



Rotaract Club Formation District 6940 Step by Step Information

The formation of Rotaract Clubs is an item on the 2018-2019 Rotary International Presidential Citation! Suggested steps to forming a Rotaract Club, either College Based or Community Based are listed.

DEFINITIONS:

- A College Based Rotaract Club (BRC) is made up of college students, which will by necessity have requirements to recruit new college members each year for an ongoing legacy of the Rotaract Club. (College BRC may be any age if they are full-time students.)
- A Community Based Rotaract (BRC) is made up of young professionals and College Based Rotaract graduates interested in volunteering in their community.
- The ideal is to begin as an Interact Member in High School, move into a University Based Rotaract Club, graduating into a Community Based Rotaract Club. Upon the age of 31, the Rotaractor would join a Rotary Club.
- Rotary International Guidelines allow for dual Rotaract and Rotary Membership as reflected by the Sponsoring Rotary Club By-Law's provided dues are paid to both Clubs.

The intent of this guide is to assist leadership of Rotary Clubs in establishing successful Rotaract Clubs. Each area may incorporate its local culture accordingly.

- 1) Invite local students, young community leaders, and children of Rotarians to Club Activities (8 to 30 individuals).
- 2) Discuss Rotary Activities and your personal Rotary Moment(s).
- 3) For those who are showing interest, begin a discussion about Rotaract Benefits (some suggestions are listed below):
 - a. Learning to be a Leader
 - b. Learning Management Skills
 - c. Opportunity to be welcomed to any Rotary / Rotaract Club Worldwide
 - d. Engaging in the Rotary International Worldwide Network
 - e. Recognition for Community Service
 - f. Opportunities for Local and International Service
 - g. Enhance the Spirit of Giving and Ethical Living
 - h. Opportunities to attend Rotary / Rotaract Conferences both National and International
 - i. Youth Exchange Programs

- j. Professional Mentoring Opportunities with Rotary Club Members
- 4) Invite them to your Club meetings.
- 5) Involve your District Rotaract Chair and District Leadership.
- 6) Have the interested individuals get a group of friends to join the newly forming Rotaract Club as founding members.
- 7) Assist the founding Rotaract members set up a formation meeting.
 - a. Seek a local Rotarian to volunteer an office conference room.
 - b. Seek additional local Rotarians for addition support / stories about Rotary.
- 8) Create a presentation about Rotaract Club Activities.
 - a. Information can be found at the following link:
 - i. <https://www.rotary.org/en/get-involved/rotaract-clubs>
- 9) Select a Rotaract Club Advisor.
- 10) Seek Rotarian volunteers to be Rotaract Club Liaisons.
- 11) Fill out the Rotary International paperwork to form and certify a Rotaract Club.
 - a. A copy of the Rotaract Club Certification Form can be found by:
 - i. Signing into Rotary.org
 - ii. Searching for New Rotaract Club Certification Form #672-EN-(516)
 - b. Minimum of 8 members required.
 - c. Be prepared to submit a Certification Fee with the form.
 - i. Startup monies may be furnished by sponsoring Rotary Club(s).
- 12) Assist the newly formed Rotaract Club in setting up applications for Board Positions.
- 13) Provide a copy of the following to the Rotaract Club:
 - a. Rotaract Handbook can be found at the following link:
 - i. <https://my.rotary.org/en/document/rotaract-handbook>
 - b. Rotaract Constitution can be found at the following link:
 - i. <https://my.rotary.org/en/document/standard-rotaract-club-constitution>
 - c. Rotaract Suggested By-Laws can be found at the following link:
 - i. <https://my.rotary.org/en/document/recommended-rotaract-club-bylaws>
- 14) Purchase Rotaract Pins for Club Presentation to Members (per item #15).
 - a. Sponsoring Club(s) should include this with Startup monies in budgeting.
- 15) Organize Presentation Ceremony at Sponsoring Rotary Club(s) Meeting.
 - a. Present Rotaract Club Charter to the new Rotaract Club Members.
 - b. Sponsor Club(s) may present bell and gavel to new Rotaract Club members.
 - i. Costs should be added to startup monies budget
- 16) Help Rotaract members enter Club members information into Rotary International Database System.
- 17) Consider amending Sponsoring Rotary Club(s) By-Laws to add the Rotaract Club President as a Non-voting Ex-Officio Board Member.
 - a. Sample verbiage:
 - i. Board of Directors: Section 1. There shall be a Board of Directors consisting of the President, President-Elect, Secretary, Treasurer, Immediate Past President, and eight (8) Directors at Large, who shall be elected as herein provided. In

addition, the Board of Directors shall invite and appoint the current President of the Rotaract Club sponsored by the Rotary Club of “insert Club Name here” to be a non-voting ex-officio member to the Board of Directors.

- 18) Suggest that an annual budget amount be set aside to sponsor Rotaractors to attend various Rotary Leadership training opportunities, such as the Rotary Leadership Institute (RLI), etc.
- 19) Provide ongoing support and advise as necessary.

Should you have any questions, please contact the Rotaract Club Formation Guideline Administrators:

Steve Liner

District 6940 Rotaract Co-Chair 2018-2019

RotarySEL17@gmail.com

Belinda Rodebaugh

District 6940 Secretary 2018-2019

rode2health@gmail.com

Additional Resources:

[Rotaract pages](https://www.rotary.org/en/get-involved/rotaract-clubs) or <https://www.rotary.org/en/get-involved/rotaract-clubs>

[How to start a community-based Rotaract club](https://www.rotary.org/en/get-involved/rotaract-clubs) or <https://vimeo.com/269012256>

[Rotaract Facebook page](https://www.facebook.com/rotaractor) or <https://www.facebook.com/rotaractor>

[Rotaract on Twitter](https://twitter.com/rotaract) or <https://twitter.com/rotaract>

[Rotaract World Discussion Group](https://my.rotary.org/en/exchange-ideas/groups/rotaract-world) or <https://my.rotary.org/en/exchange-ideas/groups/rotaract-world>

[this promotional video](https://www.facebook.com/rotaractor/videos/10156444265665797/) or <https://www.facebook.com/rotaractor/videos/10156444265665797/>

[This video](https://www.facebook.com/rotary/videos/10153800067849552/) or <https://www.facebook.com/rotary/videos/10153800067849552/>

[Rotaract Outstanding Project Awards](https://www.rotary.org/en/rotaract-clubs-honored-excellent-service-2018), or <https://www.rotary.org/en/rotaract-clubs-honored-excellent-service-2018>

[Slideshare](https://www.slideshare.net/Rotary_International/rotarys-programs-for-young-leaders) or https://www.slideshare.net/Rotary_International/rotarys-programs-for-young-leaders

[Young Leaders in Action newsletter](https://my.rotary.org/en/news-features/newsletters) or <https://my.rotary.org/en/news-features/newsletters>

Rotaract Club Resources:

[Worldwide Rotaract Directory](https://www.slideshare.net/Rotary_International/how-to-access-the-worldwide-rotaract-directory?qid=11dd2a87-ad8e-449f-a2b9-e80b1c28bf7a&v=qf1&b=&from_search=1) or https://www.slideshare.net/Rotary_International/how-to-access-the-worldwide-rotaract-directory?qid=11dd2a87-ad8e-449f-a2b9-e80b1c28bf7a&v=qf1&b=&from_search=1

[Rotary Ideas](http://ideas.rotary.org/) or <http://ideas.rotary.org/>

[Rotary Showcase](https://map.rotary.org/en/project/pages/project_showcase.aspx) or https://map.rotary.org/en/project/pages/project_showcase.aspx

[Rotary Voices](https://blog.rotary.org/) or <https://blog.rotary.org/>

[Rotary Global Rewards](https://my.rotary.org/en/member-center/rotary-global-rewards/offers#/offers) or <https://my.rotary.org/en/member-center/rotary-global-rewards/offers#/offers>

[Rotaract Preconvention](http://www.riconvention.org/en/toronto/rotaract-preconvention), or <http://www.riconvention.org/en/toronto/rotaract-preconvention>

[Rotary's Brand Center](https://brandcenter.rotary.org/en-GB) or <https://brandcenter.rotary.org/en-GB>