajara Sister Club projects have focused on the schools for deaf children and for blind girls. Cochlear implants and hearing aids were two of the more recent projects.
- Donations have included eyeglass projects in Ghana, portable x-ray machine in Turkey, eye doctor volunteers to Mexico for corrective eye surgery, educational funds for African schools in Nigeria and many others.

**Peace Chair** – Should the Club Board decide to retain or continue this position, the duties may be prescribed by the President.

**Committees** – Special committees have been created for specific purposes, such as:

- By-law revision
- WVRC contingency meeting locations
- Hospitality for foreign visitors
- Marketing the WVRC brand
- A “yearling” committee was formed in the past to assist new members in learning about the club generally.

The duties of all committees shall be established and reviewed by the President. Each committee shall have a specific mandate, clearly defined goals and action plans. It shall be the primary responsibility of the Vice-President Elect to provide necessary leadership to prepare recommendations by the committee.

## **SECTION 4**

### **MEETINGS**

**Regular Meetings** - *The President shall bear the ultimate responsibility for the regular weekly meetings, assisted by VP-Club Service, Program Chair, as deemed necessary.*

Meetings shall be scheduled in advance throughout the year. Certain weeks will be “dark” considering holidays, social events, etc. The schedule of regular meetings shall be approved at a Club Assembly.

- The location and cost of service will be arranged in advance at the beginning of the year. The Board of Directors, with the concurrence of the Treasurer, will approve the meeting cost and related charge to the membership.

**Annual Meeting or ‘Club Assembly’** – An annual meeting of this Club shall be held as designated by the Board, at which time the election of officers and directors to serve for the ensuing year and other Club related matters upon which a vote of the members is required. The Annual Meeting is to be attended by members only.

**Attendance** – The “greeters” or Treasurer shall keep a record of attendance of members, guests of members, special guests, and Rotary guests from other clubs.

**Special Meetings** – The President may call for special meetings as he or she considers necessary. (See Traditional programs below.) When necessary, a special meeting of past presidents only may be called by a former president.

## **SECTION 5**

### ***MEMBERSHIP***

**Membership Committee** – *This committee and its chairperson is at the discretion of the President. The committee is to provide analysis and recommendations to the Board of Directors for how to attract and keep as members of WVRC young individuals residing in, and/or practicing their business or profession in relationship to, the greater Westwood area.*

#### **Types of Membership**

- **Active** – When a candidate accepts membership, he or she becomes an Active Member, filing a classification that is loaned to that individual by the Club.
- **Honorary (HM)** – Honorary membership is a high honor granted to an individual by the BOD to one who is distinguished by meritorious service in furtherance of Rotary ideals. The HM cannot hold office in the Club and is not required to pay dues.
- **Associate Members (AM)** - The category of Associate Members is allowed based upon approval of the Membership Committee and applies primarily to not-for-profit memberships. However, the AM shall not be entitled to vote on Club matters.
- **Corporate/Family Membership** – A corporate entity, organization or family may apply to become members. This classification provides

to any of up to four (4) persons to be designated to be represented at Club meetings.

**How to Propose a New Member** – The following steps will help you propose qualified individuals for membership in the Westwood Village Rotary Club.

- Complete a New Member Proposal Form and present to the club membership chairperson. Proposed members may come from an active member or the membership committee.
- The completed Proposal Form is then presented to the Membership Chair or President as deemed appropriate. The Membership Chair or President will verify the proposed new member's character, business, and general eligibility.
- Following review and approval the Proposal Form is submitted to the Board of Directors for final review and approval or disapproval. This process must be completed within thirty days.
- If approved, the Club Secretary then distributes information concerning the new member along with associated classification and business information by publication in one issue of the Windmill club bulletin.
- If no written objection is received by the Board during the posting period, the proposed member, after payment of fees and dues, shall be considered elected. Following the election, the President shall arrange for induction to the Club.

## **SECTION 6**

### ***TRADITIONAL PROGRAMS***

**Annual Meeting or Club Assembly** – The purpose of this event is two-fold. First, an annual assembly is held for the purpose of electing the following year officers and directors. This assembly should be held in December or January. The second purpose is to educate our members on happenings in the club and get their feedback.

**District Governor's Visit** – The District Governor visits all clubs in his or her district, collects information from the club's leaders, offers advice and assistance, and informs the clubs of District 5280 and Rotary International priorities.

**Hump Day** – This regular meeting is held in the middle of the President's year when he or she is "over the hump."

**Craft Talks** – Autobiographical "get to know you" talk that each new member must give.

**Demotion Party** - Where the club celebrates the end of the president's year and the beginning of a new year. All members are required to contribute to this affair.

**Holiday Program** – Traditionally, the last Thursday before the Christmas break (the Club is "dark" between Christmas and New Year's Day). Usually a particularly good entertaining program, that is in the "Holiday Spirit."

**Valentine's Day Brunch** - This has been organized by the VP – Club Service.

**Special Programs** – Special programs to which spouses and friends are invited to gather for specific events as designated by the President.

## **SECTION 7**

### ***DISTRICT EVENTS***

**District Breakfast** – A District (5280) breakfast is held approximately 3 or 4 times a year. The primary purpose is to get District-level information to the clubs and to give members exposure to members of other clubs in the District. The breakfast usually has a good speaker, valuable information and held in the early morning. Important to have Board members attend and advisable for Yearlings as well.

**District Conference** – A District-level celebration of the Rotary Year. Clubs' projects are showcased and awards are given out. Excellent speakers at the plenary sessions and Rotarians from various clubs throughout the district get to know each other. Highly recommended for Board members.

**District Assembly** – This is where club's leaders learn about Rotary. All are welcome; incoming board members should drop all other plans and attend.

**District 5280 Foundation Celebration Dinner** – Formerly known as the Paul Harris Dinner, this event is a District fund raiser to raise funds for The Rotary Foundation.

## SECTION 8

### ***AWARDS AND DISTINCTIONS***

**Rotarian of the Year** – Outstanding service to the club and the community is recognized by this award given each year to a club member who hasn't previously received the award. The nominating committee is composed of the 5 previous award winners. The club also nominates a member for the District Rotarian of the Year, which is awarded at the District Conference.

**Paul Harris Fellow** – A person who has donated \$1,000 or more to the Rotary Foundation. "Sapphires" are added for each additional \$1,000 contribution.

**Benefactor** – A person who has donated, or has agreed to donate at the time of his or her death, at least \$1,000 to the Permanent Fund of the Rotary Foundation of RI.

**John Sandman Fellow** – A person who has donated, or has agreed to donate at the time of his or her death, \$1,000 or more to the WVRC Foundation Endowment.



## Designation Index

**RI** – Rotary International

**WVRC** – Westwood Village Rotary Club

**WVRCF** – Westwood Village Rotary Club Foundation

**BOD** – Board of Directors

**IPP** – Immediate Past President

**PE** – President Elect

**VPCS** – Vice President - Club Service

**HM** – Honorary Member

**AM** – Associate Member

**District 5280** – RI is divided into worldwide zones and districts within each zone. The WVRC is located in District 5280, generally Southern California.

**Website:** <https://www/westwoodvillagerotary.com>

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***This booklet is intended for the use by the Westwood Village Rotary Club members. It may also be used as an informational guide for prospective members, or those seeking information on the purpose and operations of Rotary International and the Westwood Village Rotary Club in general.***

***A separate booklet will be prepared for new members to the Club as a welcome and guide to their membership.***

***The content was developed in fiscal year 2020-2021 and does not purport to reflect specific details as set out in the by-laws of either the Westwood Village Rotary Club or its Foundation.***