



*ROTARY CLUB
OF
ESTOI PALACE
INTERNATIONAL*

*Members
Handbook*

May 2014

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Rotary Club of Estoi Palace International (RCEPI)

Club No. 80155 - District 1960 (Southern Portugal and Islands)

Registered on 2nd September, 2008

Chartered on 26th October, 2008

Our International Rotary Club in the Algarve, was founded in 2008 and the original 21 charter members received their pin and Charter Letter in October 2008, presented by the then Rotary District Governor, Teresa Mayer. Estoi Palace was chosen as our base for its convenient location and facilities.

Section I – An Introduction to Rotary

1. Definition of Rotary

Since 1976, Rotary has been defined as:

"an organisation of business and professional persons united worldwide, who provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world."

The first Rotary Club was formed when attorney Paul Harris called together a meeting of three business acquaintances in Chicago on February 23, 1905. Rotary's name came from the group's early practice of rotating meetings among the offices of each member. Since that time, Rotary International (RI) has grown into the world's largest charitable organisation, with more than 1.2 million Rotarians in more than 32,000 Rotary clubs around the world. Rotary proudly welcomes men and women as members, and actively encourages diversity in the clubs' membership to reflect the local community. The Headquarters of RI today is in Evanston, Illinois, a suburb of Chicago, USA.

The name *Rotary* comes from the fact that the originating members held their early meetings at each other's houses, rotating turns

2. Objective of Rotary

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

- The development of acquaintance as an opportunity for service;
- 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;
- The application of the ideal of service in each Rotarian's personal, business, and community life;
- The advancement of international understanding, goodwill, and peace through a world fellowship of business and professional persons united in the ideal of service.

3. The Rotary 4-way Test

The 4-Way Test was adopted by Rotary in 1943 and has been translated into more than 100 languages and published in thousands of ways. The message should be known and followed by all Rotarians.

"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?

4. Rotary Motto

The 1989 Council on Legislation established "**Service Above Self**" as the principal motto of Rotary, since it best explains the philosophy of unselfish volunteer service.

5. The Five Avenues of Service

The term "Five Avenues of Service" is frequently used in Rotary literature and information. The Avenues refer to the five elements of the object of Rotary: Club Service, Vocational Service, Community Service, International Service and Youth Service.

Although the Avenues of Services are not found in any formal part of the RI constitutional documents, the concept has been accepted as a means to describe the primary areas of Rotary activity.

Club Administration ("CA") involves all of the activities necessary to make the club function successfully. CA also focuses on strengthening fellowship and the organisation of the Club's functions.

Vocational Service ("VS") encourages Rotarians to serve others through their vocation; to practice high ethical standards and to support the application of the ideal of service in the pursuit of all vocations. VS often offers seminars and educational briefings for young professionals and for teenagers leaving school ready for life.

Community Service ("CS") pertains to those activities which Rotarians undertake to improve the quality of life in their community. It frequently involves assistance to youth, the aged, the disabled, the disadvantaged and others who look to Rotary as a source of hope for a better life.

International Service ("IS") describes the many programs and activities which Rotarians undertake to advance international understanding, goodwill and peace. IS projects are designed to meet humanitarian needs of people in many countries.

Youth Service ("YS") Encourages Rotarians to undertake projects that support the fundamental needs of the Younger Generation including health, human values, education, self-development and life skills.

6. The Rotary Foundation

The Rotary Foundation is the charitable arm of Rotary and uses generous donations received to fund projects by Rotarians and our partners in communities around the world. As a non-profit organization, all of the Foundation's funding comes from voluntary contributions made by Rotarians and friends who share our vision of a better world. The flagship project of the Rotary Foundation is Polio Plus, an ambitious project launched in 1985 to vaccinate the world's children and eradicate polio - that project is approaching completion.

More information about the Foundation and Paul Harris Fellowships can be found in Section IV

7. The Classification Principle

Virtually all membership of Rotary is based upon a classification. A classification describes the distinct and recognised business or professional service, which the Rotarian renders to society.

The classification principle is intended to assure that each Rotary Club represents a cross section of the business and professional service of the community. Many clubs strive towards having just one member per classification, which makes sense, in order to create the cross section mentioned above. However, the RI Constitution actually allows up to maximum of 5 members per classification or 10% if the club has more than 50 members. Members who are retired shall not be included in the total number of members in a classification.

If you visit a Portuguese Rotary Club, you will be asked to declare your classification as part of the introduction process.

8. Communication/Information

Rotary International's website is <https://www.rotary.org/en> Be sure to log on regularly to learn about what is new in Rotary. Using your Rotary ID number (get it from the Club Secretary if you don't already know it) you can personalize the website to show those things that interest you most. On the website, you can easily make donations using a credit card. You can also sign up to receive newsletters and other information electronically about the type of projects that interest you most, be it End Polio Now, water projects or any of various other choices. The website is also used to register for international conventions and other regional meetings and events.

Each month, you will also receive a copy of The Rotarian magazine. It contains articles about Rotary's leadership and highlights interesting projects, in addition to other information.

Section II – Rotary Club of Estoi Palace International- (RCEPI).

1. Club Structure

The RECPI club structure is a Members elected Board of Directors headed by the President, Chairs of Committees; Committee Members and the Membership.

2. Election of Directors and Officers for the Board

The Rotary year runs from July through June and elected representatives are in office for a period of 12 months.

An Election Committee, chaired by the President Elect (incoming President for the following Rotary year), will be responsible for proposing nominations for the following years Board members, the new President Elect, the Chairmen of all Club committees and the Honorary Auditor. The proposed nominations will be presented to the current Board and proposed at the Annual General Meeting for election.

Any member of the club with the support of at least three other members may also request that they be put up for election for any of the posts being voted upon.

The nominations shall be voted for at the AGM. The candidates with the most votes for the respective offices shall be declared elected for the coming Rotary year. The President Elect, the Board and Committee Chairs take office on the following July 1st. The Board will then consist of five members of the Club, namely the President, the immediate Past President, President Elect, Secretary and Treasurer, one of which, but not the President, will be nominated as the Club Vice President by a simple majority of the Board. Other members may be co-opted onto the Board.

The Club should strive towards a combination of continuity and "fresh blood" when nominating club directors and officers, in order to avoid large fluctuations from year to year.

Each year, in the days leading up to the start of the new Rotary year on 1st July, there is an official 'handover' from the outgoing President to the Incoming or new President as part of the regular meeting. This is an opportunity to celebrate the successes of the year that is ending and welcome those who are assuming the leadership of the club in the next year.

3. The Board and Board Decisions

The governing body of the club is the Board constituted according to RI and the RCEPI bylaws. The Board has the general authority and control over all officers and committees and, for "good cause", may declare any office vacant.

The decision of the Board in all Club matters is final, subject only to an appeal to the Club. A terminated member can appeal to the club, request mediation or request arbitration.

If appealed, a Board decision can only be reversed by a two-thirds vote of the members present at a 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 days prior to the meeting.

4. Committees

Each committee should have a chairman, elected by the membership at the AGM, plus no less than two other members.

The five main committees are:

- **Club Administration** – coordinates club facilities, the weekly programme, master of ceremonies function, club activities, club assets
- **Community Services** - Human and community development, environmental protection and partners in service, e.g. contacts to other Rotary Clubs in the community
- **Rotary Foundation/International Services** - International service activities, humanitarian assistance to clubs in other countries, to encourage and foster the advancement of international understanding, goodwill and peace through a world of fellowship.
- **Youth Services** - Education, advice and support to the younger generation).
- **Vocational** – not currently undertaken by RCEPI

Other committees in use by RCEPI are:

- **Election Committee** – chaired by the President-Elect, responsible for recommendations for elected positions prior to the AGM, and whenever vacancies should occur.
- **Membership Committee** – responsible for all aspects of the recruitment, introduction, and classification of new members.
- **Public Relations Committee** – responsible for all aspects of external communications
- The Club also has an elected member who is responsible for all actions and communications with the **Portuguese Rotary Foundation (FRP)**

5. Meetings

RCEPI is a "friendly" club, which caters to both the international and local communities, who are resident or partially resident in the Algarve. Our chosen language for meetings is English.

RCEPI is open all year round for meetings but we do not generally hold meetings on Portuguese Public Holidays

Meetings are held every Tuesday at Estoi Palace Pousada from 13:00 - 14:30. Members are encouraged to arrive at 12:30 in order to have time to enjoy fellowship with each other and visitors prior to the regular meeting. Meetings may occasionally be changed to another venue.

There are distinct differences between the various meeting formats:

The General Meeting

This is the most frequent meeting style and is open to the member's guests and visiting Rotarians. It opens at 13:00 with the President's welcome and introduction followed by the Master of Ceremonies welcoming guests. The President then leads the discussion on Rotary and club issues. Finally, there will be a presentation by an invited speaker on a topic of interest or a short, personal presentation by a new member of RCEPI.

The Business Meeting

Business Meetings are much less frequent, perhaps once per quarter. These meetings are established to allow open discussion amongst members on pre-defined topics relevant to the club. These meetings, which are closed to Member's guests and visiting Rotarians, also begin at 13:00 with the President's welcome.

The Fellowship Meeting

Fellowship Meetings are organised on a less formal frequency and are intended to facilitate one of Rotary's key principles, "the development of acquaintance as an opportunity for service". Sometimes these meetings will involve organised visits to local or regional places of interest and guests and visiting Rotarians are welcome.

Annual General Meeting

The Annual General Meeting ("AGM") is held no later than 31 December to review the previous Rotary year. The Club Assembly is held in May, specifically to review the forward plans for the upcoming Rotary year.

Extraordinary General Meeting

An Extraordinary General Meeting ("EGM") can be called as needed by the Board or at least one third of the active members may request the Secretary to call an EGM to discuss and vote upon any matter they collectively consider appropriate.

Other meetings will be held by the Board and by the various committees in the Club based on needs.

6. Achievements

Since its inception in 2002 RCEPI has worked hard for and with local organisations in order to leverage the capacity of Rotary for the benefits of needy people within our area of opportunity.

This community service endeavour has had a number of successes:

Our work with the Casa Do Povo in Estoi where, on a regular basis, we supplement their food parcels with cartons of milk. Since 2009, we have to date provided and helped to distribute, 27,313 litres of milk to local, needy families.

Our work with local schools, for which we provide dictionaries and coordinate a student merit scheme that recognises and awards individual achievements.

We have also initiated individual projects with specific objectives in mind, such as a new refrigerated truck for the Banco Alimentar in Faro, which was delivered in 2013, and a new ambulance for the Bombeiros of Sao Bras, which was delivered in 2014.

In support of these projects RCEPI run a number of charitable events, primarily to generate funds but also to extend the opportunities of fellowship. As well as a regular programme of quizzes and various impromptu events such as Murder Mystery theatre, RCEPI also organises a number of annual events including, the Golf Challenge at Monte Rei and the Burns Night Supper Dance.

7. Memberships

The general qualification for membership of RCEPI shall be composed of adult persons of a good character with a good business and professional reputation.

Potential members are introduced by an Active member (Sponsor). Following an application for membership the prospective member will be asked to attend three meetings. Thereafter their application will be formally considered and if approved their membership will be confirmed.

The process of applying for Active membership is described in a separate document – *Membership Induction Process*. The process will be coordinated by the Membership Committee.

If you want to introduce a prospective member, be sure to contact the chairman of the Membership Committee to be sure the procedure is followed.

In addition to a full Active member Honorary Memberships may be offered to "persons who have distinguished themselves by meritorious service in the furtherance of Rotary ideals and those persons who are considered friends of Rotary for their permanent support of Rotary's cause". It is generally offered in exceptional cases only and it is usually the Board of the Club that will propose such a membership for approval.

An individual can TRANSFER a membership from one Rotary Club to another. If a member has terminated a membership they can re-activate it by being accepted as member in their old or in a new club. It is not possible to be an active member of two Rotary clubs. However, an Honorary Member may be an honorary member of two or more clubs.

8. Fees and Dues

A member's financial obligations to the Club are decided by the members of the Club at the Annual General Meeting. Currently the annual fee of €200 is due in two instalments of €100 - one on January 1st and one on July 1st.

A transferred member, who has already paid fees in their old club, will not be charged a second fee.

9. Attendance

As Rotary is very much based on fellowship and team-work, regular meeting attendance is essential. Each member is expected to regularly attend the club's weekly meetings and engage in the club's service projects and other events and activities.

The Club has a target for each member to attain 60% attendance.

Attendance make-ups can be made within the period of 14 days before the scheduled meeting to 14 days after the meeting. Attendance can be made-up by attending meetings of other Rotary clubs, meetings called by the District Governor, Rotaract or Interact meetings, Board meetings, RI conventions, etc. RCEPI has also authorised that a minuted meeting of a service committee to which a member is assigned can count as a make-up.

Members whose age plus number of years in Rotary is at least the figure 85 (The 85 Rule) shall be excused from the obligation to attend and make-up missed meetings.

The Board may approve a Leave of Absence ("LoA") if requested in advance. This LoA only relieves the member of the requirement to attend club meetings but the member is still responsible for club dues.

Continual non-attendance can be considered as grounds for termination of membership.

10. Duration of Membership

A membership will continue during the existence of the club unless terminated as hereinafter provided.

- For non-attendance – see paragraph on 'Attendance'
- A member failing to pay dues within 40 days after the prescribed time, having received a notice after 30 days.
- Honorary Membership automatically ends every year but the Board may seek approval from the Membership to extend it
- For any "good cause" by the Board subject to appeal.

11. Communication/ Information

Minutes of all regular meeting, together with minutes of any Board meetings or committee meetings held are issued to members and posted on the club's website <http://www.rotaryestoipalace.org/> where you can also find a calendar of upcoming events. To access the members' only section, contact the club webmaster for log-in detail – webmaster@rotaryestoipalace.org

On a quarterly basis, the Club issues a newsletter that will be sent to all members and posted on the website. Be sure to notify the newsletter editor if you know others in the community who would like to be added to the distribution list; the newsletter is available in both English and Portuguese.

The Club's Facebook page is Rotary Club Estoi Palace International, where announcements of upcoming events and photos of past events are featured. If you have news about the Club, ask the Facebook editor to post the info on the club's Facebook page so that you (and other members) can then share it on your personal pages.

Don't forget to also use the knowledge and experience of your fellow Rotarians, just ask!

SECTION III – Rotary in Portugal

Portugal is divided north/south into 2 Rotary Districts – 1960(south) and 1970(north) with each being headed by a District Governor. There are approximately 150 clubs and around 2500 Rotarians in Portugal. RCEPI is part of District 1960

1. The District Governor ("DG")

The DG performs a very significant function in the world of Rotary. They are the only officer of RI in the geographic area called a "Rotary District", which usually includes about 45 Rotary clubs. The DGs provide the "quality control" for the 34,000 plus Rotary clubs of the world. They are responsible for maintaining high performance within the clubs of their district.

The District 1960 Governor, like all district governors, must make an official visit to each club in the district each year, so you will have an opportunity to meet him several times during the year as he visits the clubs in the Algarve. There are 68 clubs and approximately 1000 Rotarians in District 1960.

The district's first E-Club was chartered in June 2013 and is one of the fastest growing clubs in District 1960. Rotary e-clubs follow the same rules as Rotary Clubs. The main difference is that an e-Club conducts its weekly business through the Club's website without the Membership being physically or collectively present

2. Rotary in the Algarve

There are presently 13 Rotary clubs chartered in the Algarve, from Vila Real Santo António in the East to Lagos in the West. The clubs are divided into 3 groups, each of which has an appointed Assistant District Governor who offers guidance and acts as a liaison with the District Governor. RCEPI is on good terms with all the clubs and the clubs regularly interact through club visits, attendance at social and fundraising events and cooperating on joint projects. Apart from RCEPI the Rotary Clubs of Almancil, Porches and Silves also conduct their meetings in English. RCEPI members are encouraged to visit other clubs; the day, date and time of each club's meeting can be found in the District Guide (see – Communication/Information, below.)

3. Related types of clubs in Portugal

Rotakids – a club for children up to the age of 12

Interact – a club for young people aged 12 – 18.

Rotaract – a club for young adults aged 18 - 30.

4. Fundação Rotária Portuguesa (FRP)

The FRP is not related to The Rotary Foundation. It is a Portuguese registered charity funded by contributions, mostly by Rotarians in Portugal. Billed on a quarterly basis, every club is given the option to contribute € 3.00 per member/per month. RCEPI is currently participating in this option. The Portuguese tax code also allows a donation of .50% of an individual's annual tax liability to be contributed to FRP (and other approved charities). You are encouraged to make this contribution and can do so easily by 'ticking' the box on your tax return and writing in the appropriate tax ID for FRP – you can get this number from the Club President or Secretary.

The FRP operates as a joint programme of district 1960 (our district) and district 1970 (northern Portugal) and has virtually no operating expenses. Funds generated are used for student scholarships and other club and district projects. This programme fills the void created when the minimum value of a global grant was raised to US\$ 30.000 by the Rotary Foundation. Many projects in Portugal are smaller than this but still need financial assistance.

5. Communication/Information

District 1960 communicates with Rotarians regularly. Perhaps the most important source of information is via google groups email distribution. Most clubs submit their monthly programmes and events here, and District seminars are also promoted. If there is a need for information to be communicated quickly, it usually appears here first. To be placed on this distribution list, contact inforotary@googlegroups.com

Each Rotary year, the district produces a District Guide, or Guia Distrital. It contains the names and contacts for district leadership, and also the names and contacts for all clubs, club presidents, and club secretaries in the district. Each club receives a few hard copies of the guide, ask the club President or Secretary if you would like to see one. Or, look at the District website <http://www.rotaryd1960.pt/> where you can download a copy of the guide.

The District's Facebook page - Rotary Distrito 1960 Portugal – is also a good source of information. It posts items from other clubs' Facebook pages as well as information specific to the District and RI.

SECTION IV – Rotary International

1. The Rotary Foundation

Rotarians are encouraged to contribute to the Rotary Foundation, and there are several ways for that contribution to make a difference. All donations to the Rotary Foundation receive credits towards a Paul Harris Fellow Recognition (see below.)

- A gift to the Annual Fund helps Rotary clubs take action today to create positive change in communities at home and around the world. Your contributions help to strengthen peace efforts, provide clean water and sanitation, support education, grow local economies, save mothers and children, and fight disease. It is the gifts to the Annual Fund from clubs and Rotarians around the world that have made our Club's grant projects so successful.
- SHARE and District Designated Fund (DDF) - Through the SHARE system, contributions to The Rotary Foundation are transformed into grants that fund local and international humanitarian projects, scholarships, and activities, such as vocational training teams. At the end of every Rotary year, contributions directed to the Annual Fund SHARE from all Rotary clubs in the district are divided between the World Fund and the District Designated Fund, or DDF.

At the end of three years, your district can use the DDF to pay for Foundation, club, and district projects that your club and others in the district choose. Districts may use up to half of their DDF to fund district grants. The remaining DDF may be used for global grants or donated to PolioPlus, the Rotary Peace Centres, or another district.

- The Annual Fund is the primary source of funding for all Foundation activities. Support our efforts year round by making a recurring gift. You choose how often and how much you want to give—it's a simple and secure way to make a big impact. A monthly, quarterly, or annual gift option is available for all online contributions. If you prefer, you may return the completed Rotary Direct enrolment form. To update your existing recurring giving contributions, please email rotarydirect@rotary.org
- Endowment Fund - A gift to the Endowment Fund will keep The Rotary Foundation strong well into the future, providing a continuous stream of income that will fund programs in perpetuity.
- Make a contribution to a specific cause, one of Rotary's 6 areas of aid in the Global Grant programme - promoting peace, fighting disease, providing clean water, saving mothers and children, supporting education or growing local economies. Of course, you can also make a direct contribution to Polio Plus.

- Contribute to a specific project, an approved grant anywhere in the world, or a global grant initiated by RCEPI.

2. Paul Harris Fellow Recognition

Contributions to The Rotary Foundation are essential to securing and growing Rotary programs throughout the world. Donors are recognized as an expression of gratitude for their commitment and the Rotary Foundation offers individual recognitions, as well as naming recognitions that let you honour a friend or family member with a named or endowed gift.

- Rotary Foundation Sustaining Member, when you give \$100 or more per year to the Annual Fund.
- Benefactor, when you include the Endowment Fund as a beneficiary in your estate plans or when you donate \$1,000 or more to the fund outright. Benefactors receive a certificate and insignia to wear with a Rotary or Paul Harris Fellow pin.
- Paul Harris Fellow, when you give \$1,000 or more to the Annual Fund, PolioPlus, or an approved Foundation grant. To recognize someone else as a Paul Harris Fellow, you can give that amount in their name. You are recognized as a Multiple Paul Harris Fellow with each additional gift of \$1,000.
- Paul Harris Society member, when you give \$1,000 or more annually to the Annual Fund, PolioPlus, or an approved Foundation grant.
- Bequest Society member, when you give \$10,000 or more via your estate plans. All society members receive recognition from the Trustees of The Rotary Foundation, and donors can choose to receive an engraved crystal recognition piece and a Bequest Society pin.
- Major Donor, when your cumulative donations reach \$10,000. You can choose to receive a crystal recognition piece and a Major Donor lapel pin or pendant. Recognition items commemorate giving at these levels:

For each US dollar that you contribute to the Rotary Foundation you also receive 1 Foundation Recognition Point. These recognition points can be contributed to whomever you choose, Rotarian or non-Rotarian, so that when 1000 recognition points have been received, a Paul Harris Fellow is awarded to the person of your choice.

“Rotary and Peace the World Over”