



Rotary Club of Shepherdstown

Month	Event	Service Committee
July	Rumsey Park July 4th Parade/Picnic SVFD Carnival - Ticket sales Annual Budget Preparation Night with CATF	Community Service Club Service Club Treasurer Club Service
August	Rotary Reads	Vocational Service
September	Rumsey Park Labor Day Picnic Day of Caring	Community Service Community Service
October	Vocational Service Award Group Study Exchange Adopt-A-Highway	Vocational Service International Community Service
November	McMurrin Hall Decorations Dictionary/Thesaurus Distribution Assemble Ballot for BoD elections	Club Service Vocational Service Board of Directors
December	Annual GM meeting (club assembly) Christmas Charity Ball Shepherdstown Parade Bavarian Inn 'Pass-the-Hat' Christmas Holiday Program	Board of Directors Community Service Club Service Club Treasurer Vice President
January	Presidents' Mid-Winter meeting De-decorate McMurrin Hall	District 7350 Club Service
February		
March	Adopt-A-Highway World Affairs Seminar/Forum Wine Tasting Dinner Theater Night PETS Training	Community Service International Vocational Service Club Service District 7350
April	Shepherd University Relay for Life Produce Distribution District Assembly	New Generations New Generations District 7350
May	District Conference JHS Mock Interviews	District 7350 Vocational Service
June	Paul Harris Fellows Awards Breakfast Board of Directors Installation	PHF Committee Club President



Rotary Club of Shepherdstown

Service Above Self

Membership Orientation

Rotary Serves our Community and the World

Community

International



Vocational

The Rotary Club of Shepherdstown, WV



The Rotary Club of Shepherdstown
Post Office Box 603
Shepherdstown, WV 25443





Who We Are

The Rotary Club of Shepherdstown

The Rotary Club of Shepherdstown, WV, was founded in 1987 and officially chartered by Rotary International on April 24 of that year. The former D. Lee Morgan was the founding president. In the beginning, the Club had 28 members. Today, our Club averages about 60 members, seven of whom were charter members when the Club was founded.. Current members represent a spectrum of professions: an incomplete list includes hospitality management, law, property management, financial advising & tax services, medicine & healthcare, accounting, government service, academe, science, information technology, non-profits, etc. Our members embrace the motto of Rotary International, "Service Above Self" in their approach to the Club's four main avenues of service: International, Community, Vocational, and Club. Our Club has a strong portfolio of service projects and impressive record of philanthropy, examples of which follow in sections below.

All Rotary Clubs initially were organizations for men. Following the lead of Rotary International, The Rotary Club of Shepherdstown invited women to membership beginning in 1988. In 1989, Ms. Judy Moore was the first woman Rotarian inducted into the District, and Ms. Karen Kinnett was our first woman Club president in 1994. Several more have provided presidential leadership since then. Women currently comprise about 17% of Club membership.

Our Club works closely with Shepherd University in service projects and in mentoring future generations of leaders. In November 2005, we assisted in the development of a Rotaract Club (a Rotary-sponsored service club for young men and women ages 18 to 30) at Shepherd University. The student club meets with Shepherdstown Rotary several times each year and the organizations jointly conduct at least one major project annually. Many Rotaract members have mentors from the Club.

The Rotary Club of Shepherdstown meets weekly at 7:30 am Tuesday (except for Christmas week) at the Bavarian Inn. The gathering is comprised of breakfast followed by a business meeting which features a program by a prominent speaker. The first Tuesday morning meeting of each month is Club Assembly, where instead of a guest speaker the four



FAQs

The **Rotary International Foundation** is the International gift giving arm of Rotary (also a 401©(3) entity). Monetary gifts to the RI Foundation fund RI initiatives including Educational Programs, Humanitarian Grants, and Polio Plus. Your contributions are recognized by the District and count towards **Paul Harris Fellow** credits.

- **What are the duties of the scribe?**

The duties of the Scribe are to prepare copy for the weekly hard copy and web based *Rotary Router*, the Club newsletter, and submit it to the Editor of the *Rotary Router*. The copy for a following week's *Rotary Router* is based upon the program, announcements, and other events of the current week's meeting.

- **Where is the club meeting and guest speaker schedule posted?**

Go to the Club website, www.shepherdstownrotary.org. The Club meeting and guest speaker schedule is posted in the upper right of the home page.

- **How do I make up missed meetings?**

Missed meetings may be made up in two ways. If you are on travel, consider attendance at a Rotary club in the vicinity of your destination. When you join Rotary, you are joining a worldwide organization where your membership is welcome at clubs around the globe. Make sure you ask the Club Secretary that you visit for a **'Make-up card'** which will provide you with both an attendance and meal credit at your home club. A second option includes **'Service credits'** which count towards missed meeting attendance. Service credits are granted for those members who volunteer their time to participate in club-sponsored activities such as the 'Student Mock Interviews', 'UWEP Day of Caring', 'Relay for Life', 'Adopt-a-Highway', and other community service activities.

- **Where can I find a location listing of other Rotary clubs?**

A location listing of other Rotary clubs in the Eastern Panhandle is printed on the bottom right quadrant of the *Rotary Router*. The list is also available on the web-version (pdf file) of the newsletter. Go to the Club website, www.shepherdstownrotary.org, and click on the 'Newsletter' link from the left side menu. Alternately, go to the Rotary International website, www.rotary.org, and click on the 'Club Locator' link in the upper right corner of the home page.



FAQs

- What are my monetary obligations to the club?**

You will receive an itemized invoice shortly after joining the organization and consistent with the quarterly billing schedule. Fees include Club, District, and International dues, the Rotarian magazine subscription, and the Quarterly Meal assessment. An itemized detail of these charges is available at www.shepherdstownrotary.org under the 'Members Only' section > Club Policies > Membership > Membership Dues.pdf
- How do I propose a member?**

Go to the Club website, www.shepherdstownrotary.org and log in under the 'Members Only' section > Club Policies > Membership. The membership proposal process and all associated instructions, and forms are available there.
- Where can I find a club membership list?**

Go to the Club website, www.shepherdstownrotary.org and log in under the 'Members Only' section > Private Member Directory.
- How do I change my service committee association?**

New members are assigned to the Club Service Committee for 2 months for an initial grounding in the life, culture, and dynamics of the Club. After that, members are encouraged to round out their Rotary experience by visiting the monthly meetings of other service committees, and affiliating with one that has particular appeal to the member's interest. New members can also expect to be invited by a Committee Chair to experience and join another 'avenue of service'. To change your service committee association, simply advise the former and new committee Chairs of your decision.
- What are the Club, District and RI websites?**

Reference page 9 under the section 'For Additional Information'.
- What are the purposes of the Shepherdstown Club Foundation and Rotary International Foundation?**

The *Rotary Club of Shepherdstown Charitable Fund, Inc.* is our club's 401(c)(3) entity chartered to collect and distribute funds for local community non-profit beneficiaries.



Who We Are

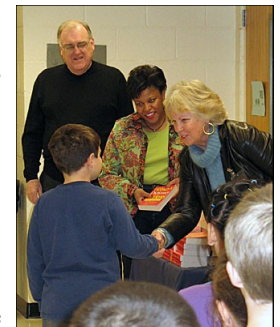
standing service committees gather to conduct business relating to their committee's activities and fund-raising efforts. The Board of Directors typically meets over a breakfast buffet the first Friday of each month at 7:00 am at the Bavarian Inn, or on call of the President.

Our Governance

The Rotary Club of Shepherdstown is governed by an elected Board of Directors comprised of the following officers: President, Vice-President, Immediate Past-President, Club Secretary, Membership Secretary, Club Treasurer, Treasurer of the Club Charitable Fund, and Chairs of the following standing committees: International Service, Community Service, Vocational Service, New Generations, and Club Service (which also serves as the Membership Committee). Annual elections are held in early December, and elected officials assume office on July 1. The Vice-President serves as the Program Chair and rotates to the Presidency and Past-Presidency.

Our Philanthropic Efforts

The Rotary Club of Shepherdstown Charitable Fund, Inc. was founded on February 28, 1989, as a 501(c)(3) corporation in compliance with the IRS Code of 1954 to raise funds for donation to local charities—all of which must be recognized by IRS as non-profit entities or organizations. The Charitable Fund has a separate Treasurer, but otherwise operates with the same Board of Directors as the Club. Erwin Asam was the founding president of the fund's board. Over the years, donations to international charities have also become important. In the past 11 years, our Club has disbursed more than \$190,000 obtained through fund-raising events and individual donations to more than 34 qualified organizations. In the local community, the Shepherdstown Day Care Center, the Shepherdstown Volunteer Fire Department, the First in Your Family Program, CASA of the Eastern Panhandle, the Historic Shepherdstown Commission, and the D. Lee Morgan Training Fund Foundation have been major recipients during that time. On the international scene, the Charitable Fund has generously





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supported the Polio Plus campaign of Rotary International, a water project in Mexico, and the Friends of Hopital Albert Schweitzer in Haiti, with major donations. This Club philanthropy excludes any charitable donations club members may individually make directly to Rotary International or to local or international charities.



Paul Harris Fellow Award

The Paul Harris Fellow Award is the highest honor the Shepherdstown Rotary Club awards to Club members or to members of the local community for sustained "Service Above Self" and to express appreciation for contributions towards the humanitarian and educational programs of the Rotary Foundation. Anyone who contributes, or in whose name is contributed, a gift of \$1,000 or more to the Annual Rotary International Programs Funds is eligible to become a Paul Harris Fellow. In our Club, a Paul Harris Fellows Committee annually makes nominations of potential recipients to the Board. Successful nominees are feted at a breakfast meeting in late June. Nearly half of our Club members, and several community residents, are Paul Harris Fellows.



Rotary Club of Shepherdstown

What We Expect from our Members

- From among those leaders you meet in your professional and personal life, solicit their interest in Rotary and propose them for membership.

Our Club Calendar

Many Club events and projects occur at the same time each year. Please see the attached Calendar for a summary of the major ones.

For Additional Information

Our Club is a member of Rotary International, which traces its foundations to 1905. Today, Rotary International is comprised of 33,000 clubs with 1.2 million members in more than 200 countries. Please see www.rotary.org/ for more information.

Our Club maintains an up-to-date website with details of our philanthropic and service activities, a complete calendar of events, and photographs of members. It's an invaluable resource to learn about our Club. Please see www.shepherdstownrotary.org/ for more information.





What We Expect from our Members

The principal responsibilities of membership in the Rotary Club of Shepherdstown are:

Attendance at Regular Club Meetings

- The Club goal is that each member attends 80% of the regular weekly meetings.
- If you can't attend a regular meeting, do a makeup. See the schedule of area meetings in the Rotary Router.
- Participation in sanctioned Rotary activities, such as Highway Cleanup, Day of Caring, Dictionary Distribution, and Christmas Parade will substitute for a missed regular meeting.
- If you will be away from the area for an extended period of time, apply for a Leave of Absence from the Club Secretary.

Participation in the Club

- Join one of the five service committees [Club, International, Community, Vocational, and New Generations] and contribute to committee meetings during Club Assembly.
- Participate in Rotary Club Service Projects such as the Produce Distribution and World Affairs Seminar, and attend Club Social Functions such as the Charity Ball and Wine Tasting Events.
- Become a leader of a committee, a coordinator of an event, or a Board of Directors officer.
- Open your home to an exchange student or a participant in Group Study Exchange.
- Recognize your fellow Rotary Club members for their extraordinary accomplishments.

Be a Good Ambassador for Rotary

- In your daily life, exemplify the Rotary motto, "Service Above Self", and apply the Four Way Test to your words and deeds.
- Meet your financial obligations to the Club
- Contribute to the care or improvement of those less fortunate than yourself with gifts to the Shepherdstown Rotary Club Charitable Fund.
- Provide Club leaders with your ideas for new or improved service projects, ideas for weekly programs, and ideas to foster enthusiasm for Rotary.



Avenues of Service

The Object of Rotary is to encourage and foster the ideal of service as a basis of worthy enterprise. Members of the Rotary Club of Shepherdstown further this objective by actively participating in one of five standing committees of the Club. Choice of committee is voluntary and at the discretion of the member. We ask that new members join the Club Service committee for a brief period to become better acquainted with our club culture and its membership before rotating to another service committee. Members often rotate among service committees after 2 or 3 years to broaden their contributions. A brief overview of the five service committees follows:

International Service

The International Service Committee engages in a variety of activities to advance understanding, good will, and peace through a worldwide fellowship of business and professional persons united in the ideal of service. Prominent projects of this committee include the World Affairs Seminar and Forum for high school students in Jefferson and Berkeley Counties, which is now in its 48th year in partnership with the Martinsburg Rotary Club; a partnership with the Hopital Albert Schweitzer in Haiti to provide health care to the rural poor and to victims of the 2010 Haitian earthquake; and hosting Group Study Exchanges, viz. groups of visiting Rotarians from other nations.



Community Service

The Community Service Committee leads the Club's outreach and involvement into the broader Shepherdstown community. Its goals are to foster interactions between the Club and the surrounding community through the effective completion of service projects which become a positive force in the community and enhance the Club's ability to serve others. Prominent projects of this committee include participation in the





Avenues of Service

United Way-Day of Caring; providing leadership to the annual Charity Ball, the signature Club event for fund-raising; leading a twice annual Highway cleanup (Adopt-A-Highway Program); and partnering with the Rotaract Club and the community to conduct a community-wide produce distribution project to benefit food banks, soup kitchens, shelters, and church pantries.



Vocational Service

The Vocational Service Committee conducts projects within the community to foster high ethical standards in all occupations. It also endeavors to share the vocational skills and experiences of Club members with others in the community and to assist in the mentoring and development of the next generation of leaders. Prominent projects include organizing Mock Interview Sessions for



Jefferson County High School Students, distributing Dictionaries and Thesauruses to elementary school students in Jefferson County, organizing "Rotary Reads" with the Shepherdstown Public Library to encourage children to spend more time reading, and selecting a prominent community member to receive the Rotary Vocational Service Award in recognition of achieving outstanding professional accomplishment accompanied by high ethical standards.



Avenues of Service

Club Service

The Club Service Committee focuses its service efforts focus on communications, membership, and social activities. Prominent projects of this committee include writing copy for and publishing the *Rotary Router*, the weekly Club newsletter available in hard copy and online; evaluating the credentials of persons proposed for Club membership, and recommending membership actions to the Board of Directors; assisting in the acculturation of new members into the Club; organizing an annual Rotary Theater Night and an annual Rotary at the Contemporary American Theater Festival event to foster Club fellowship, and providing leadership to the Christmas in Shepherdstown event by organizing the decoration of McMurrin Hall, decoration of the official town Christmas Tree, and organizing the Club's participation in the Christmas Parade.



New Generations

The fifth and most recent avenue of service is intended to strengthen our commitment to the youth segment of our community. This initiative acknowledges the positive change implemented by young adults involved in leadership development activities, community and international service projects, and exchange programs that foster world peace and cultural understanding. New Generations is the future of Rotary. Specific Programs include:

Rotary Youth Leadership Award (RYLA), is Rotary's leadership training program for young people.

Rotaract is the collegiate level of Rotary. The Shepherdstown Rotary Club sponsors an extremely active Rotaract Club housed at **Shepherd University**.

Relay for Life is a life-changing event that provides an opportunity to celebrate the lives of people who have battled cancer, remember loved ones lost, and fight back against the disease.

Rotary Youth Exchange students are given the opportunity to spend up to a year living with a few host families and attending school in a different country.