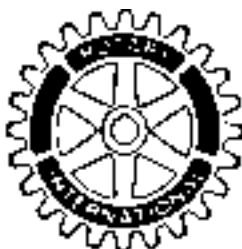


**Rotary  
and  
The Rotary Club  
Mission Viejo, CA**



## The Four Way Test

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?

The **FOUR WAY TEST** was written in 1932 by Herb Taylor, who was later to serve as President of Rotary International in 1954-1955.

This 24 word expression of fundamental Christian values was used as a daily guide in the administration and operation of Mr. Taylor's struggling company, Club Aluminum Products. Later, because of the proven benefits of **THE FOUR WAY TEST** in both his business and personal life, it was decided to further its publication and use through the Christian Workers foundation.

Rotary International was given the right to use **THE FOUR WAY TEST** at a Rotary Club meeting in 1942. Mr. Taylor officially turned the copyright over to Rotary International in 1954.

Today, **THE FOUR WAY TEST** is translated into the language of more than 100 countries! It rests, in plaque form on the desks of over 500,000 leading business and professional people in America alone. Each school day in excess of 3,000,000 high school students see it displayed on posters and banners in their classrooms. It has truly gained worldwide identity and acceptance.

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## PREFACE

The purpose of this Manual is:

- to provide the new Rotarian with the leading facts of Rotary,
- to help in understanding its ideals and its social function, and
- to impress the membership with the true significance of Rotary, and its rightful function in the development of our Rotary Club.

It is hoped this Manual will enable the new Rotarian to take up membership with a full understanding of the obligations and opportunities, and that through its careful study, he or she may have a clear realization of the fundamental truths underlying Rotary philosophy and may gain the true meaning of:

"Service Above Self"

"He Profits Most Who Serves Best"

## AS A NEW MEMBER

The contents of this Manual deal only with certain fundamentals and do not represent complete information about Rotary International, its organizational structure, its projects and its activities, nor about the Rotary Club of Mission Viejo.

The Club Constitution and By-laws contain more detailed information about some of the subjects touched upon in this Manual, and, more important, details of how the Club's affairs are administered.

As a new member, you are required to complete the following as part of your indoctrination before receiving your badge:

1. Attend a meeting of the Board of Directors
2. Attend the meeting of three other clubs for "make-up"
3. Attend an orientation meeting
4. Serve as a Greeter
5. Maintain regular attendance.

## AS A GREETER

1. New member is "Greeter" for a minimum of three weeks or until another new member comes in and takes the "Greeter's" place.

Wear "Greeter" badge

Arrive early and stay after each regular meeting

Be at the door area to greet everyone

2. Determine the member who should win the "attendance" raffle prize for shaking hands and greeting others at the meeting.
3. Select the "Lucky" handshaker, for example, the 8th person you greeted or the 4th person who greeted you. Greeter decides.
4. Make it fun!!
5. Coordinate with raffle operator so you can announce who the winner is as the final portion of the raffle drawing.

Should be a fun replacement to the "Attendance" drawing as we have it now.

6. Introduce visiting Rotarians and guests and/or invocation, song or Pledge of Allegiance on occasion.

## **LA WORD ABOUT ROTARY**

### **WHEN, WHERE AND BY WHOM WAS ROTARY ORGANIZED?**

Rotary came into being through the efforts of four Chicago men, each of whom represented a different occupation: mining engineering, the coal industry, merchant tailoring, and the law. The attorney, Paul P. Harris first conceived the idea of Rotary, and to him must be credited the vision which culminated in the worldwide Rotary movement. The first meeting was held in Chicago, Illinois, February 23, 1905.

### **WHY WAS THE NAME "ROTARY" ADOPTED?**

In the beginning of the organization, the meetings were held in rotation at the offices of the members.

### **WHAT ARE THE TWO MOTTOES OF ROTARY?**

**"SERVICE ABOVE SELF"**

**"HE PROFITS MOST WHO SERVES BEST"**

The word "profit" as used in one of these mottoes does not imply material profit. The word "service" does not imply service in commerce. It more aptly means service in one's community, to one's fellow human beings, and service, perhaps commercially, in the sense of contribution to the progress and advancement of crafts, professions, and the arts. It is not the dollars but the deeds that Rotary points to emphasize.

## **WHAT IS THE 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 by each Rotarian of his or her occupation as an opportunity to serve society;

**Third:** The application of the ideal of service by every Rotarian to his 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.

## **WHAT IS THE OFFICIAL MAGAZINE OF ROTARY INTERNATIONAL?**

"The Rotarian", a monthly magazine whose editorial and business offices are at Rotary International Headquarters in Evanston, Illinois.

## **II. THE ROTARY CLUB OF MISSION VIEJO**

### **WHAT IS A ROTARY CLUB?**

A Rotary Club is an association of persons who have united to put the ideal of service into actual practice, not only in their own lives but in the lives of those with whom they associate.

## **WHAT IS THE CLUB BOARD?**

Club officers, directors, the immediate past president, and committee chairmen form the board, but the meeting is open to all club members.

## **WHAT IS A CLUB ASSEMBLY?**

Several times a year the Rotary Club of Mission Viejo holds what is known as a Club Assembly. The assembly is held for the purpose of discussing, planning and coordinating the various club activities for the year.

## **WHAT SPECIAL IMPORTANCE TO NEW MEMBERS DOES A CLUB ASSEMBLY HAVE?**

New members, who have never attended a Club Assembly, should put the event on their "absolutely must" list. The weekly meetings do not offer the opportunity to get acquainted with the widespread activities of Rotary.

## **III MEMBERSHIP**

### **WHAT IS THE PRINCIPLE OF MEMBERSHIP?**

Active membership in a club shall consist of representation from only one (except newspaper, diplomatic service and religion) of each classification of business or profession.

### **WHAT ARE SOME OF THE BENEFITS A ROTARIAN DERIVES FROM BEING A MEMBER OF A ROTARY CLUB?**

- An opportunity to learn the true meaning of "Service Above Self" and "He Profits Most Who Serves Best."

## IV. CLASSIFICATION

**WHY DOES ROTARY LIMIT MEMBERSHIP IN A CLUB TO REPRESENTATION FROM ONLY ONE OF EACH CLASSIFICATION (newspaper, diplomatic service and religion classifications excepted)?**

- Because it enables the club to be a true cross-section of the industrial and professional life of the community.
- Because it develops fellowship based on diversity of interest instead of similarity of interest.
- Because it prevents the club from being dominated by any one business group.
- Because it makes membership more valuable and enables the club to demand attendance.

**WHAT ARE THE KINDS OF MEMBERSHIP IN A ROTARY CLUB?**

Active (including Additional Active), Senior Active, Past Service and Honorary.

A new member of Rotary is urged to give special attention to the four kinds or classes of membership because of their importance in the future in connection with one's own membership in Rotary.

**WHAT ARE THE QUALIFICATIONS FOR ACTIVE MEMBERSHIP IN A ROTARY CLUB?**

Each active member shall be an adult of good character and good business or professional reputation engaged as proprietor, partner, corporate officer or manager of a worthy and recognized

business or profession; or holding an important position in an executive capacity with discretionary authority in a worthy and recognized business or profession; or acting as the local agent or branch representative of a worthy and recognized business or profession, having entire charge of such agency or branch in an executive capacity, or personally and actively engaged in the business or profession in which the member is classified in the club, and having such place of business or residence located within the territorial limits of the club.

### **WHAT IS SENIOR ACTIVE MEMBERSHIP?**

The designation "Senior Active" also is somewhat self-definitive inasmuch as it means a Rotarian who has earned the title "senior" but is still "active" in a business or profession. An Active member of a Rotary club attains Senior Active Membership in the following ways:

1. A Rotarian who has been an Active member of one or more Rotary clubs for a total of five years, shall automatically become a Senior Active member at the age of 65.
2. Upon being an Active member of one or more Rotary clubs for a total of ten years, a Rotarian shall automatically become a Senior Active member at the age of 60.
3. A Rotarian who has been an Active member of one or more Rotary clubs for a total of 15 years, shall automatically become a Senior Active member.
4. A present or a past officer of Rotary International shall automatically become a Senior Active member.

5. A Rotary club may, as its option, elect to Senior Active membership any former Senior Active member who resides within the territorial limits of the club or within the surrounding area.

## **WHAT ARE THE QUALIFICATIONS FOR HONORARY MEMBERSHIP AND ITS DURATION?**

Any adult who is distinguished by meritorious service in the furtherance of Rotary ideals, who resides within or who has resided within the territorial limits of a Rotary Club, may be elected to Honorary membership in that club. An Honorary member pays no fees or dues; is not considered as representing any business or profession; has no vote and cannot hold office; but is entitled to attend all meetings and enjoy all other privileges of the club. An Honorary member has no rights or privileges in any club other than the one which grants such membership.

Honorary membership terminates on the first day of July each year, but the club Board of Directors may, by resolution, continue such Honorary membership from year to year.

## **V. SERVICE**

### **WHAT ARE THE FOUR AVENUES FOR SERVICE?**

1. Club Service
2. Community Service
3. International Service
4. Vocational Service

## WHAT DOES ROTARY MEAN BY CLUB SERVICE?

Club Service means those actions that a Rotarian does to help make successful the administration of the Rotary Club. A Rotarian serves the club by:

- a. Developing acquaintances
- b. Being present at meetings
- c. Participating in its fellowship
- d. Taking part in programs
- e. Assisting in welcoming new members
- f. Serving on committees
- g. Serving as a director or officer
- h. Paying dues
- i. Representing the club in activities which, while not performed during a club meeting, are not classified under any of the other three opportunities for service (Vocational, Community and International) such as:

- Participating in club assemblies
- Informing non-Rotarians as to the Object of Rotary
- Speaking at other Rotary Clubs
- Attending inter-city meetings
- Attending district assemblies, district conferences, or international conventions
- Representing his or her club in the organizing of new Rotary Clubs

## WHAT DOES ROTARY MEAN BY COMMUNITY SERVICE?

Community Service means things that a Rotarian does through many community relationships which demonstrate thoughtfulness and helpfulness to others. Such acts may be performed by the Rotarian as an individual, or in conjunction with others, Rotarians and non-Rotarians, which vary greatly, according to local conditions. They include: civic, educational, patriotic and philanthropic enterprises on behalf of children, youth, health, recreation, etc.

## **WHAT DOES ROTARY MEAN BY INTERNATIONAL SERVICE?**

International Service represents things a Rotarian can do to advance international understanding, goodwill and peace, by getting acquainted with people of other countries and their culture, customs, accomplishments, aspirations and problems. This can be done through personal contact in the Rotarian's own community, by travel and attending Rotary meetings in other countries, by attendance at conventions, through reading and correspondence and through cooperation in all club activities that will be helpful to people in other lands.

## **WHAT DOES ROTARY MEAN BY VOCATIONAL SERVICE?**

The obligation of each holder of a classification in Rotary is to share with others the ideal of service in all the relationships of that business or profession.

## **VI ATTENDANCE**

### **A. Active Member**

A member terminates his membership if, without a recognized excuse, such as protracted ill health or impairment, he or she fails to attend 60 percent of the meetings during any six-month period beginning January 1 and July 1, or if the member misses four consecutive meetings.

To receive credit for attendance at any one meeting, the member is required to be present during 60 percent or more of the time at that meeting.

### **B. Senior Active Member**

An exemption from the attendance requirement shall be made when he or she has notified the club secretary in writing of his desire to be excused from attendance and approved by the board. If

the member is:

1. Senior Active member and
  - a. has been a member of one or more clubs for an aggregate of 20 years or more, and he has reached the age of 65; or
  - b. has been a member of one or more clubs for an aggregate of 15 years or more and has reached the age of 70 years.
2. The members absences shall not be computed in the clubs attendance records.

### **WHY IS ATTENDANCE AT CLUB MEETINGS IMPORTANT?**

A Rotarian's interest in the club, and value are in direct proportion to contact with fellow Rotarians at club meetings.

### **CAN A ROTARIAN MAINTAIN HIS ATTENDANCE RECORD EVEN THOUGH ABSENT FROM ONE'S HOME CLUB?**

Yes. A Rotarian who attends the meeting of another Rotary Club at any time after the usual time for the previous meeting and before the usual time for the following regular meeting of his club shall receive credit for attendance; or,

- attends a Rotary International Convention;
- attends a Rotary District Conference;
- attends any district committee meeting held by direction of the district governor;

and other special circumstances approved by the Rotary Club Constitution.

A visiting Rotarian should speak to the secretary of the club being visited, complete a "Visitor's Card" requesting notification to the home club. The signed visitors card may be returned to the

home club secretary by the member.

### **WHAT IS PERFECT ATTENDANCE?**

Membership in Rotary obligates a member to maintain as nearly as possible a perfect attendance record, not just the minimum 60 percent of meetings. Perfect attendance means actual attendance or qualified make-up attendance for each meeting of a year.

## **VII ROTARY INTERNATIONAL**

### **WHAT IS ROTARY INTERNATIONAL?**

It is all the Rotary Clubs of the world banded together to:

- Preserve unity of purpose and action
- Encourage, promote, extend and supervise Rotary throughout the world
- Coordinate and generally direct the activities of Rotary International

### **IS A ROTARIAN A MEMBER OF ROTARY INTERNATIONAL?**

No. The Rotarian is a member of a Rotary Club, and the club is a member of Rotary International.

### **HOW IS MEMBERSHIP IN ROTARY INTERNATIONAL CONSTITUTED?**

Rotary International is an association of all the Rotary Clubs in the world. Rotary is usually restricted to one club from each well defined local, political or governmental subdivision, i.e., city or county. However, with the consent of the existing club, an additional club or clubs may be formed and the charter approved by Rotary International.

## **WHERE IS THE CENTRAL OFFICE OF THE SECRETARIATE OF ROTARY INTERNATIONAL?**

The central office is:

1600 Ridge Avenue  
Evanston, Illinois 60201

## **VIII THE ROTARY EMBLEM AND MAGAZINE**

### **WHAT IS THE EMBLEM OF ROTARY INTERNATIONAL?**

A gear wheel with six spokes, 24 cogs and a keyway, colors royal blue and gold, inscribed with the words, "Rotary International".

### **HAS THE ROTARY EMBLEM AN OFFICIAL MEANING?**

It has no official meaning, but various Rotarians have made inspirational and beautiful interpretations of its significance to them.

### **CAN ROTARIANS USE THE ROTARY EMBLEM ON THEIR BUSINESS STATIONERY, OR IN ANY OTHER COMMERCIAL MANNER?**

No. The emblem should not be used in this way.

## **IX DISTRICT**

### **WHAT IS A ROTARY DISTRICT?**

For administrative purposes, Rotary International is divided into Districts. Each District is presided over by a District Governor,

nominated annually by a nominating committee and elected at the next International Convention. The District Governor takes office on July 1 and acts under the direction of the Board of Directors of Rotary International.

As Rotary has grown in membership and the number of Rotary Clubs increased, the number of Districts has been increased from time to time. The Rotary Club of Mission Viejo is now in District 5320.

## **WHAT IS A ROTARY DISTRICT CONFERENCE?**

It is a conference of Rotarians held annually in each district. The purpose of the conference is to further the program of Rotary through fellowship, inspirational addresses and discussions relating to club projects, district affairs and Rotary International, generally.

## **X. ROTARY FOUNDATION**

### **WHAT IS THE ROTARY FOUNDATION?**

The Rotary Foundation was established in 1918. It has as its basic objective to further understanding and friendly relations between peoples of different nations through projects of an educational nature. It now conducts seven primary programs as follows:

1. Graduate Scholarships
2. Undergraduate Scholarships
3. Vocational Scholarships
4. Journalism Scholarships
5. Group Study Exchange Awards
6. Special Grants
7. Health, Hunger and Humanity (3H) Programs.

If except the special grants and 3H are programs for study abroad.

## XI PROCEDURES AND CUSTOMS

### MEETINGS

The Rotary Club of Mission Viejo meets each Tuesday at 7:10 a.m. The meetings are adjourned by 8:30 a.m. or sooner, except on a few special occasions. New members should sit at different tables with different groups each Tuesday, it will help to widen their Rotary acquaintances.

You are requested to remain in attendance until the presiding officer officially adjourns the meeting.

### BADGE

When you are presented to the club for the first time, you will be given your badge, upon which is printed your name, your nickname, and your Rotary classification or class of membership. Between meetings, your badge is kept in the badge box. On meeting days, this box is placed in the dining room so you can obtain your badge before the meeting and return it to its official place in the box following the meeting.

### FINES

One of the ways funds are raised for club projects and activities is through the use of fines which will be levied for missed meetings, birthdays, anniversaries, talking or disturbing the meeting, being late, and may be levied for other reasons at the discretion of the club president or fine master.

### COMMITTEE ASSIGNMENTS

Upon becoming a member of Rotary, you will be assigned to one or more of the many committees through which Rotary functions. A good Rotarian is a participating member and is

expected and urged to become an active member as early as possible. Attend your committee meeting when called.

## INTRODUCTION TO THE CLUB

After meeting with the Rotary Information Committee, you will be introduced and presented to the club by the Rotarian who proposed you for membership. The President will formally welcome you into the club and present you with your Rotary credentials.

## SCOOTING

Scooting is the practice of leaving the Rotary meeting as the speaker is introduced. Such a practice is discourteous to the program speaker and embarrassing to the club. When you accepted membership in Rotary, you agreed to give one and one-half hours of your time each week to attend a Rotary meeting. You should honor that commitment at our meetings and also when visiting other Rotary clubs.

If you must leave before the speaker's presentation, be sure to express your apologies to the speaker and notify the president early in the meeting, preferably during breakfast.

## CONCLUSION

It is hoped that Rotary will become a very important part of your life just as it has been in the lives of millions of Rotarians throughout the free world.